

Official Governance Document

Version 1.0

Represent • Respect • Reap



CONSTITUTION

SOUTH EAST REAPERS BASKETBALL INCORPORATED

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CONSTITUTION

Version 1.0

Represent. Respect. Reap.

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SECTION 1 – FOUNDATION

SOUTH EAST REAPERS BASKETBALL INCORPORATED

Constitution

Vision

Represent. Respect. Reap.

South East Reapers Basketball Incorporated exists to build a community where every player, coach, volunteer and family member proudly represents the Club, respects the game, each other and the wider community, and reaps the rewards of teamwork, personal growth and lifelong participation in basketball.

Mission

To provide a safe, inclusive and professionally managed basketball club where players of all ages and abilities can learn, compete and develop within the Casey Basketball Association while fostering excellence, sportsmanship, community spirit and respect.

Club Values

REPRESENT

Every member is an ambassador for South East Reapers Basketball Incorporated.

We represent:

- ourselves
- our teammates

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- our coaches
- our families
- our sponsors
- our community

Members are expected to always wear the Club uniform with pride and display professionalism and good sportsmanship.

RESPECT

Respect is fundamental to our culture.

Every member will demonstrate respect towards:

- teammates
- coaches
- volunteers
- referees
- opposition teams
- spectators
- facilities
- the game of basketball.

Discrimination, bullying, harassment and abuse will not be tolerated.

REAP

Hard work creates opportunity.

Members are encouraged to:

- work hard
 - support one another
 - embrace learning
 - enjoy success with humility
 - learn from setbacks
 - contribute positively to the Club.
-

Club Colours

The official colours of South East Reapers Basketball Incorporated are:

- Black
- Teal
- White

These colours must be incorporated into official playing uniforms, Club branding and promotional material unless otherwise approved by the Committee.

Club Logo

The official Club logo is the logo approved by the Committee of Management.

The Committee is responsible for protecting the integrity of the Club brand and authorising the use of the logo by members, sponsors and third parties.

Name

The name of the incorporated association is:

South East Reapers Basketball Incorporated

Objects

The objects of the Club are to:

1. Promote participation in basketball within the Casey Basketball Association.
 2. Encourage participation by players of all ages and abilities.
 3. Provide a safe, inclusive and welcoming environment.
 4. Develop players, coaches, officials and volunteers.
 5. Promote good sportsmanship, integrity and respect.
 6. Operate exclusively as a not-for-profit organisation.
 7. Support lifelong participation in basketball.
 8. Build strong relationships with members, families, schools, sponsors and the local community.
 9. Comply with the requirements of the Associations Incorporation Reform Act 2012 (Vic), Basketball Victoria, Casey Basketball Association and all applicable laws and policies.
 10. Manage the affairs of the Club in a transparent, ethical and financially responsible manner.
-

Powers

The Club has all powers conferred upon an incorporated association under the **Associations Incorporation Reform Act 2012 (Vic)** necessary to carry out its purposes.

Without limitation, the Club may:

- acquire property
- enter contracts
- employ staff
- appoint volunteers
- raise funds
- receive grants and donations
- purchase equipment
- organise competitions and events
- affiliate with sporting organisations
- establish policies
- invest funds in accordance with the law.

SECTION 2 – MEMBERSHIP

2.1 Membership

Membership of South East Reapers Basketball Incorporated is open to individuals who support the purposes, values and objectives of the Club and agree to comply with this Constitution and all Club policies.

Membership is subject to approval by the Committee.

The Committee reserves the right to refuse an application where it reasonably considers that acceptance of the applicant would not be in the best interests of the Club.

2.2 Membership Classes

The Club may establish the following categories of membership.

Junior Playing Member

A person under the age of 18 years who is registered to play domestic basketball for the Club.

Junior Playing Members do not vote at General Meetings unless they are aged 18 years or older.

Senior Playing Member

A person aged 18 years or older who is registered to play domestic basketball for the Club.

Senior Playing Members are entitled to vote provided they are financial members.

Parent / Guardian Member

A parent or legal guardian of a Junior Playing Member.

Each family is entitled to one Parent/Guardian Membership unless otherwise determined by the Committee.

Parent/Guardian Members may vote at General Meetings provided they are financial.

Coach Member

A person appointed by the Committee to coach a Club team.

Coach Members are entitled to vote if they are financial members.

Team Manager Member

A person appointed by the Committee to manage a Club team.

Team Manager Members are entitled to vote if they are financial members.

Volunteer Member

A person who regularly volunteers for the Club.

Volunteer Members may become voting members if approved by the Committee.

Life Member

Life Membership is the highest honour the Club can bestow.

Life Membership may be awarded by Special Resolution following a recommendation from the Committee.

Life Members are not required to pay annual membership fees unless they are also registered players.

Life Members retain full voting rights.

Social Member

A supporter of the Club who wishes to participate in Club activities but does not play basketball.

Social Members may vote if approved by the Committee and are financial members.

2.3 Membership Applications

Applications for membership must:

- be submitted using the approved Club registration process;
- include all information requested by the Club;
- agree to comply with this Constitution;
- agree to comply with Club policies;
- pay the applicable fees.

The Committee may request additional information before determining an application.

2.4 Membership Fees

Membership fees are determined annually by the Committee.

The Committee may establish different fees for:

- Junior Players
- Senior Players
- Coaches
- Team Managers
- Volunteers
- Social Members

The Committee may approve payment plans or financial hardship arrangements where appropriate.

2.5 Rights of Members

Financial members are entitled to:

- participate in Club activities appropriate to their membership category;
 - attend General Meetings;
 - vote where eligible;
 - nominate for Committee positions (if eligible);
 - receive Club communications;
 - inspect Club records where permitted by law.
-

2.6 Responsibilities of Members

Every member must:

- uphold the Club's Vision, Mission and Values;
 - comply with this Constitution;
 - comply with Club policies;
 - comply with Basketball Victoria and Casey Basketball Association rules where applicable;
 - respect officials, volunteers and other members;
 - protect the reputation of the Club;
 - behave in a manner that promotes inclusion and sportsmanship;
 - comply with Child Safe Standards.
-

2.7 Register of Members

The Secretary must maintain an up-to-date Register of Members.

The Register will include:

- name;
- membership category;
- address;
- email;
- telephone number;
- date membership commenced;
- financial status.

The Register will be maintained in accordance with applicable privacy legislation.

2.8 Membership Renewal

Membership expires at the end of each membership year unless renewed.

Renewal requires:

- payment of applicable fees;
 - completion of any required registration;
 - compliance with Club policies.
-

2.9 Resignation

A member may resign by providing written notice to the Secretary.

Any outstanding debts to the Club remain payable.

Membership fees are not refundable unless determined otherwise by the Committee.

2.10 Suspension

The Committee may suspend a member where it reasonably believes the member has:

- breached this Constitution;
- breached a Club policy;
- engaged in misconduct;
- brought the Club into disrepute;
- engaged in bullying, harassment or discrimination;
- failed to comply with Child Safe Standards.

Before suspension, the member must:

- receive written notice of the allegation;
 - be given a reasonable opportunity to respond;
 - be advised of the Committee's decision.
-

2.11 Termination of Membership

Membership may be terminated where:

- the member resigns;
- membership fees remain unpaid after reasonable notice;
- the member dies;
- the Committee resolves to terminate membership following disciplinary action.

The member may appeal a termination decision in accordance with the Club's Disciplinary and Appeals Policy.

2.12 Member Discipline

The objectives of the disciplinary process are to:

- educate members;
- maintain a safe environment;
- ensure procedural fairness;
- protect the reputation of the Club.

Disciplinary action may include:

- verbal warning;
 - written warning;
 - suspension;
 - removal from a team;
 - cancellation of membership.
-

2.13 Privacy

The Club will collect, use and store personal information only for legitimate Club purposes.

Information will be handled in accordance with applicable Australian privacy laws.

