



BASKETBALL WA

Terms of Reference Junior Competitions Advisory Group

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1 Authority

The Basketball WA (BWA) Junior Competitions (JC) Advisory Group has no decision-making authority 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. Advice is provided to the CBO via the Chair of the Advisory Group.

2 Purpose

This Advisory Group is established to assist in advancing the strategic direction of BWA's junior competitions (except for the BWA Country Championships, which is covered by a separate advisory group), and any directed areas of focus. This Advisory Group reports to the CBO.

3 Roles and Responsibilities

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

- Consider the advancement of BWA's strategic objectives and annual operational plans for BWA operated junior competitions, when providing advice,
- First Nations and Indigenous people participation and engagement,
- Promote ways to improve research and innovation within the Junior Competitions space, and
- Alignment to annual operational plans for Junior Competitions.

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

- Ensure alignment to BWA's relevant junior competition review procedures,
- Consider cross-departmental (and other Advisory Group) implications of advice, and
- Act in the best interest of basketball in Western Australia while aligning with BWA's Strategic Plan.

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 three (3) appointed positions by BWA,
- b) BWA Head of Junior Competitions (or delegate),
- c) BWA High-Performance Metro Lead (or delegate) and
- d) BWA General Manager of Competitions (or delegate).

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

JC appointments to section 6 (a) will be made by the CBO, who will take into consideration appropriate diversity of skills and experience in the membership of the JC. Of the three positions appointed by BWA, the CBO will use best endeavours to ensure there is representation from affiliated associations, a mix of genders, and subject-matter expertise in the junior competition functions outlined in section 3.

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 JC 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 Head of Junior Competitions

The BWA Head of Junior Competitions (or delegate) will act as secretary to the JC:

The secretary shall:

- Assist the GM of Competitions (GMC) in the preparation of reports for meetings in consultation with the competitions team,
- Create and distribute agendas and minutes and

8 BWA GM of Competitions

The GMC (or delegate) will act as Chair (10) of the JC.

In addition to the Chair's responsibilities (10), the GMC shall:

- Ensure the JC members are provided regular communications to ensure they are adequately informed on any updates on Junior Competitions in real time,
- Create the annual BWA competitions operational plan for input on the junior competition components from the JC, and

9 JC Chair

The JC Chair shall:

- The GMC (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 JC 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 JC,
- Seek endorsement from the CBO on next steps with the determined advice from any JC 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 JC 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 JC shall not:

- Approve or request expenditure on related activities, or
- Commit BWA to any agreement.

14 Code of Conduct, Policies, Procedure and Guidelines

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

15 Evaluation and Review

The JC will conduct an annual self-evaluation covering:

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- 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.