



ORGANISATIONAL POLICIES AND PROCEDURES MANUAL

Adopted: 17 May 2012

This is a working document which is continually updated.



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1. EXECUTIVE COMMITTEE POLICIES

1.1 GOVERNING PROCESS POLICY

POLICY

The Executive Committee will adopt as its guiding principle a governing rather than managing approach to its role; it will make every effort to separate the twin roles of governance and management and maintain a focus on strategic or long term issues and those associated with outcomes rather than on day to day administration. However, Executive Committee members can be expected to be co-opted into management positions as needs determine.

PROCEDURES

The Executive Committee will:

- Utilise its Terms of Reference & constitution as the base document from which it takes its operational direction.
- Oversee the strategic direction and required outcomes of programmes and services rather than on their management.
- Maintain the policies. All policies will stem from the mission, values, and constitution.
- Address any matters arising in accordance with TCBA policies and procedures.
- Maintain a commitment to excellence in all matters coming before it. It is expected that all Executive Members adhere to the following code of behaviour:
 1. Loyalty to the Executive Committee and TCBA's policies and principles.
 2. Commitment to attending meetings.
 3. Acceptance of accountability for all organisational matters.
 4. Commitment to maintaining a governing rather than managing perspective.
 5. Commitment to representing the Executive Committee and TCBA in a manner befitting Executive Committee membership status.
 6. Commitment to a collective responsibility for all matters pertaining to the Executive Committee.
- Accept the principle that the Executive Committee speaks with one voice that no one member shall publicly express his/her own opinion should this deviate from an agreed Executive Committee position or decision.
- Accept a level of accountability that automatically accompanies Executive Committee membership. The Executive Committee is accountable for TCBA's actions and decisions.
- Provide formal induction training for new members and provide ongoing training to ensure positive support for members in their work on the Executive Committee.

Policy 1.1 revised and ratified at Executive meeting dated 15th March 2018.

1.2 MEETINGS POLICY

POLICY

The Executive Committee is committed to achieving effective and efficient meetings.

PROCEDURES

Meetings will:

- Be based on a pre-prepared agenda:
 - The preparation of which is the responsibility of the Executive Committee Chairperson or in his/her absence, the Deputy Chairperson.
 - The agenda and supporting documents to be emailed at least 5 days prior to the meeting to the Executive Committee where possible.
 - Such an agenda should reflect the principles in the Governance Process policy 1.1.
- Be held with the expectation that members have prepared for them and will participate in all discussions at all times within the boundaries of behaviour considered acceptable by the Executive Committee.
- Be able to be held by way of teleconference or resolutions signed by all members either directly or by way of email where specific issues are unable to be discussed at scheduled Executive Committee meetings.
- Include the General Manager as the representative of staff and volunteers unless the Chairperson or Executive Committee determines/resolves that the General Manager should be excluded.
- Not unreasonably refuse access of the public to Executive Committee meetings except when it declares a section of the meeting to be 'in committee'.
- Have the right to go 'in committee' at any time it chooses but in doing so will:
 - Make the reasons for this clear.
 - Reserve the right to include or exclude any non-Executive Committee member it so chooses.
 - Make all efforts to look ahead and signal any such 'in committee' session in the agenda or at the beginning of the meeting.
- Keep written minutes, copies of which go to all Executive Committee members and the minute file.

Policy 1.2 revised and ratified at Executive meeting dated 15th March 2018.

1.3 CONFLICT OF INTEREST POLICY

The purpose of this conflict of interest policy is to ensure:

- The Executive Committee and staff act at all times in the best interest of TCBA;
- Executive Committee members or staff do not directly or indirectly receive and profit from his or her position;
- Decisions made are in the best interest of TCBA when contemplating entering into a transaction, contract or arrangement that might benefit the private or personal interests of members of staff, contractors and or Executive Committee members; and
- Executive Committee members and staff do not use their position to obtain information to achieve financial or other benefit for themselves or another close family member, friend, or for another organisation. Family includes anyone related by blood, marriage or domestic partnership.

Examples of Conflict of Interest are:

- Where any sporting, private, professional, political, commercial, academic or other interests involving a member or their immediate family that may be relevant and considered in conflict with TCBA business, or may be seen by reasonable members of the public to influence or bias judgment when discussing or reaching a decision.
- When a member or their immediate family or business interests, stands to gain financially from any business dealings, programmes or services provided to TCBA
- When a member or their immediate family participates in or is associated to another organisation offering basketball related activities similar to that of TCBA
- When a professional service is offered to TCBA by a member
- When a member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.

These procedures will be followed to ensure decisions are made in the best interest of TCBA.

1. An interest register will be regularly maintained and monitored where Executive Committee members and staff will register any perceived, current or potential interests. The interest register will include information about:
 - the Executive Committee or staff member affected
 - the type of conflict of interest, and
 - how it will be ensured that decisions are made in TCBA's best interest.
2. At the beginning of every Executive Committee meeting, conflicts of interest will be declared that relate to the agenda items for discussion.
3. When the Chairperson is aware of a real or potential conflict of interest involving one or more Executive Committee members or staff members attending, the Chairperson must take whatever steps are necessary to ensure that the conflict is managed in an appropriate manner according to this policy. If the conflict

that has arisen involves the Chairperson then the vice Chairperson will take the steps necessary.

4. Individual Executive Committee members who are aware of a real or potential conflict of interest of another Executive Committee member have a responsibility to bring this to the notice of the Executive Committee.
5. When there is a conflict of interest, the affected Executive Committee or staff member will not take part in the discussion or decision making.
6. The General Manager will take such steps as the Executive Committee reasonably requires to manage or resolve any staff conflicts of interest.
7. The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:
 - o the type of conflict of interest
 - o the Executive Committee or staff member affected
 - o whether the conflict of interest was declared in advance (new conflicts of interest will be added to the conflict of interest register)
 - o a summary of the discussion, and
 - o how it was ensured that decisions were made in TCBA's best interest, including anyone that withdrew from the discussion and decision making.

**TAURANGA CITY BASKETBALL ASSOCIATION
CONFLICTS OF INTEREST REGISTER**

Date of Disclosure	
Type of Disclosure (Strike out those that do not apply)	Personal / Financial / Services to TCBA / Basketball groups outside TCBA activities / Other
Executive Member Name	
Staff Member Name	
Details of Interest disclosed	
Discussed by Executive Committee	YES / NO Date:
How disclosure will be handled for decisions and meeting	
Annual Report Disclosure required?	YES / NO

Policy 1.3 revised and ratified at Executive meeting dated 15th March 2018.

1.4 SUB-COMMITTEE POLICY

POLICY

The Executive Committee recognises that there are times when a subcommittee can act more effectively than the full Executive Committee. The Executive Committee will establish subcommittees only when necessary. There will be a minimum of standing subcommittees, limited to Finance, and GM Performance Assessment and Remuneration.

PROCEDURES

- The Executive Committee has the authority to establish both standing and ad hoc subcommittees to assist it in its work.
- Subcommittees shall develop their own terms of reference, endorsed by the Executive Committee, clearly defining their role, procedures and functions, and the boundaries of their authority.
- Whilst staff might be involved at the subcommittee level, their role is to advise and assist the subcommittee to do its work, not to bring their work to the subcommittee.
- Subcommittees may co-opt outside members from time to time in order to bring additional skills, experience or networks.
- The role of the subcommittee Chairperson, selected by the subcommittee and confirmed by the Executive Committee, is central to the subcommittee maintaining its focus on Executive Committee level matters.
- All non-standing subcommittees are automatically disestablished once they have completed their work and have reported to the Executive Committee.
- All standing subcommittees shall review their existence annually including their membership and the results of their work and so report to the Executive Committee.
- Subcommittees cannot make binding Executive Committee decisions. For the most part the function of subcommittees is to solve problems for and/or make recommendations to the Executive Committee on which the latter, and only the latter, has the power to make decisions or policy.
- The reporting for subcommittee between Executive Committee meetings is through the Chairperson of the subcommittee and minutes from the sub-committee meetings.

Policy 1.4 revised and ratified at Executive meeting dated 15th March 2108.

