

**BASKETBALL SOUTH AFRICA
ANNUAL GENERAL MEETING
ANNUAL REPORT 2014**



SATURDAY 23 AUGUST, 2014

10H30

OLYMPIC HOUSE



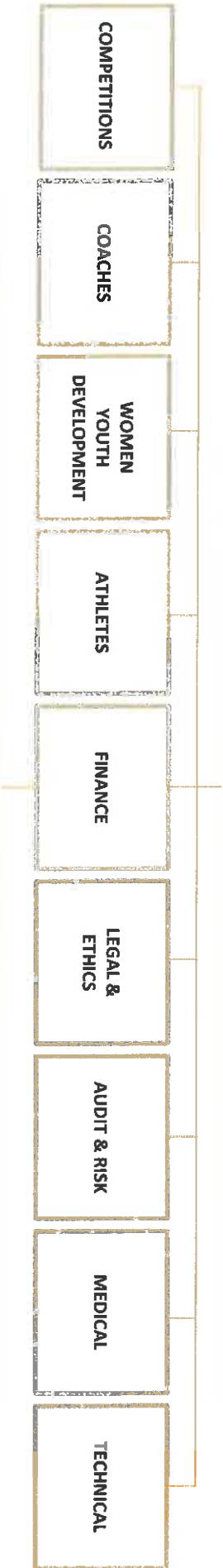


BASKETBALL SOUTH AFRICA : STRUCTURE

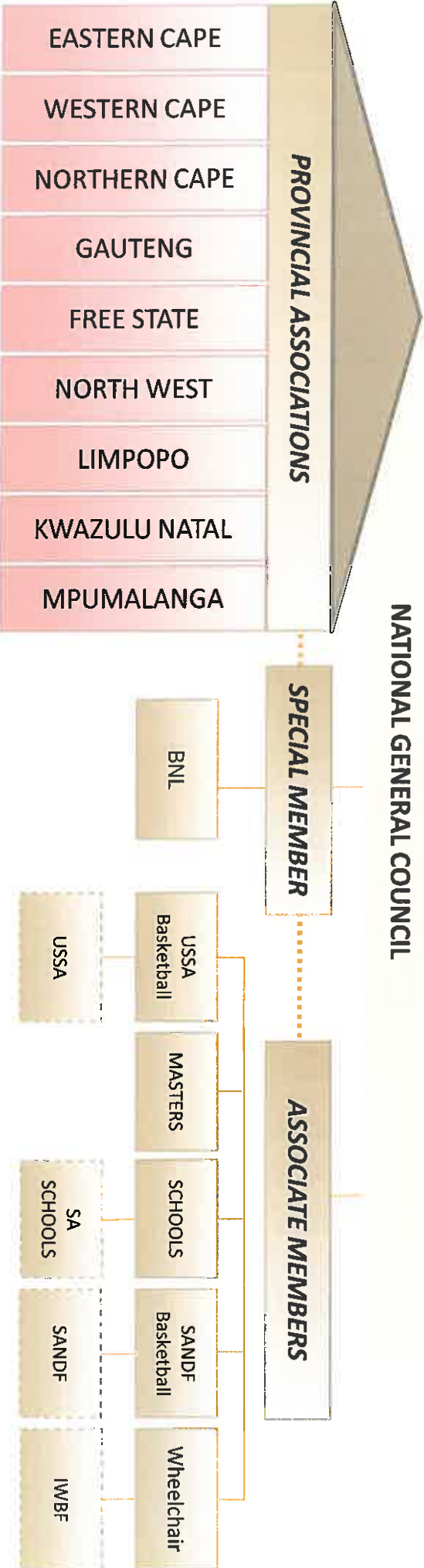


MANCO

COMMISSIONS AND SUB-COMMITTEES



NATIONAL GENERAL COUNCIL



PRESIDENCY REPORT

PRESIDENCY REPORT DELIVERED AT THE ANNUAL GENERAL MEETING OF BASKETBALL SA, HELD ON THE 23RD AUGUST 2014 AT OLYMPIC HOUSE, HOUGHTON

1. Introduction

The primary objective of the new Basketball SA leadership under the Presidency of Graham Abrahams, Albert Mokoena and Sanele Mthiyane is outlined in the Basketball SA Growth Strategy, 2014 to 2023. It is an ambitious strategy given the state that basketball in the country had been left in following many years of neglect. The strategy is premised on the Vision of making basketball every South African's game and the shared Mission of growing basketball through access, participation, passion and promotion.

