

Bathurst Basketball United (BBU)

Terms of Reference

Committee Structure

Introduction

The role of the various committees of BBU will be to assist the Board of Directors with operations necessary to provide the best services to the Goldminer representative teams, officials, and members of the community. The operations of the committees must be transparent and accountable and abide by BNSW and BBU policies and codes of conduct. The BBU constitution underpins the operation of BBU and the committees. The Board will appoint a member to lead the committee and delegate responsibility to the committee to perform functions in support of the successful operation of BBU according to item 19.1 in the Constitution. The appointed member will agree to this responsibility by signing the committee document. A member of the Board will be appointed as a contact person for each committee to facilitate communication and provide guidance where necessary. The Board will review the terms of reference every two years.

The committees will:

- Be accountable to the BBU Board by providing a written report every two months or as required
- Record minutes of meetings for presentation along with reports and other information if requested by the Board
- Provide recommendations to the Board for adoption
- Obtain the approval of the Board for any financial expenditure
- Consult with the Board about matters relating to change in policy and procedure
- Promote a positive culture of respect, appreciation, inclusion and safety
- Act as a role model for the basketball community
- Communicate ideas/activity for inclusion in the mainstream media, BBU newsletter and on social media
- Liaise with the relevant BBU Board member where necessary

Committees of BBU

- Referee Development and Support
- Coaching Development and Support
- Team Selection
- Uniform Coordination
- Event Coordination (WJL & JMCT)
- Fundraising/Social
- BBQ Coordination

Referee Development and Support

Referee Development Officer:

Referee Coordinator:

Referee Coach/Mentor:

Responsibilities

- Provide a structure to support the development of referees working in collaboration with Manager BISS.
- Increase knowledge and skills of referees by conducting education and assessment and providing constructive feedback
- Promote BNSW Referee Pathways including courses and continuing education
- Compile a data base of referees, their qualifications and WWCC (where applicable)
- Encourage networking amongst referees by organising regular catchups to share ideas and debrief
- Allocate referees to each Goldminer team for participation in WJL and JMCT
- Provide the Board with details of referees to be nominated to BNSW for WJL and JMCT
- Provide a report to the Board

BBU Board Member Contact: Kristy Wallace

Head Selector / Coaching Coordinator

Coaching Support Officer:

Coaches:

Responsibilities

- Participate in the selection of coaches for Goldminer teams
- Provide a structure to support the development of Head Coaches and Assistant Coaches, to increase their confidence and improve retention
- Provide a link to the BBU Board for the coach/s for any issues or conflict surrounding parents/family members breaching parent agreement and expectations
- Promote BNSW Coaching Courses
- Compile a data base of coaches, their qualifications and WWCC
- Encourage attendance at seminars and continuing education eg Nutrition, Hydration and Approaches to Recovery for athletes
- Encourage networking amongst coaches and managers to come together to share ideas, confront challenges and learn from one another
- Mentor coaches to develop a coaching philosophy which incorporates the core values of BBU
- Assist coaches to set goals and expectations for the players, parents and other coaching staff
- Promote open communication recognising the importance of verbal and nonverbal ways of communicating to encourage and motivate players, parents and coaching staff
- Encourage coaches to provide constructive feedback to players on their progress
- Support (where possible) coaches in presentations/discussion to playing group and parents re game play, style of play and expectations
- Encourage coaches and managers to foster teamwork and encourage team activities off the court to facilitate team bonding
- Provide assistance, if necessary, with practice sessions and conducting drills to learn skills
- Provide resources where possible, to assist coaches, assistant coaches and managers with items such as, training attendance sheet, training session planning forms, statistical sheets ie Coaches Pack.
- Act as a sounding board to assist coaches and managers to develop their skills

Player Trials

- Organise the player trials, creating a selection committee and act as the head selector across all selections.
- Organise coaches for the trials and work with team coaches to develop a program of events for the trials
- Provide the Board with recommended team selections for vetting and approval

NOTE – The Head Coach is eligible for selection as a team head coach.