1.5 EXECUTIVE COMMITTEE TERMS OF REFERENCE

EXECUTIVE COMMITTEE AUTHORITY

The Executive Committee is the legal authority for TCBA. Executive Committee members are trustees representing the interest of TCBA, both constitutional and moral.

EXECUTIVE COMMITTEE GOVERNANCE

The role of the Executive Committee is governance. Governance focuses on TCBA's wider issues of organisational purpose, and its current Strategic Plan. The Executive Committee will:

- Oversee and protect the organisation's vision, mission, values and resources.
- Recognise environmental indicators of change, uncertainty and opportunity.
- Identify and manage opportunities, risks and legal compliance.
- Support the organisation to adapt and remain relevant.
- Drive the organisation's future direction.
- Work in close partnership with staff, supporting and resourcing staff to carry out their responsibilities.
- Be familiar with TCBA's policies, plans and procedures.

REQUIREMENTS FOR EXECUTIVE COMMITTEE MEMBERSHIP

All Executive Committee members will:

1. Have a commitment to work for the greater good of TCBA primarily, and Basketball in the region generally.
2. Bring knowledge, expertise and influence relevant to TCBA's affairs.
3. Adhere to TCBA's Policies and Procedures and escalate any issues or concerns with said policies and procedures through Executive Committee Meetings.
4. Executive Committee members may be required to serve on one or more subcommittees or working parties.

There is an expectation that Executive Committee members will make every effort to attend all Executive Committee meetings and devote sufficient time to become familiar with TCBA's affairs and the wider environment within which it operates.

Subject to the provision of the constitution, the Chairperson and Vice Chairperson shall be elected by the Executive Committee members from within the Executive Committee.

The members of the Executive at any time shall have the power to co-opt further or replace members provided that any person appointed to the Executive to fill a casual vacancy, will hold office until the date on which the term of that Executive member they have been appointed to replace would have expired. The policy of the Executive Committee when appointing new Executive Committee members is to ensure actively there is no discrimination of any kind.

The goal of the Executive Committee shall be to strive for a good balance of:

1. Competence

2. Basketball specific knowledge
3. Business acumen
4. Legal expertise
5. Financial management expertise
6. General sport management expertise

EXECUTIVE COMMITTEE LEVEL POLICY

The Executive Committee will develop the following Executive Committee Level Policies:

- Strategic policies encompassing the vision and mission statements, TCBA's values, the constitution and bylaws and any other legal frameworks.
- Governing process policies describing the way the Executive Committee carries out its governing role including its policy on use of subcommittees and meeting processes.
- Executive Committee/Staff policies defining the boundaries of the relationship between the Executive Committee and the General Manager.

EFFECTIVENESS EVALUATION

The Executive Committee will undertake an assessment of its effectiveness on an annual basis based on the achievement of its own plans established for the year and on the fulfilment of its overall responsibilities as defined in this document and in its policies.

TERMS OF OFFICE

Executive Committee members are elected for a two year period in office.

Policy 1.5 revised and ratified at Executive meeting dated 15th March 2018.

1.6 EXECUTIVE COMMITTEE / MANAGEMENT POLICY

POLICY

Recognising that the governance role is, of necessity, confined to the formulation and monitoring of high level policies, the Executive Committee delegates to the staff, the role of further developing, and implementing these through subsidiary policies.

The General Manager's job therefore is to implement and comply with the policies of the Executive Committee.

The policies established by the Executive Committee provide the framework within which staff are expected to work.

PROCEDURES

The General Manager:

- Establishes all operational policies essential for the effective management of TCBA.
- Carries out the operational business of TCBA. So long as these actions fall within the boundaries described within the Executive Committee's Strategic and / or Executive Committee Level Policies and operational policies.
- Carries out his/her tasks without the necessity to consult with the Executive Committee on matters other than those requiring urgent/immediate action falling outside of current policy and direction.

THE EXECUTIVE COMMITTEE

- Will be available to provide support and guidance to the General Manager as and when requested.

Policy 1.6 revised and ratified at Executive meeting dated 15th March 2018

2. STAFF

2.1 STAFF MONITORING POLICY

POLICY

The Executive Committee will ensure that the General Manager has an annual performance review. The General Manager will undertake an annual performance review of all staff.

PROCEDURES

GENERAL MANAGER

- The General Manager will meet regularly with the Chairperson in an informal setting in which there will be an exchange of information about organisational programmes and services.
- In addition to the informal regular meetings between the General Manager and the Chairperson there will be established an agreed upon time when the General Manager, Chairperson and nominated committee members meet to carry out a formal appraisal based on the criteria agreed to and set at the beginning of the monitoring period. The format and process for this meeting will be negotiated and agreed upon between the General Manager and the Chairperson.
- The General Manager's performance shall be assessed with reference to the General Manager's annual plan and implementation of the strategic plan.
- The process will include identification of training and/or professional development needs of the General Manager.
- Although the General Manager is accountable to the entire Executive Committee for his/her performance, this accountability is expressed through a relationship with the Chairperson who will report to the Executive Committee as and when appropriate. All reports and performance feedback are channelled through this relationship. The Chairperson shall advise the Executive Committee of the results of any matters related to the General Manager's review, as carried out by the Executive Committee Subcommittee to review staff performance.
- Performance review outcomes are relevant considerations in remuneration negotiations.
- All General Manager remunerations will be annually negotiated with the chairperson and then approved by the Executive Committee. A formal letter of confirmation will then be provided to the General Manager.

STAFF

- The General Manager will meet regularly with each staff member every 6 months, when the General Manager will carry out a formal appraisal based on the criteria agreed to and set at the beginning of the monitoring period. The format and process for this meeting will be negotiated and agreed upon between the General Manager and each staff member.

- Performance shall be assessed with reference to the annual plan and implementation of the strategic plan.
- The General Manager will make recommendations on remunerations for staff to the Executive Committee for approval.
- The process will include identification of training and/or professional development needs of the staff member or general manager.

Policy 2.1 revised and ratified at Executive meeting dated 15th March 2018

2.2 STAFF APPOINTMENT TERMS AND CONDITIONS OF EMPLOYMENT

POLICY

TCBA will employ the most appropriate person for the job and provide fair and appropriate terms and conditions of employment in accordance with New Zealand employment legislation.

PROCEDURES

- The responsibility for appointing and terminating the employment of TCBA's General Manager Position lies with the Executive Committee.
- When a General Manager is to be appointed, the position will be advertised in order to attract the widest possible range of potential applicants.
- The General Manager is responsible for the process involved with appointing and terminating staff members and/or contractors. All final appointments and terminations must be approved by the Executive Committee.
- For senior staff positions the General Manager will, in association with the chairperson, form an appointments group made up of Executive Committee members, General Manager and if applicable a position specialist(s). This group will assist the General Manager with the selection of the preferred candidate.
- Prior to an appointment recommendation to the Executive Committee, the following should be completed
 - For all positions involving the coaching and or management of children including full and part time staff, contractors and volunteers
 - A police vetting check
 - A check with at least two referees
 - For all senior staff positions:
 - A check with at least two referees
- The final decision for the appointment of all staff is made by the full Executive Committee.
- All staff, volunteer and contractor terms and conditions of employment are contained in the contract negotiated and signed on behalf of the Executive Committee by the Chairperson or the General Manager. Such contract to be ratified by the full Executive Committee.
- The process of termination will be specified in the employment contract or contract.

Policy 2.2 revised and ratified at Executive meeting dated 15th March 2018

2.3 LEAVE POLICY

POLICY STATEMENT

TCBA's policy is that all employees are entitled to leave in accordance with their contract and/or New Zealand Employment legislation. Where the attached practices conflict with employment legislation for an employee, or group of employees; the law will take precedence.

OBJECTIVE

The objectives of the leave policy are to ensure all staff have adequate time away from work for family holidays, special events, rest and recreation while avoiding the build up of large amounts of annual leave not taken on the balance sheet.

PROCEDURE

All planned leave will be taken at a mutually agreed time and will take into account workload requirements and an employee's individual needs.

Leave must be approved in advance with the exception of sick leave or special leave where absences cannot be anticipated.

Staff

A leave form should be completed, signed by the General Manager and forwarded to the Administration for action.

General Manager

The General Manager will forward their personal leave forms to the Chairperson to be approved and signed. They will then be forwarded to Administration for action.