The Growth Strategy has at its core the fundamental rebuilding of all our structures from the national controlling body to the provincial associations, the associate members and the special member, down to basketball structures in every district, club and school throughout the country.

It is only a sustained rebuilding process in which we address all the fundamental building blocks that will result in us growing the game and laying the foundations for not only competitive but winning national teams.

The National Executive Council elected in November 2013 has only been in office for just over four months, leading to the 31st March 2014, which is the period that we are constitutionally bound to report on this morning. During this time, the focus of our work has been to put in place the fundamentals and to lay the foundation required if we are to succeed in reaching the targets set in our growth plan.

We have made some progress in this regard. Whilst this report will focus on a broad assessment of the work done, details will be provided in the Organisational Report that is to follow.

2. Governance

Following the elective Annual General Meeting in November 2013, the National Executive Council (NEC) focused on key elements that would assist the organisation in becoming functional and regaining its status of being in compliance with SASCOC. This was achieved and acknowledged by SASCOC at its General Meeting on the 5th April 2014.

No fewer than 14 top priority areas were identified that required immediate attention. These include:

- Re-establishing our standing within FIBA and FIBA Africa
- A critical look at our Membership and in particular the Northern Cape
- An investigation into the financial affairs of the organisation based on the approved audited financials and the status of suspended members
- The financial crisis facing Basketball SA
- Our Internal Regulations
- Competitions
- Setting up Commissions
- Relationships with SASCOC and SRSA
- Growth Strategy Implementation and the development of our Business Plan
- Our administration and the national office
- An events calendar and allocation of duties to NEC Members
- Settlement Agreements with creditors
- Policy Development
- Developing an NEC Charter

It has not been an easy ride. Old habits die hard. So engrained has the organisational culture of the past become, that many in the organisation were not willing or unable to shake off how things were done in the past. No sooner were the elections past than the magnifying glass was out and instead of focusing on the positive, those who had and still have their own agendas continued huddling in corners pursuing their nefarious activities.

The basketball environment is a highly-politicised one. Whilst paying lip service to wanting serve the sport, there are many in our ranks who are continuing in their old ways. They have been tolerated thus far. But the organisation's patience is wearing thin with those individuals. The tide has turned and they are and will continue exposing themselves.

Our focus will remain on achieving our objectives. We will not be rail-roaded by those who do not have the goodwill of the sport at heart. Your actions will expose you and you will be left behind as the rest of us continue building the organisation with the objective of making basketball every South African's game.

3. Our Membership

Whilst much energy has been spent on getting the national fundamentals in place, the critical success factors requiring greater attention are, amongst others, corporate governance practices within our Member organisations, human capacity, funding, effective and sustainable programmes and administration in our provinces, our associate members and the special member.

We are still papering over the cracks. We are not being brutally honest with ourselves with regard to the state and status of our Members.

This area will now be THE key focus of attention as we consolidate the strides made thus far. It is our Members who make up the engine room of our organisation. Even the best drivers in the world and the most advanced navigational systems will prove to be of no value if the engine does not have the capacity to run at full steam.

Our appeal therefore, is for greater introspection. Let us get out of our comfort zones. Let us stop finding fault. Rather, let us step up to the plate and declare, through our actions, that we want to make a difference.

4. Closing Remarks

Your NEC remains confident that we are on the right track. Yes, it is slow-moving; sometimes frustrating but always challenging. We will continue carrying out the mandate given to us. We want you to be both the watch-dog and the activist. This organisation requires each one of us to be an activist – an activist for change and advancement; not an activist with a personal agenda.

We look forward to greater engagement and a continuous organisational and individual assessment of all our activities and our leadership.

Thank you.

Graham Abrahams

PRESIDENT

23 August 2014

ORGANISATIONAL REPORT

ORGANISATIONAL REPORT DELIVERED AT THE ANNUAL GENERAL MEETING OF BASKETBALL SA, HELD ON THE 23RD AUGUST 2014 AT OLYMPIC HOUSE, HOUGHTON

1. Introduction

Our task as the National Executive Council is to present to you this morning an overview of the work done since you entrusted us with the leadership of Basketball SA.

