



BY-LAWS

OF THE

BELGRAVE SOUTH “RED DEVILS” BASKETBALL CLUB INC.



By-Laws Adopted	Committee Meeting	Monday 29 April 2024
By-Laws Amended	Committee Meeting	Monday 7 October 2024
By-Laws Amended	Committee Meeting	Monday 9 December 2024
By-Laws Amended	Committee Meeting	Monday 18 August 2025

Belgrave South “Red Devils” Basketball Club Incorporated - By-Laws Contents

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1. MEETINGS OF THE COMMITTEE AND TEAM SELECTORS

a. Committee Meetings shall:-

- (i) be chaired by the President or an appropriate delegate Chairperson should the President not be available.
- (ii) be held at a suitable location to be determined prior to the meeting. In the event that no decision is made, the Secretary will make the decision and advise all Committee Members accordingly.
- (iii) commence at 7:00PM AEST, or as soon as practicable thereafter and conclude by 9:00PM AEST. A fifteen (15) minute extension, to conclude any outstanding business, will be observed if the extension motion is carried by at least 50% of Committee Members present.

b. Team Selector Meetings shall:-

- (i) be chaired by the Team Selection Chairperson or an appropriate delegate Chairperson should the Team Selection Chairperson not be available.
- (ii) be held at a suitable location to be determined prior to the meeting. In the event that no decision is made, the Team Selection Chairperson will make the decision and advise all Team Selectors accordingly.
- (iii) commence at 6:00PM AEST and conclude by 7:00PM AEST. A fifteen (15) minute extension, to conclude any outstanding business, will be observed if the extension motion is carried by at least 50% of Team Selectors present.
- (iv) meet as often as necessary to properly conduct the business required of the Team Selectors, but not less than two (2) times per year. Voting at such meetings shall be carried by a simple majority on a show of hands of those present. If the votes are divided equally on a question, the Chairperson of the meeting has a second and casting vote.
- (v) be held for the purpose of discussing the selection of players into teams for the forthcoming season in accordance with the Team Selection Policy in Appendix 1. This may also include any other pertinent matters relating to policy improvement, consistency in team selection, rostering of Team Selectors or development activities for Members of Belgrave South Red Devils Basketball Club Incorporated.

c. Extraordinary Committee Meetings shall:-

- (i) be chaired by the President or an appropriate delegate Chairperson should the President not be available.
- (ii) be held when the need for an Extraordinary Committee Meeting has been requested by the Secretary for an appropriate reason and is supported by at least three (3) other members of the Committee
- (iii) be held within seven (7) days of the request being made to the Secretary and will be held at a suitable location to be determined by the Secretary. The Secretary will advise all Committee Members of the meeting location, time of meeting and the nature of the business to be discussed.
- (iv) only address the business on notice, for which the Extraordinary Committee Meeting has been called.

2. EXECUTIVE MEMBERS

- a. Matters requiring immediate attention and decision making between meetings may be referred to the Executive Members. These members are defined as:-

- (i) President
- (ii) Vice-President
- (iii) Secretary
- (iv) Treasurer
- (v) Registrar

Decisions made by the Executive Members may be approved by a minimum of at least three of the five members.

- b. Any decision of the Executive Members must be presented and ratified by the Committee at the next available meeting, with the exception of:-

- (i) Member Protection or Child Safety matters
- (ii) Disciplinary matters
- (iii) Registration fee repayment plans
- (iv) Reduced registration fees where extenuating circumstances apply

These matters and requests must be dealt with in strict confidentiality to preserve the interests of all members involved.

In addition, any financial decisions made by the Executive Members, in accordance with the Belgrave South Red Devils Basketball Club Incorporated Delegation of Authority Policy in Appendix 4 of these By-Laws, do not need to be presented and ratified by the Committee.

3. TEAM SELECTORS

Following the conclusion of the Annual General Meeting, the Team Selection Chairperson will call for nominations from the floor for the role of Team Selector.

Up to twelve Team Selectors are required (one for each age group and gender), however there may be instances where more may be required as the Club continues to grow.

The Team Selection Chairperson will allocate all of the Team Selectors to an age group and gender, in accordance with the Team Selection Policy and advise the Team Selectors of such.

In the instance that more than twelve Team Selectors nominate for the available positions, the Team Selection Chairperson will endeavor to ensure all nominees are used in some capacity.

In the instance that less than twelve Team Selectors nominate for the available positions, the Team Selection Chairperson may canvass the member base to fill the positions at their discretion.