ANNUAL LEAVE

It is preferred annual leave is not accrued from year to year. Employees are expected to cooperate in taking annual leave as requested when the business closes for the Christmas break.

In the first 12 months of employment, employees can only take annual leave once it has accrued (or at the Executive Committee's discretion), unless required by management to take annual leave over the Christmas period.

In some circumstances, leave in advance of accrual may be approved and each request will be assessed individually by the General Manager. This may be conditional on the individual agreeing to TCBA deducting any advance in the event of termination, or to the employee accepting leave without pay.

Applications for planned leave should where possible be lodged two weeks in advance. Leave application forms should be filled out and forwarded to the General Manager for approval.

PERSONAL LEAVE

a) Sick Leave as set out in the Holidays Act

- The Employee shall, after six months employment with the Employer, be entitled to five days sick leave for each subsequent 12 month period of service. Sick leave can be taken where the Employee is sick or where the Employee's spouse or a person who is dependent on the Employee is sick or injured.
- Sick leave entitlements can be accumulated from year to year up to a maximum entitlement of 20 days.
- A medical certificate may be requested (where appropriate) for any sick leave.
- Where the Employee has taken sick leave and has been absent from work for at least three consecutive calendar days, TCBA shall be entitled to require the employee to provide proof of entitlement to sick leave, at the employee's cost.
- Where the Employee takes sick leave, and the TCBA has reasonable cause to suspect that the leave is not genuine, the TCBA shall be entitled to require the employee to provide proof of entitlement to sick leave within the three consecutive calendar days, at TCBA's cost. TCBA will inform the employee as early as possible that such proof will be required.

b) Bereavement Leave as set out in the Holidays Act

- The Employee is entitled after six months employment to paid bereavement leave of up to three days in relation to the death of their parent, grandparent, sibling, child, grandchild, spouse, or parent of their spouse.
- The Employee is entitled to one days paid bereavement leave if TCBA considers the Employee has suffered bereavement through the death of another person.

c) Parental Leave

- The Employee shall be entitled to parental leave in accordance with the Parental Leave and Employment Protection Act 1987.

d) Unpaid Leave

- Applications for unpaid leave will be given reasonable consideration by TCBA, but shall be granted only at the Employer's sole discretion having regard to the requirements of TCBA's business and operations. Applications for unpaid leave will be considered in situations such as for compassionate reasons; to undertake a course of work related study; or to gain additional work related experience.

e) Jury Duty

- Employees are entitled to paid leave to serve on a jury. An employee on jury service should provide official evidence of requirement to attend and attendance at the court.
- Employees should declare the amount paid to them by the court and TCBA will reimburse them the difference between the amount received and their base salary.

TIME IN LIEU

Time-in-lieu may be granted to those employees who are required to work outside of their normal job function and overall hours. Time-in-lieu will be negotiated ahead of time with the General Manager and taken at a mutually agreed time.

TCBA will maintain time-in-lieu records which will document time-in-lieu credits and debits. This allows the provision of time-in-lieu as a discretionary benefit. Generally, time-in-lieu should be taken within the same financial year within which it is accrued.

PERSONAL DEVELOPMENT LEAVE

Employees are entitled to leave to undertake personal development relevant to TCBA business. The maximum amount of personal development leave that should be approved is 10 full days per year

The personal development leave will be specified in the employee's annual personal development plan. This plan will be approved by the employee's manager. .

Applications for personal development leave should be lodged two weeks in advance by filling out a leave application form.

This policy is under comprehensive review by the Executive Committee as at February 2018

2.4 USE OF TCBA VEHICLES AND PRIVATE VEHICLES FOR WORK

POLICY

The purpose of this policy is to provide clarity regarding the use and operation of TCBA vehicles.

TCBA Staff and contractors can use TCBA vehicles after agreeing to and signing the TCBA Vehicle Contract. (see Appendix I)

FUEL COST REIMBURSEMENT

When a TCBA staff member is carrying out TCBA activities out of the region, receipts must be produced for all petrol purchased. Staff will be reimbursed for all fuel costs relating to TCBA activities out of the region.

PRIVATE USE OF TCBA VEHICLES

TCBA vehicles are not to be used for private use outside a 50 kilometre range of your home base. Permission may be given by the General Manager to go outside this range but this must be gained prior to any extended travel. Where permission is granted you must refill the vehicle on your return at your own expense.

MAINTENANCE OF TCBA VEHICLES

TCBA is responsible for the maintenance of TCBA vehicles.

The driver is responsible for the proper care of TCBA vehicles. Where the care of the vehicle is inadequate, the driver may be required to either contribute to the cost of cleaning or alternatively forfeit the vehicle.

INSURANCE AND ACCIDENTS

In the event of the vehicle being involved in ANY accident, no matter how trivial, names and addresses of witnesses should be obtained and the matter reported to the police if any person is injured. The only statement necessary to be made to the third party is your name, registration number and employer's name. Our insurance company advises that any person involved in an accident should not admit liability. Any communication you receive from other parties MUST NOT be answered by you, but referred to the legal representative of the TCBA Executive Committee. The accident must be reported to the General Manager at the first possible opportunity.

ALCOHOL AND DRUGS

TCBA policy is that no employee shall drive a TCBA vehicle whilst under the influence of alcohol or a drug. If an accident occurs whilst a TCBA car is being driven by any person who is under the influence of intoxicating liquor or a drug, medication, or otherwise, the driver will be in the same position as he/she would have been if they were driving a private car, and could therefore be held personally liable, not only for damage to the TCBA vehicle but also for damage to any vehicle or property belonging to third parties.

TRAFFIC INFRINGEMENTS AND PARKING TICKETS

A TCBA employee who receives a traffic infringement or parking ticket while using a TCBA vehicle (including rental vehicles) will be personally responsible for the citation or ticket. Employees of TCBA may claim for the cost of parking anytime they are on TCBA business. Prior approval is required before any non TCBA staff member can drive a TCBA vehicle.

DRIVERS RESPONSIBILITIES

It is the responsibility of the employee to whom the car is allocated to ensure that a valid licence is held by ANY driver of the car. The driver must be a fully licenced driver and ensure that relevant legal requirements are observed, including wearing of seat belts by all occupants. It is the responsibility of the employee to immediately notify the General Manger of any changes to the conditions of their Drivers Licence or medical suitability to drive.

VEHICLE CLEANING

It is your responsibility to keep your vehicle clean both externally and internally. While it is realised that at certain times of the year it is a difficult task a once a week clean would be the expected minimum.

USE OF PRIVATE VEHICLE FOR TCBA WORK ACTIVITIES

Private vehicles will not be used for TCBA work use unless prior approval has been received from the General Manager. If approval is granted, recompense for that use will be gained through an expense claim based on the distance travelled. The present rate is \$0.62 for the first 3000 kilometres and \$0.19 thereafter. Claims should be made on an expense claim form.

When using private vehicles for work use you must ensure that:

- The vehicle has a current warrant of fitness and is insured.
- The vehicle is safely used.
- The driver holds the appropriate licence

Policy 2.4 revised and ratified at Executive meeting dated 15th March 2018

3. FINANCIAL POLICIES

3.1 ACCOUNTING PRACTICES POLICY

POLICY

The Executive Committee has a set of accounting practices in place to ensure financial stability for the present and the future viability of TCBA.

It is a policy that standard accounting principles will apply at all times to ensure that TCBA's financial transactions meet standard audit requirements, and further more these should be in line with the guiding principles and stated values of TCBA.

PROCEDURES

- The Executive Committee believes that sound accounting practices are fundamental to the stable stewardship of TCBA and has established a set of policies to guide the Executive Committee in its decision making and to assist management in applying these practices. The Executive Committee will appoint a Finance Subcommittee which will convene on a monthly basis or more frequently, as determined. This Subcommittee will make recommendations to the Executive Committee regarding changes to all Executive Committee financial policies on a six monthly basis. The Finance Subcommittee shall consist of at least two members of the Executive Committee and/or the Chairperson. The General Manager will assist the sub-committee.
- All reasonable steps will be taken to ensure the smooth accounting of cash flow is achieved. This will be done by:
 - Ensuring accrual practices are applied for amounts over \$5,000.
 - Considering actioning payroll earlier if end of month transactions distort the budgeting timelines and push the transaction into the following month, and out of line with the budget.
 - That for all events and activities over \$5,000, income and expenditure should be treated as pre-paid liabilities and kept within the statement of financial position and not brought into the operational accounts until appropriate.
 - That all purchases for on-sold items should be treated as stock and that monthly stock takes and trading accounts should apply.
- The Finance Subcommittee will advise the Executive Committee its recommendations for any changes to the budget forecast so as to provide more accurate cash flow picture, as deemed necessary.

