



BY-LAWS

OF THE

VICTORIAN BASKETBALL REFEREES ASSOCIATION

KNOX BRANCH INCORPORATED



By-Laws Previously Adopted	Committee Meeting	Tuesday 14 April 2020
By-Laws Revised	Committee Meeting	Tuesday 9 March 2021
By-Laws Revised	Committee Meeting	Tuesday 11 October 2022

Victorian Basketball Referees Association – Knox Branch Incorporated - By-Laws Contents

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1. MEETINGS OF THE COMMITTEE AND SESSION SUPERVISORS

- 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 8:00PM AEST, or as soon as practicable thereafter and conclude by 10:30PM 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. Session Supervisor Meetings shall:-
 - (i) be chaired by the Vice-President or an appropriate delegate Chairperson should the Vice-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 Vice-President will make the decision and advise all Session Supervisors accordingly.
 - (iii) commence at 7:00PM AEST and conclude by 8:00PM 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 Session Supervisors present.
 - (iv) meet as often as necessary to properly conduct the business required of the Session Supervisors, but not less than three (3) 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 current standard of officiating for competitions in which VBRA Knox Branch Incorporated appoint officials. This may also include any other pertinent matters relating to rules, their interpretation or development activities for Session Supervisors or Members of VBRA Knox Branch Incorporated.
 - (vi) be attended by the KBI Referee Adviser and their Assistant(s) to ensure a consistent approach to rules and development are adopted. The KBI Referee Adviser and their Assistant(s) will be entitled to attend and vote at the Session Supervisor Meeting.

- 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) TreasurerDecisions made by the Executive Members may be approved by a minimum of at least three of the four 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 matters
 - (ii) Session Supervisor Appointments
 - (iii) Disciplinary mattersThese matters 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 VBRA Knox Branch Incorporated Delegation of Authority Policy in [Appendix 9](#) of these By-Laws, do not need to be presented and ratified by the Committee.
- c. All Member Protection information will be distributed at the absolute discretion of the Executive Members, under the advice of both Basketball Victoria and the Technical Officials Commission.

3. REFEREE APPOINTMENTS

- a. Appointments under the control of VBRA Knox Branch Incorporated are a privilege and not a right. Each Session Supervisor responsible for the appointment of referees will consider professionalism, punctuality and performance when completing appointments. This is to ensure the best possible provision of service to Knox Basketball Inc. (KBI) or any other association or body for which the VBRA Knox Branch Incorporated are responsible for the appointment of referees.
- b. Appointments will be published, where possible, using the online rostering software Referee Manager or similar. Referee availability should be managed by each individual member by maintaining their preferences in the online rostering software. The availability preferences will be locked, and appointments published in accordance with the VBRA Knox Branch Incorporated Rostering Guidelines attached in [Appendix 1](#) of these By-Laws.
- c. The rostering Session Supervisor is responsible for ensuring that the appropriate number of referees have been appointed and referee each game. The number of referees per game will vary by competition and age group and as such the following shall apply:-

Three Person Officiating (3PO):

- i. 23 Boys A Grade – Sunday Night
- ii. 23 Girls A Grade – Sunday Night
- iii. State Basketball Centre Premier League – Men & Women – Thursday Night
- iv. Section 1 Men – Monday, Tuesday & Wednesday Night

Bench Referee:

- i. 23 Boys A Grade – Sunday Night
- ii. 23 Girls A Grade – Sunday Night
- iii. State Basketball Centre Premier League – Men & Women – Thursday Night
- iv. Section 1 Men – Monday, Tuesday & Wednesday Night
- v. Eastern Parishes Basketball Association – Thursday Night
- vi. Finals Games – All competitions

Two Person Officiating (2PO):

- i. All other competitions
- d. It is the responsibility of each referee to ensure that they arrive at least ten (10) minutes prior to the commencement of their first game and be inside the venue ready to receive a briefing from the Session Supervisor or Venue Supervisor. In the event that a referee does not arrive at least ten (10) minutes prior, without contacting the Session Supervisor with a suitable reason for being late, the following shall apply:-
- i. the referee details shall be recorded in the VBRA Knox Branch Incorporated database as a late attendance, including the reason for being late to an appointment.
 - ii. the Session Supervisor may decide that the referee should be ‘docked’ down a grade (for that day only) where any late attendance is not accompanied by a suitable reason.
 - iii. the Session Supervisor may replace one (1) or all of the games appointed to that referee to ensure the continuity of service to KBI or any other association or body for which the VBRA Knox Branch Incorporated are responsible for the appointment of referees.
- e. It is the responsibility of each referee, if they are unable to fulfill their appointment, to notify the rostering Session Supervisor as soon as reasonably practical. For reasons other than illness, injury or extenuating circumstances, the referee must find a suitable replacement of the same grade or higher and seek approval from the rostering Session Supervisor for the change in appointment. The Session Supervisor will not unreasonably withhold approval, unless they have been able to already organise a replacement for the relevant appointments.
- f. Referees are obligated to adhere to any reasonable instructions given to them by the Session Supervisor, Venue Supervisors, Committee Members or the KBI Referee Adviser and their Assistant(s). These instructions will typically relate to the implementation of rules, their interpretation, court mechanics and general conduct.

4. SESSION SUPERVISOR APPOINTMENTS

- a. Session Supervisor Appointments will be made on an annual basis for the period of 1 January through to 31 December each year. Nominations will be sought from all financial members of the VBRA Knox Branch Incorporated during September of each year, whereby the Executive Members will make a recommendation to the authorised KBI Officer or Executives of Session Supervisor Appointments for the following twelve (12) months.
- b. Session Supervisor nominees agree to act in accordance with the VBRA Knox Branch Incorporated Session Supervisor Duty Statement as attached in [Appendix 2](#) of these By-Laws.
- c. Approval of Session Supervisor Appointments will be at the sole discretion of the authorised KBI Officer or Executives and will be based on recommendations from the Executive Members of VBRA Knox Branch Incorporated.
- d. As a matter of courtesy, all members who are unsuccessful in their application for a Session

Supervisor Appointment should be advised of the outcome as soon as reasonably practical, along with any relevant feedback that may assist in future applications.

- e. Session Supervisors may be removed from their position, prior to the end of the nominated term, at the sole discretion of the authorised KBI Officer or Executives, or the Executive Members of the VBRA Knox Branch Incorporated by majority resolution.
- f. Venue Supervisors, being those Referees appointed by the rostering Session Supervisor to supervise Referees at a satellite venue, should be of minimum Level A standard and be of a good standing and trustworthy nature. These appointments shall be made by the rostering Session Supervisor on an as needs basis.

5. UNIFORMS

The proper presentation of members is essential in maintaining the reputation and professionalism of the VBRA Knox Branch Incorporated. Jewellery, wrist watches and fitness trackers that are visible will not be permitted to be worn on court. Referees and Session Supervisors are to ensure that their shirt remains tucked in at all times. Further to this, the following uniform requirements will apply:-

- a. Winter Season Uniform:-
 - (i) Black slacks (Trousers)
 - (ii) Black socks
 - (iii) Approved VBRA Knox Branch Incorporated Referee Shirt, consisting of either;
 - a. Training Referee Shirt for Training Referees
 - b. FTG Motor Group Green Shirt for new C Grade Referees as directed by the KBI Referee Adviser and their Assistant(s)
 - c. VBRA Knox Branch Incorporated Green Shirt for new C Grade Referees as directed by the KBI Referee Adviser and their Assistant(s)
 - d. FTG Motor Group Black and White Shirt for all other C Grade (for those not covered by rule 5(a)(iii)(b)) and above Referees
 - e. VBRA Knox Branch Incorporated Black and White Shirt for all other C Grade (for those not covered by rule 5(a)(iii)(b)) and above Referees
 - f. VBRA Knox Branch Incorporated Black and White Heritage Shirt for all other C Grade (for those not covered by rule 5(a)(iii)(b)) and above Referees
 - g. State Basketball Centre Premier League Referee Shirt for all games that are officiated with three (3) on court Referees as covered by rule 3(c)
 - (iv) Approved VBRA Knox Branch Incorporated Jacket will be optional, provided it looks neat, is zipped up and the sleeves are pulled down
 - (v) Predominately black footwear
 - (vi) Summer Season Uniform may be worn during Winter Season in the event that the KBI Extreme Heat Policy is implemented.

All referees must comply with the VBRA Knox Branch Incorporated Winter Uniform Policy as attached in [Appendix 3](#) of these By-Laws. Failure to comply with the Winter Uniform Policy may result in disciplinary action, including the referee being 'docked' down a grade (for that day only) or loss of appointments where any breach is not accompanied by a suitable reason.

b. Summer Season Uniform:-

The Summer Season Uniform will consist of two (2) options:

- (i) The Winter Season Uniform prescribed in By-Law 5(a) or;
- (ii) Approved VBRA Knox Branch Incorporated Referee Shirt, consisting of either;
 - a. Training Referee Shirt for Training Referees
 - b. FTG Motor Group Green Shirt for new C Grade Referees as directed by the KBI Referee Adviser and their Assistant(s)
 - c. VBRA Knox Branch Incorporated Green Shirt for new C Grade Referees as directed by the KBI Referee Adviser and their Assistant(s)
 - d. FTG Motor Group Black and White Shirt for all other C Grade (for those not covered by rule 5(b)(iii)(b)) and above Referees
 - e. VBRA Knox Branch Incorporated Black and White Shirt for all other C Grade (for those not covered by rule 5(a)(iii)(b)) and above Referees
 - f. VBRA Knox Branch Incorporated Black and White Heritage Shirt for all other C Grade (for those not covered by rule 5(a)(iii)(b)) and above Referees
 - g. State Basketball Centre Premier League Referee Shirt for all games that are officiated with three (3) on court Referees as covered by rule 3(c)
- (iii) Predominately black, white or grey footwear ensuring that there are no fluorescent colours
- (iv) Either black socks or white socks
- (v) Black shorts provided that they be no more than 7cm above the top of the kneecap or 7cm below the bottom of the kneecap

The approved VBRA Knox Branch Incorporated Jacket may not be worn on court where the referee decides to wear shorts during Summer Season as an alternative to the full Winter Uniform.

