



BASKETBALL WA

Term of Reference- NBL1 West Selection and Appointments Committee (SAC)

BWA-CMP-PRO-003

Rev No 1

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1 Authority

The Selection and Appointments Committee (SAC) has no decision-making responsibility in its own right but is empowered to provide considered advice to the Chief Basketball Officer (CBO) in its area of responsibility as described in this Terms of Reference and matters delegated to it by the CBO from time to time. Advice is provided to the CBO via the Chair of the committee.

2 Purpose

This Advisory Group is established to assist in the review, evaluation, panel selection, and rostering of NBL1 West referees. This Advisory Group reports to the CBO.

3 Roles and Responsibilities

The key roles and responsibilities of the SAC includes the following:

- Promote and provide advice in relation to the selection, appointments, overall requirements, and standards and expectations (including communication) of NBL1 West referees,
- Ensure the NBL1 process remains considered, well-governed, and aligned to approved guiding principles,
- Ensure all NBL1 officials always adhere to the league's defined professional standards and expectations.
- Ensure the NBL1 facilitates the best possible development (including strong awareness of the pathway) of officials through any delegated SAC process,
- Ensure officials are enabled to perform to their full potential at the NBL1 level, and
- Supporting a culture of excellence, respect, inclusion, and continuous improvement.

In carrying out its key roles and responsibilities, the SAC will:

- Ensure alignment to BWA's relevant Technical Officials review procedures.
- Consider cross-departmental implications of advice,
- Use best endeavours to ensure an in-depth understanding of the NBL1 referee operations in Western Australia, including attending operational activity where possible.
- Act in the best interest of basketball in Western Australia while aligning with BWA's Strategic Plan, and specifically the NBL1 strategic objectives.
- Work inside the allocated budget as allocated by the Board.
- Ensure the NBL1 is facilitating the best possible development of officials.

4 Relations with Management

The SAC must maintain effective working relationships with the BWA executive team, managers and relevant stakeholders.

5 Membership

Membership of the SAC shall comprise:

- a) NBL1 West Officials Technical Advisor, appointed by BWA,
- b) BWA Head of Technical Officials and
- c) BWA GM of Competitions.

SAC appointments will be made by the CBO, who will take into consideration appropriate skills and experience in the membership of the SAC.

Of equal importance is an appropriate growth mindset, capacity to collaborate and engage in respectful and robust discussion, and consider methodology/approaches that may be both aligned or contrary to the member's preferred method of operation.

The BWA CBO may attend meetings and will serve as an additional member of the SAC when in attendance.

Persons who hold official positions at an NBL1 Club will not be eligible for appointment or election to membership of the SAC. Should a current member of the SAC be appointed to an official position at an NBL1 Club they will be required to relinquish their position on the SAC. An official position includes (but is not restricted to):

- Any contracted or registered participant of the current or upcoming NBL1 season (excluding the role of referee coach),
- A permanent (part-time or full-time) employee of an NBL1 West club,
- NBL1 Association Board member.

NOTE: SAC members may engage in hobbyist or casual work for NBL1 clubs providing it does not become permanent. In addition, the CBO may provide dispensation for the official position criteria. Basketball WA management and NBL1 West educators may attend meetings (when invited by the Chair) of the SAC and provide input at the request of the CBO.

In the absence of the CBO, BWA executive management may fulfil the responsibilities of the CBO as outlined in this Terms of Reference.

6 Term

All appointed Members' terms will be no longer than the date of appointment to one month following the next men's & women's NBL1 Grand Final. The BWA CBO (or if they are Chair, the CEO) may appoint, remove, or replace the members of the committee at any point.

The BWA staff positions (Section 5 b & c) are on-going appointments, unless unendorsed by the BWA CBO.

7 NBL1 West Officials Technical Advisor

The NBL1 Officials Technical Advisor shall:

- Be appointed by Basketball WA,
- Input into reports or documentation prepared by the Head of Technical Officials for each SAC meeting,

- Be the direct conduit for coaches requesting technical advice relating to NBL1 referee performance,
- Ensure the method of information collection from NBL1 educators is considered by all SAC members prior to appointments and
- Ensure the guiding principles are followed by the SAC when considering panel placement or rostering of officials, including appropriate justification (as required).

8 Head of Technical Officials

The Head of Technical Officials will act as secretary to the SAC.

The Secretary shall:

- Assist in the preparation of appropriate reports (as required) for meetings in consultation with the educators,
- Create and distribute agendas and minutes (as required),
- Ensure the method of information collection from NBL1 educators is considered by all SAC members prior to appointments,
- Call for availability to be entered into Refbook in a timely manner,
- Accumulate and distribute appropriate documentation prior to any scheduled meeting.
- Distribute the roster of each meeting to the referee group and
- The Head of Technical Officials may delegate some or all secretarial responsibility to the Technical Officials Administration Officer with the approval of the CBO.

9 SAC Chair

The SAC Chair shall:

- Be the General Manager of Competitions,
- Be the conduit for advice to the CBO,
- Provide the secretary with the appropriate information to create and distribute agendas and minutes of the SAC in a timely way, inclusive of approving the minutes,
- Prepare reports of each committee meeting for the CBO in the prescribed format,
- Ensure the method of information collection from NBL1 educators is considered by all SAC members prior to appointments,
- Liaise with the CBO on confirming the annual meeting schedule,
- Seek endorsement from the CBO to proceed (or not) with the determined advice from any SAC meeting,
- Prepare the report of the committee's annual self-evaluation for the CBO
- Ensure all discussion items align with these Terms of Reference and
- Circulate material decisions that arise from the advice provided by the committee to relevant parties or stakeholders. The Chair may delegate this responsibility to another member as needed.

10 Meetings

The SAC shall meet as required, with an annual schedule. Meeting agendas will be circulated at least seven days prior, and minutes will be distributed no later than seven days post-meeting (via the Chair).

11 Quorum

A quorum shall consist of a designated Chair and one of the Head of Technical Officials and/or NBL1 West Officials Technical Advisor. If both technical official roles are unavailable, the CBO may elect to temporarily replace them to ensure a quorum and operations continue as normal. Members may attend meeting via electronic link. Approval of rosters may be endorsed via a process that does not include an in-person meeting of all members.

12 Conflict of Interest

Members must declare any actual, perceived or potential conflict of interest. If a member of the SAC is an active referee in NBL1 West, they are not able to make decisions, or input into decisions, that influence their own participation as a referee in NBL1 West or any related competition. An active NBL1 West official will be precluded from attending meetings, or active involvement in decisions, when they relate to finals selection only.

13 Reserved Authorities

The SAC shall not:

- Approve (but may request) expenditure on related activities, or
- Commit BWA to any agreement with a third party, either financially or in any other manner.

14 Code of Conduct, Policies, Procedure and Guidelines

Members are bound by BWA values, policies, procedures, and guidelines. All members must sign a BWA Advisory Group Code of Conduct acknowledgement.

15 Evaluation and Review

The SAC will conduct an annual self-evaluation covering:

- Compliance with these Terms of Reference and any approved amendment to this TOR.
- Composition and performance of the group.
- Achievement of any KPIs.

Revisions to this document require approval by the BWA CEO.