Basketball Ballarat

**Technical Officials Committee (TOC)**

The operations encompassed under the TOC have numerous and varied legal responsibilities which must be complied with to ensure statutory compliance and effective management.

Areas inclusive within this committee’s responsibility include the Referees, Score table Officials , Statisticians and Referee Coaches involved in all sports which take place at the

Minerdome, Ballarat Sports & Events Centre, and any other facility under the management control of the BBA.

The TOC has been established by the Board of Basketball Ballarat to provide governance and strategic policy direction to the management and staff in relation to all technical official matters as they impact upon the delivery of sports undertaken within BB venues

The Committee is created in accordance with the Constitution of the Ballarat Basketball Association Incorporated.

**CHARTER**

**1. OBJECTIVES**

1.1 The objectives of the TOC shall be to:

* To provide all Technical Officials with the opportunity to develop their skills in a safe, friendly, productive and enjoyable learning environment.
* To develop a solid foundation of individual skills for the future development of Technical Officials for the game of basketball and othe sports conducted at BB venues in the region.
* To provide all Technical Officials with a high standard of Coaching and instruction.
* To provide all Technical Officials with high quality and well-structured training sessions.
* To provide all Technical Officials Coaches with guidance and opportunities to improve their skills.
* To provide all Technical Officials with the opportunity to be a representative at the highest level.

**2. COMMITTEE**

 The Technical Officials Committee consists of:

Chairman (appointed by BB)

Secretary (appointed by BB)

Referee Coordinator/Administrator (appointed by BB)

Recruitment and Retention Officer

Technical Officials Liaison and Complaints Officer

Score table and Statisticians Officer

Social and Cultural Officer

All applicants are required to have a valid Working with Children Check and may be required to undergo a Criminal History check.

**3. POWERS OF THE COMMITTEE**

3.1 Although under the jurisdiction of Basketball Ballarat, the TOC may from time to time (in accordance with the Basketball Ballarat Constitution) make such policies and decisions for the achievement of our objectives or to encourage innovative, strategic and forward thinking as the TOC may see fit.

3.2 The day to day administration of the Technical Officials Operations shall be delegated to the Basketball Manager and Referee Coordinator subject to the approval of the rules of Basketball Ballarat.

**4. MEETING SCHEDULE**

4.1 TOC to meet bi-monthly.

**5. COMMITTEE VOTING**

5.1 At all meetings of the TOC, each member is entitled to one vote.

5.2 The Chairman has a deliberative vote and in the case of equality, a second or casting vote.

**6. COMMITTEE QUORUM**

6.1 A quorum for TOC meetings shall be four (4).

**7. ROLE OF COMMITTEE**

7.1 The Committee members may be allocated individual tasks from time to time. It is expected that the Committee will actively support the Basketball and other Sport Management whose primary role is in the administration of the sports in BB Venues. (See Appendix 1 for complete Outline)

7.2 The Chairman will be responsible for all communications between the BB Board and the TOC.

7.3 The Committee members must ensure that all policies and decisions are consistent with the BB Strategic Plan and Constitution.

APPENDIX 1 – Committee roles and tasks

(NB that all references to Basketball are to include consideration of all sports conducted at BB Venues

Chairman

Chair the Technical Official Committee meeting;

Facilitate the implementation of the overall strategic direction of Basketball Ballarat in relation to Technical Officials

Maintain and provide appropriate control and governance over the Technical Officials committee in line with BB Board Directions;

Ensure that the Technical Officials committee remains in alignment with BB and BV Technical Officials Commission direction;

Create an environment that is diverse, providing opportunities for all to participate in the Technical Officials community;

Controlling Basketball Referee activities across all Ballarat Events including Practice Matches, BB Tournaments, Local Competitions, School Tournaments and other Tournaments;

Liaison with and give guidance and support to other regional Referee Committee’s and Basketball Associations.

Represent Technical Officials on BB and Domestic Competitions;

Develop and Monitor the progress of BB Technical Official Strategic Plan;

### BBA Representative

Act as Deputy Chair of the Technical Officials Committee in the absence of the Chair.

Facilitating the implementation of the overall strategic direction of Basketball Ballarat Basketball in relation to Technical Officials

Maintain and provide appropriate control and governance over the Technical Officials committee in line with BB Board Directions;

Ensure that the Technical Officials committee remains in alignment with BB and BV Technical Officials Commission direction;

Represent Technical Officials on the BB;

### Referee Coordinator

Document the recruitment and retention strategy and plan; Recruit referees to meet BBA Key Performance Indicators; Develop and Maintain a Referee Database recording:

* Referee contact details;
* Referee Availability;
* Referee Scorecard; (Demerit/Merit Points)
* Referee Emergency contact information;
* Referee Compliance information;

 Recruitment and Retention

 Referee Education, Mentoring and Grading

 ***Note:*** *This role is to be performed as an auxiliary and in coordination with BB Referee Coordinator.*

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### Technical Officials Liaison and Complaints Officer

The responsibility of the Technical Officials Liaison and Complaints Officer:

* Inform the Technical Officials Committee that a complaint has been received;
* Investigate and document outcomes of complaints made by participants about referees;
* Mediate complaints relating to referees as required;
* Attend Tribunals with Referees as required, (or their delegate);
* Maintain a relationship with the Victorian Referee Basketball Tribunal and the Victorian Basketball Referee’s Association, (VBRA);
* Recommendation to Technical Officials Committee for penalties to be applied.

### Score table and Statisticians Officer

Develop and maintain of Score table and Statisticians Education and Training Program and Plans, working with the Sports Office;

Develop and maintain Score table and Statisticians Standards and Behaviours;

Representation of the Technical Official at Basketball Victoria relevant Committees or Commissions; Develop, implement and control a Score table and Statisticians recruitment and retention plan.

Prepare and communicate rosters of Score table and Statisticians

### Social and Cultural Officer

Organise Social Events for the Technical Official Community;

Organise Welfare initiatives for the Technical Official Community;

Produce regular newsletters and media releases in conjunction with Sports Office.