All referees must comply with the VBRA Knox Branch Incorporated Summer Uniform Policy as attached in [Appendix 4](#) of these By-Laws. Failure to comply with the Summer Uniform Policy may result in disciplinary action, including the referee being 'docked' down a grade (for that day only) or loss of appointments where any breach is not accompanied by a suitable reason.

c. Session Supervisor Uniform:-

The Session Supervisor Uniform will consist of a number of options:

- (i) During the Winter Season, Session Supervisors will be required to wear the approved Session Supervisor Shirt with Black slacks (Trousers) as well as predominately black footwear and black socks
- (ii) During the Summer Season, Session Supervisors will have the option of wearing the Winter Season Uniform prescribed in By-Law 5(c)(i). As an alternate option, black shorts (provided that they be no more than 7cm above the top of the kneecap or 7cm below the bottom of the kneecap) may be worn along with predominantly black, white or grey footwear and either black or white socks.

- (iii) During the Winter Season, Session Supervisors have the option of wearing the approved VBRA Knox Branch Incorporated Session Supervisor Jacket and/or Vest
- (iv) During the Summer Season, Session Supervisors have the option of wearing the approved VBRA Knox Branch Incorporated Session Supervisor Vest only if they elect to wear shorts rather than slacks (Trousers)
- (v) Venue Supervisors, being those Referees appointed by the rostering Session Supervisor to supervise Referees at a satellite venue, will wear either the Uniform prescribed in 5(a) or 5(b) depending on the current Season.

Session Supervisors are authorised to wear a wristwatch whilst supervising, provided they do not take the court to referee a game. This is to ensure the proper and timely administration of games and other tasks required as part of the role.

All Session Supervisors must comply with the VBRA Knox Branch Incorporated Session Supervisor Uniform Policy as attached in [Appendix 5](#) of these By-Laws. Failure to comply with the Session Supervisor Uniform Policy may result in disciplinary action, including the loss of appointments or the Supervisor being removed from their position as prescribed in 4(e).

d. Finals Appointments:-

Referees appointed to Finals must wear the full Winter Season Uniform regardless of the Season in which Finals are being played. The approved VBRA Knox Branch Incorporated Jacket may not be worn on court during Finals, however may be worn if the referee is appointed as a Bench Referee.

e. Special Uniforms:-

The Committee may approve Special Uniforms to be worn for promotional activity, fundraising or other purposes as it sees fit. Any variation in Uniform will be communicated to members with as much advanced notice as possible.

f. Other Competitions:-

Referees appointed to games outside the control of VBRA Knox Branch Incorporated or KBI must wear the appropriate and approved uniform as determined by the controlling body for that competition.

g. Off Court Uniform:-

Whilst not officiating, any Referee wearing the uniform prescribed in 5(a), 5(b) or 5(c) must ensure that they maintain a neat and presentable appearance. This includes ensuring that they have no jewellery visible and that their shirt remains tucked in at all times.

6. CONDUCT OF MEMBERS

- a. All members must ensure that they display appropriate conduct at all times whilst holding membership of the VBRA Knox Branch 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 VBRA Knox Branch Incorporated.

- b. Any member failing to adhere to either the By-Laws of this Branch 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 Branch membership. In some instances, these matters may also be referred to a VBRA Knox Branch 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 VBRA Knox Branch Incorporated Social Media Policy as attached in [Appendix 6](#) of these By-Laws.

7. HEARINGS

If a complaint about a member is received through the Branch from KBI or any other controlling association, a Hearing 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 Hearing Committee will consist of:-
 - (i) The Vice-President, Secretary or Treasurer;
 - (ii) The KBI Referee Adviser or one of their Assistants;
 - (iii) One other financial member of the Branch as selected by the Executive Members
- b. The Hearing 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 Hearing Committee will consider all relevant information and evidence submitted by the involved parties. The Hearing 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 Branch or for the matter to be referred to a Basketball Victoria Tribunal.
- d. A representative of the Hearing Committee will attend and report at the next Committee Meeting the results and recommendations amounting from any complaints or incident reports which are dealt with by the Hearing Committee during the previous month.
- e. Any member may appeal the recommendation of the Hearing Committee in writing to the President for their consideration. In the event that any member wishes to appeal any decisions of the Branch to the Technical Officials Commission (TOC), they may do so in accordance with point 18 (Grievances) of the T.O.C Rules of Operation.

8. BRANCH LEVY

The Branch Levy is collected from members and is to be distributed for the benefit of its members. This may include, but is not limited to, subsidising fees payable to Basketball Victoria, Development Camps, Educational Purposes, Awards and other general operating costs of the Branch.

- a. The Committee collects a Branch Levy of \$1.00 per Referee for each session in which the member referees one or more games. Saturday is considered as two (2) sessions; Morning and Afternoon.
- b. The Committee collects a Branch Levy of \$1.00 per Session Supervisor or Venue Supervisor for each session in which the member is appointed.

Effective 1 January 2023;

- c. The Committee collects a Branch Levy of \$1.75 per Referee for each session in which the member referees one or more games. Saturday is considered as two (2) sessions; Morning and Afternoon.
- d. The Committee collects a Branch Levy of \$1.75 per Session Supervisor or Venue Supervisor for each session in which the member is appointed.
- e. The Committee shall review the requirement for a Branch Levy on an as needs basis and amend the amount of the Branch Levy by resolution of the Committee.
- f. Any change in the Branch Levy amount should be communicated to all members and the authorised Officer or Executives of KBI with at least seven (7) days' notice, including the reason for the change.

9. REFEREE GUIDE

The KBI Referee Adviser and their Assistant(s) should maintain a VBRA Knox Branch Incorporated Referee Guide as an introductory document for all new members. This guide should at a minimum, reference the objectives of the VBRA Knox Branch Incorporated, its Constitution and these By-Laws along with any other relevant information which will be helpful for new members.

10. BRANCH AWARDS AND RECOGNITION

The Committee shall award monthly recognition to its members in acknowledgement of improved or outstanding performance and in accordance with the relevant criteria. The monthly awards will be presented by the KBI Referee Adviser or their Assistant(s) and will also be communicated to members through various Branch Social Media platforms.

The Committee shall also award annual recognition to its members in accordance with the relevant criteria for the Referee of the Year, Rising Star of the Year and the Rookie of the Year Awards.

The KBI Referee Adviser shall award annual recognition for the Most Improved Referee of the Year.

The President shall award annual recognition for Outstanding Service to the Branch in the form

of the President's Award.

The Junior Panel Referee of the Year shall be awarded by the VBRA Knox Branch Incorporated members of the Victorian Junior Panel for that respective year, at the conclusion of the season (which includes all finals) by a secret ballot.

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

a. **Referee of the Month & Referee of the Year**

Tony Hawke Memorial Award

- (i) Must be a financial member of the VBRA Knox Branch Incorporated
- (ii) May currently be representing the VBRA Knox Branch Incorporated on an Elite Panel
- (iii) Must be currently refereeing for the VBRA Knox Branch Incorporated at a domestic level
- (iv) Has fulfilled duties required of them by the VBRA Knox Branch Incorporated including;
 - Displaying a positive attitude at all times
 - Conducting and presenting themselves in a punctual and professional manner at all times
 - Attending all appointments
 - Ensuring they are always in correct Uniform
- (v) Is considered a role model and mentor to other referees
- (vi) Actively pursues further education and advancement

b. **Rising Star of the Month & Rising Star of the Year**

Bev Agombar Memorial Award

- (i) Must be a financial member of the VBRA Knox Branch Incorporated
- (ii) Has been a Referee for greater than six (6) months
- (iii) Must not be representing the VBRA Knox Branch Incorporated on an Elite Panel
- (iv) Must be currently refereeing for the VBRA Knox Branch Incorporated at a domestic level on more than one (1) session per week
- (v) Has fulfilled duties required of them by the VBRA Knox Branch Incorporated including;
 - Displaying a positive attitude at all times
 - Conducting and presenting themselves in a punctual and professional manner at all times
 - Attending all appointments
 - Ensuring they are always in correct Uniform
- (vi) Actively pursues further education and advancement
- (vii) Is considered a role model for both new and younger Referees
- (viii) The Committee recognises potential for further development

c. **Rookie of the Month & Rookie of the Year**

Alice and Fred Jago Memorial Award

- (i) Must be a financial member of the VBRA Knox Branch Incorporated
- (ii) Has been a Referee for twelve (12) months or less at the time of the monthly award
- (iii) Must hold a C Grade at the time of the monthly award

- (iv) Has fulfilled duties required of them by the VBRA Knox Branch Incorporated including;
 - Displaying a positive attitude at all times
 - Conducting and presenting themselves in a punctual and professional manner at all times
 - Attending all appointments
 - Ensuring they are always in correct Uniform
- (v) Actively pursues further education and advancement
- (vi) The Committee recognises potential for further development

d. **The Adviser's Award**

Anthony Aulsebrook Memorial Award

- (i) Must be a financial member of the VBRA Knox Branch Incorporated
- (ii) Shall be awarded to the referee that has shown the Most Improvement in the previous year (Annual General Meeting to Annual General Meeting or Award Presentation Night to Award Presentation Night)
- (iii) Has shown significant improvement in their officiating during the previous year (Annual General Meeting to Annual General Meeting or Award Presentation Night to Award Presentation Night). This can include but is not limited to:
 - Call ability and all-round performance on court
 - Progression of referee grading during the year (For example: Level C to Level B, Level B to Level A, Level A to Level 1)
 - Has progressed or has the potential to progress to referee higher levels of basketball
 - Has demonstrated an improvement in leadership skills and an enhanced ability to help or mentor other referees
 - Is able to actively reflect and learn from past games to improve future performance
- (iv) Has fulfilled duties required of them by the VBRA Knox Branch Incorporated including;
 - Displaying a positive attitude at all times
 - Conducting and presenting themselves in a punctual and professional manner at all times
 - Attending all appointments
 - Ensuring they are always in correct Uniform
- (v) Actively pursues further education and advancement
- (vi) The KBI Referee Adviser recognises potential for further development
- (vii) This Award is the sole responsibility of the KBI Referee Adviser to determine.