2.14 Membership Year

The membership year will commence on **1 January** and conclude on **31 December**, unless otherwise determined by the Committee.

2.15 Family Membership and Voting

Where more than one Junior Playing Member belongs to the same family or household, the Club will recognise one (1) Parent/Guardian Membership for the purposes of voting at General Meetings.

Unless otherwise approved by the Committee:

- each family or household is entitled to one (1) vote at General Meetings;
- only one parent or legal guardian may exercise that vote at any meeting;
- additional parents or guardians are welcome to attend meetings but are not entitled to cast an additional vote unless they hold another voting membership category in their own right (for example, Coach Member, Volunteer Member or Senior Playing Member);
- nothing in this clause prevents both parents or guardians from volunteering within the Club or serving on the Committee if elected.

The Committee may determine exceptional circumstances where additional voting rights are appropriate, provided such determination is consistent with this Constitution and the principles of fairness and good

2.16 Working with Children Check

All coaches, team managers, committee members and volunteers who are required by law or Club policy to hold a valid Working with Children Check must maintain a current clearance while undertaking Club duties.

Failure to maintain a required clearance may result in suspension from Club activities until compliance is achieved.

2.17 Member Acknowledgement

By applying for or renewing membership, each member acknowledges that they have read and agree to comply with:

- this Constitution;
- the Club's By-Laws and Policies;
- the Club's Codes of Conduct;
- Child Safety Policies;
- Member Protection Policies;
- the rules and regulations of the Casey Basketball Association; and
- any applicable Basketball Victoria policies and regulations.

2.18 Code of Behaviour

Every member is expected to uphold the Club motto:

Represent. Respect. Reap.

Members must:

- **Represent** the Club with pride, integrity and professionalism.
- **Respect** teammates, coaches, officials, volunteers, opponents and the wider basketball community.
- **Reap** the rewards of teamwork, commitment, continuous improvement and positive participation.

The Committee may take disciplinary action where a member's conduct is inconsistent with these principles.

SECTION 3 – GOVERNANCE AND COMMITTEE OF MANAGEMENT

3.1 Role of the Committee

The Committee is responsible for the overall governance, strategic direction and management of South East Reapers Basketball Incorporated.

The Committee must act in the best interests of the Club and ensure that all decisions support the Club's Vision:

Represent. Respect. Reap.

The Committee is responsible for:

- establishing the strategic direction of the Club;
 - ensuring financial sustainability;
 - managing risk;
 - appointing coaches and volunteers;
 - developing Club policies;
 - ensuring compliance with this Constitution and applicable laws;
 - promoting a positive Club culture.
-

3.2 Committee Composition

The Committee shall consist of:

- President
- Secretary
- Treasurer
- Up to five (5) General Committee Members

The Committee shall consist of a minimum of three (3) and a maximum of eight (8) elected members.

3.3 Eligibility

A person is eligible for election if they:

- are at least 18 years of age;
 - are a current financial voting member;
 - support the purposes of the Club;
 - are not disqualified from managing an incorporated association;
 - agree to comply with this Constitution.
-

3.4 Term of Office

Committee Members are elected at each Annual General Meeting.

Committee Members hold office until the conclusion of the next Annual General Meeting and are eligible for re-election.

There is no limit on the number of terms a Committee Member may serve.

3.5 Responsibilities of the Committee

The Committee will:

- govern the Club responsibly;
 - protect Club assets;
 - approve annual budgets;
 - monitor financial performance;
 - appoint and support volunteers;
 - manage Club risks;
 - ensure compliance with Child Safe Standards;
 - oversee Club policies;
 - promote transparency and accountability.
-

3.6 President

The President is the principal leader of the Club.

The President will:

- chair General and Committee Meetings;
- provide strategic leadership;
- represent the Club publicly;
- support Committee Members;
- ensure good governance;
- promote the Club Vision and Values;
- act as spokesperson where appropriate.

The President has a deliberative vote and, in the event of a tied vote, a casting vote.

3.7 Secretary

The Secretary is responsible for the administration of the Club.

Responsibilities include:

- maintaining Club records;
 - preparing meeting agendas;
 - recording minutes;
 - maintaining the Register of Members;
 - lodging statutory documents;
 - managing correspondence;
 - ensuring compliance with Consumer Affairs Victoria requirements.
-

3.8 Treasurer

The Treasurer is responsible for the financial management of the Club.

Responsibilities include:

- preparing annual budgets;
 - monitoring income and expenditure;
 - maintaining financial records;
 - presenting financial reports;
 - managing banking;
 - preparing Annual Financial Statements;
 - ensuring compliance with financial reporting obligations.
-

3.9 General Committee Members

General Committee Members support the operation of the Club.

Responsibilities may include:

- fundraising;
 - sponsorship;
 - events;
 - uniforms;
 - equipment;
 - communications;
 - volunteer coordination;
 - player development initiatives.
-

3.10 Collective Responsibilities

Every Committee Member must:

- act honestly;
 - act in good faith;
 - avoid conflicts of interest;
 - maintain confidentiality;
 - support Committee decisions;
 - comply with this Constitution;
 - comply with Club policies.
-

3.11 Conflict of Interest

A Committee Member who has a direct or indirect financial or personal interest in any matter before the Committee must:

- declare the conflict immediately;
- leave the meeting while the matter is discussed;
- not vote on that matter.

The declaration must be recorded in the minutes.

3.12 Casual Vacancies

A casual vacancy occurs if a Committee Member:

- resigns;
- dies;
- becomes ineligible;

- is absent from three consecutive Committee Meetings without reasonable excuse;
- is removed by Special Resolution.

The Committee may appoint a replacement until the next AGM.

3.13 Removal from Office

A Committee Member may be removed by Special Resolution of members at a General Meeting.

The affected Committee Member must be:

- given written notice;
 - provided an opportunity to respond;
 - treated fairly throughout the process.
-

3.14 Delegation

The Committee may establish subcommittees or working groups to assist with:

- fundraising;
- sponsorship;
- events;
- uniforms;
- junior development;
- governance;
- grants.

Subcommittees report to the Committee and cannot make decisions that bind the Club unless authorised.

3.15 Committee Meetings

The Committee will meet as often as required, but not less than six (6) times each calendar year.

Meetings may be conducted:

- in person;
 - by video conference;
 - by telephone;
 - by any electronic means that allows all participants to communicate effectively.
-

3.16 Quorum

A quorum is a majority of currently appointed Committee Members.

No business may be conducted unless a quorum is present.

3.17 Voting

Each Committee Member has one vote.

Decisions are made by simple majority.

The President has a casting vote where votes are tied.

3.18 Circular Resolutions

Where urgent decisions are required, the Committee may pass a resolution by email or other electronic means.

A Circular Resolution is valid where:

- every Committee Member receives the proposed resolution;
 - a majority approve the resolution;
 - the resolution is recorded in the minutes of the next Committee Meeting.
-

3.19 Induction

Every newly elected Committee Member must receive:

- a copy of this Constitution;
 - Club policies;
 - Child Safety information;
 - financial governance information;
 - Committee role descriptions.
-

3.20 Protection of Volunteers

No Committee Member, coach or volunteer acting honestly and in good faith shall be personally liable for any loss suffered by the Club, except where required by law or arising from fraudulent, reckless or unlawful conduct.

3.21 Succession Planning

The Committee should actively identify and mentor future leaders to ensure the long-term sustainability of the Club.

3.22 Committee Portfolios

To ensure the efficient operation of the Club, the Committee may allocate portfolios to Committee Members following each Annual General Meeting.

Portfolios are intended to distribute responsibilities and may be amended by the Committee at any time without requiring an amendment to this Constitution.

Committee portfolios may include, but are not limited to:

- Registrar
- Coaching and Player Development
- Junior Domestic Competition
- Senior Domestic Competition

- Sponsorship and Partnerships
- Fundraising
- Grants and Government Funding
- Events and Community Engagement
- Marketing and Communications
- Social Media
- Uniforms and Merchandise
- Equipment and Facilities
- Child Safety Officer
- Member Welfare
- Volunteer Coordinator
- Basketball Operations
- IT and Digital Systems

The Committee may create, combine, amend or discontinue portfolios as required to meet the operational needs of the Club.