In reporting to you, we are guided by the decisions of our Annual General Meeting held on the 16th November 2013, our Constitution, our Growth Strategy and the mandate that our membership has given to the NEC. Some strides have been made in the period under review which we share with you in this report.

2. Financial turn-around

The financial crisis in which we found ourselves was top of mind in our first months in office. We inherited a legacy of deficits, mismanagement and misappropriation where transparency and accountability were virtually non-existent.

Our Treasurer and the Office personnel have spent months putting in place sound and rigorous financial management and accounting practices. A system of strict internal financial controls has been established with accountable and transparent delegation of responsibilities. Numerous policies and procedures have been developed and refined that you as the National General Council will consider today.

Whilst we are showing a net loss of R328, 520 for the year ending 31st March 2014, your NEC is confident that Basketball SA will be a going concern. Immediate preliminary discussions were started with our creditors and three settlement agreements have been put in place with major creditors. Some of our smaller creditors have been settled and we are confident that agreements with others will be finalised in due course.

We are pleased to report that we are receiving the financial backing of Sport and Recreation South Africa who have identified Basketball SA as the priority federation for 2014/15. We can also report that the national lotteries fund is in the process of finalising financial support that we have applied for.

SASCOC has consistently supported us in ensuring financial stability and we want to take the opportunity of thanking the SASCOC Board and the CEO, Tubby Reddy, in particular, with the finance team

under Vinesh Maharaj, for the painstaking efforts in ensuring that we can report to you today on our financial position in line with the mandate as outlined in our Constitution.

We have also entered into a broadcasting agreement with SuperSport. Whilst we currently have programmes of negligible value for broadcasting purposes, the broadcaster has shown faith in our growth strategy. The broadcaster now supports Wheelchair Basketball, the Basketball National League and Basketball SA.

The second phase of our turn-around strategy is to develop properties that will assist in generating new income streams. If our growth plan is to succeed, we will have to generate substantial revenue that will also reach our Members. It is no secret that all our provinces are struggling financially. Our associate members and the special member have similar financial needs and challenges. With all the goodwill in the world, we will not achieve our targets set out in our growth plan if we do not find income streams that will support and sustain our Members.

However, we can only do this if every Member is open and transparent about their current state of affairs. We will refer to this later in the report.

3. National Executive Council Activities and Responsibilities

Every member of the National Executive Council has been allocated very specific responsibilities. We expect you to hold us accountable for this. In addition, we have developed and put in place an NEC Charter that will guide us in our decision-making; our actions and our responsibilities.

In carrying out our duties and responsibilities, there are clear parameters within which we are bound to act. These are:

3.1 Commissions

- Oversight and monitoring of the Commissions
- Shall ensure that Commission Members act independently in the interests of Basketball SA and shall bring to the attention of the NEC where Commission Members allegedly act in the interests of other parties, including Members of Basketball SA
- Shall bring to the attention of the NEC any matter, including but not limited to the functionality of the Commission, that would hinder the Commission from operating optimally and in terms of its mandate
- Shall assist in drafting the Commission Charter

- Shall ensure that the Structure and Functions of Commissions as outlined in clauses 3.12.4 -3.12.12 and Clause 3.13 of the Constitution are adhered to and implemented
- Shall ensure that reports are submitted to the NEC/MANCO

3.2 Provincial Associations; Associate Members; Special Member

- Oversight and monitoring of the Provincial Affiliates and/or Associate Members and/or the Special Member
- Attend meetings where practical and possible
- Receive/request regular reports on the work of the Members
- Submit reports on the Members to the NEC/MANCO
- Advisory capacity to the Members on Basketball SA policy matters
- Ensure governance/legal and financial compliance
- Shall bring to the attention of the NEC any matter that hinders the Member from operating optimally and in terms of Basketball SA policy and procedure
- Immediate tasks include:
 - Ensure that updated and approved Constitution is in place and that it is not in conflict with the Constitution of FIBA, SASCOC and Basketball SA
 - Ensure that scheduled AGM's, meetings and election of officials are held
 - Organised, structured competitions
 - Financial accountability and banking facilities with a recognised institution