e. **The President's Award**

- (i) Selection is not restricted to Branch members
- (ii) The recipient must have provided Outstanding Service to the VBRA Knox Branch Incorporated in the capacity as a volunteer
- (iii) This Award is the sole responsibility of the President to determine.

f. **VBRA Knox Branch Incorporated Junior Panel Referee of the Year**

- (i) Must be a financial member of the VBRA Knox Branch

- Incorporated
- (ii) Must have successfully passed the requirements of the T.O.C to officiate on the Victorian Junior Panel including both the fitness and theoretical tests
- (iii) Must be currently refereeing for the VBRA Knox Branch Incorporated at a domestic level

When voting, eligible referees should consider;

- i. The attitude of the nominees towards the Victorian Junior Panel as a whole
- ii. The pursuit of further education and advancement by the nominee
- iii. Availability of the nominee across the entire season
- iv. VJBL Finals & National Junior Classic Finals appointment during the year
- v. Appointment during the year to any Australian Junior National Championships

The Award will be presented to the referee that receives the most votes in the secret ballot. In the instance that the vote is tied between one (1) or more referees, the Committee will determine if a joint winner should be awarded or make a selection from the tied nominees, by a simple majority.

g. **Elite Referee and Referee Coach Recognition**

Elite Referee and Referee Coaches that pass the required criteria of the relevant leagues will be recognised each year at the Annual General Meeting or Award Presentation Night. The criteria to be considered is as follows:-

- (i) Senior Panel – Referees or Referee Coaches who pass the criteria and officiate on either the Big V, NBL1, WNBL or NBL
- (ii) Junior Panel – Referees or Referee Coaches who pass the criteria and officiate on the VJBL

Referees will only be recognised for the highest league in which they officiate as either a Senior or Junior Panel Referee, but not both.

11. NATIONAL AND INTERNATIONAL TOURNAMENT APPOINTMENTS

The Committee shall recognise referees and referee coaches that are appointed to major National and International Tournaments. This will also be communicated to members through various Branch Social Media platforms. For tournaments where the referees are not remunerated for their services at the tournament, the following shall also apply:-

- a. **Referees**
The Branch will make a contribution of \$200.00 to the referee which is designed to assist with their expenses whilst at the tournament
- b. **Referee Coaches**
The Branch will make a contribution of \$100.00 to the referee coach which is designed to assist with their expenses whilst at the tournament

12. USE OF TECHNOLOGY WHILST REFEREE COACHING

The use of technology allows for the review, assessment and live interaction with referees to ensure their ongoing improvement and development. The Session Supervisors, Committee, KBI Referee Adviser and their Assistant(s) as well as Referee Coaches are authorised to use technology whilst Referee Coaching in accordance with the VBRA Knox Branch Incorporated Use of Technology whilst Referee Coaching Policy as attached in [Appendix 7](#) of these By-Laws.

13. CHILD SAFETY STANDARDS AND SAFEGUARDING CHILDREN

The VBRA Knox Branch Incorporated is committed to ensuring that children have a safe, happy, friendly and inclusive environment to thrive in.

All referees must comply with the VBRA Knox Branch Incorporated Child Safety Policy as attached in [Appendix 8](#) of these By-Laws.

14. CHANGING OF THESE BY-LAWS

Nothing in these By-Laws may contradict the Constitution of the Victoria Basketball Referees Association – Knox Branch 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.

15. APPENDIX 1 – ROSTERING GUIDELINES



Victorian Basketball Referees Association – Knox Branch
Incorporated
ABN – 45 124 802 014

PO Box 4432, Knox City, VIC 3152

Daniel Battye (President) - 0413 194 175
Brooke Kennedy (Secretary) – 0413 803 805

executive@vbraknox.org.au
www.vbraknox.org.au

Rostering Guidelines

Referee Appointments Overview

Knox Basketball Inc. (KBI) runs one of the largest Basketball Associations in Australia. KBI currently utilizes the services of over three hundred and fifty (350) referees to officiate in its domestic competition and is committed to ensuring that all officials are given ample notice of their appointments.

Appointments under the control of VBRA Knox Branch Incorporated are a privilege and not a right. Each Session Supervisor responsible for the appointment of referees will consider professionalism, punctuality and performance when completing appointments. This is to ensure the best possible provision of service to Knox Basketball Inc. (KBI) or any other association or body for which the VBRA Knox Branch Incorporated are responsible for the appointment of referees.

Referee Availability Overview

Appointments will be published, where possible, using the online roosting software Referee Manager or similar. Referee availability should be managed by each individual member by maintaining their preferences in the online roosting software. The availability preferences will be locked and appointments published in accordance with these Guidelines.

Rostering Timelines and Contacts

Day	Roster Locked	Roster Published	Contact	Phone	Email
Monday	Thursday 12:00PM	Friday 11:00PM	Liam Staff	0417 426 361	monday@vbraknox.org.au
Tuesday	Friday 12:00PM	Saturday 11:00PM	Joseph Kempson	0466 981 720	tuesday@vbraknox.org.au
Wednesday	Saturday 12:00PM	Sunday 11:00PM	Cameron Crees	0430 521 990	wednesday@vbraknox.org.au
Thursday	Sunday 12:00PM	Monday 11:00PM	Ian Knight	0406 662 712	thursday@vbraknox.org.au
Friday	Monday 5:00PM	Tuesday 11:00PM *	Bradley Power	0432 077 012	friday@vbraknox.org.au
Saturday	Monday 5:00PM	Wednesday 11:00PM	Sam Viergever	0457 489 693	saturday@vbraknox.org.au
Sunday	Tuesday 5:00PM	Thursday 11:00PM	Daniel Battye	0413 194 175	sunday@vbraknox.org.au

* Subject to the availability of VJBL and Basketball Victoria Referee Rosters being distributed in a timely manner

Change of Availability

It is the responsibility of each referee, if they are unable to fulfil their appointment, to notify the roosting Session Supervisor as soon as reasonably practical. For reasons other than illness, injury or extenuating circumstances, the referee must find a suitable replacement of the same grade or higher and seek approval from the roosting Session Supervisor for the change in appointment. The Session Supervisor will not unreasonably withhold approval, unless they have been able to already organise a replacement for the relevant appointments.

Policy Improvement

As the Session Supervisor Positions are filled annually across KBI Domestic Competitions, this policy will continue to be assessed and reviewed by consulting with members (both Referees and Session Supervisors) to ensure it remains relevant. This includes considering any advancements in technology with the online rostering software Referee Manager that may allow for improved rostering functionality and improvement timelines.

Next Review Date: 31 December 2023

16. APPENDIX 2 – SESSION SUPERVISOR DUTY STATEMENT



Victorian Basketball Referees Association – Knox Branch
Incorporated
ABN – 45 124 802 014
PO Box 4432, Knox City, VIC 3152
Daniel Battye (President) - 0413 194 175
Brooke Kennedy (Secretary) – 0413 803 805
executive@vbraknox.org.au
www.vbraknox.org.au

Session Supervisor Duty Statement

Session Supervisor Overview

Knox Basketball Inc. (KBI) runs one of the largest Basketball Associations in Australia. KBI currently utilizes the services of over three hundred and fifty (350) referees to officiate in its domestic competition and is committed to ensuring that all officials are given access to coaching and development opportunities that allow them to reach their full potential.

Technical Officials are an important aspect of the game and their continuous improvement is essential to ensuring KBI continue to provide the best possible competition for its participants.

Session Supervisor activities are essential to ensuring the smooth operation of games and are an essential conduit between KBI, Clubs, Teams, Coaches, Players, Spectators and Referees.

Session Supervisor Prerequisites

The following minimum prerequisites apply for Session Supervisor applicants;

1. Must hold Level A Referee Certificate (minimum) at the time of the Appointment
2. Must be a financial member of the VBRA Knox Branch Incorporated for both the year in which the application is made as well as the year in which the Appointment is for (IE: If the Application was submitted in 2023 for 2024, the Referee would need to be financial for both years at the time of the application)
3. Be available for all dates in which your session will operate, unless you have made appropriate arrangements for a replacement Session Supervisor to be approved by the Executive Members
4. Ensuring unavailability for the session in which you are applying is limited to valid reasons
5. Not play or coach on a session in which you are the Session Supervisor
6. Must hold a valid WWCC (Working with Children Check) if over the age of eighteen (18) and provide a signed Basketball Victoria Statutory Declaration and Australian Tax Office (ATO) Statement by a Supplier
7. Submit a written application which sets out any relevant credentials and why the applicant should be considered for appointment as a Session Supervisor

Rostering Requirements

Appointments will be published, where possible, using the online rostering software Referee Manager. Referee availability should be managed by each individual member by maintaining their preferences in Referee Manager. The availability preferences will be locked, and appointments published in accordance with the VBRA Knox Branch Incorporated Rostering Guidelines.