Allocation of a portfolio does not create an additional elected office and remains subject to the direction and authority of the Committee.

3.23 Registrar

The Committee may appoint a Committee Member or suitably qualified volunteer as Club Registrar.

The Registrar is responsible for:

- player registrations;
- Basketball Victoria and Casey Basketball Association registration requirements (where applicable);
- team nominations;
- player eligibility records;
- maintaining player and membership databases;
- assisting with season registrations.

3.24 Child Safety Officer

The Committee will appoint a Child Safety Officer.

The Child Safety Officer is responsible for:

- promoting Child Safe Standards;
- receiving child safety concerns;
- assisting with Working with Children Check compliance;
- promoting a safe and inclusive environment;

- acting as a contact person for child safety matters.

The Child Safety Officer may be a Committee Member or another suitably qualified person appointed by the Committee.

3.25 Public Officer

The Committee will appoint a Public Officer if required under Victorian legislation.

The Public Officer is responsible for ensuring statutory documents are lodged with Consumer Affairs Victoria and maintaining regulatory compliance.

The Secretary may also perform the role of Public Officer where permitted by law.

3.26 Strategic Planning

The Committee will review the Club's Strategic Plan annually.

The Strategic Plan should include objectives relating to:

- player participation;
 - coach development;
 - volunteer recruitment;
 - financial sustainability;
 - sponsorship;
 - fundraising;
 - community engagement;
 - facility development;
 - governance improvement.
-

3.27 Committee Code of Conduct

Committee Members must:

- act honestly and ethically;
- make decisions in the best interests of the Club;
- maintain confidentiality;
- respect differing opinions;
- avoid conflicts of interest;
- comply with all legal obligations;
- support collective Committee decisions once made.

Failure to comply with the Committee Code of Conduct may result in disciplinary action under this Constitution.

3.28 Strategic Plan

The Committee shall maintain and periodically review a separate Strategic Plan to guide the long-term direction of the Club. The Strategic Plan does not form part of this Constitution and may be amended by Committee resolution without requiring an amendment to this Constitution.

Area	KPI
Membership	Annual growth in player registrations
Retention	≥90% returning members
Coaches	Increase accredited coaches each year
Volunteers	Increase active volunteers
Finance	Annual operating surplus
Sponsorship	Increase sponsorship revenue year on year
Grants	Submit at least two grant applications annually
Child Safety	100% compliance with Working with Children Check requirements
Governance	Annual policy and constitution review completed
Member Engagement	Annual member survey conducted

SECTION 4 – MEETINGS

4.1 Purpose of Meetings

Meetings are conducted to ensure the transparent, accountable and effective governance of South East Reapers Basketball Incorporated.

All meetings must be conducted in accordance with this Constitution, the Associations Incorporation Reform Act 2012 (Vic), and the principles of fairness, respect and good governance.

4.2 Types of Meetings

The Club may hold the following meetings:

- Annual General Meetings (AGM)
 - Special General Meetings (SGM)
 - Committee Meetings
 - Subcommittee Meetings
 - Strategic Planning Meetings
-

4.3 Annual General Meeting (AGM)

The Club must hold an Annual General Meeting (AGM) once in each calendar year within the timeframe prescribed by the Associations Incorporation Reform Act 2012 (Vic).

The business of the AGM shall include:

- confirmation of the minutes of the previous AGM;
 - presentation of the President's Annual Report;
 - presentation of the Treasurer's Financial Report;
 - adoption of the annual financial statements;
 - election of Committee Members;
 - appointment of an auditor or reviewer, if required;
 - consideration of any notices of motion;
 - any other business properly brought before the meeting.
-

4.4 Notice of an AGM

The Secretary must provide members with at least **21 days' written notice** of the AGM.

Notice may be given by:

- email;
- the Club website;
- the Club's official social media platforms;
- any electronic member communication system approved by the Committee.

The notice must include:

- date;
 - time;
 - venue or online meeting link;
 - agenda;
 - nomination information for Committee positions;
 - any motions requiring member approval.
-

4.5 Annual Reports

Prior to or at the AGM, members shall receive:

- the President's Report;
- Treasurer's Financial Report;
- annual financial statements;

- any reports required by law;
 - any proposed constitutional amendments.
-

4.6 Elections

Committee elections shall be conducted at each AGM.

Where nominations exceed available positions, a secret ballot shall be conducted.

Where nominations equal the available positions, nominees shall be declared elected.

If insufficient nominations are received, vacancies may be filled by the Committee following the AGM.

4.7 Special General Meetings (SGM)

A Special General Meeting may be called:

- by resolution of the Committee;
- by the President;
- upon receipt of a written request from at least **10% of voting members** or **20 voting members**, whichever is the lesser.

The request must:

- state the purpose of the meeting;
 - specify the proposed motion(s);
 - be signed by the requesting members.
-

4.8 Notice of a Special General Meeting

Members must receive at least **14 days' written notice** of a Special General Meeting.

Only the business specified in the notice may be considered.

4.9 Quorum for General Meetings

A quorum shall consist of:

- **15 financial voting members**, or
- **10% of eligible voting members**, whichever is the lesser.

If a quorum is not present within thirty (30) minutes of the scheduled commencement time:

- the meeting shall be adjourned to a date determined by the Committee; or
 - if the meeting was requested by members, it shall lapse.
-

4.10 Chairperson

The President shall chair all General Meetings.

If the President is absent, those present shall elect another Committee Member to chair the meeting.

4.11 Voting at General Meetings

Each eligible voting member has one vote.

Voting may occur by:

- show of hands;
- secret ballot;
- electronic voting approved by the Committee.

Unless otherwise required by this Constitution or law, decisions are made by a simple majority.

4.12 Family Voting

Where a family holds one Parent/Guardian Membership under Clause 2.15, that membership is entitled to one vote only.

4.13 Special Resolutions

A Special Resolution requires approval by at least **75% of members voting**.

Special Resolutions are required for matters including:

- amendments to this Constitution;
 - removal of Committee Members;
 - winding up the Club;
 - any other matter required by law.
-

4.14 Proxy Voting

Proxy voting is **not permitted**.

Members are encouraged to attend meetings either in person or through approved electronic means.

4.15 Committee Meetings

The Committee shall meet at least **once each month** during the basketball season and not fewer than **six (6) times each calendar year**.

Additional meetings may be called whenever required.

4.16 Notice of Committee Meetings

Committee Members should receive at least **seven (7) days' notice** of ordinary Committee Meetings wherever practical.

Emergency meetings may be called at shorter notice where urgent business requires immediate consideration.

4.17 Quorum for Committee Meetings

A quorum is a majority of currently appointed Committee Members.

No Committee decision is valid unless a quorum is present.

4.18 Committee Voting

Each Committee Member has one vote.

Questions are decided by simple majority.

If votes are equal, the Chairperson has a casting vote.

4.19 Electronic Meetings

Meetings may be conducted using electronic platforms including:

- Microsoft Teams;
- Zoom;
- Google Meet;
- telephone conference;
- any other technology that enables all participants to communicate effectively.

Members participating electronically are deemed to be present.

4.20 Circular Resolutions

Where urgent decisions are required, the Committee may make decisions outside a meeting by email or other approved electronic communication.

A Circular Resolution is valid where:

- every Committee Member receives the proposed resolution;
 - a majority of Committee Members approve it;
 - the resolution is recorded in the minutes of the next Committee Meeting.
-

4.21 Minutes

The Secretary shall ensure accurate minutes are prepared for every:

- General Meeting;
- Committee Meeting;
- Special General Meeting.

Minutes should include:

- date and time;
- attendees;
- apologies;
- declarations of conflicts of interest;
- motions;
- voting outcomes;

- actions arising;
- meeting closure time.