3.3 National Teams

- Oversight and monitoring of National Teams
- NEC member responsible for senior national teams and NEC member responsible for junior national teams to propose a joint National Teams Programme (2014-2017) to the NEC
- NEC members responsible for senior and junior national teams and high performance programmes to work in conjunction on a high performance programme linked to the National Teams Programme
- Monitoring and ensuring compliance with the relevant Internal Regulations pertaining to National Teams
- Propose a team selection policy; appointment of team management and performance assessment policies to the NEC
- To work in conjunction with the Competitions Commission

- Will not be involved in the selection, finalisation of teams, selectors, coaches, etc
- Teams to be presented to the President for signing off to ensure compliance with the selection policy

These are the core functions and it is incumbent on every Member to comply with this and to ensure that every NEC Member is held accountable in terms of these parameters that have been put in place.

With the hindsight of experience, we will revisit the allocation of responsibilities of NEC members with the aim of eliminating duplication and overlapping and refining specific duties and functions.

4. SA Schools National Championships

The SA Schools Championships were held in Bloemfontein in December 2013. The following age groups were catered for in basketball:

- Under 18 Boys and Girls
- Under 13 Boys and Girls
- SASA II Boys and Girls
- Wheelchair Under 21 Boys and Girls

Only the Northern Cape was absent in all categories while in Wheelchair we only had four provinces per gender. The games were successful but there were challenges with provincial logistics.

5. Coaching Programme

While the coaching programme is hindered by financial constraints, we are committed to having Coach Nelson Isley conducting clinics in all provinces, especially in those provinces who missed out on the previous visit. It is therefore disappointing that only Mpumalanga reacted positively to a circular sent to affiliates to indicate their interest in having coaching programmes. These programmes will now start in January 2015 and all affiliates are obliged to register a predetermined minimum number of persons for training in the Young Coaches Programme as well as Levels I and II.

6. National Senior Championships

With no Members responding positively to the bid for hosting the National Senior Championships, the NEC requested KZN Basketball to host the event that takes place from 24 to 28 September. A local

organising committee has been put in place and the Championships will also serve as the basis for selecting national teams. It must however be pointed out that the selection of the national teams will not be confined to the Championships only.

7. FIBA

We are in good standing with FIBA having met our responsibilities with regard to constitutional and financial matters.

We attended the Extraordinary Congress held in Istanbul, Turkey on 16 March 2014 and were welcomed into the FIBA family as a fully-participating member. A new strategy for FIBA is in place for the period 2011 to 2018. Amendments to the Statutes have been approved and in future, all regional structures will now reside directly under FIBA. Relationships with the NBA have been strengthened and federations are encouraged to work closely with the NBA. FIBA has launched 3X3 in the format of an online competition network with private promoters having to forge relationships with controlling bodies in all countries. Calendars must be coordinated by Basketball SA in South Africa. The Vice President is tasked with giving effect to this.

The Annual Meeting of FIBA takes place in August in Spain.

8. Eminent Persons Group

Sport and Recreation SA has put in place a process to establish the transformation status of sport in the country. The pilot of 2013 under the Eminent Persons Group has been extended and includes basketball. The response of Members to this has been pathetically poor. For whatever reasons, members either failed to provide or provided inadequate information. We are going to be embarrassed by this and can expect major sanctions against us because of the tardiness of members. We can only assume that members could not provide information because they do not have records of membership, competitions, programmes, meetings, activities and the like. This is an indictment of us and members can expect visits by NEC members.

9. Commissions

We are struggling to constitute Commissions and this will hinder us in our work to ensure the success of our growth plan. The NEC will embark on recruiting qualifying persons to ensure that Commissions are functional.

10. Status of Members

We continue to experience difficulties in establishing the true state of affairs in the administration of our Members. There are provinces that are not functional at all and who depend on tournaments organised by others to create an impression that they have organised basketball structures and programmes. The national office is struggling with Members who do not provide information requested from them. Of our Associate Members do not have a presence in all nine provinces. This must be addressed urgently.

Associate Members need to realise and accept that the Basketball SA Constitution is their guiding document. Strong measures are being put in place to ensure compliance by all Members. Sanctions will be implemented forthwith for non-compliance.

