



Cockburn Basketball Association



JUNIOR COMPETITION WORKING GROUP TERMS OF REFERENCE – 26 NOVEMBER 2019

NAME OF GROUP: Junior Competition Working Group

PURPOSE / ROLE OF THE GROUP:

The Junior Competition Working Group has long been a staple of the Cougar Family's desire to strive for excellence inside the junior domestic space.

The group's broad purpose is to discuss, review and improve the overall operations of the CBA Junior Competition.

The working group is chaired by the CBA Operations Manager (unless otherwise indicated by the General Manager) and requires an additional member as secretary.

It is the responsibility of the Operations Manager to report back to the CBA General manager on the activities of the group after a meeting.

All aims and responsibilities are subject to the strategic direction (and aims) of the CBA in the area of competitions.

This is outlined below.

As a collective unit, the working group is responsible for:

- Review, discussion and improvement of existing junior competition operations.
- Continual enhancement of the link between grassroots participation and CBA junior competition.
- New concepts that further enhance the group's aim's and purpose.
- Discussion of marketing concepts / campaigns that enhance the group's aims and purpose.
- Reviewing the engagement strategies used to enhance the growth of the CBA's competition.

The Junior Competition Working Group aims to:

- Increase participation inside the CBA's junior competitions.
- Make CBA junior competitions as accessible and user friendly as possible to incoming families.
- Build strategies to develop a diverse culture of club and independent team based junior competition.

MEMBERSHIP:

- Basketball Development and Administration Manager
- CBA General Manager (from time to time)
- 2x CBA Directors
- 1x Junior competition representative (per club)

Other representatives may be invited from time to time by invitation from the Chairperson or General Manager.

WORKING METHODS:

- Collegiate, solution-based process: The agenda identifies areas of interest, with potential improvements and solutions flagged in advance by members. The solutions become areas of collegiate discussion at the Working Group meeting. No idea is a bad idea; however, some may be understood to work better than others.



Cockburn Basketball Association



JUNIOR COMPETITION WORKING GROUP TERMS OF REFERENCE – 26 NOVEMBER 2019

- All outcomes are driven from the responsibilities and aims of the group. There is no deviation from this, unless indicated by the Chairperson.
- Thought provoking questions and concepts may be provided prior to the meeting to stimulate prior discussion and thinking.
- Negativity and shooting down of ideas are not welcomed or accepted in the group.
- All representatives are present as members of the Junior Competition Working Group, with all content and discussion driven around the best interests of the CBA junior competition – not individual clubs or teams.

MEETINGS:

Once per term, 4-5 times per year. To be held in the Cougar Den at a time to be defined (in advance) by the Chairperson.

The agenda (from 2020 onwards) will be drafted and circulated 10 days in advance of the meeting, allowing 5 days for members to revert back with additional items of interest. It is the responsibility of the Chairperson in consultation with the General Manager (and board directors if required) to discern the priority of items for the upcoming meeting and whether they are accepted.

Meetings will go for no longer than 60 minutes at a time. Any items not covered at the meeting will be rolled through to the next.

When the minutes (including action items) are approved by the General Manager, these are circulated to the members of the Working Group.

DEFINITION OF TERMS:

Working Group: A group of relevant stakeholders with the purpose of providing **advice** to the CBA on an area of interest. A working group is not a decision-making body.

Chairperson: Responsible for providing the agenda to the working group, collating input on the agenda, controlling the tone and direction of the meeting (while keeping it on track), confirming the minutes with the CBA General Manager and providing outcomes to the members of the group.

Secretary: Responsible for the minutes of the meeting.

A handwritten signature in black ink, appearing to read 'Tyrone Thwaites'.

Tyrone Thwaites
General Manager
Cockburn Basketball Association