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Mike Barnett Sports Complex

Rockingham Basketball & Recreation Association (RBRA)

Club Affiliation & Compliance Policy

1. Purpose

This policy outlines the requirements for organisations to become and remain an affiliated club under RBRA.

It ensures all clubs operate in alignment with RBRA standards, governance, and values, while supporting a safe, respectful, and well-managed basketball environment, whilst acting in the best interest of the club.

2. Scope

This policy applies to all clubs, team organisers, players, coaches, officials, volunteers, and members participating in RBRA competitions and programs.

3. Club Affiliation Requirements

To be recognised as an affiliated club, all clubs must:

3.1 Provide Required Documentation

Clubs must submit and maintain:

- **Full Club Fee Structure** (all player/member fees)
- **Club Policies & Procedures**, including:
  - Code of Conduct
  - Complaints/Grievance Policy
  - Member Protection / Child Safeguarding
  - Refund / Financial policies

Each Club should have their own policies or adopt RBRA's or Basketball Australia's policies.

Clubs must provide updated documentation annually or when changes occur.

3.2 Compliance with RBRA

All clubs must:

- Comply with all RBRA rules, bylaws, policies, and procedures
- Comply with Basketball WA requirements
- Align with the National Integrity Framework, including
    - Complaints Policy
    - Member protection Policy
    - Child Safeguarding Policy
    - Gambling and Match Fixing Policy
    - Improper use of Drugs and Medicine Policy
    - Code of Conduct / Good Administration Framework
- Support and enforce:
    - Code of Conduct
    - Zero Tolerance Policy
    - Member Protection processes

4. Team Organiser Responsibilities

Each team must have a designated Team Organiser who is responsible for:

- Receiving all official communication from RBRA
- Communicating all relevant information to players, coaches, and parents
- Raising all queries or concerns with RBRA via **admin@rockinghamflames.com.au**
- Ensuring all team members, coaches, managers, and spectators:
    - Behave respectfully at all times
    - Treat referees with respect
    - Comply with all RBRA rules, bylaws, policies, and codes of conduct

Individuals should not contact RBRA directly unless necessary beyond the scope of the Team Organiser.

Team Organisers may seek assistance from a Court Controller for in-game issues.

5. Child Safeguarding & Working With Children (WWC) Requirements

RBRA is committed to providing a safe, inclusive and supportive environment for all children and young people. All affiliated clubs are responsible for complying with the **Basketball Australia Child Safeguarding Policy**, in addition to all applicable Working With Children (WWC) legislation.

Clubs must ensure that:

- All coaches, including fill-in coaches, hold a valid Working With Children (WWC) Check where required by legislation.
- A current and accurate register of all WWC details is maintained and can be provided to RBRA upon request.
- A Child Safeguarding Policy, consistent with Basketball Australia requirements, is adopted and implemented within the club.
- Child-safe recruitment and screening practices are implemented for coaches, volunteers and other personnel working with children.
- Appropriate supervision is provided for all activities involving children and young people.
- Professional boundaries are maintained by all coaches, officials and volunteers.
- Appropriate standards are followed for online communication with children and young people.
- Photography, video recording and image use complies with club, RBRA and Basketball Australia safeguarding requirements.
- All safeguarding concerns, allegations or incidents are reported promptly through the prescribed reporting pathways.
- Coaches, volunteers and relevant personnel receive appropriate child safeguarding education and training.
- A positive child-safe culture is actively promoted throughout the club and embedded in day-to-day operations.

Important:
Compliance with Working With Children legislation alone does not satisfy Basketball Australia or RBRA Child Safeguarding requirements. Clubs are expected to implement broader child safeguarding practices that protect the welfare and wellbeing of all children participating in basketball.

Failure to comply with Child Safeguarding or WWC requirements will be considered a serious breach of this policy and may result in disciplinary action, suspension of affiliation, or other sanctions determined by RBRA.

6. Complaints & Escalation Process

RBRA is committed to resolving concerns fairly, consistently and at the most appropriate level. All affiliated clubs, team organisers and members are expected to follow the complaints process outlined below.

Standard Complaints Process

Unless the matter is considered serious, complaints must be managed through the following escalation pathway:

1. **Team Level** – Raise the concern with the Team Organiser.
2. **Club Level** – If unresolved, escalate the matter to the Club Committee or nominated Club Representative.
3. **Association Level (RBRA)** – If still unresolved, the Club must submit the matter to RBRA via **admin@rockinghamflames.com.au**.
4. **RBRA Member Protection Officer (MPO)** – Where appropriate or if the matter remains unresolved, it may be referred to the RBRA Member Protection Officer.

5. **Basketball WA (BWA)** – Matters may then be escalated to Basketball WA where appropriate.

Clubs are responsible for ensuring their members understand and follow this process and do not bypass the appropriate escalation pathway.

Serious Matters

The above process does **not** apply to complaints involving serious misconduct or matters that fall within Basketball Australia's or Basketball WA's Integrity Framework.

Serious matters include, but are not limited to:

- Integrity matters
- Child safeguarding concerns
- Discrimination
- Child safety issues
- Match-fixing or competition manipulation
- Abuse, harassment or other serious misconduct
- Any matter that may constitute a criminal offence

These matters may be referred directly to one or more of the following, as appropriate:

- **Basketball Australia**
- **Basketball WA**
- **Sport Integrity Australia**
- **Relevant law enforcement agencies**

RBRA reserves the right to determine the appropriate pathway for any complaint and may refer matters directly to the relevant authority where required.

7. Game Day & Competition Obligations

7.1 Scorebench Requirements (Finals)

All affiliated clubs in finals:

- Provide **at least one suitable and competent person per age group** to fulfil scorebench duties during **semi-finals and finals**
- Ensure nominated individuals understand scoring requirements and expected conduct
- Other clubs should help where practicable

Failure to provide suitable personnel may result in penalties or sanctions determined by RBRA.

8. Behaviour & Conduct

Clubs must ensure that all players, coaches, managers, and spectators comply with the Zero Tolerance Policy and Code of Conduct which includes:

- Behave respectfully at all times
- Support referees and officials
- Do not act in a way that brings RBRA or the sport into disrepute

9. Governance & Compliance

RBRA retains full governance of all competitions and may:

- Request documentation at any time
- Audit club compliance
- Investigate complaints or incidents

All RBRA decisions are binding on affiliated clubs.

10. Breaches

Failure to comply with this policy may result in:

- Formal warning
- Required corrective action
- Suspension of affiliation
- Removal from RBRA competitions

Serious breaches (including WWC non-compliance or misconduct) may result in immediate action.

11. Review

This policy will be reviewed annually and updated as required.

12. Contact

All correspondence must be directed to:
admin@rockinghamflames.com.au

Policy Document	Club Affiliation and Compliance Policy
Stakeholders	Clubs, RBRA
Date Approved	21ST September 2026
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