BBU Board Member Contact: Peter Francis

BBU Committee Structure – Terms of Reference
Approved by the BBU Board 05/02/2024 Next
Review February 2025

Team Selection

Selection Coordinator: Head Selector/Coaching Coordinator

Selectors/Coaches: Team Coaches and other selectors

Responsibilities

- Refer to BBU *Athlete Selection Criteria and Expectation of Athletes and Athlete Selection Policy and Guidelines*.
- In consultation with the Board set dates for Selection Trials and the process for registration; and advertise on Tidyhq and Facebook
- Promote selection trials to the Goldminer basketball community
- Organise a Selection Panel to select players for Goldminer teams according to BBU *Athlete Selection Policy and Guidelines* include at minimum 1 x independent selector (a person with local Basketball knowledge but does not have a coaching or otherwise personal interest in team selections)
- Conduct trials according to the selection process identified in the BBU *Athlete Selection Policy and Guidelines*
- Refer Athletes and their Parents/Carer to *the BBU Athlete Selection Criteria and Expectation of Athletes Policy*
- Utilise the selection criteria set out in the BBU *Athlete Selection Policy and Guidelines* to select players
- Provide a progress report to the Board on the Selection Trials
- The Head Selector will be the Head Coach, they will be responsible for the selection of the teams and will make a final recommendation to the Board for approval
- Delegation of the Selection Coordinator role (with the approval of the BBU Board), may be handed to another member of the Bathurst Goldminers volunteer staff/committee member, for example: A coach who has been appointed to a role with the Goldminers for that upcoming season.
- The Board will publish the teams on Facebook within 14 days of the final trial
- Provide advice to the Board on issues arising during or following Selection Trials
- Suggest changes to policy and procedure where necessary
- Provide a report to the Board

BBU Board Member Contact: Peter Francis

Uniform Coordination

Uniform Coordinator:

Responsibilities

- Review uniforms for the upcoming year
- Liaise with the uniform supplier
- Consider sponsorship obligations
- Organise a uniform day to allow players to come and try the playing gear and complete orders. This can be aligned with the Goldminers Club Day.
- Liaise with BBU Treasurer regarding cost of uniforms and budget considerations
- Order uniforms and other apparel
- Check and sort uniforms on arrival with Treasurer, who will enter uniforms on Xero for invoicing
- Point of contact for uniform enquiries
- Conduct a stocktake at the end of the year
- Make recommendations for changes to uniform
- Provide a report to the Board

BBU Board Member Contact: Amanda Rohr

Event Coordination (WJL & JMCT)

Event Coordinator:

Competition Coordinator:

Concussion Coordinator:

Technical Officials Coordinator:

Court Supervision Coordinator:

Responsibilities

- Liaise with BBU Competition Coordinator for guidelines from BNSW, regarding conduction of WJL Round or JMCT
- Know who the BNSW Contact person is if questions/problems arise during the event
- Contact the Media Coordinator for publicity about the event
- Liaise with BISS Manager regarding opening of stadium and operation of canteen
- If electronic scoring is in operation, ensure that tablets are available (kept at BISS) and charged. If courts at CSU are being used BBU Board have additional tablets.
- Liaise with Technical Officials Coordinator regarding support for officials using score sheets or electronic scoring
- Obtain roster from Referee Coordinator regarding allocation of referees for the event. Check against BNSW allocation of referees
- Liaise with the Court Supervisor Coordinator to ensure that Court Supervisors are available, and a roster is drawn up
- Ensure that the First Aid Kit and Blood Bin is available, and that ice is available from the canteen, ice is to be taken to CSU and left in the freezer there.
- Ensure injury report forms are completed and Concussion Policy is followed
- Contact the BBQ Coordinator regarding operation of the BBQ at the event
- Talk with the Fundraising/Social Committee regarding fundraising opportunities
- Ensure that equipment is packed up and stadium is closed. Same applies at CSU if courts in use there
- Represent and promote BBU to the wider community
- Provide a Report to the Board

BBU Board Member Contact: Kristy Wallace

Fundraising and Social

Fundraising and Social Coordinator:

Responsibilities

- Work with the Treasurer to set fundraising targets which will be reflected in the BBU budget
- Review previous activities and discuss ideas for the upcoming season
- Talk to members and supporters for fundraising/social activity ideas
- Provide BBU Board with the recommended activities including an estimation of revenue and expenditure
- Liaise with the Media Coordinator for promotion of the events by mainstream media, BBU newsletter and on social media
- Provide a report to the Board

BBU Board Member Contact: Ben Surawski

BBQ Coordination

BBQ Coordinator:

Responsibilities

- Review previous BBQ's and discuss plans for the upcoming season including Bunnings BBQ's
- Work with the Treasurer to discuss suppliers and set prices for sale of items
- Check BBQ equipment in tubs at BISS
- Discuss with the Treasurer the purchase of BBQ supplies
- Organise to order and pick up supplies for the BBQ
- Check availability of BBU Square and ensure it is charged prior to the event
- Organise a roster for teams, or use an app for volunteers
- Erect Goldminers marque and position tear drop banners at the BBQ and pack up at the completion of the event
- Provide a report to the Board

BBU Board Member Contact: Brooke Bateup