Consideration should be given by applicants to ensure the following;

1. All rosters must be completed and published in Referee Manager at least three (3) days prior to the commencement of the session. Any variation to this must be discussed and approved by the Executive Members

2. All games must have the correct number of officials appointed and take the court to referee in accordance with item 3(c) of the VBRA Knox Branch Incorporated By-Laws. This may include re-appointing referees in the instance that they become available at short notice
3. Rostering Session Supervisors are required to replace referee appointments in the event of illness, injury or extenuating circumstances

Session Supervisor Operational Tasks

The following tasks are deemed necessary to ensure the smooth operation of the Session;

1. Arrive at the venue for Session Supervisor duties at least thirty (30) minutes prior to the commencement of games. This time will be required to organise all requirements in order to run a smooth session
2. Ensure that all referees are on court in time for player warmups
3. Follow and implement the KBI Emergency Procedures Policy when required
4. Follow and implement the KBI Extreme Heat Policy when required
5. Appropriately deal with all complaints from spectators, players and coaches as required
6. Ensure the allocation of the appropriate sized basketballs for all games throughout the session.
7. Ensure that all basketballs are returned and locked away at the end of the session.
8. Be able to manage other operational requirements of the session which includes, but are not limited to, ball changes, removal of netball poles and resetting the height of rings
9. Act professionally and appropriately towards all referees on the session. This includes, but is not limited to, behaviour displayed whilst inside the designated Referee Room
10. Ensure that the designated Referee Room is only being used by active referees and members of the approved relevant Committees (VBRA Knox Branch Incorporated Executive Committee, Session Supervisors, Approved VBRA Knox Branch Incorporated Sub-Committees)
11. Ensure that all property of the VBRA Knox Branch Incorporated and KBI are being used for the sole purpose in which it is intended
12. Communicate with the Vice-President, other Executive Members and KBI Referee Adviser and their Assistant(s) in relation to referee performance and grading suggestions
13. Assist all referees on the session when completing a Basketball Victoria Report Form and appropriately communicate this with the Executive Committee, primarily the Tribunal Delegate and Executive Members
14. Actively communicate and assist KBI Doorkeepers, employees of KBI, authorised KBI officer(s) or Executives where necessary to ensure the session runs effectively
15. Complete Session Reports using the online tool in Referee Manager within twenty-four (24) hours of the session completion

Session Supervisor Administrative Tasks

The following administrative tasks are deemed necessary to ensure the smooth operation of the Branch and are expected as a minimum;

1. Attendance at the VBRA Knox Branch Incorporated Annual General Meeting
2. Attendance at the VBRA Knox Branch Incorporated Annual Referee Development Camp
3. Attendance at all monthly Session Supervisor meetings and participate as required
4. Submit a monthly written Session Supervisor report prior to the monthly meeting
5. Assist where required with Branch Fundraising Events such as BBQs and Pink Week
6. Assist where required to be a Tribunal Representative for a minimum of two (2) weeks per year
7. Assist where required to take referee photos on Grand Final weeknights and weekends as requested
8. Complete all reasonable requests as prescribed by the VBRA Knox Branch Incorporated Executive Committee or KBI

Policy Improvement

As the Session Supervisor Positions are filled annually across KBI Domestic Competitions, this policy will continue to be assessed and reviewed by consulting with key stakeholders (Referees, Session Supervisors, Executive Committee and KBI) to ensure it remains relevant.

Next Review Date: 31 December 2025

17. APPENDIX 3 – WINTER UNIFORM POLICY



Victorian Basketball Referees Association – Knox Branch
Incorporated
ABN – 45 124 802 014

PO Box 4432, Knox City, VIC 3152

Daniel Battye (President) - 0413 194 175
Brooke Kennedy (Secretary) – 0413 803 805

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Winter Uniform Policy

Uniform Policy Overview

Knox Basketball Inc. (KBI) runs one of the largest Basketball Associations in Australia. KBI currently utilizes the services of over three hundred and fifty (350) referees to officiate in its domestic competition. VBRA Knox Branch Incorporated is largely regarded as one of the best Referee Programs in the country and as such, the proper presentation of members is essential in maintaining the reputation and professionalism of the Branch. Jewellery, wrist watches and fitness trackers that are visible will not be permitted to be worn on court. Referees and Session Supervisors are to ensure that their shirt remains tucked in at all times.

Winter Uniform Requirements

The following Uniform applies during the Winter Season;

- Black slacks (Trousers)
- Black socks
- Approved VBRA Knox Branch Incorporated Referee Shirt, consisting of either;
 - Training Referee Shirt for Training Referees
 - FTG Motor Group Green Shirt or VBRA Knox Branch Incorporated Green Shirt for new C Grade Referees as directed by the KBI Referee Adviser and their Assistant(s)
 - FTG Motor Group Black and White Shirt or VBRA Knox Branch Incorporated Black and White Shirt for all other C Grade and above Referees
 - VBRA Knox Branch Incorporated Black and White Heritage Shirt for all other C Grade and above Referees
 - State Basketball Centre Premier League Referee Shirt for all games that are officiated with three (3) on court Referees
- Approved VBRA Knox Branch Incorporated Jacket will be optional, provided it looks neat, is zipped up and the sleeves are pulled down
- Predominately black footwear

Note: Summer Season Uniform may be worn during Winter Season in the event that the KBI Extreme Heat Policy is implemented.

Examples of Acceptable footwear



Examples of Unacceptable footwear



Finals

Referees appointed to Finals must wear the full Winter Season Uniform regardless of the Season in which Finals are being played. The approved VBRA Knox Branch Incorporated Jacket may not be worn on court during Finals, however may be worn if the referee is appointed as a Bench Referee.

Policy Breaches

Failure to comply with the Winter Uniform Policy may result in disciplinary action, including the referee being ‘docked’ down a grade (for that day only) or loss of appointments where any breach is not accompanied by a suitable reason.

Referees who consistently breach this policy will be referred by the Session Supervisor to the Executive Members where loss of appointments across VBRA Knox Branch Incorporated Sessions will be considered.

Policy Improvement

This policy will continue to be assessed and reviewed by consulting with key stakeholders (Referees, Session Supervisors, Executive Committee and KBI) to ensure it remains relevant and upholds the professional standards required of VBRA Knox Branch Incorporated members.

Next Review Date: 31 December 2025

18. APPENDIX 4 – SUMMER UNIFORM POLICY



Victorian Basketball Referees Association – Knox Branch
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Summer Uniform Policy

Uniform Policy Overview

Knox Basketball Inc. (KBI) runs one of the largest Basketball Associations in Australia. KBI currently utilizes the services of over three hundred and fifty (350) referees to officiate in its domestic competition. VBRA Knox Branch Incorporated is largely regarded as one of the best Referee Programs in the country and as such, the proper presentation of members is essential in maintaining the reputation and professionalism of the Branch. Jewellery, wrist watches and fitness trackers that are visible will not be permitted to be worn on court. Referees and Session Supervisors are to ensure that their shirt remains tucked in at all times.

Summer Uniform Requirements

The following Uniform applies during the Summer Season;

- The option to wear the Winter Season Uniform as prescribed in the Winter Uniform Policy
- Approved VBRA Knox Branch Incorporated Referee Shirt, consisting of either;
 - Training Referee Shirt for Training Referees
 - FTG Motor Group Green Shirt or VBRA Knox Branch Incorporated Green Shirt for new C Grade Referees as directed by the KBI Referee Adviser and their Assistant(s)
 - FTG Motor Group Black and White Shirt or VBRA Knox Branch Incorporated Black and White Shirt for all other C Grade and above Referees
 - VBRA Knox Branch Incorporated Black and White Heritage Shirt for all other C Grade and above Referees
 - State Basketball Centre Premier League Referee Shirt for all games that are officiated with three (3) on court Referees
- Predominately black, white or grey footwear ensuring that there are no fluorescent colours
- Either black socks or white socks
- Black shorts provided that they be no more than 7cm above the top of the kneecap or 7cm below the bottom of the kneecap

Note: The approved VBRA Knox Branch Incorporated Jacket may not be worn on court where the referee decides to wear shorts during Summer Season as an alternative to the full Winter Season Uniform.

Examples of Acceptable footwear



Examples of Unacceptable footwear



Examples of members in correct Summer Uniform



Finals

Referees appointed to Finals must wear the full Winter Season Uniform regardless of the Season in which Finals are being played. The approved VBRA Knox Branch Incorporated Jacket may not be worn on court during Finals, however may be worn if the referee is appointed as a Bench Referee.

Policy Breaches

Failure to comply with the Summer Uniform Policy may result in disciplinary action, including the referee being 'docked' down a grade (for that day only) or loss of appointments where any breach is not accompanied by a suitable reason.

Referees who consistently breach this policy will be referred by the Session Supervisor to the Executive Members where loss of appointments across VBRA Knox Branch Incorporated Sessions will be considered.

Policy Improvement

This policy will continue to be assessed and reviewed by consulting with key stakeholders (Referees, Session Supervisors, Executive Committee and KBI) to ensure it remains relevant and upholds the professional standards required of VBRA Knox Branch Incorporated members.

Next Review Date: 31 December 2025

19. APPENDIX 5 – SESSION SUPERVISOR UNIFORM POLICY



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Session Supervisor Uniform Policy

Uniform Policy Overview

Knox Basketball Inc. (KBI) runs one of the largest Basketball Associations in Australia. KBI currently utilizes the services of over three hundred and fifty (350) referees to officiate in its domestic competition. VBRA Knox Branch Incorporated is largely regarded as one of the best Referee Programs in the country and as such, the proper presentation of members is essential in maintaining the reputation and professionalism of the Branch. Jewellery will not be permitted to be worn whilst conducting the role of Session Supervisor. Session Supervisors are to ensure that their shirt remains tucked in at all times.

Session Supervisor Uniform Requirements

The Session Supervisor Uniform will consist of a number of options;

- During the Winter Season, Session Supervisors will be required to wear the approved Session Supervisor Shirt with Black slacks (Trousers) as well as predominately black footwear and black socks
- During the Summer Season, Session Supervisors will have the option of wearing the Winter Season Uniform or black shorts provided that they be no more than 7cm above the top of the kneecap or 7cm below the bottom of the kneecap, predominantly black, white or grey footwear and either black or white socks.
- During the Winter Season, Session Supervisors have the option of wearing the approved VBRA Knox Branch Incorporated Session Supervisor Jacket and/or Vest
- During the Summer Season, Session Supervisors have the option of wearing the approved VBRA Knox Branch Incorporated Session Supervisor Vest only if they elect to wear shorts rather than slacks (Trousers)

Note: Session Supervisors are authorised to wear a wristwatch whilst supervising, provided they do not take the court to referee a game. This is to ensure the proper and timely administration of games and other tasks required as part of the role.

Examples of Session Supervisors in correct Uniform



Policy Breaches

Failure to comply with the Session Supervisor Uniform Policy may result in disciplinary action, including the loss of appointments or the Supervisor being removed from their position as prescribed in 4(e) of the VBRA Knox Branch Incorporated By-Laws

Policy Improvement

This policy will continue to be assessed and reviewed by consulting with key stakeholders (Session Supervisors, Executive Committee and KBI) to ensure it remains relevant and upholds the professional standards required of VBRA Knox Branch Incorporated Supervisors.

Next Review Date: 31 December 2025

20. APPENDIX 6 – SOCIAL MEDIA POLICY



Victorian Basketball Referees Association – Knox Branch
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Social Media Policy

Conduct of Members

VBRA Knox Branch Incorporated is one of the most successful domestic Referee programs in Australia. Keeping this in mind, our members are obligated to maintain a high level of professionalism and display appropriate behaviour at all times to protect the reputation of both themselves and the Branch. This includes when using Social Media to communicate for purposes involving basketball.