4. CONDUCT OF MEMBERS

- a. All members must ensure that they display appropriate conduct at all times whilst holding membership of the Belgrave South Red Devils Basketball Club Incorporated. This includes maintaining their on and off court behaviour at a standard that is consistent with the principles of good sportsmanship. Behaviour should also always be positive and supportive to other participants and consistent with Basketball Victoria's Codes of Conduct. This includes members that may be playing, coaching, spectating or holding other administrative roles within

basketball at the same time as holding membership of the Belgrave South Red Devils Basketball Club Incorporated.

- b. Any member failing to adhere to either the By-Laws of this Club or Basketball Victoria's Codes of Conduct may be requested by the Executive Members to provide an explanation for their behaviour. The Executive Members and Committee may in its absolute discretion act to correct the action of the member including the suspension or expulsion of such member from membership. In some instances, these matters may also be referred to a Belgrave South Red Devils Basketball Club Incorporated Hearing or a Basketball Victoria Tribunal.
- c. Members are also obligated to maintain a high level of professionalism and display appropriate behaviour at all times when using Social Media to communicate for any purposes involving basketball. All members agree to comply with the Belgrave South Red Devils Basketball Club Incorporated Social Media Code of Conduct as attached in Appendix 3 of these By-Laws.

5. DISCIPLINARY HEARINGS

If a complaint about a member is received, a Disciplinary Hearing Sub-Committee of three (3) members may be formed to deal with the complaint if it is unable to be resolved through a normal investigation process.

- a. The Disciplinary Hearing Sub-Committee will consist of:-
 - (i) The Vice-President, Secretary, Treasurer or Registrar;
 - (ii) A member of the General Committee;
 - (iii) One other financial member of the Club as selected by the Executive Members
- b. The Disciplinary Hearing Sub-Committee must meet within seven (7) days of receiving the complaint in writing and only once it has been determined the complaint is unable to be resolved through a normal investigation process.
- c. The Disciplinary Hearing Sub-Committee will consider all relevant information and evidence submitted by the involved parties. The Disciplinary Hearing Sub-Committee will then make a recommendation to the Executive Members of any disciplinary action that may arise from the complaint. This may include the recommendation to suspend or expel a member from the Club or for the matter to be referred to a Basketball Victoria Tribunal.
- d. A representative of the Disciplinary Hearing Sub-Committee will attend and report at the next Committee Meeting the results and recommendations amounting from any complaints which are dealt with by the Disciplinary Hearing Sub-Committee during the previous month.

6. AWARDS AND RECOGNITION

The Committee shall award monthly or annual recognition to its members in acknowledgement

of improved or outstanding performance and in accordance with the relevant criteria. Any awards will be presented by the Committee and will also be communicated to members through various Social Media platforms.

The Awards and their relevant selection criteria are listed below:-

a. **Coach of the Year**

Charlie Zaal Memorial Award

- (i) Must be currently coaching for the Belgrave South Red Devils Basketball Club Incorporated at a domestic level
- (ii) Has fulfilled duties required of them by the Belgrave South Red Devils Basketball Club Incorporated including;
 - Displaying a positive attitude at all times
 - Conducting and presenting themselves in a punctual and professional manner at all times
 - Attends any coaches clinics and functions held by Belgrave South Red Devils Basketball Club Incorporated
- (iii) Is considered a role model or is a mentor for players within the Club

7. CHILD SAFETY STANDARDS AND SAFEGUARDING CHILDREN

The Belgrave South Red Devils Basketball Club Incorporated is committed to ensuring that children have a safe, happy, friendly and inclusive environment to thrive in.

All members must comply with the Knox Basketball Incorporated Child Safety Policy.

The Belgrave South Red Devils Basketball Club Incorporated is committed to Child Safety and should there be any matters that require investigation, this can be referred to the General Committee Member responsible for Child Safety.

8. CHANGING OF THESE BY-LAWS

Nothing in these By-Laws may contradict the Constitution of the Belgrave South Red Devils Basketball Club Incorporated. In the event that these By-Laws do cause a conflict, the rules in the Constitution shall prevail.

In order to request a change to these By-Laws, the Secretary is to receive a motion in writing prior to the next meeting. The Secretary shall forward a copy of the motion to all members of the Committee at the earliest possible opportunity for due consideration.

Changes to the By-Laws may be made by a majority vote of the Committee at any time during the meeting.

9. APPENDIX 1 – TEAM SELECTION POLICY

Team Selection Policy

Belgrave South Red Devils Basketball Club Incorporated aims to encourage active participation of its players and members. The process of team selection is not taken lightly, and much consideration goes into the allocation of players to teams. Belgrave South Red Devils Basketball Club Incorporated want to encourage players to have fun and enjoy being part of a team where parity of abilities and equal contribution of all team members are a priority.