Minutes must be confirmed at the next meeting and retained as part of the Club's official records.

4.22 Member Attendance

Members attending meetings are expected to:

- act respectfully;
- allow all participants to speak;
- follow the direction of the Chairperson;
- avoid abusive or disruptive behaviour;
- support constructive discussion.

The Chairperson may require any person behaving unreasonably to leave the meeting.

4.23 Meeting Procedures

Unless otherwise provided in this Constitution, the Chairperson shall determine the order of business and procedural matters, provided all members are treated fairly and have a reasonable opportunity to participate.

4.24 Confidential Matters

The Committee may resolve that certain discussions are confidential where they relate to:

- personnel matters;
- child safety concerns;
- disciplinary proceedings;
- legal advice;
- commercial negotiations;
- privacy obligations.

Confidential information must not be disclosed except where authorised by the Committee or required by law.

4.25 Annual Committee Planning Session

Within three (3) months following the AGM, the Committee shall hold an annual planning session to:

- review the Strategic Plan;
- establish annual priorities;
- approve the annual budget;
- allocate Committee portfolios;
- review risks;
- confirm key Club events and operational plans.

4.26 Standing Orders

The Committee may adopt Standing Orders to regulate the conduct of meetings, provided they are consistent with this Constitution and applicable legislation.

Governance Recommendation

To support effective governance and continuity, the Committee should maintain an **Annual Governance Calendar** that schedules key activities throughout the year. This calendar should include:

- Committee Meetings
- Annual General Meeting
- Budget preparation and approval
- Financial reporting
- Registration periods
- Team selections
- Uniform ordering
- Grant application deadlines
- Sponsorship reviews
- Policy and Constitution reviews
- Risk management reviews
- Volunteer recruitment
- Child Safety compliance checks
- Coach and Team Manager appointments

An Annual Governance Calendar helps ensure the Committee remains proactive, meets its legal obligations, and provides a consistent and well-organised experience for members, volunteers and families. It is recommended that this calendar be maintained as part of the Club's Operations Manual rather than forming part of the Constitution, allowing it to be updated annually without requiring a constitutional amendment.

SECTION 5 – FINANCIAL MANAGEMENT

5.1 Financial Responsibility

The Committee is responsible for ensuring the financial affairs of South East Reapers Basketball Incorporated are managed prudently, transparently and in the best interests of the Club.

All financial decisions must support the Club's Vision, Mission and Strategic Plan while ensuring the long-term sustainability of the Club.

5.2 Financial Year

The financial year of the Club shall be **1 July to 30 June**, unless otherwise determined by the Committee in accordance with applicable legislation.

5.3 Not-for-Profit Status

The income and property of the Club shall be applied solely towards the promotion of the Club's purposes.

No portion shall be paid or distributed directly or indirectly to members except:

- reimbursement of authorised expenses;
- payment for services legitimately provided;
- payments authorised under this Constitution or by law.

5.4 Banking

The Committee shall ensure that:

- all Club funds are deposited into approved financial institution accounts in the Club's name;
- personal bank accounts are never used for Club funds;
- banking is undertaken promptly;
- cash handling procedures are documented and followed.

5.5 Authorised Signatories

The Committee shall appoint authorised signatories for all Club bank accounts.

Payments must be approved by **one authorised signatories**, which should include any one of:

- President
- Secretary
- Treasurer
- another Committee Member authorised by resolution.

Electronic banking approvals should also require dual authorisation wherever the banking platform allows.

5.6 Budget

The Treasurer shall prepare an annual operating budget for Committee approval before the commencement of each financial year.

The budget should include:

- registration income;
- sponsorship income;
- fundraising income;
- grants;
- uniform income;
- equipment expenditure;
- affiliation fees;

- insurance;
- administration costs;
- contingency funding.

The Committee shall monitor actual financial performance against the approved budget throughout the year.

5.7 Financial Reporting

The Treasurer shall provide financial reports to each ordinary Committee Meeting.

Reports should include:

- income and expenditure;
 - bank balances;
 - outstanding debts;
 - accounts payable;
 - budget comparisons;
 - significant financial risks.
-

5.8 Annual Financial Statements

The Treasurer shall prepare Annual Financial Statements in accordance with the requirements of the Associations Incorporation Reform Act 2012 (Vic).

The financial statements shall be presented to members at the Annual General Meeting.

5.9 Accounting Records

The Club shall maintain accurate financial records including:

- receipts;
- invoices;
- bank statements;
- grant documentation;
- sponsorship agreements;
- payroll records (if applicable);
- asset register;
- inventory records.

Financial records shall be retained for the period required by law.

5.10 Expenditure Approval

The Committee may establish expenditure limits through a Financial Delegations Policy.

Unless otherwise approved:

Version 1.0

Approval Level Maximum Amount

Treasurer	Up to \$500
President	Over \$500

5.11 Reimbursement of Expenses

Committee Members and volunteers may be reimbursed for reasonable expenses incurred on behalf of the Club, provided:

- prior approval has been obtained where practical;
 - original tax invoices or receipts are provided;
 - reimbursement is approved in accordance with the Financial Delegations Policy.
-

5.12 Purchasing

Purchases should:

- represent value for money;
- support approved budgets;
- be appropriately authorised;
- avoid conflicts of interest.

Where practical, significant purchases should be supported by competitive quotations.

5.13 Asset Register

The Treasurer shall maintain an Asset Register recording all significant Club assets, including:

- basketball equipment;
- uniforms;
- electronic equipment;
- office equipment;
- trailers;
- storage facilities;
- other assets determined by the Committee.

The Register should include:

- purchase date;
 - purchase cost;
 - location;
 - condition;
 - disposal details.
-

5.14 Grants

The Committee should actively seek government, sporting and community grants to support the Club's development.

Grant funds must be used only for their approved purpose and acquitted in accordance with the grant conditions.

5.15 Sponsorship

The Committee may enter into sponsorship agreements that are consistent with the Club's values and objectives.

All sponsorship income shall be receipted and recorded in the Club's financial records.

5.16 Fundraising

The Club may conduct fundraising activities approved by the Committee.

All fundraising shall comply with applicable legislation and any permit requirements.

Income from fundraising must be deposited into the Club's bank account as soon as practicable.

5.17 Donations

The Club may accept donations, gifts and bequests.

The Committee may refuse any donation that is inconsistent with the Club's values or creates an unacceptable conflict of interest.

5.18 Loans and Borrowing

The Club shall not borrow money or provide guarantees without approval by a Special Resolution of members at a General Meeting.

5.19 Investments

Any surplus funds may only be invested in low-risk investments approved by the Committee and permitted by law.

The Committee must exercise prudent financial management in all investment decisions.

5.20 Financial Risk Management

The Committee shall identify and monitor financial risks including:

- cash flow;
- fraud;
- cyber security affecting financial systems;
- loss of sponsorship;
- insurance adequacy;
- grant compliance.

Appropriate internal controls shall be implemented to minimise financial risk.

5.21 Audit or Review

Where required by law, or where determined by the Committee, the Club's financial statements shall be independently reviewed or audited.

5.22 Insurance

The Committee shall ensure appropriate insurance is maintained, including:

- Public Liability Insurance;
 - Volunteer Insurance;
 - Professional Indemnity Insurance (where appropriate);
 - Directors' and Officers' Liability Insurance (where appropriate);
 - Property Insurance for Club assets;
 - any insurance required by the Casey Basketball Association or Basketball Victoria.
-

5.23 Fraud and Misuse of Funds

Any suspected fraud, theft or misuse of Club funds shall be reported immediately to the Committee.

The Committee shall investigate all allegations promptly and may refer matters to the relevant authorities where appropriate.

5.24 Financial Transparency

Members are entitled to receive the annual financial statements presented at the Annual General Meeting.

The Committee shall ensure that financial information is communicated openly while maintaining appropriate confidentiality regarding personal or commercially sensitive matters.