Policy 3.1 revised and ratified at Executive meeting dated 15th March 2018

3.2 FINANCIAL MANAGEMENT POLICY

POLICY

The General Manager is responsible for the day to day financial management of TCBA and shall carry out this duty in a manner which shall in no way threaten TCBA's financial stability and viability. It is acknowledged that the majority of funding for TCBA is un-secure and from gaming machine trusts and therefore budgets must be flexible.

PROCEDURES

- Ensure the affairs are managed on a prudent strategic basis.
- A yearly budget shall be presented to the Executive Committee in September for approval.
- The expenses budget shall be written within the scope of the income budget.
- The General Manager is accountable and responsible for the budget execution, and will liaise with the Finance Subcommittee on all financial matters.
- The funds shall be used solely for the purpose of TCBA's goals and priorities as approved by the Executive Committee.
- Expenditure beyond TCBA's reserves at any one time should not go ahead.
- All expenditure shall be countersigned by one of either the Chairperson or Vice Chairperson and one of either the General Manager or Administration Manager.
- Budget alterations and deviations can only be by Executive Committee approval.
- Accounts may be audited as appropriate and must be by an approved auditor.
- All financial transactions shall be recorded using standard accounting practices.

Policy 3.2 revised and ratified at Executive meeting dated 15th March 2018

3.3 BUDGETING POLICY

POLICY

It is the responsibility of the Finance Subcommittee to research and develop TCBA's overall annual operating budget. The annual budget should be soundly prepared reflecting a mix of ongoing operational requirements and TCBA's critical strategic issues as identified in the strategic plan. The budget should reflect both expenditure and revenue projections.

PROCEDURES

The annual budget is a reflection of TCBA's annual operational plan and as such should be presented in partnership with the plan showing the relationship between planned for events and associated costs and revenues.

The annual budget shall:

- Contain sufficient detail to allow an accurate projection of revenues and expenditures.
- Present a true cashflow position which does not confuse or mislead any audit trail.
- Contain projected expenditures which meet the projected reasonable estimate of revenue during the period covered by the budget.
- Comply with the Executive Committee's stated objectives and priorities.
- Be presented in such a way as to make it easy to interpret and follow and shall comply with standard budget presentation formats.

GENERAL MANAGER'S RESPONSIBILITIES

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The General Manager is responsible for the annual presentation of budgets (capital and revenue) and for providing such additional information to enable the Executive Committee to make its approval.

- The General Manager is responsible for submitting to the Executive Committee explanations for variances from the approved budgets.
- The General Manager is responsible for ensuring that any application to the Executive Committee for expenditure which has not been specifically budgeted for is supported by precise costings and a recommendation as to how the new expenditure can be funded.

Policy 3.3 revised and ratified at Executive meeting dated 15th March 2018

3.4 REVENUE EARNING LIMITATIONS POLICY

POLICY

TCBA's interests are paramount at any times TCBA may embark on revenue earning. The level of exposure to risk shall be kept to a minimum.

PROCEDURES

With respect to TCBA's income plan, the General Manager or any other staff member shall not pursue or in any other way support any fundraising activity or process without the Executive Committee's approval which:

- Could in any way be considered unethical or illegal or which directly contravenes TCBA's stated values and objects.
- In any way involves any person, either as a staff member or as an agent of an outside organisation, when that person is known to have been associated with embezzlement or has been prosecuted for any form of fraud.
- Could result in organisation's good name being compromised, brought into ill repute or in it being associated in any way with another organisation or individual of ill repute.
- Involves TCBA laying out large sums of money in order to match a similar investment by an outside agency/TCBA or utilises financial reserves or current account to float a fundraising venture.
- Permits any one person to have complete authority over the financial transactions involved in any fundraising venture.
- Involves TCBA in any fundraising ventures which entail high risk unless the Executive Committee has given its explicit approval.
- Is not fully within the Executive Committee's cognizance; therefore it is expected that there will be furnished regular reports to Executive Committee meeting syndicating in general terms the financial position of any such programme accompanied by brief comments about issues current and relevant to all such programmes.

Policy 3.4 revised and ratified at Executive meeting dated 15th March 2018

3.5 FINANCIAL REPORTING: LIMITATIONS POLICY

POLICY

Financial reporting to the Executive Committee is presented in such a way that all Executive Committee members are able to understand the meaning of the reports and that all reports are a true and accurate account of the financial affairs of TCBA.

PROCEDURES

Accordingly the Finance Subcommittee shall not submit or allow to be submitted, any reporting which:

- Does not reflect a true and accurate picture of the accounts presented.
- Is incomplete or misrepresentative of any aspect of the accounts presented.
- Does not utilise standard financial reporting formats or which presents the data in such a way as to make it difficult to interpret or understand, provided that it is acknowledged that existing financial reporting formats are not consistent with standard reporting formats as determined by the Financial Reporting Act.
- Deviates from the agreed Executive Committee reporting procedures.

Policy 3.5 revised and ratified at Executive meeting dated 15th March 2018

3.6 BANK ACCOUNTS AND INVESTMENT POLICY

POLICY

TCBA's investment assets (surplus cash reserves) are to be invested in such a way as to maximise long term returns (consistent with prudent levels of risk) while at the same time maintaining sufficient liquidity to enable TCBA to meet day to day financial commitments.

PROCEDURES

- The General Manager will set up bank accounts required for financial management and will record delegated authority to operate such bank accounts.
- Responsibility for transfers to and from investments and transfers of funds between approved bank accounts will be delegated to the TCBA General Manager.
- The TCBA Finance Subcommittee will report to the Executive Committee on all short and long term investments held with its bank.
- The investment of surplus funds will be monitored by TCBA finance committee so that the amount of money held in low bearing interest rate accounts is minimised but isn't so low that it negatively impacts on the day to day financial management.

Policy 3.6 revised and ratified at Executive meeting dated 15th March 2018

3.7 Staff Reimbursement Policy

Procedure:

- In the event that staff are required to purchase pre-approved goods or services, they are required to provide a receipt to the administrator who will provide reimbursement after authorisation from the General Manager.

Policy 3.7 revised and ratified at Executive meeting dated 15th March 2018

4. PERSONNEL POLICIES

4.1 PERSONNEL POLICY

POLICY

With respect to TCBA's personnel management processes and systems, the Executive Committee anticipates that all matters pertaining to personnel will be managed in a sound,

fair and respectful manner. TCBA will adhere to the regulations contained in the New Zealand Employment Legislation.

PROCEDURES

The General Manager shall ensure:

- That all staff have a current and relevant position description which accurately reflects TCBA's expectations of the position.
- Any employee or volunteer who feel that their rights of personal dignity, safety, the rights to ethical job related dissent or that they have a personal grievance, will be given every opportunity to raise these concerns and be given a fair internal process to resolve these matters. As for any personal grievance issues, the obligations under NZ employment legislation.
- That he/she complies with policies; 2.1, & 2.2 & 2.3 in the TCBA organisation and procedures manual.
- That all staff will be given the right to join a relevant professional association or union or have access to the services of that union, as these relate to the work place and related conditions.
- That he/she will keep up to date with all relevant employment related legislation, keep the Executive Committee informed on such matters and base personnel management on requirements of such legislation.
- That he/she will keep the Executive Committee fully informed about impending disputes and grievances, or dispute and grievances and actions against the Executive Committee, which may lead to termination of employment or action against the Executive Committee.

Policy 4.1 revised and ratified at Executive meeting dated 15th March 2018

4.2 EEO POLICY

POLICY

TCBA is committed to supporting the principles of equal opportunities in employment, training and promotion and will adhere to all the conditions contained in New Zealand legislation and pertaining to EEO

The philosophy of TCBA is to ensure actively there is no discrimination on the grounds of race, colour, ethnic or national origin, sex, sexual orientation, marital status, family status, disability, religion or age.