Team Selectors

Team Selectors will be made up of Representatives who do not have children that are in the age group being selected.

Team Selectors may not be part of team selection where a conflict of interest occurs, including where their own child is in the age group or grade, they are the Team Selector for.

At the discretion of the Team Selection Chairperson, Team Selectors where possible should be rotated through and rostered to Team Select different age groups at least every twelve months.

Committee members and Coaches may be asked for input to assist with the Team Selection process, however ultimate selection will be the responsibility of the Team Selectors.

Coach Selection

Coaches for each season will be selected by the Director of Coaching in consultation with the Committee, as required.

Expressions of interest (EOI) for the coming season will be sent out to existing coaches and team managers prior to team selection. Additional EOI's may be posted on the club's social media channels. Coaches will be notified of their appointment once the teams are released publicly to our members, although may be contacted prior to team release to discuss or confirm general details.

Coaches will be allocated to teams considering the following:

- Their coaching experience and suitability for the age and grade of the prospective team.
- Their connection to the team, eg, children or family playing in the team.
- Their commitment and availability to be able to attend all games and training sessions during the season.

Experience as a coach doesn't necessarily guarantee an appointment to a preferred team. Having been selected as a coach for a team in the current season, does not necessarily guarantee that you will be appointed to the same team for the following season. Where suitable, the Committee will endeavour to give parents the chance to coach their children, however this is not always possible.

Player selection criteria

- a. Players of all abilities and age groups U8-U23 will be accommodated on the provision there are 5 or more players per age bracket
- b. Proficiency in the five fundamental skills of basketball; dribbling, passing, shooting, rebounding and defence are to be taken into consideration. Emphasis on this criterion is not as heavily weighted for Under 8 and Under 10 players (and in some cases Under 12)
- c. Commitment to training (unless otherwise approved by Belgrave South Red Devils Basketball Club Incorporated Committee) and game day
- d. Sportsmanship, behaviour and attitude

- e. Respect for team and coach including opposition team, referees and scorers

Team selection principles

1st Team: Skilled or Advanced Players

All players placed in the 1st team will have the skills or advanced ability as required by this policy, as determined by the Team Selectors. That is, with the exception being Under 8 and 10 age brackets, or when there are no other teams in the age bracket. Representative Players are not automatically prioritised for selection in the 1st Team. The Executive Committee retains discretion for ultimate selection if player does not fulfill other areas of selection criteria. Scoring the most points is not always an indicator of an advanced player. Basketball is a multi-faceted sport where advanced players are expected to be able to handle all aspects of the game in defence and offence.

2nd Team: Developing or emerging players

All players placed in the 2nd team will have developing or emerging skill level ability of the criteria as above or working towards criteria as listed above. Exception being Under 8 and 10 age brackets or when there are no other teams in the age bracket

3rd Team and below: Developing and beginner players

In the event of all players having similar ability, players will be allocated based on team balance and availability of coaches. In the event of one team per age bracket, all players will be allocated to the same team.

Players requesting to play with friends may do so by noting this request when completing their registration form in PlayHQ for the following season. It is important though that club members understand the following:

- the Team Selectors may not be able to accommodate all requests
- in the event of multiple teams per age bracket, requests may be placed in 2nd or 3rd or lower teams
- both players need to individually request each other
- all requests will be taken into consideration, but only if they are noted when completing the registration form in PlayHQ
- while all requests will be considered there will be some instances where requests cannot always be accommodated

Teams will not be released to members until all teams have coaches appointed. Public release of teams will be via the Belgrave South Red Devils Basketball Club Incorporated Website. Player details are restricted to Player Name, Surname and Number on public forums. No player or parent contact information will be released publicly.

Once teams are released players will not be moved from their allocated team unless under special consideration.

Special Consideration requires a written application sent to teams@bsrd.com.au

Policy Improvement

This policy will continue to be assessed and reviewed to ensure that it remains relevant. A key consideration of future reviews should ensure that productive, efficient and effective management of the Belgrave South Red Devils Basketball Club Incorporated continues both now and in the future.

Next Review Date: 31 December 2026

10. APPENDIX 2 – COMMITTEE POSITION DESCRIPTIONS

Committee Position Descriptions

Belgrave South Red Devils Basketball Club Incorporated aims to operate in an efficient and business-like manner, whilst also taking into consideration the requirements of ensuring the club has a community feel. As an outcome, Committee Positions Descriptions have been developed to ensure clarity of role and to ensure the club is able to operate effectively and efficiently.