5.25 Financial Policies

The Committee may adopt and amend financial policies and procedures to support this Constitution, including:

- Financial Delegations Policy;
- Purchasing Policy;
- Expense Reimbursement Policy;
- Cash Handling Procedure;
- Asset Management Procedure;
- Sponsorship Policy;
- Grant Management Procedure.

These policies do not form part of the Constitution and may be amended by Committee resolution.

5.26 Annual Membership Fees and Registration Charges

The Committee shall determine all membership fees, registration charges, uniform levies and other applicable fees before the commencement of each playing season.

When determining fees, the Committee should consider:

- affiliation fees payable to the Casey Basketball Association and Basketball Victoria;
- court hire costs;
- uniforms and equipment;
- insurance;
- administration costs;
- financial sustainability;
- affordability for members.

The Committee may approve payment plans or financial hardship arrangements where appropriate.

5.27 Financial Hardship Assistance

The Club recognises that financial circumstances should not unnecessarily prevent participation in basketball.

The Committee may establish a Financial Assistance Program that may include:

- payment plans;
- fee reductions;
- grants or subsidies;
- fundraising support;
- referral to external assistance programs.

All applications shall be treated confidentially.

5.28 Sponsorship and Commercial Partnerships

The Committee may negotiate sponsorship and commercial partnerships that align with the Club's Vision, Mission and Values.

Sponsorship arrangements should:

- protect the Club's reputation;
- provide mutual benefit;
- be documented in writing;
- be reviewed periodically.

The Committee may refuse sponsorship opportunities that are inconsistent with the Club's values or community expectations.

5.29 Uniform and Merchandise Revenue

Revenue received from the sale of Club uniforms and merchandise shall be recorded as Club income.

The Committee shall determine:

- approved suppliers;
- retail pricing;

- ordering procedures;
- stock management processes.

Club branding and logos remain the property of South East Reapers Basketball Incorporated and may not be reproduced without Committee approval.

5.30 Disposal of Assets

The Committee may dispose of surplus, obsolete or damaged Club assets where it is satisfied that doing so is in the best interests of the Club.

Where practical, disposal should maximise value for the Club.

All disposals shall be recorded in the Asset Register.

5.31 Records Retention

Financial records shall be retained for the minimum period required by law.

The Committee should also retain historical financial information that may assist future Committees in budgeting and strategic planning.

Electronic records should be securely backed up.

5.32 Internal Financial Controls

The Committee shall establish internal financial controls designed to minimise the risk of fraud, error and financial loss.

Controls should include:

- separation of financial duties where practical;
 - dual approval of payments;
 - regular bank reconciliations;
 - monthly financial reporting;
 - secure storage of financial records;
 - periodic review of delegated authorities.
-

5.33 Gifts and Benefits

Committee Members, coaches and volunteers must not accept gifts, hospitality or other benefits that may influence, or reasonably appear to influence, their decision-making.

Any gift of significant value should be declared to the Committee and recorded in a Register of Interests.

5.34 Conflict of Interest – Financial Decisions

A Committee Member with a financial or personal interest in any proposed purchase, sponsorship, contract or commercial arrangement must:

- declare the interest before discussion commences;
- not participate in the decision;

- leave the meeting while the matter is considered unless requested to provide factual information;
- have the declaration recorded in the minutes.

5.35 Dissolution of the Club

If the Club is wound up or its incorporation is cancelled, any surplus assets remaining after the satisfaction of all debts and liabilities shall not be distributed to members.

Instead, the surplus assets must be transferred to one or more not-for-profit organisations with similar purposes, as determined by a Special Resolution of members and in accordance with the **Associations Incorporation Reform Act 2012 (Vic)**.

5.36 Annual Financial Review

Each year, the Committee shall review:

- the effectiveness of the Club's financial management;
- the adequacy of financial reserves;
- insurance coverage;
- expenditure controls;
- investment strategies (if applicable);
- opportunities to improve financial sustainability.

The outcomes of this review should inform the annual budget and Strategic Plan.

5.20A Financial Reserve Policy

The Committee shall maintain a prudent financial reserve to support the ongoing sustainability and stability of South East Reapers Basketball Incorporated.

The purpose of the financial reserve is to:

- ensure the Club can continue operating during periods of reduced income;
- meet unexpected or emergency expenses;
- replace essential equipment and assets;
- support strategic growth initiatives;
- provide financial security for members and the wider Club community.

The Committee shall aim to maintain the following reserve levels:

Reserve Level	Target	Purpose
Minimum Reserve	Three (3) months of normal operating expenses	To provide short-term financial stability and protect against unforeseen events.
Target Reserve	Six (6) months of normal operating expenses	To support sustainable operations, asset replacement, and planned growth.
Strategic Reserve	Twelve (12) months of normal operating expenses	To provide long-term financial security and enable significant strategic investments or major projects.

The Committee shall review the adequacy of the financial reserve annually as part of the budgeting process and Strategic Planning Session.

Where the reserve falls below the Minimum Reserve, the Committee should develop and implement a Financial Recovery Plan that may include:

- increasing fundraising activities;
- seeking grants or sponsorships;
- reviewing expenditure;
- adjusting future budgets; or
- implementing other appropriate financial management strategies.

The financial reserve may only be used for:

- emergency operating expenses;
- significant unforeseen costs;
- strategic projects approved by the Committee;
- capital purchases that support the Club's long-term objectives; or
- other exceptional circumstances where approved by Committee resolution.

The Treasurer shall report annually to the Committee on the status of the Club's financial reserve, including any recommendations for maintaining or improving its adequacy.

5.20B Allocation of Annual Operating Surplus

Where the Club records an operating surplus at the end of a financial year, the Committee shall determine the appropriate allocation of those funds in a manner that supports the long-term sustainability and strategic objectives of the Club.

In making this determination, the Committee should have regard to:

- the adequacy of the Club's Financial Reserve;
- anticipated capital expenditure;
- replacement of equipment and uniforms;
- player and coach development initiatives;
- facility improvements;
- future strategic projects; and
- maintaining the financial stability of the Club.

Until the Target Financial Reserve established under Clause 5.20A has been achieved, the Committee should, where practical, apply the annual operating surplus using the following guideline:

Allocation	Recommended Percentage
Financial Reserve	50%
Player, Coach and Volunteer Development	25%
Strategic Projects, Equipment and Club Growth	25%

These percentages are intended as a guide only and may be varied by Committee resolution where it is in the best interests of the Club.

Any variation should be recorded in the minutes of the relevant Committee Meeting, together with the reasons for the decision.

SECTION 6 – BASKETBALL OPERATIONS

6.1 Purpose

The purpose of this section is to establish the framework for the administration of basketball operations within South East Reapers Basketball Incorporated.

The Club is committed to providing a safe, inclusive, enjoyable and professionally managed basketball program that encourages participation, player development, teamwork and sportsmanship.

6.2 Affiliation

The Club shall remain affiliated with:

- Casey Basketball Association (CBA)
- Basketball Victoria (BV), where applicable
- Any other governing body approved by the Committee

All members must comply with the rules, by-laws and policies of these organisations.

6.3 Competitions

The Club may enter teams into:

- Junior Domestic Competition
- Senior Domestic Competition
- Representative tournaments (where approved)
- Social competitions
- Charity and community events

The Committee will determine which competitions the Club enters each season.

6.4 Registration

Every player must:

- complete the approved registration process;
- pay all applicable registration fees or have an approved payment arrangement;
- provide emergency contact details;
- agree to the Club's Codes of Conduct and policies;
- meet any Basketball Victoria or Casey Basketball Association registration requirements.

A player is not eligible to represent the Club until their registration has been accepted.

6.5 Team Formation

The Committee (or its delegate) shall determine the process for forming teams.

When allocating players to teams, consideration may be given to:

- player age;
- competition eligibility;
- skill level;
- team balance;
- player development;
- friendship requests (where practical);
- coach recommendations;
- previous team history;
- behavioural considerations.