PROCEDURES

- The selection and employment of staff is made solely on an impartial assessment of their ability to achieve the excellent performance standards needed to attain TCBA's goals.
- The personal development of employees and trainees is achieved by giving opportunities and training to enable the individual's achievement of full potential in accordance with TCBA's goals.
- Remuneration appropriately rewards the level of authority, responsibility, accountability, technical competence and achievement of the position and person. TCBA will also take into account relevant New Zealand Legislation.
- Every employee and trainee enjoys a working environment free of harassment and TCBA will endeavour to foster this environment.

Policy 4.2 revised and ratified at Executive meeting dated 15th March 2018

4.3 VOLUNTEER TERMS AND CONDITIONS POLICY

POLICY

TCBA recognises the right of all volunteers to fair and proper terms and conditions of engagement consistent with good employer practice. In particular, TCBA recognises that, as not for profit organisation, its volunteers are an extremely valued resource.

PROCEDURES

The Chairperson and General Manager shall:

- Develop and keep up to date a set of standard terms and conditions of engagement for all volunteers serving in a sponsored placement.
- Carry out periodic reviews to ensure that such terms and conditions are met.
- Discuss with the Executive Committee any significant changes required or desired prior to making such changes. On such occasions the General Manager will present a report outlining the proposed changes and the reason for these.
- Recognise that when any proposed changes to terms and conditions of services have implications for the Executive Committee's governing responsibilities, Executive Committee approval is required.
- Ensure that volunteers will not be placed in unacceptable "employment" situations, including health and safety matters.
- Develop and maintain a set of standard terms and conditions of volunteer liability and appropriate indemnities consistent with the policies and recommendations of Sport New Zealand.
- Ensure that volunteers are reimbursed for out of pocket expenses while carrying out their volunteer duties on behalf of TCBA. For petrol, this will mean a rate equivalent to that used to reimburse staff.

This policy is under comprehensive review by the Executive Committee as at February 2018.

5. QUALITY POLICY

5.1 QUALITY

POLICY

TCBA is committed to quality practices and behaviours in all areas of operation.

PROCEDURES

- While the Executive Committee is responsible for the approval of all the quality policies the implementation of these is delegated to the General Manager.
- The Executive Committee will review each policy section as scheduled in the annual agenda, as determined by the Executive Committee each February. Each policy section should therefore be reviewed at least every two years.
- Each policy statement will be reviewed in terms of:
 - Its continuing relevance as written.
 - The match between current practice and the policy ideal.
 - Conformance to any quality standards and legal requirements included in the policy.
 - Quality audit requirements.
- In addition to the formal annual review of policy, the monitoring of policy is ongoing with the Executive Committee requesting that the General Manager report to Executive Committee meetings on aspects of TCBA's quality policies.

Policy 5.1 revised and ratified at Executive meeting dated 15th March 2018

5.2 QUALITY ASSURANCE POLICY

POLICY

TCBA is committed to providing quality assured services and quality management principles in its administration and management practices.

PROCEDURES

- All TCBA policies and procedures, both Executive Committee Level and operational level shall be reviewed at times specified for each policy.
- The General Manager shall develop standard and procedure of practice for all key areas of TCBA's operation. In particular these shall apply to:
 - All areas of programme management, including volunteer recruitment, placement, supervision, debriefing, review of terms and conditions of engagement.
 - All areas of TCBA's core operational management practices including financial management, records management and archiving, security of premises, refund of staff travel, authorisation for overseas travel, occupational health and safety, privacy and confidentiality of information, purchasing, monitoring of programmes, staff performance appraisal and professional development, discipline and staff meetings.
- Standards and procedures shall be documented and made available to all staff and Executive Committee members.
- New Executive Committee members will be provided with the Executive Committee policy manual as part of their formal induction process.

Policy 5.2 revised and ratified at Executive meeting dated 15th March 2018

6 GENERAL ADMINISTRATION POLICIES

6.1 OCCUPATIONAL HEALTH AND SAFETY

POLICY

As a responsible employer, TCBA will abide by the Health and Safety New Zealand Legislation.

PROCEDURES

- TCBA will take practicable steps to:
 - Ensure employee, volunteers, players, coaches, officials and practicum students are safe at work.
 - Identify all hazards in the place of work.
 - Where the hazards identified are significant – eliminate, isolate or minimise employees' and trainees' exposure to hazards.
- TCBA will provide appropriate facilities, ensure plant is safe to use, work methods do not harm employees, and develop emergency procedures.
- TCBA will keep a register of accidents and cases of serious harm that occur at work.
- In the case of an accident causing serious harm the procedures will be according to the Act including:
 - Non-interference with the scene of the accident until authorised by a OSH Inspector, unless it is to help the injured or to prevent serious damage or loss of property.
 - Notification of the accident to the Department of Labour as soon as possible after the event.
 - Provide the Department of Labour with a written report of the circumstances of the accident.
 - Any other cases of serious harm will be reported to Department of Labour as soon as practicable after the event.
 - The General Manager will carry out the duties of the Health and Safety Officer.

This policy is under comprehensive review by the Executive Committee as at February 2018.

6.2 PROPERTY MANAGEMENT POLICY

POLICY

It is the responsibility of the General Manager to ensure that TCBA's assets are maintained and managed and that standards are adhered to.

PROCEDURES

- The General Manager shall not permit any unauthorised person to handle cash.
- Fixed assets will be accounted for in an asset register.
- The fixed asset register will be maintained in by the TCBA Administration Manager.
- Asset checks will be completed at least annually by the General Manager.
- The TCBA uniforms, equipment and tracksuits will be maintained by a separate inventory system. Such items will be stored in a secure place to adequately safeguard against loss, damage, or theft of property.
- The General Manager (in association with the Administration Manager) may prepare a budget for capital expenditure. Expenditure must be approved by the Executive Committee however TCBA will endeavour to offset capital expenditure with gaming trust (or other) funding. Unforeseen maintenance or item replacement expenditures may be required from time to time but must meet with the approval of the Executive Committee.
- TCBA will base its operation in secure surroundings (minimising risk of such things as theft and fire). Appropriate burglar alarm systems will be installed.
- **The TCBA will protect its assets in a prudent manner. TCBA will insure itself against public liability and loss to machinery, plant, office equipment, computers away from the office, money, employee's effects and protection costs and commercial lease vehicles.**
- The General Manager will ensure that insurances are kept current, that TCBA is insured to an appropriate level and the insurance renewal is recorded in the minutes of the following Executive meeting.

Policy 6.2 revised and ratified at Executive meeting dated 15th March 2018

6.3 PRIVACY POLICY

POLICY

TCBA will at all times comply with the New Zealand Privacy Legislation.

PROCEDURES

- Personal information collected by TCBA must be for a necessary and lawful purpose connected with TCBA's activities.
- Personal information must be collected directly from the individual concerned unless there are reasonable grounds for collecting that information from another source. Reasonable grounds are specified in the Privacy Act.
- Personal information is to be collected only with the knowledge and informed consent of the individual concerned and/or their caregiver, unless there are reasonable grounds for not doing so.
- Personal information shall not be collected by TCBA by means which are unlawful, unfair, or an unreasonable intrusion upon that individual's personal affairs.
- Personal information will be protected against loss, unauthorised access, use or disclosure, or other misuse.
- The individual concerned is entitled to confirmation of personal information held by TCBA, and be provided access to that information. Access is to be granted unless there are 'good reasons' for refusing access. Good reasons are specified in the Privacy Act.
- TCBA will take reasonable steps to ensure information is accurate, up to date, complete, and not misleading.
- Personal information will not be kept for longer than necessary. Any player injury forms need to be returned to the DOD. Rep Team Managers are responsible for returning all player agreement/ medical information forms to the Director of Development at the end of the season for destruction
- Personal information gained will not be used for any purpose other than that for which it is obtained. The taking of video audio or still photography at TCBA representative or development programme trainings is not permitted in accordance with
- The individual is entitled to request correction or request that a correction statement be attached to the information.