Committee Positions Descriptions have been developed for the following roles:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Registrar
- f. Director of Coaching
- g. Team Selection Chairperson
- h. General Committee Member

PRESIDENT

Duties and Responsibilities

- Represents the Club at all levels, including attending Knox Basketball Incorporated President & Secretary meetings.
- Be aware of all current and future Club activities.
- Act as the Chairperson at Club meetings including General meetings.
- Ensure Committee Members understand their roles and fulfil their responsibilities to the Club and assists where needed.
- The President will ensure that the Belgrave South Red Devils Basketball Club Incorporated is viable and has strategic goals and objectives in accordance with the club's purpose.
- The President must be conversant with the Constitution, By-Laws, and previous policy decisions of the Knox Basketball Incorporated.
- Ensure that the Committee represent the views of the members and have an effective working relationship.
- Presents Presidents Report at the Annual General Meeting:
 - This should be a summary of the years' activities, detailing programs conducted, membership changes, physical developments, and any outstanding achievements.
- Be visible and accessible to the Committee and members of the club.
- Have a good working knowledge of Knox Basketball Incorporated under which Belgrave South Red Devils Basketball Club Incorporated fields teams and its Regulations & Rules

Relationships

- Ensures all delegates of Belgrave South Red Devils Incorporated act in the best interests of the Club and conduct themselves in accordance with these By-Laws.
- Ensures the fostering of strong working relationships with all external stake holders including Knox Basketball Incorporated, Training Facility Providers and the members of the Belgrave South Sporting Precinct.
- Supports all coaches, players and Committee members as required.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration (Appendix 6)

VICE PRESIDENT

Duties and Responsibilities

- The Vice-President is required to undertake all the President's duties in their absence;
 - They will Chair meetings (i.e. AGM, Committee Meetings, 'Special Meetings)
 - Represent the Club in an official capacity as required.
- They will provide Committee input and show support and involvement in the Club responsibilities such as:
 - Annual Family Fun & Presentation Day, Grand Final Day representation.
 - Compile annual participation awards and liaise with Trophy provider
- The Vice President must be conversant with the Constitution, By-Laws, and policies of Knox Basketball Incorporated.
- Support the establishment and delivery of strategic goals and objectives in accordance with the club's purpose.
- Encourage appropriate and productive participation by all members of the Committee.

Relationships

- Ensures all delegates of Belgrave South Red Devils Incorporated act in the best interests of the Club and conduct themselves in accordance with these By-Laws.
- Supports all coaches, players and Committee members as required.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

SECRETARY

Duties and Responsibilities

- The role of Club Secretary is the key communication point between the following:
 - The Club and its members
 - Knox Basketball Incorporated
 - VBRA – Knox Branch Incorporated
- Advise the dates of Committee meetings
- Prepare agenda and record minutes at all meetings, including any General Meetings
- Maintain records as required by the Club, including collection & distribution of mail.
- Maintain and be the custodian of the Belgrave South Red Devils Basketball Club Incorporated Constitution
- Attend Knox Basketball Incorporated President & Secretary meetings.
- Assist in arranging activities associated with Annual Presentation & Family Fun Day
- Lead and undertake other tasks and projects as agreed.
- Call on volunteers to assist with varied activities around the Club, including:
 - Court scorers for Grand Finals
 - Presentation & Family Fun Day
- Obtain and provide proper advice in relation to procedural aspects of the club and its requirements as an incorporation.
- Provide notice of General Meetings to the members in accordance with the constitution.
- Receive all nominations for Committee positions in accordance with the constitution.
- Lodge annual statements with Consumer Affairs Victoria.
- Lodge any documents as required by Consumer Affairs Victoria.
- Maintain a register of Committee Members and coaches WWCC, Basketball Victoria Statutory Declarations or any other disclosures.
- Ensure that any documentation issued by Knox Basketball Incorporated under which Belgrave South Red Devils Basketball Club Incorporated fields teams is circulated to players and Club members to those intended.