Social Media Overview

Social Media includes all internet-based publishing technologies. Most forms of Social Media are interactive and allow authors, readers and publishers to connect and interact with one another. The published material can often be accessed by anyone using the internet. Forms of Social Media include, but are not limited to, social or business networking sites (IE: Facebook & LinkedIn), video and/or photo sharing websites of applications (IE: YouTube, Flickr, Snapchat, House Party, TikTok, Instagram), business/corporate and personal blogs or microblogs (IE: Twitter), as well as any chat room, forums or media platforms.

Who does this policy apply to?

This policy applies to all members of the VBRA Knox Branch Incorporated who put their opinions, comments, photographs or video content onto any form of social media. This includes;

- Maintaining a profile page on a social media network
- Making comments and contributing on such networking sites such as Facebook, Twitter, Instagram, TikTok
- Sharing photo of video content of other people involved in basketball

Personal and Private use of Social Media

VBRA Knox Branch Incorporated acknowledges that its members have the right to contribute content on Social Media network sites, however also notes that any inappropriate behaviour or content by its members has the potential to tarnish the reputation of the Branch.

All members must refrain from posting, sending, forwarding or using any material that may be deemed inappropriate which:

- Could possibly cause insult, offence, intimidation or humiliation to VBRA Knox Branch Incorporated or its members/associates within the basketball community
- May be considered defamatory to anyone involved in basketball

The following actions would be deemed as inappropriate:

- Comments that may be seen to affect the reputation of the Branch
- Any encouragement or promotion of inappropriate material. This includes liking, retweeting or general promotion of unacceptable behaviour
- Posting on all blogs/forums or Social Media platforms that reflect negatively on VBRA Knox Branch Incorporated, Knox Basketball Inc. or basketball and its participants in general

Breach of Policy

All members of VBRA Knox Branch Incorporated acknowledge that they must comply with this policy at all times. Any breach of this policy will be treated as a serious matter and may result in disciplinary action. Disciplinary action may include the removal of appointments, suspension or termination of membership. The VBRA Knox Branch Incorporated Executive Members may also refer these matters to a Basketball Victoria Tribunal.

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 2025

21. APPENDIX 7 – USE OF TECHNOLOGY WHILST REFEREE COACHING POLICY



Victorian Basketball Referees Association – Knox Branch
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Use of Technology whilst Referee Coaching

Referee Coaching Overview

Knox Basketball Inc. (KBI) runs one of the largest Basketball Associations in Australia. KBI currently utilizes the services of over three hundred and fifty (350) referees to officiate in its domestic competition and is committed to ensuring that all officials are given access to coaching and development opportunities that allow them to reach their full potential.

Technical Officials are an import aspect of the game and their continuous improvement it essential to ensuring KBI continue to provide the best possible competition for its participants.

Referee Coaching activities will be coordinated by the KBI Referee Adviser and their Assistant, which will leverage a mixture of formal and informal assessments conducted by Session Supervisors, Referee Coaches and the Advisers.

Use of Technology

As the game continues to evolve, so does the means in which KBI and VBRA Knox Branch Incorporated coach officials. The use of technology allows for the review, assessment and live interaction with officials to ensure their ongoing improvement and development. This may include, but is not limited to the use of;

1. **Video Assessments** – Recording of games and clipping of plays to promote discussion and development after a game.
2. **CCTV Review** – Reviewing of CCTV (Closed Circuit Television) to validate complaints and promote development after a game.
3. **Live Audio** – The ability for referees and the referee coach to interact in real time, whilst the game is being played (similar to a coach of a team talking to their players) and during time-outs, for the purpose of coaching and development.

Referee Coaches will advise the teams of their intention to use technology when conducting both video recording or live audio assessments of referees as a matter of courtesy, ensuring compliance to any relevant Basketball Victoria Policy.

Practical Guidance

The use of technology and how it is practically applied will largely depend on the competency levels of the Referee Coach and the officials during a game. Practical guidance is set out on what should be raised with a referee either during or after a game through the use of technology;

Beginner Domestic Referees (Grade C)

- **Administration** – Including the need for use of voice and clear visual hand signals.
- **Fouls** – Highlighting areas of responsibility and positively reinforcing correct calls.
- **Violations** – Highlighting areas of responsibility and positively reinforcing correct calls.
- **Mechanics** – Ensuring play remains boxed in and reinforcement of trail and lead responsibilities.
- **Rule Knowledge** – Support in the improvement of rule knowledge.

Intermediate Domestic Referees (Grade B)

- **Administration** – Including the need for use of voice and clear visual hand signals. Promoting good communication with players, coaches and the bench where required. Providing coaching on the growth of skills to be able to deal with conflict.
- **Fouls** – Highlighting areas of responsibility and positively reinforcing correct calls. Providing coaching to ensure the correct understanding of Act of Shooting (AoS). Understanding reasons for incorrect calls and providing coaching to suit post game.
- **Violations** – Highlighting areas of responsibility and positively reinforcing correct calls. Providing coaching to ensure the correct and consistent application of violations.
- **Mechanics** – Ensuring play remains boxed in and reinforcement of trail and lead responsibilities. Greater focus on finding and maintaining the gap between offensive and defensive players. Provide coaching to improve play coverage and a reduction of watching the ball.
- **Rule Knowledge** – Support in the improvement of rule knowledge.

Advanced Domestic & Elite Referees (Grade A+)

- **Administration** – Ensure the use of correct, clear and professional signals. Promoting good communication with players, coaches and the bench where required, including the ability to be able to deal with conflict. Ensure that appearance remains excellent during the game.
- **Fouls & Violations** – Provide coaching to ensure high accuracy of calling in primary area of responsibility. Positively reinforce correct calls, validate questions from the referee being coached and identify incorrect calls, ensuring there is a coaching tip on how to continue improvement. Ensure the application of advantage/disadvantage and the need to be consistent in calling throughout the game.
- **Mechanics** – Ensuring the correct application of trail and lead responsibilities. Coaching to ensure that the gap between offensive and defensive players is maintained, whilst also officiating off-ball situations (including post play and screening). Introduction and discussion of advanced mechanics, such as movement to area 5/6, area 3 coverage, buttonhole mechanics and any relevant 3PO mechanics (including switching and rotating).
- **Rule Knowledge** – Support the solid implementation of rule knowledge during the game and provide any examples of where this can be improved.

Interaction between Coaches and Referees and use of content

The objective for all Referee Coaches is to promote respectful discussion and review content that is designed to improve the performance of VBRA Knox Branch Incorporated officials. All feedback is to be two way (both parties have the ability to respond to one another), be respectful and professional. Any video or live audio recording is to be used solely for the development of officials and should not be used to criticize or defame any official.

Some content may be useful for the development of officials more broadly and as such, KBI and VBRA Knox Branch Incorporated reserve its rights to use any content provided it serves the objective of being educational.

Policy Improvement

As the use of technology becomes more prevalent across KBI Domestic Competitions, this policy will continue to be assessed and reviewed by consulting with participants (both Referees and Referee Coaches) to ensure it remains relevant as technology continues to advance.

Next Review Date: 31 December 2025

22. **APPENDIX 8 – CHILD SAFETY POLICY - SAFEGUARDING CHILDREN CODE OF CONDUCT**



Victorian Basketball Referees Association – Knox Branch
Incorporated
ABN – 45 124 802 014
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Child Safety Policy – Safeguarding Children Code of Conduct

Child Safety Overview

Knox Basketball Inc. (KBI) runs one of the largest Basketball Associations in Australia. KBI currently utilizes the services of over three hundred and fifty (350) referees to officiate in its domestic competition and are committed to ensuring that all children involved in basketball, including referees, are able to participate in a safe, happy, friendly and inclusive environment.

The VBRA Knox Branch Incorporated Committee acknowledge that the majority of our members are children and are equally committed to ensuring their safety whilst involved in basketball related activity.

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The Policy and Safeguarding Children Code of Conduct

1. PURPOSE

- (a) As outlined in the Basketball Australia (**BA**) Member Protection Policy (**MPP**), VBRA Knox Branch Incorporated (**VBRAKBI**), Knox Basketball Inc (**KBI**) and all Australian Basketball Organisations (**ABs**) aim to provide children and young people with a welcoming, safe, and inclusive basketball experience and an environment that promotes their physical, social and emotional wellbeing consistent with the National Principles for Child Safe Organisations.
- (b) The aim of this Safeguarding Children Code of Conduct (**Safeguarding Code**) is to protect the safety of children in an AB's care and prevent abuse from occurring, and if allegations are raised in relation to child abuse or breaches of this Safeguarding Code, to ensure that the allegations are taken seriously and addressed properly with the child's safety and wellbeing at the centre of the response. This Safeguarding Code is part of Basketball's framework of ensuring a culture of child safety and protection exists within all levels of basketball in Australia.
- (c) VBRAKBI and all ABs are committed to safeguarding children in our care. VBRAKBI and all ABs strive to ensure that children and young people feel safe and are protected from harm. Accordingly, VBRAKBI expects all Personnel (as defined in **paragraph 3**) to strive for the highest possible standards with respect to safeguarding children from abuse. VBRAKBI has developed these guidelines to identify, and prevent, behaviour that may be harmful to the children and young people in our care.
- (d) The Safeguarding Code has been developed to assist those individuals bound by the MPP to meet their obligations under that policy as they specifically relate to children and to ensure the highest possible standards of conduct when interacting with children. The Safeguarding Code has been formally approved and endorsed by the VBRAKBI Committee.
- (e) The Safeguarding Code should be read in conjunction with:
 - (i) all applicable laws within your respective state / territory in relation to protecting children (and, if working abroad for an AB, all applicable laws within that jurisdiction);
 - (ii) the National Principles for Child Safe Organisations;
 - (iii) the specific requirements of your role as defined in your 'position description' statement;
 - (iv) all relevant policy and procedure documents, including but not limited to, the:
 - (a) Basketball Australia Member Protection Policy;
 - (b) Basketball Victoria Code of Conduct;
 - (c) VBRA Knox Branch Incorporated Social Media Policy;
 - (d) Guidelines for Interacting with Children; and
 - (e) Basketball Australia Privacy Policy; and
 - (v) general community expectations in relation to appropriate behaviour concerning children.
- (f) A failure to observe the standards in this Safeguarding Code will be considered a breach of this Safeguarding Code and/or a breach of one of BA's National Policies. Sanctions available to VBRAKBI, an AB or a Tribunal in such circumstances include (but are not limited to) suspension, fines, warnings, suspension of VBRAKBI member or other professional membership and/or termination of employment. In addition to any of these sanctions, VBRAKBI or the AB will (where required) report to the Police all instances in which a breach of the law has, or may have, occurred.
- (g) There may be exceptional situations where this Safeguarding Code does not apply (for example, in an emergency when CPR is required). Personnel are expected to seek (or make all reasonable attempts to seek) management's authorisation prior to taking action that contravenes the Safeguarding Code or advise management as soon possible after any incident in which the Safeguarding Code are breached.