The Committee's decision regarding team placement is final.

6.6 Grading

Where grading is required, the Club may conduct player assessment sessions.

Grading should aim to:

- maximise player development;
- create balanced teams;
- ensure appropriate competition levels;
- promote enjoyment and participation.

The grading process shall be fair, transparent and consistent.

6.7 Player Movement

Players may be transferred between teams where considered necessary to:

- improve player development;
- maintain balanced teams;
- replace injured players;
- meet competition requirements;
- address exceptional circumstances.

The Committee shall consult with affected coaches and families wherever practicable before approving player movement.

6.8 Coaches

All coaches shall be appointed by the Committee.

In appointing coaches, consideration should be given to:

- basketball knowledge;
 - coaching experience;
 - leadership;
 - communication skills;
 - commitment to the Club's values;
 - Working with Children Check requirements;
 - Basketball Victoria accreditation (where applicable).
-

6.9 Responsibilities of Coaches

Coaches are expected to:

- provide a safe and enjoyable environment;
 - encourage participation;
 - promote teamwork and respect;
 - develop players appropriately;
 - communicate effectively with players and families;
 - comply with all Club policies;
 - uphold the Club's Vision: Represent. Respect. Reap.
-

6.10 Team Managers

Each team should have a Team Manager appointed by the Committee or delegated Club official.

The Team Manager is responsible for:

- communication with families;
 - game-day administration;
 - score bench coordination;
 - liaison with the Casey Basketball Association;
 - assisting the coach;
 - promoting positive behaviour.
-

6.11 Training

Training sessions shall be organised by the Committee in consultation with coaches.

Training priorities include:

- player development;
- teamwork;
- enjoyment;
- safety;
- sportsmanship.

Attendance at training is encouraged but may not be compulsory unless determined by the Committee.

6.12 Uniforms

The Committee shall determine the official Club uniform.

Players must wear the approved uniform during competition unless otherwise approved.

Uniforms remain the intellectual property of the Club brand and may not be altered without Committee approval.

6.13 Equipment

The Club shall provide equipment appropriate for participation, including:

- basketballs;
- first aid equipment;
- training equipment;
- coaching resources;
- scorebooks (where required);
- other equipment as determined by the Committee.

Members are expected to care for Club equipment.

6.14 Player Welfare

The welfare of players is paramount.

The Club shall promote:

- inclusion;
 - respect;
 - positive coaching;
 - equal opportunity;
 - child safety;
 - wellbeing;
 - enjoyment of basketball.
-

6.15 Injuries

Any injury occurring during Club activities should be reported to the Team Manager or Coach as soon as practicable.

Serious incidents must be reported to the Committee.

The Club shall maintain appropriate incident reporting procedures.

6.16 Heat, Weather and Venue Safety

The Committee, coaches and team managers shall take reasonable steps to ensure activities are conducted safely.

Training or games may be modified or cancelled where safety is compromised.

6.17 Finals Eligibility

Players must satisfy any eligibility requirements imposed by:

- Casey Basketball Association;
- Basketball Victoria;
- the Committee.

The Club may establish additional eligibility requirements where necessary.

6.18 Representative Basketball

Players are encouraged to pursue representative basketball opportunities.

The Club supports players participating in representative programs while recognising their commitments to their domestic team wherever reasonably practicable.

6.19 Equal Opportunity

The Club supports equal participation regardless of:

- gender;
 - cultural background;
 - religion;
 - disability;
 - family circumstances;
 - sexual orientation;
 - any other protected attribute under Australian law.
-

6.20 Behaviour During Games

Players, coaches, officials and spectators are expected to:

- respect referees;
- respect opponents;

- support teammates;
- encourage positive behaviour;
- avoid abusive language;
- demonstrate good sportsmanship.

The Club adopts a zero tolerance approach to abuse, bullying, harassment, discrimination and violence.

6.21 Alcohol, Drugs and Smoking

Alcohol, illegal drugs and vaping are prohibited during junior basketball activities.

Members must comply with the policies of the Casey Basketball Association and venue operators.

6.22 Photography and Social Media

Photographs and videos of players may only be used in accordance with:

- parental consent;
 - Child Safety requirements;
 - the Club's Privacy Policy;
 - the Club's Social Media Policy.
-

6.23 Awards and Recognition

The Committee may establish annual awards recognising:

- sportsmanship;
- commitment;
- improvement;
- leadership;
- volunteer service;
- coaching excellence;
- life membership;
- outstanding contribution to the Club.

Award criteria shall be determined by the Committee and applied fairly.

6.24 Basketball Operations Manual

The Committee may adopt and amend a Basketball Operations Manual to support the practical administration of the Club.

The Manual may include procedures relating to:

- registrations;
- grading;

- team selection;
- player movement;
- training expectations;
- coaching guidelines;
- game-day operations;
- uniforms;
- equipment;
- communications;
- incident reporting.

The Basketball Operations Manual does not form part of this Constitution and may be amended by Committee resolution.

6.25 Spirit of the Game

South East Reapers Basketball Incorporated believes that success is measured by more than wins and losses.

The Club is committed to developing respectful, resilient and community-minded people through basketball.

Every member is expected to live the Club motto:

Represent. Respect. Reap.

By doing so, members contribute to a positive environment where everyone can enjoy the game, develop their abilities and be proud to belong to the South East Reapers family.

6.26 Player Selection and Grading Principles

The Club is committed to a fair, transparent and consistent approach to player grading and team selection.

When selecting teams, the Committee and its delegates shall consider:

- player development;
- age eligibility;
- demonstrated skill level;
- effort and commitment;
- attendance at grading sessions (where applicable);
- team balance;
- player safety and wellbeing;
- the long-term interests of the player and the Club.

Selection decisions should be made objectively and without discrimination.

The Committee may adopt a Player Selection and Grading Policy that provides detailed procedures for assessments, team allocation and review processes.

6.27 Playing Time Philosophy

South East Reapers Basketball Incorporated recognises that domestic basketball is an important environment for participation, enjoyment and player development.

Accordingly, coaches should provide equitable opportunities for players to participate in games while also considering:

- player safety;
- player development;
- commitment to training and team responsibilities;
- game circumstances;
- competition rules.

The Committee may adopt a Playing Time Policy to provide guidance for coaches across different age groups and competition levels.

6.28 Coach Development Framework

The Club is committed to developing knowledgeable, confident and positive coaches.

The Committee should encourage coaches to:

- obtain and maintain Basketball Victoria coaching accreditation where appropriate;
- participate in professional development opportunities;
- attend coaching workshops and seminars;
- mentor new coaches;
- share coaching resources and best practice;
- promote positive coaching behaviours consistent with the Club's values.

The Club may provide financial assistance or reimbursement for approved coaching education, subject to the annual budget.

6.29 Team Manager Development

The Club recognises the important contribution of Team Managers to the successful operation of each team.

The Committee should provide Team Managers with appropriate induction, resources and ongoing support to assist them in carrying out their responsibilities effectively.

Team Managers are expected to promote positive communication, assist with game-day administration and support the Club's values of Represent. Respect. Reap.

6.30 Player Pathways

The Club supports the development of players at all stages of their basketball journey.

Where possible, the Club will:

- encourage progression through junior and senior competitions;
- support players seeking representative opportunities;
- promote leadership opportunities for senior players;

- encourage older players to become coaches, officials and volunteers;
 - foster lifelong participation in basketball.
-

6.31 Volunteer Recognition

The Club acknowledges that volunteers are fundamental to its success.

The Committee should implement programs to:

- recruit volunteers;
 - recognise volunteer contributions;
 - provide appropriate training;
 - promote a positive volunteer experience; and
 - encourage long-term volunteer involvement.
-

6.32 Risk Management

The Committee shall maintain appropriate operational risk management procedures for all Club activities.

This includes consideration of:

- player safety;
- emergency response procedures;
- first aid availability;
- venue safety;
- equipment maintenance;
- supervision of junior participants;
- weather and environmental conditions.

