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Mike Barnett Sports Complex

Rockingham Basketball & Recreation Association (RBRA)

Club Affiliation Process, Requirements & Terms & Conditions

1. Purpose

This document outlines the process and requirements for organisations seeking to become, or remain, an affiliated club under RBRA.

It ensures all clubs operate in alignment with RBRA standards, policies, and values, while maintaining a safe, respectful, and well-managed competition environment.

2. Club Affiliation Application Process

2.1 Initial Application

Clubs must submit:

- Club name and contact details
- Committee/leadership structure
- Key contact person(s)
- Summary of operations (teams, age groups, competitions)

2.1.1 Clubs must have at least 4 teams to become an affiliated club.

2.2 Mandatory Documentation (REQUIRED)

Clubs **must provide RBRA with copies of the following:**

- **Full Club Fee Structure** (all fees charged to players/members)
- **Club Policies & Procedures**, including:
  - Code of Conduct
  - Complaints/Grievance Policy
  - Member Protection / Child Safeguarding
  - Refund / Financial policies (if applicable)

Please note if you require templates for these policies please contact us and we will assist.

Failure to provide this information will result in the application not being approved.

3. Review & Approval

RBRA will assess all submissions to ensure alignment with:

- RBRA rules, bylaws, and policies
- Basketball WA requirements
- Appropriate governance standards

RBRA may:

- Request amendments
- Provide recommendations
- Approve or decline affiliation

Approval will be confirmed in writing.

4. Ongoing Club Requirements

To remain affiliated, clubs must:

4.1 Compliance

- Adhere to all RBRA rules, bylaws, and policies
- Support and enforce:
    - Code of Conduct
    - Zero Tolerance Policy
    - Member Protection processes

4.2 Transparency

- Provide **updated fees and policies annually** or when changes occur
- Notify RBRA of any significant operational or structural changes

4.3 Behaviour Standards

- Ensure all players, coaches, managers, and spectators behave respectfully
- Promote a safe and inclusive environment at all times

4.4 Communication

- Maintain clear and professional communication with RBRA
- Respond to requests for information in a timely manner

5. Team Organiser Responsibilities (MANDATORY TERMS & CONDITIONS)

All clubs must ensure each team has a designated Team Organiser who agrees to the following:

Team Organisers

As the designated team contact, I understand that:

- It is my responsibility to ensure my teams and/or members are aware that official communication from RBRA will be directed to the team organiser
- It is my responsibility to communicate all game information to all relevant people
- It is my responsibility to communicate updates and responses from RBRA to all relevant people
- It is my responsibility to raise all queries or concerns with RBRA via **admin@rockinghamflames.com.au**
- Individual people should refrain from contacting RBRA directly unless they require further clarification or specific information outside of what team organisers can provide
- It is my responsibility to ensure that all team members, coaches, managers, and spectators treat others — especially referees — with respect at all times
- It is my responsibility to ensure that all team members, coaches, managers, and spectators abide by all RBRA domestic rules, by-laws, terms and conditions, codes of conduct, and policies
- I have the authority to seek assistance from a court controller if any in-game issues arise

6. Working With Children (WWC) Requirements

Clubs are responsible for ensuring compliance with all **Working With Children (WWC)** obligations.

Clubs must ensure that:

- All coaches, including fill-in coaches, hold a valid WWC Check where required
- A current and accurate register of WWC details is maintained by the club at all times
- WWC records are provided to RBRA upon request
- All activities involving children are conducted in accordance with relevant safeguarding requirements and legislation

Failure to comply with WWC requirements will be considered a **serious breach** of RBRA policies.

7. Complaints & Escalation Process

All clubs, team organisers, and members must follow the RBRA complaints process:

1. **Team Level**
   Concerns must first be raised with the Team Organiser
2. **Club Level**
   If unresolved, the matter must be escalated to the Club
3. **Association Level (RBRA)**
   If still unresolved, the Club must submit the matter to RBRA via:
   admin@rockinghamflames.com.au
4. **Member Protection Officer (MPO)**
   If appropriate or unresolved, the matter may be escalated to the RBRA Member Protection Officer
5. **Basketball WA (BWA)**
   Final escalation point if required

Important

- This process must be followed and **must not be bypassed** unless the matter is serious in nature (e.g. safeguarding concerns)
- Clubs are responsible for ensuring their members understand and follow this process
- RBRA reserves the right to determine the appropriate level of escalation for any matter

8. RBRA Terms & Conditions of Affiliation (General)

By being an affiliated club, all clubs agree:

- RBRA retains full governance of all competitions
- RBRA policies, procedures, and decisions are binding
- RBRA reserves the right to:
  - Request documentation at any time
  - Audit compliance
  - Investigate complaints

Clubs must:

- Not act in a way that brings RBRA or the sport into disrepute
- Support integrity, fairness, and respect across all competitions
- Comply with all disciplinary outcomes issued by RBRA

9. Breaches

Failure to comply with these Terms & Conditions, including WWC and complaints processes, may result in:

- Formal warning
- Required corrective action within a specified timeframe
- Suspension of affiliation
- Removal from RBRA competitions

10. Annual Review

Affiliation is reviewed annually and may require:

- Re-submission of documentation
- Confirmation of compliance

11. Contact

All correspondence, submissions, and enquiries must be directed to:

admin@rockinghamflames.com.au

12. Acknowledgement & Agreement

By affiliating with RBRA, clubs acknowledge they:

- Have read and understood this document
- Agree to comply with all requirements and policies
- Accept responsibility for their teams, officials, and members

Execution of Agreement

Club Name: _____
Name: _____
Position: _____
Signature: _____
Date: _____