- (h) Should a person wish to make any enquiries in relation to this Safeguarding Children Code, please contact executive@vbraknox.org.au

2. POLICY STATEMENT

- (a) VBRAKBI is committed to protecting the health, safety, and wellbeing of those who participate in its services, particularly children, and delivering activities with the best interests, safety, and wellbeing of children as a focus.
- (b) Specifically, VBRAKBI considers that the health, safety, and well-being of children take priority over all other competing considerations. VBRAKBI considers that this is necessary to ensure the health, safety and welfare of all members and protect the image and reputation of the sport and VBRAKBI.
- (c) VBRAKBI has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their sex, religion, disability or sexual orientation.
- (d) Safeguarding children is a shared responsibility between all basketball stakeholders including VBRAKBI, KBI and all ABs, and their employees, workers, contractors, associates, parents/guardians, coaches, officials, tournament directors, administrators, spectators, volunteers, and all members of the Basketball community. Everyone that participates in VBRAKBI or KBI's (or an AB's) activities is responsible for the care and protection of children, and reporting information about child abuse.
- (e) VBRAKBI supports the active participation of all children in basketball activities. VBRAKBI will listen to their views, respect what they say and involve them in making decisions, where appropriate, especially about matters that will directly affect children (including their safety).
- (f) VBRAKBI is also committed to the safety of Aboriginal and Torres Strait Islander children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability who participate in VBRAKBI activities.

3. APPLICATION - TO WHOM THIS SAFEGUARDING CODE APPLIES

- (a) The Safeguarding Code applies to all people who are bound by the MPP irrespective of whether they are remunerated or not, their role and their level of responsibility (referred to as **Personnel**).
- (b) For ease of reference Personnel includes:
- (i) administrators appointed or elected to boards of directors, executives and/or committees (including sub-committees), including office bearers such as presidents, vice-presidents, treasurers and secretaries and committee members of ABs;
 - (ii) employees, volunteers and contractors of ABs;
 - (iii) officials appointed or elected by an AB in relation to players and/or teams which represent such organisations including team management personnel such as coaches, managers, medical staff, physiotherapists, trainers etc;
 - (iv) basketball coaches (including assistant coaches) who:
 - (a) are appointed and/or employed by an AB (whether paid or unpaid); or
 - (b) are a VBRAKBI Member; or

- (c) have an agreement (whether or not in writing) with an AB to coach or officiate basketball at a facility owned or managed by, or affiliated with that AB;
- (v) referees, umpires and other officials (e.g., lines persons) involved in the regulation of the game of basketball appointed by an AB;
- (vi) basketball players who:
 - (a) enter any tournament, competition, activity, or event (including camps and training sessions) which are held or sanctioned by an AB; or
 - (b) are registered with an Affiliated Club as a player and/or member of that Affiliated Club;
- (vii) any other person who is member of or affiliated to an AB (including Life Members); and
- (viii) any other person or entity (for example a parent/guardian, spectator, or sponsor) who or which agrees, in writing, (whether on a ticket, entry form or otherwise) to be bound by the Safeguarding Code or the MPP.
- (c) For the avoidance of doubt, this Safeguarding Code does not override or supersede any National Policies or the laws of any State or Territory. Any allegations which give rise to a potential breach of either:
 - (i) a National Policy may result in action being taken under that National Policy; or
 - (ii) a State or Territory law may be referred to the relevant State or Territory authority/enforcement body (i.e., the Police, ACCC, etc).

4. COVERAGE – WHEN THIS SAFEGUARDING CODE APPLIES

This Safeguarding Code applies to Personnel:

- (a) during any activity held or sanctioned by or under the auspices of VBRAKBI; or
- (b) any time the Personnel is acting in the capacity of their respective role.

5. PROCEDURAL OBLIGATIONS

- (a) VBRAKBI and its members must:
 - (i) adopt and comply with the Safeguarding Children Code;
 - (ii) recognise and enforce any penalty imposed under this Safeguarding Code or the MPP, which may result from behaviour which contravenes those documents;
 - (iii) publish, distribute, and promote this Safeguarding Code (and any amendments made to it from time to time) to their members, in the manner required by VBRAKBI and upon reasonable request make this Safeguarding Code available for inspection, or copying.
 - (iv) make amendments to any internal policies or guidelines necessary for the Safeguarding Code to be implemented; and
 - (v) ensure that its members adopt the Safeguarding Code thus imposing it on its members' members (e.g., an Affiliated Club imposes the Safeguarding Code on its member clubs on its

individual club members).

- (b) All members must use their best endeavours to ensure compliance with the Safeguarding Children Code.
- (c) Personnel are expected to:
 - (i) support the safety and wellbeing of children;
 - (ii) understand the rights of children;
 - (iii) respect the cultural and religious practices of families who access VBRAKBI or another AB's services, programs or events;
 - (iv) understand and appropriately respond to the safety, wellbeing and needs of children with developmental delays or disabilities;
 - (v) take seriously, appropriately act on and respond to any concerns raised by children in a child focused way;
 - (vi) understand the definitions, indicators and impact of child abuse;
 - (vii) know and follow regulations in relation to the care of children;
 - (viii) co-operate with Police and/or other formal investigations to the best of their ability; and
 - (ix) not harm or exploit children who access basketball services.
- (d) Personnel referred to in **paragraph 3(b)(i)** are expected to ensure that child safety and wellbeing is embedded in organisational leadership governance and culture of their AB.

6. RELATIONSHIP BETWEEN THIS CODE AND THE MEMBER PROTECTION POLICY (MPP)

- (a) Nothing in this Safeguarding Code overrules or supersedes any part of the MPP, any laws of the Commonwealth or any State or Territory or the National Principles of Child Safe Organisations. This Safeguarding Code is intended to support and strengthen the safeguarding children framework within the sport of basketball.
- (b) The MPP sets out what amounts to Child Abuse. Any report or allegation of Child Abuse will be treated with the utmost importance and sensitivity in a child focused way.
- (c) The MPP also sets out important screening requirements for ABs as well as a number of other offences which may relate to children.
- (d) Conduct which may amount to a breach of this Safeguarding Code may also amount to a breach of the MPP.

7. WHAT IS CHILD ABUSE?

- (a) Child Abuse is defined in the MPP.
- (b) For ease of reference, the forms of Child Abuse in the MPP are replicated below. In particular:

- (c) Child Abuse means any abuse where the offending conduct is against a child, and includes, but is not limited to:
- (i) *Physical abuse* – abuse by hurting a child or a child’s development (e.g., any physical touching of a child with the application of force including hitting, shaking, kicking or any other physical harm; giving a child alcohol or drugs; a harmful training method that exceeds the child’s development or maturity);
 - (ii) *Sexual abuse* – abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g., sexual intercourse, sexual exploitation, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations);
 - (iii) *Emotional and/or Psychological abuse* – abuse by ill-treating a child (e.g., humiliation, harassment, bullying, taunting, sarcasm, yelling, negative criticism, name calling, ignoring, harmful training methods, or placing unrealistic expectations on a child);
 - (iv) *Neglect* – abuse that arises in failing to provide basic needs (e.g., food, clean water, shelter, adequate supervision, medical attention, clothing, failing to protect a child from danger or a foreseeable risk of harm or injury). Types of neglect include physical, medical, emotional, educational neglect, and abandonment;
 - (v) *Grooming* – a term used to describe what happens when a perpetrator builds a relationship with a child with a view to abuse them at some stage. Grooming does not necessarily involve any sexual activity or even discussion of sexual activity – for example, it may only involve establishing a relationship with the child, parent or carer (e.g., giving special attention, providing favours, and giving gifts) for the purpose of facilitating sexual activity at a later time; and
 - (vi) *Family and Domestic violence* – violence involving a child which is between members of a family or extended family, or those fulfilling the role of family in a child’s life. It occurs when a child is forced to live with violence between people in or beyond their place of residence. It can include witnessing violence or the consequences of violence. Exposure to family and domestic violence places children at increased risk of physical injury and harm and has a significant impact on their wellbeing and development.

8. RECOGNISING AND REPORTING BREACHES OF THIS CODE AND CHILD ABUSE

- (a) If Personnel are genuinely concerned that conduct may amount to Child Abuse or a breach of this Safeguarding Children Code, they should speak up.
- (b) More detail on the avenues and procedures of reporting concerns are set out in the following paragraphs.

Reporting breaches of this Safeguarding Children Code

- (a) If Personnel are concerned that there has been conduct which breaches or contravenes Section 9 of this Safeguarding Children Code, the reporting procedures outlined in the MPP should be followed.
- (b) For ease of reference, the reporting mechanisms in the MPP are replicated below. In particular, concerns can be reported via:
 - (i) an MPIO of an AB;
 - (ii) the President, or in their absence the nominee, of the relevant AB;

- (iii) a VBRAKBI Executive Member via email to executive@vbraknox.org.au or
- (c) Following receipt of the Complaint, the Complaint Recipient must register the Complaint with the VBRAKBI MPIO via email executive@vbraknox.org.au
- (d) A concern must be reported within 14 days of the alleged breach of this Safeguarding Children Code. However, VBRAKBI may extend or waive this requirement where it is of the reasonable belief that the circumstances warrant such action. Accordingly, all Complaint Recipients must lodge any report received regardless of when the alleged conduct occurred.
- (e) An alleged breach of the behavioural standards set out in Section 10 of this Code will be managed in accordance with the complaint management processes set out in the MPP. The alleged breach may be investigated and dealt with in accordance with either Section 12 – Category A of the MPP or Section 13 – Category B of the MPP depending on the of the MPP.