The Committee should review operational risks at least annually.

6.33 Review of Basketball Operations

The Committee shall review the Club's basketball operations annually, taking into account:

- player participation and retention;
- coach and volunteer feedback;
- member satisfaction;
- competition performance;
- compliance with governing body requirements;
- opportunities for continuous improvement.

The outcomes of this review should inform the Club's Strategic Plan and annual operational priorities.

SECTION 7 – BEHAVIOUR, CHILD SAFETY & MEMBER WELFARE

7.1 Purpose

South East Reapers Basketball Incorporated is committed to providing a safe, welcoming, inclusive and respectful environment for all members.

The Club recognises that every participant has the right to enjoy basketball free from bullying, harassment, discrimination, abuse, intimidation and unsafe behaviour.

The welfare of children and vulnerable persons is paramount in all Club activities.

7.2 Commitment to Child Safety

The Club is committed to creating and maintaining a child-safe organisation in accordance with the Child Wellbeing and Safety Act 2005 (Vic), the Victorian Child Safe Standards, and the requirements of Basketball Victoria and the Casey Basketball Association.

The Club will:

- promote the safety and wellbeing of children;
 - empower children to participate and have a voice;
 - support diversity and inclusion;
 - identify and manage risks to child safety;
 - respond appropriately to concerns and complaints;
 - regularly review child safety practices.
-

7.3 Child Safe Standards

The Committee shall ensure the Club complies with the Victorian Child Safe Standards, including:

- culturally safe environments;
 - child participation;
 - family engagement;
 - recruitment and screening of volunteers;
 - ongoing education and training;
 - complaint handling;
 - risk management;
 - continuous improvement.
-

7.4 Working with Children Checks

All Committee Members, coaches, assistant coaches, team managers and volunteers who are required by law or Club policy to hold a valid Working with Children Check must:

- maintain a current Working with Children Check;
- provide evidence of the clearance to the Club before commencing duties;

- immediately notify the Club of any change affecting their eligibility.

A person who does not hold a required Working with Children Check must not undertake child-related duties.

7.5 Member Protection

The Club is committed to providing an environment free from:

- discrimination;
- harassment;
- bullying;
- victimisation;
- abuse;
- intimidation.

Every member has a responsibility to contribute to a positive Club culture.

7.6 Expected Standards of Behaviour

All members are expected to:

- uphold the Club's Vision, Mission and Values;
 - demonstrate integrity and honesty;
 - treat others with dignity and respect;
 - respect referees and officials;
 - support teammates;
 - comply with Club policies;
 - follow reasonable directions of coaches and officials;
 - protect the reputation of the Club.
-

7.7 Code of Conduct

All members must comply with the applicable Club Code of Conduct.

Separate Codes of Conduct may be adopted for:

- Players;
- Parents and Guardians;
- Coaches;
- Team Managers;
- Committee Members;
- Volunteers;
- Spectators.

Breaches of a Code of Conduct may result in disciplinary action under this Constitution.

7.8 Bullying, Harassment and Discrimination

The Club has zero tolerance for:

- bullying;
- cyberbullying;
- harassment;
- discrimination;
- vilification;
- abuse;
- threatening behaviour.

Complaints will be investigated promptly, fairly and confidentially.

7.9 Social Media

Members must use social media responsibly.

Members must not:

- bully or harass others online;
- publish offensive or discriminatory content;
- disclose confidential Club information;
- damage the reputation of the Club;
- impersonate the Club or Committee without authority.

The Committee may adopt a detailed Social Media Policy.

7.10 Alcohol, Drugs and Smoking

Members must comply with all applicable laws and venue requirements regarding alcohol, smoking and vaping.

Alcohol, illegal drugs and vaping are prohibited during junior basketball activities.

No person may attend Club activities while impaired by alcohol or drugs.

7.11 Complaints

Any member may lodge a complaint regarding:

- behaviour;
- misconduct;
- discrimination;
- child safety;

- governance;
- breaches of Club policies.

Complaints should be submitted to the Secretary or Child Safety Officer unless another reporting pathway is appropriate.

The Committee may establish a Complaints Policy.

7.12 Natural Justice

All disciplinary and complaint processes shall comply with the principles of natural justice.

A person who is the subject of a complaint shall:

- be informed of the allegations;
 - be given a reasonable opportunity to respond;
 - be treated fairly and without bias;
 - receive written notification of the outcome.
-

7.13 Disciplinary Action

Where misconduct is established, the Committee may impose one or more of the following:

- verbal warning;
 - written warning;
 - mandatory education;
 - suspension;
 - removal from a team;
 - restriction from Club activities;
 - termination of membership;
 - referral to Basketball Victoria, the Casey Basketball Association or relevant authorities where appropriate.
-

7.14 Appeals

A member who is subject to disciplinary action may lodge a written appeal within 14 days of receiving the decision.

The appeal shall be considered by:

- an independent Appeals Panel appointed by the Committee; or
- another impartial process determined by the Committee.

The decision of the Appeals Panel shall be final within the Club.

7.15 Reportable Conduct

Where required by law, the Club shall report matters involving child abuse or reportable conduct to the appropriate authorities.

Nothing in this Constitution prevents a member from reporting concerns directly to police, child protection authorities or other relevant agencies.

7.16 Confidentiality

Information relating to complaints, investigations and disciplinary matters shall remain confidential except:

- where disclosure is required by law;
 - where necessary to protect the safety of others;
 - where authorised by the Committee.
-

7.17 Member Welfare

The Club is committed to promoting the physical, mental and emotional wellbeing of all members.

The Committee should foster a culture that encourages:

- inclusion;
 - respect;
 - teamwork;
 - resilience;
 - healthy lifestyles;
 - enjoyment of basketball.
-

7.18 Inclusion and Diversity

The Club welcomes participants regardless of:

- age;
- gender;
- disability;
- race;
- cultural background;
- religion;
- sexual orientation;
- gender identity;
- family circumstances;
- socioeconomic background.

Reasonable adjustments will be made where practicable to support participation.

7.19 Spectator Behaviour

Parents, guardians and spectators play an important role in creating a positive basketball environment.

Spectators must:

- encourage all participants;
- respect referees and officials;
- avoid abusive language or behaviour;
- refrain from coaching players from the sidelines;
- comply with venue rules.

The Committee may remove any person whose behaviour is inconsistent with the Club's values or the safety of others.

7.20 Safe Transport

Parents and guardians are responsible for ensuring junior players travel safely to and from Club activities unless alternative arrangements have been approved.

Coaches, Team Managers and volunteers should avoid transporting junior players unless:

- parental consent has been obtained;
 - another responsible adult is present where practicable; and
 - the arrangement complies with the Club's Child Safety Policy.
-

7.21 Photography and Media

The Club will obtain appropriate consent before using images or videos of members, particularly children, in promotional materials, social media or publications.

Images must be used respectfully and in accordance with privacy and child safety requirements.

7.22 Incident Reporting

The Club shall maintain procedures for reporting:

- injuries;
- safety incidents;
- child safety concerns;
- behavioural incidents;
- near misses;
- property damage.

All serious incidents shall be reported to the Committee as soon as practicable.

7.23 Education and Training

The Committee should provide regular education and awareness opportunities for members, coaches, volunteers and Committee Members on:

- Child Safe Standards;
 - Codes of Conduct;
 - member protection;
 - complaint handling;
 - first aid;
 - emergency procedures;
 - diversity and inclusion.
-

7.24 Member Welfare Officer

The Committee may appoint a Member Welfare Officer to:

- provide a confidential point of contact for members;
- support the resolution of welfare concerns;
- assist with member wellbeing initiatives;
- work collaboratively with the Child Safety Officer where appropriate.

The Member Welfare Officer may be a Committee Member or another suitably qualified person appointed by the Committee.

