



BASKETBALL WA

Terms of Reference Technical Officials Advisory Group

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Contents

1	Authority.....	3
2	Purpose	3
3	Roles and Responsibilities.....	3
4	Relations with Management	3
5	Membership	4
6	Term.....	4
7	BWA Technical Officials Administration Officer (TOAO)	4
8	BWA Head of Technical Officials	5
9	TO Chair	5
10	Meetings	5
11	Quorum.....	5
12	Conflict of Interest.....	5
13	Reserved Authorities	6
14	Code of Conduct, Policies, Procedure and Guidelines	6
15	Evaluation and Review.....	6

1 Authority

The BWA Technical Officials (TO) Advisory Group has no decision-making authority but is empowered to provide advice to the Chief Basketball Officer (CBO) in its area of responsibility outlined in this Terms of Reference. Advice is delivered via the Chair to the CBO (or the CEO if the CBO serves as the Chair).

2 Purpose

This Advisory Group is established to assist in advancing the strategic direction of BWA's Technical Officials (and coaches), and any directed areas of focus. This Advisory Group reports to the CBO.

3 Roles and Responsibilities

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

- Provide advice to the BWA CBO (via the Chair) on all facets of Technical Officials and referee coaches, including but not limited to, development, performance, leadership, culture, engagement, wellbeing and participation (including First Nations and Indigenous).
- Promote ways to improve research and innovation within the Technical Officials space,
- Consider the advancement of BWA's strategic objectives and annual operational plans for all Technical Officials, including referee coaches, when providing advice, and
- Alignment to annual operational plans for Technical Officials.

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

- Ensure alignment to BWA's relevant Technical Officials review procedures,
- Consider cross-departmental (and other Advisory Group) implications of advice,
- Use best endeavours to ensure an in-depth understanding of Technical Officials operations in Western Australia, including attending operational activity where possible,
- Act in the best interests of basketball in Western Australia while aligning with BWA's Strategic Plan, and
- The Advisory Group members will be tasked with specific areas of focus comprising any number of the roles and responsibilities (Section 3) from the CBO to the Chair. From time-to-time, the CBO may request advice from the Advisory Group that is not covered by this Terms of Reference.

4 Relations with Management

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

5 Membership

Membership comprises of:

- (a) Up to four (4) appointed positions by BWA,
- (b) BWA Head of Technical Officials (or delegate), and
- (c) BWA Technical Officials Administration Officer (or delegate).

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

TO appointments to section 6 (a) will be made by the CBO, in collaboration with the chair, who will take into consideration appropriate diversity of skills and experience in the membership of the TO. Of the four (4) positions appointed by BWA, the CBO will use best endeavours to ensure there is representation a mix of genders, and subject-matter expertise in the Technical Officials functions outlined in section 3.

If the criteria in section 6 (a) cannot be fulfilled for lack of a suitably qualified candidate, the CBO may direct appoint a member which may deviate from the make-up in section 6 (a). Appointed TO members may not also be members of the SAC Advisory Group to ensure diversity of input and expertise.

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

BWA may engage appropriate candidates and encourage them to apply for the role of an advisory member through the defined method of application. BWA management who are not members of the TO may attend meetings and provide input at the request of the CBO.

6 Term

All appointed Members' terms will be no longer than the date of appointment until 30 September of the second year after appointment. The BWA CBO may appoint, remove, or replace the members of the Advisory Group at any point prior to this date.

The BWA staff positions (Section 6 b & c) are on-going appointments, unless unendorsed by the BWA CBO. Any delegates are designated by the CBO or the Chair.

7 BWA Technical Officials Administration Officer (TOAO)

The TOAO (or delegate) will act as secretary to the TO:

The secretary shall:

- Assist the Head of Technical Officials (HTO) in the preparation of reports for meetings in consultation with the competitions team, and
- Create and distribute agendas and minutes,

8 BWA Head of Technical Officials

The HTO (or delegate) will act as Chair (10) of the TO.

In addition to the Chair's responsibilities (10), the Head of Technical Officials shall:

- Assist the GM of Competitions in establishing the Technical Officials component of the BWA competitions operational plan for input from the TO,

9 TO Chair

The TO Chair shall:

- The Head of Technical Officials (or delegate),
- Be the conduit for advice to the CBO.
- Provide the secretary with the appropriate information to create and distribute agendas and minutes of the TO in a timely way, inclusive of approving the minutes,
- Prepare reports of each Advisory Group meeting for the CBO in the prescribed format,
- Liaise with the CBO on confirming the annual meeting schedule, standing agenda items and strategic areas of importance for the TO,
- Seek endorsement from the CBO on next steps with the determined advice from any TO meeting,
- Prepare the report of the Advisory Group'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 Advisory Group to relevant internal or external parties and stakeholders in a method determined by the CBO. The Chair may delegate this responsibility to another member as needed.

10 Meetings

The TO will 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 secretary).

11 Quorum

A quorum shall consist of at least three members, of which at least one must be a BWA staff member and an appointed member. If BWA staff members of the Advisory Group 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.

12 Conflict of Interest

Members must declare any actual, perceived, or potential conflicts of interest. Engagement in associations is not inherently a conflict unless other factors arise.

13 Reserved Authorities

The TO shall not:

- (d) Approve or request expenditure on related activities, or
- (e) Commit BWA to any agreement.

14 Code of Conduct, Policies, Procedure and Guidelines

Members are bound by BWA values, policies, and procedures. Non-BWA employees must sign a BWA Advisory Group Code of Conduct acknowledgment.

15 Evaluation and Review

The TO will conduct an annual self-evaluation covering:

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

Revisions to this document require approval by the BWA CEO.

Any items not materially addressed in these Terms of Reference will be referred to the BWA CBO for a decision.