Relationships

- Ensures all delegates of Belgrave South Red Devils Incorporated act in the best interests of the Club and conduct themselves in accordance with these By-Laws.
- Ensures the fostering of strong working relationships with all external stake holders including Knox Basketball Incorporated, Training Facility Providers and the members of the Belgrave South Sporting Precinct.
- Supports all coaches, players and Committee members as required.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

TREASURER

Duties and Responsibilities

- Produces reports to be tabled and accepted by the Committee at each meeting (Bank Statement, P&L and Balance sheet)
- Responsible for collection & reconciling registration fees and other monies due to the Club
- Responsible for the initiation and authorisation of payments to suppliers of the Club
- Oversees the auditing of the financial statement at the end of each year and before the AGM (where applicable).
- Must have a working knowledge of Xero.
- Present audited financial report at the Annual General Meeting
- Make recommendations to the Committee on the annual fees each year, following a review of the club's revenue and expenses.
- Collation and recording of fees paid outside registration day.
- Develop an annual budget to fund the expenses of the Club, including equipment and court hire which are necessary for the Club to run training sessions each season.

Relationships

- Supports all coaches, players, and Committee members.
- Work closely with members to ensure payment plans are put in place to support families undergoing current hardship.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

REGISTRAR

Duties and Responsibilities

- New player registrations, including obtaining all relevant documentation from players wishing to register with the Club.
- Assist Committee in review of membership fees and arrangements for the upcoming season.
- Assist families and prospective members with registration and club enquiries.
- Prepare new season registration form in PlayHQ, update with price changes (i.e. late fee) and circulate link for registration to prospective new players and Committee members for media releases and club communications.
- Create a new master file for each new season, for girls' and boys' registration details, boys and girl's player numbers, template for team sheets.
- Maintain Club member database with up-to-date information for all registered members.
- Update details of existing members where required on master files.
- Liaise with team coaches and team managers where new members have been added *after* Secretary releases initial team lists.
- Maintain the club loan uniforms.
- Coordinate all fill-ins for teams throughout the season, coordinating fixture clashes and player eligibility, liaising with team managers and/or coaches for prospect.
- Provide a list of all new registrations and key information (full name, gender, age group, school, school grade/year and special requests) for selection night live fill-ins.
- Add in details of players selected for each team into the new master spreadsheet for the new season.
- Confirming and approval of clearances/transfers for exiting & incoming players
- Closely monitor clearances/transfers to ensure that they are only granted in accordance with Club guidelines.
- Have a good working knowledge of Knox Basketball Incorporated and its Regulations & Rules
- Keep Committee informed of the status of registrations.
- Be aware of legal privacy regulations and ensure the requirements are implemented.

Relationships

- Supports all coaches, players, and Committee members.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

DIRECTOR OF COACHING

Duties and Responsibilities

Committee

- Submit a monthly report to the Committee to be tabled at the monthly Committee meeting and give advice on coaching development.
- Assist the Committee from time to time on matters which it deems appropriate.

Coaches

- Responsible for the overall coaching direction, ensuring that the players get the same message from season to season no matter who their coach is.
- Prior to the beginning of each season the Director of Coaching should seek expressions of interest from anyone who is interested in coaching
- Ensure that all coaches have a current Working with Children Check as soon as possible after accepting a coaching position and ensure that they are renewed as they expire.
- Attend a game or training session being run by a new coach or organise a suitable senior coach where possible to offer any advice if requested.
- Establish "one off" and recurring programs to help, educate and assist new coaches as they grow into the role and to assist established coaches with refresher opportunities.
- Work with the Knox Basketball Incorporated to organise yearly Level One Coaches Courses
- Attend and chair Coaches meetings twice per year providing information on the successful running of the upcoming season.

Parents

- Assist Coaches and Team Manager where necessary in helping to resolve problems or address concerns of parents.

Players

- With the assistance of others from the Committee co-ordinate extra programs from time to time to benefit players such as school holiday programs

Presentation Day

- Attend Family Fun & Presentation Day to assist with the presenting of the trophies.

Relationships

- Supports all coaches, players, and Committee members.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

TEAM SELECTION CHAIRPERSON

Duties and Responsibilities

Team Selectors

- Provide leadership to the Team Selectors by ensuring that all coaching vacancies are filled prior to the commencement of each season. Where coaching vacancies occur, they will work to find suitable people to take on the role.
- Assist newer Team Selectors by helping them to understand the intricacies of the task of assembling teams and will act as a sounding board should the Team Selectors have any questions or concerns.
- 5 weeks before the end of the season, liaise with the Team Selectors to establish what information should be recorded on the Player Evaluation Sheet.
- Where a Team Selector is having trouble resolving an issue with a Coach, Player, or Parent, they shall seek the advice of the Team Selection Chairperson. If they are unable to assist in resolving the problem the matter should be escalated to the Committee.
- Record all team selection requests and ensure two way communication with members.
- Following the selection of all teams for the commencement of the new season, the Team Selection Chairperson will ensure that all new teams are created in PlayHQ and will make recommendations for which grade each team will be placed into.
- Following the creation of new teams, the Team Selection Chairperson will ensure all players are correctly allocated to teams in PlayHQ.