Reporting Child Abuse

- (a) If:
 - (i) Personnel suspect or have been provided with information that indicates Child Abuse has/may have or is likely to occur, or
 - (ii) An allegation of Child Abuse has been made to Personnel,then it is a mandatory requirement to notify the VBRAKBI MPIO (see **paragraph 1(b)**), and the Police and/or the relevant state/territory government agency (See ATTACHMENT C - Information for Reporting Allegations of Child Abuse & ATTACHMENT D - State/Territory government agency contact details to report alleged Child Abuse).

The VBRAKBI MPIO will assist Personnel with notifying Police and relevant government agencies.
- (b) If a person is concerned about an immediate risk to a child’s safety, the person must phone “000” as soon as practicable.
- (c) If in any doubt about whether to contact the Police and/or a relevant government agency, please contact the VBRAKBI President, Daniel Battye at daniel.battye@vbraknox.org.au and he will assist you to determine whether the matter should be referred to the Police and/or a relevant government agency.
- (d) For the avoidance of doubt, Personnel must notify if:
 - (i) a child states that they have been physically or sexually abused;
 - (ii) a child states that they know someone who has been physically or sexually abused (sometimes the child may be talking about themselves);
 - (iii) someone who knows a child states that the child has been physically or sexually abused;
 - (iv) professional observations of the child’s behaviour or development leads a professional to form a belief that the child has been physically or sexually abused or is likely to be abused; or
 - (v) signs of abuse lead to a belief that the child has been physically or sexually abused.

9. BASKETBALL'S APPROACH TO REPORTS OF CHILD ABUSE

- (a) VBRAKBI supports and encourages Personnel to make a report to the Police or government department if they form a belief on reasonable grounds that a child is in need of protection, or they have a concern relating to Child Abuse.
- (b) Any person that makes a report in good faith in accordance with their reporting obligations (whether mandatory or discretionary) under this Safeguarding Code will be supported by VBRAKBI and will not be penalised or victimised by VBRAKBI for making the report.
- (c) If a person is uncertain as to whether they should make a report to an external authority in relation to the safety of a child, they may speak to their AB's Member Protection Information Officer for guidance and information. If in doubt, ask for assistance.
- (d) If an allegation is made against an AB's member of staff or a volunteer, VBRAKBI will take all steps to ensure that the safety of the child is paramount. An initial step will involve the withdrawal of the accused person from active duty, which could entail standing down, reassignment to a role without direct contact with children, working from home, or any other measures deemed appropriate by VBRAKBI depending on the gravity of the allegation.
- (e) Allegations of inappropriate conduct against a child will be investigated in a confidential manner to the greatest extent possible.
- (f) VBRAKBI will cooperate with the directions of the Police and/or any relevant authority in relation to any investigation conducted by these authorities. Any investigation or procedures set out in this Safeguarding Code may be suspended whilst a Police investigation is ongoing.

10. BEHAVIOURAL STANDARDS

The Safeguarding Code address the major areas where Personnel interact with children who take part in basketball in Australia. The Safeguarding Code has been developed to provide clear guidance to all Personnel in relation to the treatment of children within basketball. It is designed to ensure the safety and wellbeing of children and to protect them from abuse and neglect. Acting in accordance with the Safeguarding Code not only protects children but also supports Personnel by providing standards of care that are clear, transparent and practical.

Sexual misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children participating in any of our basketball services, programs or events.

Engaging in sexual behaviour while participating or delivering in basketball services, programs or events is prohibited, whether consensual or not, and even if the person involved is above the legal age of consent.

This is because the relationship is formed under circumstances of authority and power. Sexual behaviour, involving one person who is in a position of authority, whether consensual or not, may be exploitative because there is a disparity in authority, maturity, status, influence and/or dependence.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- (a) 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution; and
- (b) 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

Positive guidance

VBRAKBI and all ABs require Personnel to use strategies that are fair, respectful, and appropriate to the developmental stage of the children involved. Children need to be provided with a clear direction of the acceptable limits of their behaviour and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are Personnel to take disciplinary action involving physical punishment, verbal abuse or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliating.

Adhering to professional boundaries

All Personnel must limit contact with children to what is acceptable and appropriate. Acceptable and appropriate boundaries include the following:

- (a) not engaging directly in activities with children who are clients or members of an AB outside authorised basketball services, programs or events;
- (b) not providing any form of support to a child or their family, unrelated to basketball services, programs or events that would be considered to be outside normal community expectations or behaviours; and
- (c) not seeking contact with children (or former participants) outside basketball services, programs or events.
- (d) If any Personnel become aware of a situation in which a child requires assistance that is beyond the confines of that person's role, or beyond the scope of an AB's usual service, they should at the earliest opportunity:
 - (i) refer the matter to an appropriate support agency (see Attachment C);
 - (ii) refer the child to an appropriate support agency;
 - (iii) contact the child's parent or guardian; or
 - (iv) seek advice from management and/or Member Protection Information Officer.

Uniform or identity card/pass/badge

Personnel should only wear their uniform and identification while involved in delivering service or as required by an AB, such as when representing an AB at designated functions, to and from work. This enables a child to identify a person of authority who they can approach in times of need.

Use of language and tone of voice

Language and tone of voice used in the presence of children should:

- (b) provide clear direction, boost their confidence, encourage or affirm them; and
- (c) not be harmful to children – in this respect, avoid language that is:
 - (i) discriminatory, racist or sexist;
 - (ii) derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat';

(iii) intended to threaten or frighten; or

(iv) profane or sexual.

Supervision

Personnel are responsible for supervising the children to which an AB provides basketball services, programs or events to ensure those participants:

- (a) engage positively with our basketball services, programs or events;
- (b) behave appropriately toward one another; and
- (c) are in a safe environment and are protected from external threats.

Personnel are required to avoid one-to-one unsupervised situations with children to whom they provide services, and (where possible) to conduct all activities and/or discussions with service recipients in view of other Personnel.

Use of electronic communication

All Personnel are required to follow the VBRAKBI Social Media Policy.

VBRAKBI and all ABs acknowledge the emergence of new technology and communication media and the benefits that such new technology can offer to all ABs and Personnel. For example, being able to use online and other programs to manage scheduling, teams and competitions.

However, these new technologies also present a fundamental risk to child safety, particularly where electronic messaging platforms can be used to groom or make inappropriate and unsupervised contact with children. Accordingly, Personnel should at all times adhere to the Safeguarding Code when using electronic communication.

As a general rule, email and text messages sent to a child should be copied to their parent, guardian, or carer.

Where it is not possible to include a parent in the communication:

- (a) Restrict such communication to issues directly associated with delivering our basketball services, programs or events, such as advising that a scheduled event is cancelled;
- (b) Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature;
- (c) Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact;
- (d) Do not request a child to keep a communication secret from their parents; and
- (e) Do not communicate with children using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging from personal profiles or accounts.

Personnel are required to ensure appropriate monitoring of children when they use VBRAKBI

electronic communication equipment to ensure that they do not inadvertently place themselves at risk of abuse or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

Giving Gifts

VBRAKBI and all ABs prohibit Personnel who are involved in the delivery of a basketball service, program or event from giving gifts to children except under the following circumstance:

- (a) the value of the gift does not exceed \$25, and
- (b) the child's parent/s or guardian(s) have been made aware of the gift and consented to it being given.

Photographs or video recordings of children

Personnel are reminded that at all times they must act in accordance with any applicable laws or regulations within their state or territory relating to the capture, storage and dissemination of photographs or video recording of children.

VBRAKBI will ensure compliance at all times with the Basketball Victoria Photograph Policy.

Physical contact with children

Any physical contact with children must be appropriate in the context of delivering basketball services, programs or events, and based on the needs of the child rather than on the needs of our Personnel.

This section does not apply to medically trained Personnel acting in the course of their duties and delivering medical or health services to children as and when required. Under our basketball services, programs or events that:

- (a) involves touching of:
 - (i) genitals;
 - (ii) buttocks; or
 - (iii) breast area.
- (b) would appear to a reasonable observer to have a sexual connotation;
- (c) is intended to cause pain or distress to the child – for example corporal punishment;
- (d) is overly physical – for example, wrestling, horseplay, tickling or other roughhousing;
- (e) is unnecessary – for example, assisting with toileting when a child does not require assistance;
- (f) is initiated against the wishes of the child, except if such contact may be necessary to prevent injury to the child or to others, in which case:
 - (i) physical restraint should be a last resort;
 - (ii) the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child to prevent harm to themselves or others; and
 - (iii) the incident must be reported to management as soon as possible.

Personnel are required to report to the Member Protection Information Officer any physical contact initiated by a child that is sexual and/or inappropriate (e.g., acts of physical aggression) as soon as possible, to enable the situation to be managed in the interests of the safety of the child, our Personnel and any other participants.

Overnight stays and sleeping arrangements

Overnight stays are to occur only with the written authorisation of the parents/guardians of the children attending. Additionally, prior written authorisation must be sought from one of the following:

- (a) VBRAKBI Executive Committee

Practices and behaviour by Personnel during an overnight stay must be consistent with the practices and behaviour expected during delivery of an AB's basketball services, programs or events at other times.

Standards of conduct that must be observed by our Personnel during an overnight stay include:

- (a) providing children with privacy when bathing and dressing;
- (b) observing appropriate dress standards when children are present;
- (c) not allowing children to be exposed to pornographic material, which may include, movies, television, internet, magazines or any other form;
- (d) not leaving children under the supervision or protection of unauthorised persons such as hotel staff or friends;
- (e) not involving sleeping arrangements that may compromise the safety of children such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child;
- (f) providing children with the ability to contact their parents, guardians, or others if they feel unsafe, uncomfortable or distressed during the stay and taking immediate steps to address any risks identified by the child; and
- (g) Ensuring that on an overnight stay that:
 - (i) children only share hotel rooms or bedrooms with children of the same gender;
 - (ii) children who are transgender are consulted on their choice of sleeping arrangements; and
 - (iii) there are adequate chaperones present, and any chaperones have been adequately screened, briefed and trained.