TCBA will not disclose personal information to anyone other than the individual concerned and/or their caregiver unless:

- Disclosure is for a purpose for which the information is obtained.
- Source of information is publicly available.
- Disclosure is authorised by the individual concerned.
- Disclosure is necessary to prevent or lessen a serious and imminent threat to public health and safety, or the individual's life and health.

- Disclosure will not identify the individual.

Policy 6.3 revised and ratified at Executive meeting dated 15th March 2018

6.4 RECORD KEEPING POLICY

POLICY

TCBA requires an effective system of record management to be in place to ensure efficient safe operation, maintenance, security and preservation of TCBA's current and historical records.

PROCEDURES

- An annual review of all office files, and publications should be made to separate archival and current records.
- All records of a personal and confidential nature are kept in a secure place and will be destroyed when no longer relevant.
- The computerised filing system will be backed up on a daily basis and compatible with the hard copy filing system. The backup tapes will be stored off site at a staff member's private address.
- All archival material will be kept in a secure location for such time as legally necessary.
- All current records will be kept in secure files that should be kept locked when unattended.
- The General Manager, will be responsible for operation, maintenance, security and preservation of TCBA's current and historical records.

Policy 6.4 revised and ratified at Executive meeting dated 15th March 2018

6.5 MEDIA AND PUBLIC RELATIONS POLICY

POLICY

TCBA is committed to presenting a positive image of itself at all times. In the first instance ALL media enquiries should be directed to the General Manager. However, there may be occasions when adverse publicity, either for itself or its sport, requires appropriate action and dialog with and through the media. As a general rule however no member of the Executive Committee or any staff member shall approve or in any way support any action or activity which any way brings TCBA's name into ill repute.

PROCEDURES

- While it is commonly recognised that the Executive Committee speaks with one voice, it is the Chairperson that should make comment on significant strategic issues or public statements about TCBA's policies.
- It is the responsibility of the General Manager to make appropriate statements to the media, if comments relate to operational/programme functions.
- No Executive Committee member, the General Manager or any staff member or volunteer, shall make any statements to the media that are derogatory or in any way damaging to TCBA's stakeholders.
- In the event of a newsbreak requiring urgent attention, or which creates an area of significant risk for TCBA the General Manager shall consult with the Chairperson to decide appropriate action.

Policy 6.5 revised and ratified at Executive meeting dated 15th March 2018

6.6 SOCIAL MEDIA POLICY

POLICY

TCBA will continue to develop social media as a positive means of publicity and communication

Procedures

Director of Development shall be responsible for the administration, maintenance and monitoring of all TCBA social media sites

Reference Managers Processes Appendix II

Policy 6.6 revised and ratified at Executive meeting dated 15th March 2018

7 GAME DEVELOPMENT POLICY

POLICY

The TCBA Executive Committee will delegate to the General Manager and staff the operation of competitions and tournaments run in the region. The General Manager will either directly through staff or through its affiliates offer a wide variety of competitions and tournaments to participants in the greater area that allow it to:

1. Increase participation.
2. Run competitions and tournaments that allow people of all ages and abilities to participate in basketball.
3. Increase the skill level of all players.

PROCEDURES

- The General Manager will prepare an annual plan and budget for the approval of the TCBA Executive Committee in September each year. This annual plan and budget will include all competitions and tournaments run under TCBA's mandate.
- The TCBA staff will keep updated manuals explaining the steps for carrying out all planning and implementation of competitions and tournaments. These will be updated on an annual basis.
- Rules for competitions, leagues and tournaments will be followed and maintained by staff after approval by the General Manager.
- Once approved the rules will be distributed to competition, league and tournament teams prior to the commencement of each activity.
- Competition rules will be reviewed annually.
- When hosting Basketball New Zealand Premiership and National Tournaments they will be run according to the Basketball New Zealand Tournament Procedures Manual.
- The General Manager will appoint competition and tournament managers, including venue controllers, as required ensuring that an appropriate contract is signed and given to the TCBA accounts administrator.

Policy 7.1 revised and ratified at Executive meeting dated 15th March 2018

8 PLAYER, COACH AND TEAM MANAGER DEVELOPMENT POLICY

POLICY

The TCBA Executive Committee will delegate to the General Manager and his/her staff the operation of player, coach and team manager development in the region.

The General Manager and staff will develop:

- A coordinated programme which provides a pathway for players and ensure success at regional and national level.
- The capability and capacity of coaching within TCBA and to have trained coaches available for all teams, at all levels.
- After school player development programmes and holiday programmes. A detailed Tauranga City Basketball policies and procedures OSCAR manual will be developed for use in this area of the operation.

PROCEDURES

- The General Manager and his/her staff will develop an annual plan for player and coach development for final approval by the Executive Committee of TCBA at their October meeting.
- It is the responsibility of the General Manager in association with the staff to ensure that the player and coach development policy and procedures manual is reviewed and updated annually and that the work carried out at this level reflects the goals and objectives of TCBA.
- The Director of Development is responsible for annual review of the Team Manager Processes see Appendix II
- The Director of Development will manage the development basketball programme with the General Manager.

Policy 8.1 revised and ratified at Executive meeting dated 15th March 2018

9. OFFICIAL DEVELOPMENT POLICY

POLICY

TCBA is committed to the development of qualified officials by establishing and implementing education, training, ethical standards, evaluation, recognition and opportunities for officials at all levels of the sport within TCBA.

The TCBA Executive Committee may appoint the Tauranga City Basketball Officials Association (TCBOA) to manage official development in the region. If appointed TCBOA will develop:

- The quality and quantity of Basketball officials within TCBA's catchment area.
 - Officials include:
 - Referees
 - Score bench and Statistics
 - Referee evaluators
 - Official trainers

PROCEDURES

- The General Manager will in association with the TCBOA develop an annual plan and budget for official development for consideration/approval by the TCBA Executive Committee at the September meeting.
- An officials policy, procedures and operational manual will be developed for official development.

Policy 9.1 revised and ratified at Executive meeting dated 15th March 2018

10. TCBA Complaints Policy

1. What is the complaints procedure?

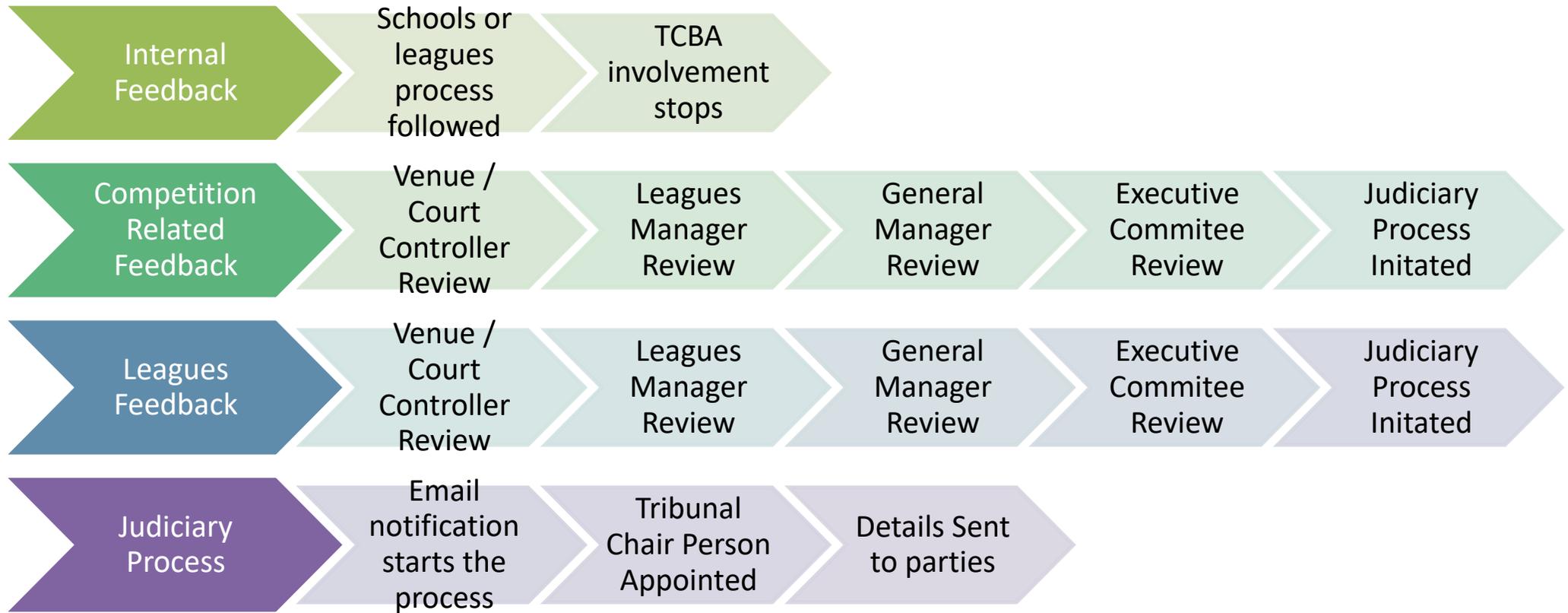
It is the intention of the TCBA to resolve received issues as quickly and at the earliest stage possible.