Player Evaluation Sheet

- Prior to the team selection meeting for the new season distribute the Player Evaluation Sheet to all coaches; this sheet contains relevant information to assist coaches & selectors for selection of players into teams for the upcoming season.

Relationships

- Supports all coaches, players, and Committee members.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

GENERAL COMMITTEE MEMBER

The role of a General Committee member is to support the Executive Committee by contributing and assisting them with the running of the Club and may be allocated responsibility to a portfolio, including but not limited to:

- Child Safety (Child Safety Officer)
- Social Media & Website
- Coordination of the Boys Competition
- Coordination of the Girls Competition
- Fundraising & Major Events

Duties and Responsibilities

- Attend & contribute to monthly Committee meetings.
- Participate in discussion and decision making of the Committee.
- Play an active role on the Committee and be prepared to take on additional tasks when allocated to you.
- Be available to help with standard Committee duties such as: Be available to help with Court Scoring Duties during Finals Games. Assist in the preparation of & attend Family & Presentation Day held once per year.
- Be prepared to be part of sub-Committees when necessary to work on smaller projects as directed by Committee.
- Provide regular updates back to Committee in a timely manner.
- Be familiar with Club information so when approached by members you can give the correct advice. This information includes but is not limited to: Registration fees, uniform costs, seasons dates, skills programs been run by the Executive Committee, Coaches / Coordinators
- Must be discreet and able to maintain confidentiality on relevant matters.

Relationships

- Supports all coaches, players, and Committee members.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

TEAM SELECTORS

Our Team Selectors help organise teams before the beginning of each season in line with the Club selection policy. The Team Selectors will watch games throughout the season, talk to coaches, and compile teams once registrations close. They will also assist in resolving any issues with team selections and requests for changes.

Relationships

- Supports all coaches, players, and Committee members.

Prerequisites

- Must hold a current Working with Children Check (WWC) & have signed a Member Protection Declaration

11. APPENDIX 3 – SOCIAL MEDIA CODE OF CONDUCT

Social Media Code of Conduct

Social Media can be fun, helpful and also dangerous

Comments, notes and photos posted on social media sites such as Facebook, Twitter and on-line forums are usually constructive and positive. However negative comments and images, bullying, criticism and sexist remarks can be dangerous and harmful to people's wellbeing and reputations and the image of the sport.

Do not use social media to be critical of your team, coaches, officials, administrators, volunteers or spectators

Any comment you make on social media sites has the potential to be seen by millions of people. That is great if comments are positive and encouraging. However, it can be extremely negative and harmful if your posts are critical of others. Before you post a comment on social media, ask yourself this: "Would I want millions of people to read something negative about me"? If the answer is no, do not make the post.

Always assume the person you are talking or writing about will see what has been posted

Just because an online chat is between two people does not mean it remains private and no one else can see it. Social media is accessible by everyone. Even if the person you are discussing does not see it, someone else who knows them may. This could result in you being viewed in a negative light and either the Club or your personal reputation being impacted.

Use social media as a positive outlet to promote players, teammates, teams, clubs and others involved in basketball

Posting results and acknowledging individual and team performance on social media makes many people aware of our collective achievements. That can have a positive effect for many people and should be used, encouraged and embraced wherever possible.

Remember to show respect

When using social media, show the same respect and regard for people that you would show and are expected to show when playing, officiating or attending a basketball game.

When in doubt – leave it out!

If you are unsure that what you are posting on social media is appropriate, then it is best not to post it at all. When in doubt, leave it out!

Do not tolerate or condone poor social media behaviour or actions

If you are aware of or observe poor social media behaviour or actions, do not accept it. There is no place for it in basketball and it will not be tolerated. You should remind people of their responsibilities when using social media and warn that action could be taken against them by either the Club or Governing Bodies. In the instance of minors breaching the code of conduct, alert their parents to the situation. If you believe the breach is serious, report it to the Committee.

Be aware that your actions on social media may have serious consequences

Negative comments and images, bullying, criticism and sexist remarks do not only impact negatively on the people they are being written about. If you are found to have acted improperly on social media regarding a basketball related matter, you are liable to disciplinary action and may be required to attend a Club or Governing Body Tribunal to explain your actions. A suspension from basketball could be imposed.

Consider social media to be your personal brand

Your internet presence fuels any perception of your personal brand, whether you like it or not. Does your social media identity match your real identity? Be mindful of the contents of photos, status updates and the posts you like. Are they reflective of who you are and how you want people to see you?