7.25 Zero Tolerance

South East Reapers Basketball Incorporated has zero tolerance for:

- child abuse;
- bullying;
- harassment;
- discrimination;
- racism;
- violence;
- intimidation;
- retaliation against a person who makes a genuine complaint.

Appropriate action will be taken whenever such conduct is substantiated.

7.26 Culture of the Club

Every member shares responsibility for creating a Club culture that reflects the values of:

Represent

Represent the Club, your teammates, your family and yourself with pride and integrity.

Version 1.0

Respect

Treat everyone with fairness, dignity and sportsmanship, both on and off the court.

Reap

Support one another, embrace continuous improvement and celebrate the rewards of teamwork, effort and community.

7.27 Supporting Policies

The Committee may adopt and amend policies to support this section of the Constitution, including:

- Child Safety Policy;
- Member Protection Policy;
- Complaints and Dispute Resolution Policy;
- Disciplinary Policy;
- Social Media Policy;
- Privacy Policy;
- Code of Conduct documents;
- Risk Management Policy;
- Volunteer Screening Policy.

These policies do not form part of this Constitution and may be amended by Committee resolution.

SECTION 8 – ADMINISTRATION & LEGAL

8.1 Purpose

This section establishes the administrative and legal framework for South East Reapers Basketball Incorporated, ensuring the Club operates transparently, complies with applicable legislation, and maintains accurate records to support effective governance.

8.2 Registered Office

The Committee shall determine the registered address of the Club.

The registered address must comply with the requirements of the **Associations Incorporation Reform Act 2012 (Vic)** and be kept current with Consumer Affairs Victoria.

8.3 Public Officer

The Committee shall appoint a Public Officer where required by law.

The Public Officer shall:

- maintain statutory records;

- lodge required documents with Consumer Affairs Victoria;
- receive official correspondence;
- perform any other duties required by legislation.

The Secretary may also perform the role of Public Officer where permitted.

8.4 Club Records

The Club shall maintain accurate and up-to-date records including:

- Constitution;
- Register of Members;
- Committee Register;
- Minutes of Meetings;
- Financial Records;
- Asset Register;
- Insurance Policies;
- Child Safety documentation;
- Working with Children Check Register;
- Policies and Procedures;
- Strategic Plan.

Records may be maintained electronically.

8.5 Access to Club Records

Members may request access to Club records where permitted by law.

The Committee may refuse access where disclosure would:

- breach privacy legislation;
 - disclose confidential information;
 - compromise child safety;
 - prejudice legal proceedings;
 - reveal commercially sensitive information.
-

8.6 Privacy

The Club shall collect, store and use personal information only for legitimate Club purposes.

The Committee shall take reasonable steps to protect personal information from:

- unauthorised access;
- misuse;
- loss;
- disclosure.

Personal information shall be managed in accordance with the **Privacy Act 1988 (Cth)** and any applicable State legislation.

8.7 Electronic Communications

The Club may communicate with members by:

- email;
- SMS;
- the Club website;
- approved membership management systems;
- official Club social media channels.

Electronic communication shall be regarded as valid notice where permitted by law.

8.8 Documents

Official Club documents may be signed by:

- the President and Secretary; or
- any two authorised Committee Members.

Electronic signatures may be used where legally permitted.

8.9 Common Seal

The Club is not required to have a Common Seal.

If a Common Seal is adopted, its use must be authorised by Committee resolution and recorded in the minutes.

8.10 Intellectual Property

The Club owns its:

- name;
- logo;
- branding;
- website content;
- publications;
- policies;
- photographs commissioned by the Club;
- marketing material.

No person may reproduce or use Club intellectual property without Committee approval.

8.11 Digital Records

The Committee should maintain secure electronic records.

Appropriate backup systems should be implemented to protect Club information from loss or cyber incidents.

Passwords and access rights should be reviewed regularly.

Version 1.0

8.12 Insurance

The Committee shall ensure the Club maintains appropriate insurance, including:

- Public Liability;
- Volunteer Insurance;
- Directors' and Officers' Liability (where appropriate);
- Property Insurance;
- Personal Accident Insurance (where applicable);
- any insurance required by Basketball Victoria or the Casey Basketball Association.

8.13 Risk Management

The Committee shall maintain a Risk Register identifying significant risks to the Club.

The Risk Register should be reviewed at least annually and include consideration of:

- financial risks;
- operational risks;
- child safety risks;
- reputational risks;
- cyber security risks;
- facility and equipment risks.

8.14 Compliance

The Committee shall ensure the Club complies with:

- the Associations Incorporation Reform Act 2012 (Vic);
- Child Wellbeing and Safety Act 2005 (Vic);
- Privacy Act 1988 (Cth);
- Basketball Victoria policies;
- Casey Basketball Association by-laws;
- all other applicable legislation.

8.15 Indemnity

To the extent permitted by law, the Club shall indemnify Committee Members, coaches, volunteers and officials against liabilities incurred while acting honestly, in good faith and in the proper performance of their duties.

This indemnity does not apply to fraudulent, reckless or unlawful conduct.

8.16 Notices

Any notice required under this Constitution may be given:

- personally;

- by post;
- by email;
- through the Club's approved electronic communication platform.

A notice is deemed received:

- immediately if delivered personally;
- five (5) business days after posting;
- on the day it is transmitted electronically, unless evidence indicates otherwise.

8.17 Amendment of the Constitution

This Constitution may only be amended by a **Special Resolution** passed in accordance with the **Associations Incorporation Reform Act 2012 (Vic)**.

Members must receive at least **21 days' written notice** of any proposed constitutional amendment, together with details of the proposed changes.

8.18 Interpretation

If any provision of this Constitution is inconsistent with applicable legislation, that legislation shall prevail to the extent of the inconsistency.

The remaining provisions shall continue in full force and effect.

8.19 Dissolution

If the Club is wound up or its incorporation cancelled:

- all debts and liabilities shall first be paid;
- remaining assets shall not be distributed to members.

Any surplus assets shall be transferred to another not-for-profit organisation with similar purposes, as determined by a Special Resolution and in accordance with the **Associations Incorporation Reform Act 2012 (Vic)**.

8.20 Transitional Arrangements

This Constitution takes effect immediately upon its adoption by the members.

All existing Committee Members shall continue in office until the next Annual General Meeting unless otherwise resolved.

Existing Club policies remain in force to the extent they are consistent with this Constitution.

8.21 Review of the Constitution

The Committee shall review this Constitution at least once every **four (4) years**, or earlier if required by:

- legislative changes;

- governance best practice;
- Basketball Victoria requirements;
- Casey Basketball Association requirements;
- the needs of the Club.

Recommendations arising from the review shall be presented to members for consideration where constitutional amendments are required.

8.22 Governance Framework

The Committee shall maintain and regularly review the Club's governance framework, which may include:

- Strategic Plan;
- Operations Manual;
- Financial Policies;
- Child Safety Policies;
- Codes of Conduct;
- Risk Management Framework;
- Volunteer Handbook;
- Position Descriptions;
- Annual Governance Calendar.

These documents support this Constitution but do not form part of it and may be amended by Committee resolution unless otherwise required by law.

8.23 Severability

If any provision of this Constitution is found to be invalid or unenforceable by a court or tribunal, that provision shall be severed to the extent necessary, and the remainder of the Constitution shall continue in full force and effect.

8.24 Commitment to Good Governance

South East Reapers Basketball Incorporated is committed to the principles of:

- transparency;
- accountability;
- integrity;
- inclusion;
- fairness;
- responsible financial management;
- continuous improvement.

The Committee shall conduct the affairs of the Club in a manner that reflects these principles and the Club's values of **Represent. Respect. Reap.**

8.25 Adoption

This Constitution was adopted by a Special Resolution of the members of **South East Reapers Basketball Incorporated** at a General Meeting held on:

Date: _____

Location: _____

Moved by: _____

Seconded by: _____

The Constitution takes effect immediately upon its adoption.

Execution

President

Name: _____

Signature: _____

Date: _____

Secretary

Name: _____

Signature: _____

Date: _____