Change rooms

Personnel are required to supervise children in change rooms while balancing that requirement with a child's right to privacy. Personnel need to use their discretion based on the age, developmental stage and needs of the child. In addition:

- (a) Personnel should avoid one-to-one situations with a child in a change room area;
- (b) Personnel are not permitted to dress or undress in the change room area while children (other than their own) are present;
- (c) Personnel need to ensure adequate supervision in 'public' change rooms when they are used;

- (d) Personnel need to provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy;
- (e) female Personnel are not to enter male change rooms and male Personnel are not to enter female change rooms; and
- (f) Personnel should ensure that no photography of children occurs in a change room.

Alcohol and drugs

Personnel involved in delivering basketball services, programs and/or events involving children must not:

- (a) use, possess or be under the influence of an illegal drug;
- (b) use or be under the influence of alcohol;
- (c) be incapacitated by any other legal drug such as prescription or over-the-counter drugs;
- (d) supply alcohol or drugs (including tobacco) to children participating in our basketball services, programs or events; or
- (e) supply medicines, except with the consent of the parent, guardian, or carer of the child and under a valid prescription for that child and at the prescribed dosage.

Use of legal drugs by Personnel is permitted (except alcohol which is always banned), provided such use does not interfere with their ability to care for children involved in our services, programs and/or events.

Transporting children

Children are to be transported only in circumstances that are directly related to the delivery of our basketball services, programs or events. Children are to be transported only with prior written authorisation from the child's parent/guardian and one of the following:

- (a) VBRAKBI Executive Committee

To obtain approval Personnel should provide information about the proposed journey, including:

- (a) the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat;
- (b) details of any insurance and age of the driver (if applicable);
- (c) the reason for the journey;
- (d) the route to be followed, including any stops or side trips; and
- (e) details of anyone who will be present during the journey other than our Personnel who are involved in delivering our basketball services, programs or events.

Parent and Guardian Involvement

Parents and guardians:

- (a) should be involved in any significant signing of documentation in relation to their child's involvement in sport; and
- (b) are responsible for being aware of the standard of behaviour required when watching their child during training; and
- (c) displaying inappropriate conduct may be asked to leave but may not be denied access for an undetermined amount of time.

11. REVIEW AND PROMOTION

- (a) The Safeguarding Code will be reviewed on a regular basis. In addition to this regular review, recommendations for changes to the Safeguarding Code may be submitted to TAICU for consideration. If changes are implemented, the Safeguarding Code will be updated via the VBRAKBI website.
- (b) The Safeguarding Code will be made available to the public on the VBRAKBI website and will be communicated to all Committee and Supervisors of VBRAKBI.

12. CONTACT

Should a person wish to make any enquiries in relation to the Safeguarding Code or the MPP please contact the VBRAKBI Executive Committee, at executive@vbraknox.org.au

13. DEFINITIONS

Where a term stated below is also defined in the MPP that term will take its meaning from the MPP. These terms have been duplicated below for ease of reference.

Affiliated Club/s means those basketball clubs, which are a member of, or affiliated to KBI.

Australian Basketball Organisations or ABs refer to VBRAKBI, KBI and Affiliated Clubs.

Children are any individuals under 18 years of age. It is acknowledged that persons under the age of 18 is a broad category of individuals and includes both younger children who do not have the maturity and understanding to make important decisions for themselves as well as older or more experienced children who are more likely to be able to make decisions for themselves. The latter category of children is distinguished by referring to the term "*young people*" where necessary in this Safeguarding Children Code. However, unless otherwise specified, a reference in this Safeguarding Code to a 'child' or 'children' is a reference to any individual under 18 years of age.

Emotional or Psychological abuse occurs when a person repeatedly rejects or threatens a child. Often there is a pattern of emotional or psychological abuse, rather than a single incident. Such abuse may involve humiliating, terrorising, name-calling, belittlement, inappropriate symbolic acts, taunting, sarcasm, yelling, negative criticism, placing unrealistic expectations on a child or continual coldness from the caregiver or parent to a wellbeing and development.

Family Violence occurs when children are forced to live with violence between adults in their home. It can include witnessing violence or the consequences of violence. Family violence is defined as violence between members of a family or extended family or those fulfilling the role of family in a child's life. Exposure to family violence places children at an increased risk of physical injury and harm and has a significant impact on their wellbeing and development.

Grooming is a term used to describe what happens when a perpetrator builds a relationship with a child with a view to abuse them at some stage. Grooming does not necessarily involve any sexual activity or even discussion of sexual activity – for example, it may only involve establishing a relationship with the child, parent or carer (e.g., giving special attention, providing favours, giving gifts) for the purpose of facilitating sexual activity at a later time.

Knox Basketball (KBI) means Knox Basketball Inc (ABN 92522863603).

Member Protection Information Officer means a person appointed in accordance with clause 3.2 of the MPP, to act as the first point of contact for any enquiries, concerns or complaints around harassment, abuse and other inappropriate behaviour.

Member Protection Policy or **MPP** means the Member Protection Policy published by BA from time to time

National Principles for Child Safe Organisations means the principles that give effect to the recommendations of the Royal Commission relating to the child safe standards. They provide a nationally consistent approach to cultivating organisational cultures and practices that foster child safety and wellbeing. A copy of the National Principles for Child Safe Organisations can be downloaded at <https://www.pmc.gov.au/news-centre/domestic-policy/new-website-national-office-child-safety>.

Neglect is the persistent failure or deliberate denial to provide a child with the basic necessities of life. (e.g., failing to give adequate food, clean water, adequate supervision, medical attention, shelter, clothing or to protect a child from danger or foreseeable risk of harm or injury).

Personnel has the meaning set out in **paragraph 3**.

Physical abuse occurs when a person subjects a child to non-accidental physically aggressive acts. The abuser may inflict an injury intentionally, or inadvertently as a result of physical punishment or the aggressive treatment of a child. Physically abusive behaviour includes (but is not limited to) shoving, hitting, slapping, shaking, throwing, punching, biting, burning, kicking; giving a child alcohol or drugs; or training that exceeds the child's development or maturity.

Safeguarding Code of Conduct or **Safeguarding Code** means this safeguarding children policy as issued by VBRAKBI from time to time.

Sexual abuse occurs when adults or other children involve a child in any sexual activity. It includes both contact and non-contact behaviour, and when a child is encouraged or forced to watch or engage in a sexual activity, or any other inappropriate conduct of a sexual nature. Examples include sexual intercourse, masturbation, kissing or fondling, oral sex, making sexual comments, engaging children in sexual conversations in-person or via social media, voyeurism (i.e. observing a child in an action that is considered to be of a private nature, such as undressing in a change room), nudity (i.e. an abuser exposing themselves or the child) touching a child's genitals or breasts, encouraging a child to view pornography including child pornography or other inappropriate touching or conversations); and exploiting a child through prostitution.

VBRA Knox Branch Incorporated (VBRAKBI) means Victorian Basketball Referees Association – Knox Branch Incorporated (ABN 45 124 802 014).

Policy Improvement

As the Child Safety Standards continue to evolve over time, this policy will continue to be assessed and reviewed in conjunction with any appropriate legislation to ensure it remains relevant and provides children with ongoing protection.

Next Review Date: 31 December 2025

23. APPENDIX 9 – DELEGATION OF AUTHORITY POLICY



Victorian Basketball Referees Association – Knox Branch
Incorporated
ABN – 45 124 802 014
PO Box 4432, Knox City, VIC 3152
Daniel Battye (President) - 0413 194 175
Brooke Kennedy (Secretary) – 0413 803 805
executive@vbraknox.org.au
www.vbraknox.org.au

Delegation of Authority Policy

Policy Context

VBRA Knox Branch Incorporated is one of the most successful domestic Referee programs in Australia. The success of the Referee program is largely underpinned by the productive, efficient and effective management of the Incorporated Association by its Committee.

In order to conduct the operations of the VBRA Knox Branch 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 VBRA Knox Branch Incorporated Instrument of Delegation.

When interpreting the VBRA Knox Branch 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

VKBIC	VBRA Knox Branch Incorporated Committee
P	President
VP	Vice-President
S	Secretary
T	Treasurer
TD	Tribunal Delegate
A	Knox Basketball Inc. Appointed Referee Adviser
MS	Minute Secretary
GCM	General Committee Member

Item #	Category	Value	AUD	Authorised Approver	Position
1	Whistles	Up to Greater than	\$ 3,000.00 \$ 3,000.00	Any two of Simple majority of	P/VP/T/S VKBIC
2	Referee Shirts	Up to Greater than	\$ 1,500.00 \$ 1,500.00	Any two of Simple majority of	P/VP/T/S VKBIC
3	Referee Jackets	Up to Greater than	\$ 2,000.00 \$ 2,000.00	Any two of Simple majority of	P/VP/T/S VKBIC
4	Printing	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S VKBIC
5	Gifts (Inc. Flowers / Cards)	Up to Greater than	\$ 300.00 \$ 300.00	Any of Simple majority of	P/VP/T/S VKBIC
6	Stationary Incidentals	Up to Greater than	\$ 200.00 \$ 200.00	Any of Simple majority of	P/VP/T/S VKBIC
7	BBQ	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S VKBIC
8	Post Office Box	Up to Greater than	\$ 150.00 \$ 150.00	Any of Simple majority of	P/VP/T/S VKBIC
9	Website and Technology Incidentals	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S VKBIC
10	Catering	Up to Greater than	\$ 800.00 \$ 800.00	Any two of Simple majority of	P/VP/T/S VKBIC
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 VKBIC
12	Transportation	Up to Greater than	\$ 2,500.00 \$ 2,500.00	Any two of Simple majority of	P/VP/T/S VKBIC
13	Functions and Events	Up to Greater than	\$ 1,000.00 \$ 1,000.00	Any two of Simple majority of	P/VP/T/S VKBIC
14	Tickets to Functions or Events	Up to Greater than	\$ 500.00 \$ 500.00	Any of Simple majority of	P/VP/T/S VKBIC

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 VBRA Knox Branch Incorporated continues both now and in the future.

Next Review Date: 31 December 2025