Policy Improvement

As the use of Social Media becomes more prevalent in society, this policy will continue to be assessed and reviewed to ensure that it remains relevant as technology and online communication continues to advance.

Next Review Date: 31 December 2026

12. APPENDIX 4 – DELEGATION OF AUTHORITY POLICY

Delegation of Authority Policy

Policy Context

In order to conduct the operations of the Belgrave South Red Devils Basketball Club Incorporated in a business-like manner, the Committee has developed the Delegation of Authority Policy to enable effective operational and financial decision making between Committee Meetings.

Policy Overview

The operational and financial decision making between Committee Meetings has been delegated in accordance with the Belgrave South Red Devils Basketball Club Incorporated Instrument of Delegation.

When interpreting the Belgrave South Red Devils Basketball Club Incorporated Instrument of Delegation, the following shall apply:

1. The 'Value' is defined as any number of transactions, up to the amount which is permitted to be expended for the period between Committee Meetings.
2. Delegated Authority may only be exercised by the Committee Member permitted by this policy.
3. Committee Members may not further delegate their authority to other members of the Committee, unless otherwise allowed for under this Policy.
4. Where delegated authority is linked by the '/' symbol, the authority must be exercised jointly by the occupants of the identified Committee Member Position.
5. Where delegated authority is linked by the ';' symbol, the authority must be exercised by any one of the occupants of the identified Committee Member Position.
6. Delegations that refer to the financial authorisation of expenditure may only be exercised within the threshold limit that has been prescribed for each applicable item.

Instrument of Delegation

Table of Abbreviations

BSRDIC	Belgrave South Red Devils Basketball Club Incorporated Committee
P	President
VP	Vice-President
S	Secretary
T	Treasurer
R	Registrar
DOC	Director of Coaching
TSC	Team Selection Chairperson
GCM	General Committee Member

Item #	Category	Value	AUD	Authorised Approver	Position
1	Uniforms & Merchandise	Up to Greater than	\$ 3,000.00 \$ 3,000.00	Any two of Simple majority of	P/VP/T/S/R BSRDIC
2	Team Manager & Coaches Kits	Up to Greater than	\$ 3,000.00 \$ 3,000.00	Any two of Simple majority of	P/VP/T/S/R BSRDIC
3	First Aid Kits	Up to Greater than	\$ 1,000.00 \$ 1,000.00	Any two of Simple majority of	P/VP/T/S/R BSRDIC
4	Printing	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S/R BSRDIC
5	Gifts (Inc. Flowers / Cards)	Up to Greater than	\$ 300.00 \$ 300.00	Any of Simple majority of	P/VP/T/S/R BSRDIC
6	Stationary Incidentals	Up to Greater than	\$ 200.00 \$ 200.00	Any of Simple majority of	P/VP/T/S/R BSRDIC
7	BBQ	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S/R BSRDIC
8	Post Office Box	Up to Greater than	\$ 200.00 \$ 200.00	Any of Simple majority of	P/VP/T/S/R BSRDIC
9	Website and Technology Incidentals	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S/R BSRDIC
10	Catering	Up to Greater than	\$ 800.00 \$ 800.00	Any two of Simple majority of	P/VP/T/S/R BSRDIC
11	Trophies, Awards or Recognitions	Up to Greater than	\$ 2,500.00 \$ 2,500.00	Any two of Simple majority of	P/VP/T/S/R BSRDIC
12	Equipment	Up to Greater than	\$ 2,500.00 \$ 2,500.00	Any two of Simple majority of	P/VP/T/S/R BSRDIC
13	Functions and Events	Up to Greater than	\$ 1,000.00 \$ 1,000.00	Any two of Simple majority of	P/VP/T/S/R BSRDIC
14	Tickets to Functions or Events	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S/R BSRDIC

Policy Improvement

As the implementation of the Instrument of Delegation is embedded operationally, this policy will continue to be assessed and reviewed to ensure that it remains relevant. A key consideration of future reviews should ensure that productive, efficient and effective management of the Belgrave South Red Devils Basketball Club Incorporated continues both now and in the future.