Unless the complaint concerns the person, at no time should a person in the complaint process be 'jumped', e.g. if a coach rings the General Manager, they will be asked to speak to the court controller first.

Any disputes at games over any matter must be reported to the court controller ASAP

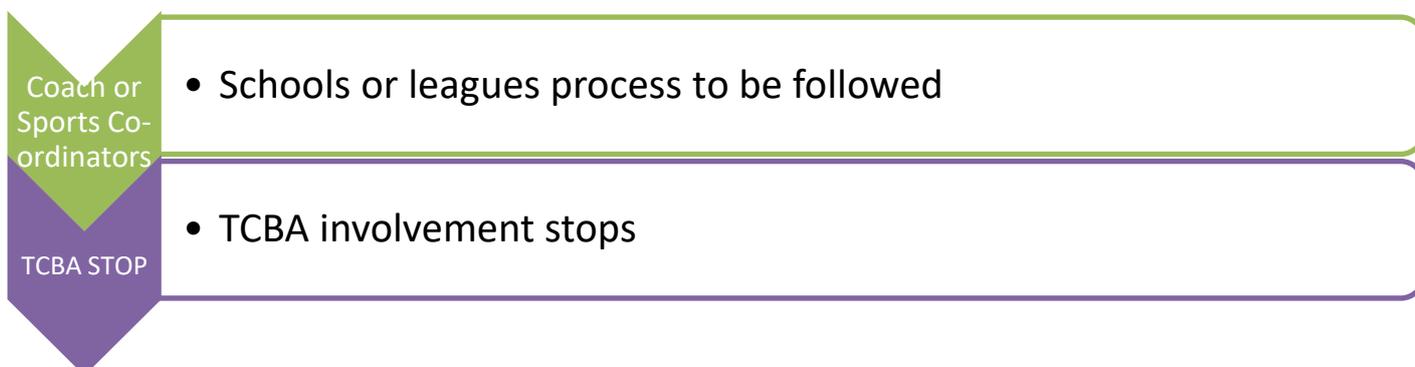


Summary of Procedure steps

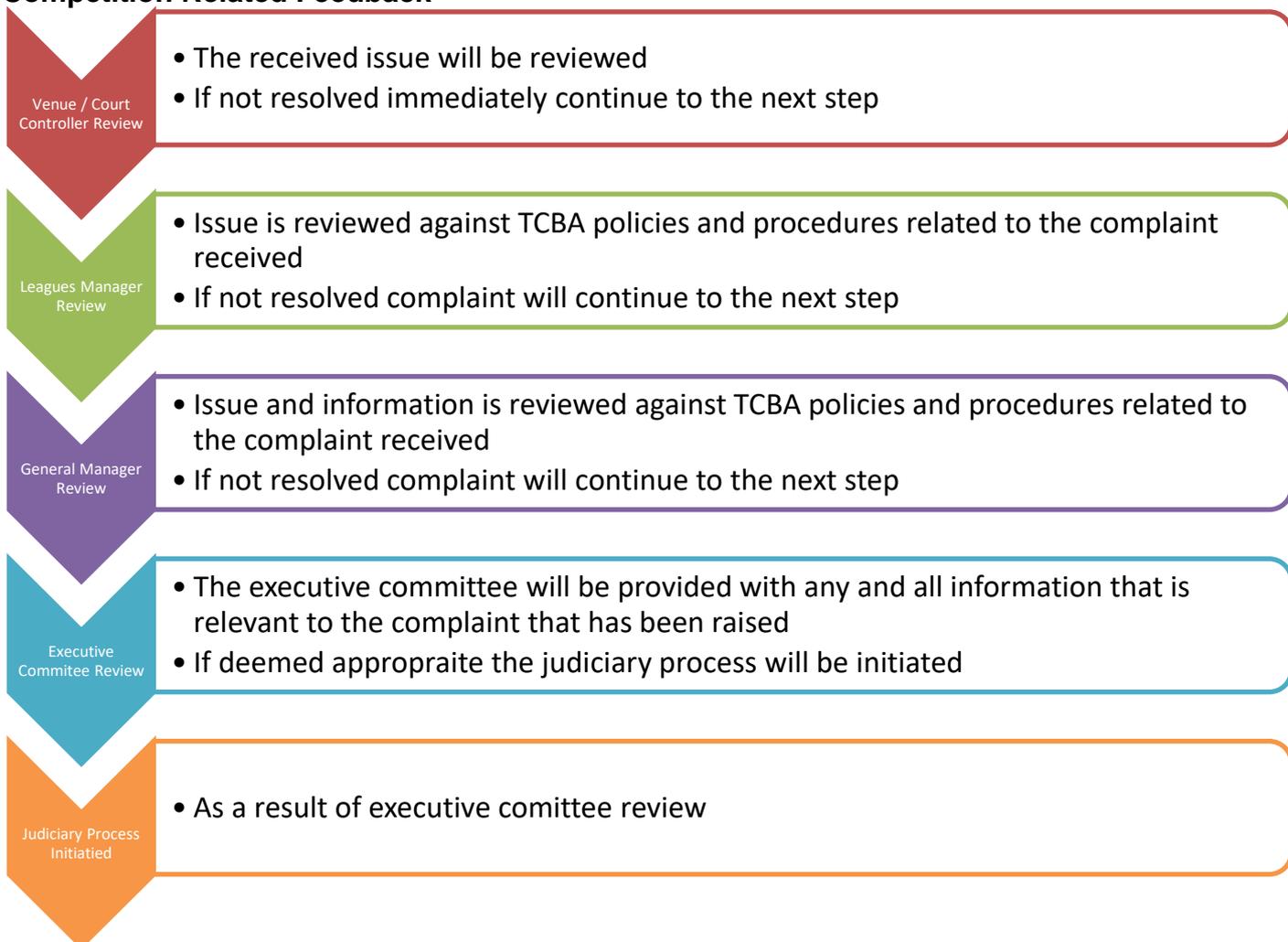


Internal Team Feedback

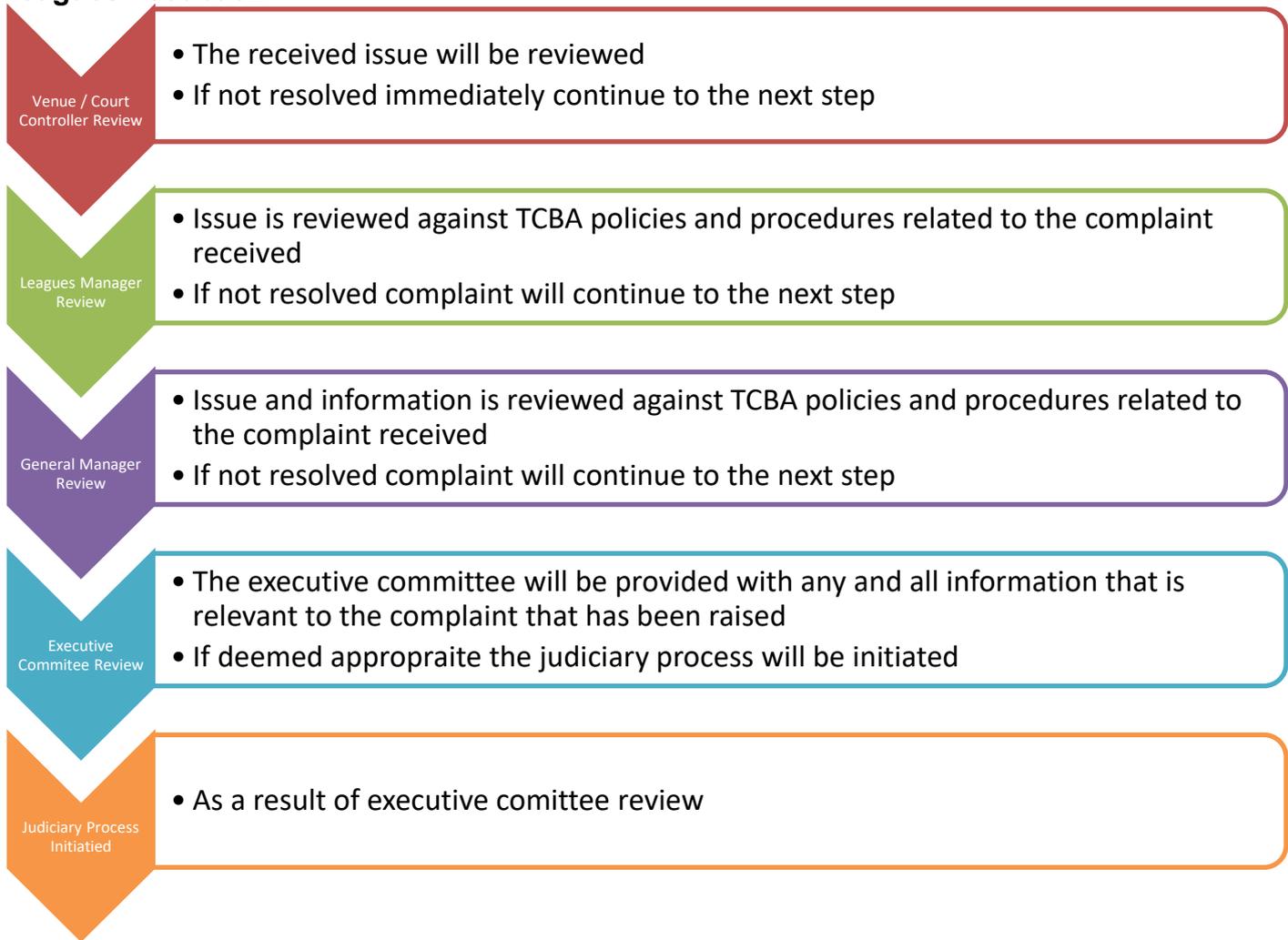
- a. Coach or internal team issues related to the concerns of a parent or a coach about the game not related to an incident



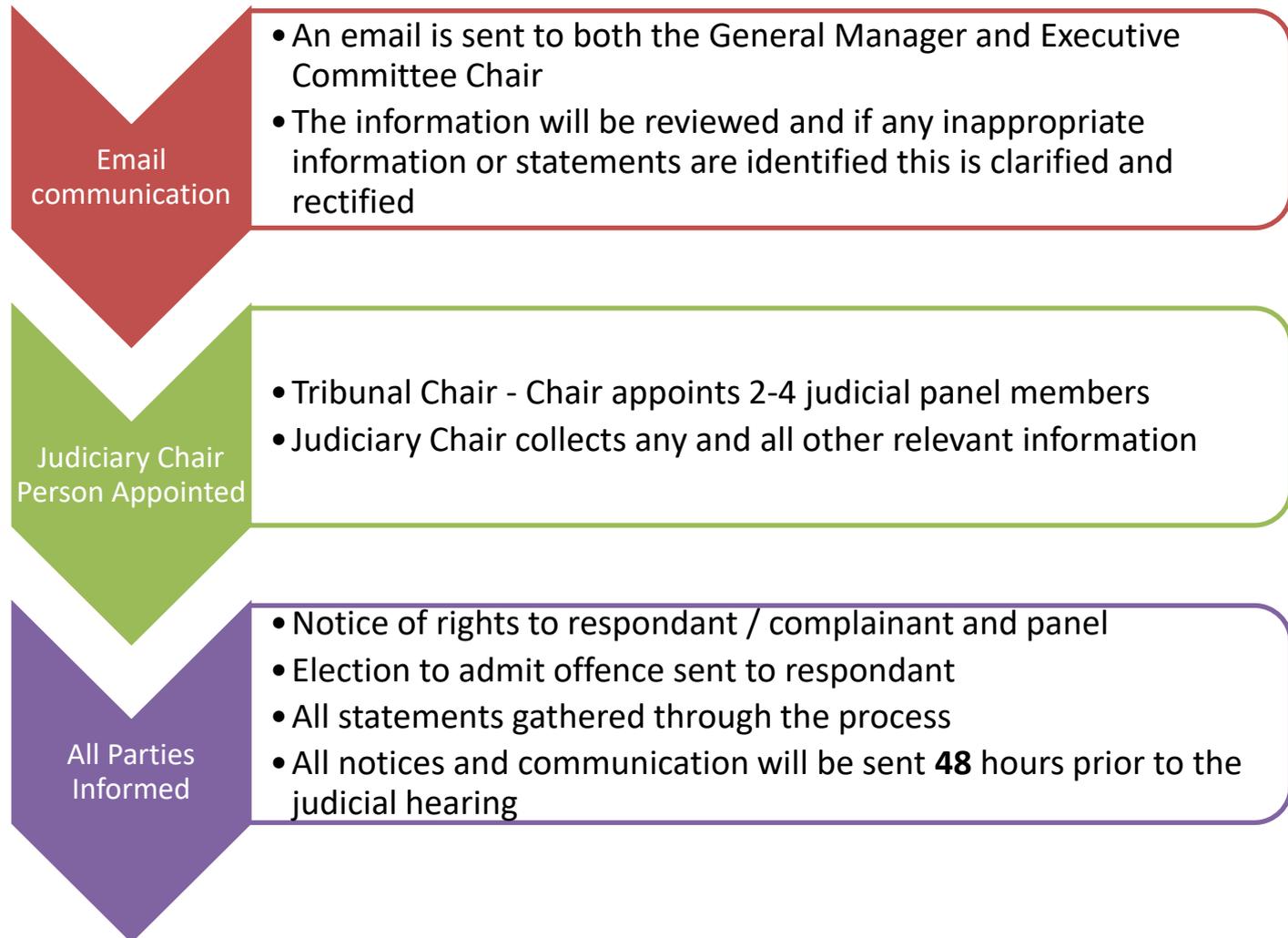
Competition Related Feedback



Leagues Feedback



Judiciary Process



See Appendix 2 for feedback form.

See Appendix 3 for Witness statement form.

Updated, Ratified and adopted by the board on 19th July 2018

APPENDIX I



Tauranga City Basketball

Vehicle Contract

Tauranga City Basketball Incorporated has provided

(Name)..... with a vehicle for use.

Tauranga City Basketball will provide the insurance cover for the vehicle, however the driver is responsible for the excess under normal insurance policies.

The driver will adhere to the following conditions:

1. Keep clean and tidy at all times
2. Use only touchless car wash on vehicles
3. Report any faults or damage immediately to TCBA management
4. Present the car for servicing as required
5. Only named drivers may drive the vehicles
6. The driver is responsible for any infringement tickets given in respect of the vehicle (parking, speeding etc)
7. The driver is responsible for any damages caused through neglect

Signed:.....Date.....
Name

Signed: Date.....
(GM Tauranga City Basketball Inc)

Review Date

Co Signed

Notes



WITNESS STATEMENT

Statement:	
Name of person giving statement:	
Contact Number:	
Date statement given:	
Details of incident:	
When did it happen? (Provide day, date, and time if possible)	
Where did the event take place? (Location of incident)	
What happened? (Describe the incident/event as factually as possible, what you saw or heard, what you did, any actions taken by anyone else)	
Describe where you were when it happened? (Where were you in relation to the incident: close by, at a distance?)	

<p>Who else was present at the time the incident/event occurred? (Were there any other witnesses who observed or may have knowledge of this event/incident and how close were they to the event or incident?)</p>	
<p>Were there any recordings or photos taken? If so by whom?</p>	
<p>Signatures:</p>	
<p>Signed by the witness making the statement (ensure the witness understands that a copy of this statement will be provided to the offender)</p>	
<p>Date signed:</p>	