



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

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 end of the previous 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 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 end of the previous 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) Treasurer

Decisions 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 matters

These 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 8](#) 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. 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 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. State Basketball Centre Premier League – Men & Women – Thursday Night
- iii. Section 1 Men – Monday, Tuesday & Wednesday Night

Bench Referee:

- i. State Basketball Centre Premier League – Men & Women – Thursday Night
- ii. Section 1 Men – Monday, Tuesday & Wednesday Night
- iii. Eastern Parishes Basketball Association – Thursday Night
- iv. 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. 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, 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. 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
 - d. State Basketball Centre Premier League Referee Shirt for all SBC Premier League games
 - (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. 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
 - d. State Basketball Centre Premier League Referee Shirt for all SBC Premier League games
- (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 two 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.
- c. 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.
- d. 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 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. 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.

14. 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
Mitchell Nevin (Secretary) - 0436 379 876

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 (300) referees to officiate in its domestic competition and is committed to ensuring that all officiates are given ample notice of their appointments.

Appointments under the control of VBRA Knox Branch 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 are responsible for the appointment of referees.

Referee Availability Overview

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 these Guidelines.

Rostering Timelines and Contacts

Day	Roster Locked	Roster Published	Contact	Phone	Email
Monday	Thursday 12:00PM	Friday 11:00PM	Maddison Gordyn	0434 482 098	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 *	Mitchell Kennedy Samuel Viergever	0438 899 346 0457 489 693	friday@vbraknox.org.au
Saturday	Monday 5:00PM	Wednesday 11:00PM	Brad Sheehy	0412 596 700	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 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.

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 2021

15. 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 Batty (President) - 0413 194 175
Mitchell Nevin (Secretary) - 0436 379 876

executive@vbraknox.org.au
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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 (300) referees to officiate in its domestic competition and is committed to ensuring that all officiates 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 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 2020 for 2021, 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 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 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 Committee, Session Supervisors, Approved VBRA Knox Branch Sub-Committees)
11. Ensure that all property of the VBRA Knox Branch 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 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 Annual General Meeting
2. Attendance at the VBRA Knox Branch 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 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, Committee and KBI) to ensure it remains relevant.

Next Review Date: 31 December 2021

16. 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
Mitchell Nevin (Secretary) - 0436 379 876

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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 (300) referees to officiate in its domestic competition. VBRA Knox Branch 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 Referee Shirt, consisting of either;
 - Training Referee Shirt for Training Referees
 - FTG Motor Group 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 for all other C Grade and above Referees
 - State Basketball Centre Premier League Referee Shirt for all SBC Premier League games
- Approved VBRA Knox Branch 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 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 Sessions will be considered.

Policy Improvement

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

Next Review Date: 31 December 2021

17. APPENDIX 4 – SUMMER UNIFORM POLICY



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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 (300) referees to officiate in its domestic competition. VBRA Knox Branch 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 Referee Shirt, consisting of either;
 - Training Referee Shirt for Training Referees
 - FTG Motor Group 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 for all other C Grade and above Referees
 - State Basketball Centre Premier League Referee Shirt for all SBC Premier League games
- 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 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 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 Sessions will be considered.

Policy Improvement

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

Next Review Date: 31 December 2021

18. APPENDIX 5 – SESSION SUPERVISOR UNIFORM POLICY



Victorian Basketball Referees Association – Knox Branch Incorporated
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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 (300) referees to officiate in its domestic competition. VBRA Knox Branch 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 Session Supervisor Jacket and/or Vest
- During the Summer Season, Session Supervisors have the option of wearing the approved VBRA Knox Branch 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 By-Laws

Policy Improvement

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

Next Review Date: 31 December 2021

19. APPENDIX 6 – SOCIAL MEDIA POLICY



Victorian Basketball Referees Association – Knox Branch Incorporated
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Social Media Policy

Conduct of Members

VBRA Knox Branch 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 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, MySpace
- Sharing photo of video content of other people involved in basketball

Personal and Private use of Social Media

VBRA Knox Branch 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 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, Knox Basketball Inc. or basketball and its participants in general

Breach of Policy

All members of VBRA Knox Branch 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 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 2021

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



Victorian Basketball Referees Association – Knox Branch Incorporated
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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 (300) referees to officiate in its domestic competition and is committed to ensuring that all officiates 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 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 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 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 2021

21. APPENDIX 8 – DELEGATION OF AUTHORITY POLICY



Victorian Basketball Referees Association – Knox Branch Incorporated
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PO Box 4432, Knox City, VIC 3152

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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:

- (i) 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.
- (ii) Delegated Authority may only be exercised by the Committee Member permitted by this policy.
- (iii) Committee Members may not further delegate their authority to other members of the Committee, unless otherwise allowed for under this Policy.
- (iv) Where delegated authority is linked by the '/' symbol, the authority must be exercised jointly by the occupants of the identified Committee Member Position.
- (v) 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.
- (vi) 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 In. Appointed Referee Adviser
MS	Minute Secretary
GCM	General Committee Member

Item #	Category	Value	AUD	Authorised Approver	Position
1	Whistles	Up to	\$ 3,000.00	Any two of	P/VP/T/S
		Greater than	\$ 3,000.00	Simple majority of	VKBIC
2	Referee Shirts	Up to	\$ 1,500.00	Any two of	P/VP/T/S
		Greater than	\$ 1,500.00	Simple majority of	VKBIC
3	Referee Jackets	Up to	\$ 2,000.00	Any two of	P/VP/T/S
		Greater than	\$ 2,000.00	Simple majority of	VKBIC
4	Printing	Up to	\$ 500.00	Any of	P/VP/T/S
		Greater than	\$ 500.00	Simple majority of	VKBIC
5	Gifts (Inc. Flowers / Cards)	Up to	\$ 300.00	Any of	P/VP/T/S
		Greater than	\$ 300.00	Simple majority of	VKBIC
6	Stationary Incidentals	Up to	\$ 200.00	Any of	P/VP/T/S
		Greater than	\$ 200.00	Simple majority of	VKBIC
7	BBQ	Up to	\$ 500.00	Any of	P/VP/T/S
		Greater than	\$ 500.00	Simple majority of	VKBIC
8	Post Office Box	Up to	\$ 150.00	Any of	P/VP/T/S
		Greater than	\$ 150.00	Simple majority of	VKBIC
9	Website and Technology Incidentals	Up to	\$ 500.00	Any of	P/VP/T/S
		Greater than	\$ 500.00	Simple majority of	VKBIC
10	Catering	Up to	\$ 800.00	Any two of	P/VP/T/S
		Greater than	\$ 800.00	Simple majority of	VKBIC
11	Trophies, Awards or Recognitions	Up to	\$ 2,500.00	Any two of	P/VP/T/S
		Greater than	\$ 2,500.00	Simple majority of	VKBIC
12	Transportation	Up to	\$ 2,500.00	Any two of	P/VP/T/S
		Greater than	\$ 2,500.00	Simple majority of	VKBIC
13	Functions and Events	Up to	\$ 1,000.00	Any two of	P/VP/T/S
		Greater than	\$ 1,000.00	Simple majority of	VKBIC
14	Tickets to Functions or Events	Up to	\$ 500.00	Any of	P/VP/T/S
		Greater than	\$ 500.00	Simple majority of	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 2021