Next Review Date: 31 December 2026

13. APPENDIX 5 – TRAINING POLICY

Training Policy

Belgrave South Red Devils Basketball Club Incorporated aims to encourage active participation of its players and members, including training sessions. During all training, the following will apply:

- A minimum of two adults must be present at every training.
- The coach must visually check the area of the court and surrounds for any hazardous items that could cause an injury if a player fell on or ran into them.
- Players must be wearing appropriate footwear and clothing before they can commence training.
- Younger siblings must be supervised by an adult and are not permitted to play with a ball or any other toy in the vicinity of the court whilst the training is in progress.
- Ensure that players have warmed up before undertaking any strenuous training.
- If a player is forced to cease training due to any injury or contact that player may not resume training without the permission of a parent or guardian.
- The practice of playing "skins versus tops" games at boys training is not permitted.
- Coaches should be aware of physical size and ability level when matching players for training drills.
- Allow at least one drinks break during training.
- In the event of a player needing to be disciplined this should be done privately and not in front of other members of the team.
- If you have an ongoing problem with the behaviour of one or more player's support is available from the club. Contact the Director of Coaching if you need advice or assistance.
- In the event of the temperature exceeding 30 degrees Celsius, coaches at their own discretion can cancel training for their team. Coaches must notify each player within their team if training is cancelled.
- Coaches must ensure players are sufficiently hydrated and have regular rest breaks, should the outside temperature exceed 30 degrees Celsius.
- In the event of a natural disaster or weather event, coaches at their own discretion can cancel training for their team. Coaches must notify each player within their team if training is cancelled.

Policy Improvement

This policy will continue to be assessed and reviewed to ensure that it remains relevant. A key consideration of future reviews should encourage participation in a safe and inclusive way at all training sessions.

Next Review Date: 31 December 2026



MEMBER PROTECTION DECLARATION FORM

Basketball Victoria is committed to the safety of all its members. We have a responsibility to ensure that our policies and practices align with Victoria's relevant legislative requirements, as outlined in the Basketball Victoria Child Safeguarding Policy and including the Victorian Child Safe Standards.

All Victorian Basketball Affiliated Associations and Clubs have a duty of care to ensure that individuals in roles of responsibility and who have contact with children and young people aged under the age of 18 are safe and appropriate.

All individuals who are bound by the Basketball Victoria Child Safeguarding Policy and Code of Conduct and who have contact with children and young people as part of their work or volunteer positions in basketball must sign this Declaration yearly or at the start of each season.

As part of the terms and conditions of my registration to participate in any activities sanctioned by Basketball Victoria, or undertake any official roles at Basketball Victoria (**Terms of Registration**), I solemnly and sincerely declare:

1. I am, or wish to be, appointed as a coach, administrator or official for basketball in the competition conducted by (association, league or club).
2. I have read the Basketball Victoria Child Safeguarding Code of Conduct and agree to abide by the Code.
3. That I am not the subject of any criminal charge that has not yet been dealt with by the courts.
4. That I do not have any criminal convictions, or finding of guilt, for any offences related to children or any form of sexual offence or violence against any persons.
5. That no one is currently seeking an Invention Order or Apprehended Violence Order against me and that no orders are currently or have previously been in place. This includes but is not limited to any type of Family Violence Intervention Order.
6. I have not been, nor am I currently the subject of any sanction issued by any basketball organisation, including by Basketball Victoria or any of its Affiliated Associations and / or clubs, which is related to any form of sexual misconduct, harassment, aggressive or violent acts against children or Basketball Victoria members and / or prohibits me from holding a position of the type set out in clause 1.
7. I have not been, nor am I currently the subject of any sanction issued by any basketball organisation in Australia which is related to any form of sexual misconduct, harassment, aggressive or violent acts against children or any persons.
8. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or other body involving child abuse or any form of sexual misconduct, harassment or aggressive or violent acts against any persons.
9. I am not currently serving a sanction for an anti-doping rule violation and will not participate, facilitate, or encourage any prohibited practice as outlined in under the *Sport Integrity Australia Act 2020* and / or any applicable international anti-doping rules.



MEMBER PROTECTION DECLARATION FORM

10. There is no other matter that Basketball Victoria or its Member Organisations may consider a risk to any basketball members, employees, volunteers, athletes or the reputation of the sport by engaging me in the position outlined in clause 1.
11. I will notify the President or CEO of the organisations appointing me immediately upon becoming aware that any of the matters set out in clauses 2 to 10 above has changed.

Should Basketball Victoria become aware or reasonably believe that, following acceptance of the Terms of Registration, there has been a breach of those Terms or of any Basketball Victoria policy or rules by a person, Basketball Victoria may, in its full discretion:

1. Terminate that person's registration immediately; and
2. Impose any necessary penalty on the signatory, including (but not limited to) suspension from all participation and official duties and bans from Basketball Victoria venues.

NAME

SIGNATURE

DATE