11. National Teams

The NEC decided that it was inopportune to participate in the African Youth Olympics as we did not have the competition structures in provinces to justify the selection of teams for the Youth Olympics. This is a setback for our young people and it places a massive burden of responsibility on provinces to start working with schools and the youth.

Teams are being prepared for the former Zone VI Games (now known as the AU Region V. This will be under the mantle of SASCOC.

Senior teams will be selected for participation in qualifiers for AfroBasket 2015 and the All Africa Games.

12. General

It is now time for all Members to start working in unison with each other. We have wasted years in bickering and infighting.

Through our policies, we will hold Members and individuals accountable for their actions. If we are to be taken seriously by the sports movement and potential sponsors, we will have to buckle down and get working. To those who do not share the objectives of Basketball SA, you have the option to leave the sport. We cannot be dithering any longer.

NATIONAL EXECUTIVE COUNCIL

23 August 2014

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NATIONAL EXECUTIVE COUNCIL

23 August 2014

PORTFOLIO REPORT SUBMITTED BY THE PRESIDENT

Meetings with the Basketball National League (BNL)

Three meetings have been held with the Basketball National League (BNL), to consider various governance matters and operational issues that impact on basketball in general. Two of these meetings were held with their Board. Matters discussed included the following:

- Shareholding – Basketball SA believes that we should have a 30% shareholding in the company
- There will be a period-based agreement between Basketball SA and the BNL
- Concern was expressed with the manner in which franchises were managed and the relationship in this regard with provinces
- Administrators of the franchises not privately owned had to be finalised
- League will run from 13 June to September
- Franchises must operate from the province to which it has been allocated
- There is a need for a fully operational marketing plan
- Team and player registrations must be lodged with Basketball SA
- Basketball SA will provide technical services which the BNL will pay for
- There is a need for an information session for all players and coaches on anti-doping

Meeting with the NBA

An introductory meeting was held with the NBA. We agreed that there is a need for a much closer working relationship with Basketball SA. As a starting point, the following will be considered immediately to strengthen this relationship:

- The NBA partnership with the Royal Bafokeng must benefit the entire North West Province
- The NBA-refurbished courts in Alex should be used by Gauteng Basketball on an organised, regular basis
- Immediate planning shall commence on BWB. Basketball SA will define specific roles that would be agreed upon
- The NBA would like to be involved in some way in the setting up of a tertiary institutions event
- Other areas of cooperation could include 3X3; schools basketball; bringing top African NBA players here in the off season; support to the BNL, training of coaches; invitation to Basketball SA person to visit the US

Meeting with SAMBA

A meeting was held with three Executive Members of SAMBA. Key points of discussion were:

- The current structure of SAMBA
- Age groups of players in SAMBA
- The need for an organised presence in provinces
- Constitution to be submitted
- A timeframe should be agreed upon for a structure that is organised on a team basis in provinces
- Proposed international event in Cape Town in 2017
- Annual SAMBA event that clashes with the Basketball SA Open Nationals
- Need for SAMBA members to become involved in Basketball SA structures



BASKETBALL SOUTH AFRICA

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PO Box 57025, Springfield, 2137, Johannesburg, Gauteng Province, South Africa
Tel: 27 11 683 3824 Fax: 27 86 696 2969 Email: tsepo@basketballsouthafrica.co.za

Non-profit Organisation Number: 097 926-NPO

Portfolio Report by the Deputy President for the period 1 April 2014 to date.

1. Competitions

1.1 Open Championships 2014

- a) The Championships' dates have been agreed as 24 to 28 September 2014
- b) In the absence of any bidding Province, KZNBA was awarded the hosting responsibility.
- c) The Competitions Commission, in terms of its mandate, appointed Mr. Thabani Dube, for jurisdictional reasons, as Chairman of the LOC on behalf of Competitions Commission.
- d) The matches will be played at the Durban University of Technology.
- e) A site inspection by the Competitions Commission on the facilities and related matters was done on 30 August 2014 in Durban
- f) The LOC will commence its full operations during the 1st week of September 2014.
- g) As agreed at Manco and NEC, the Open Championships will be a platform to select the Senior Men's and Women's National Teams.

1.2 Under 16s

- a) The FIBA Africa U16 Competitions are scheduled for April 2015.
- b) To be aligned, we have scheduled our National Competition for February 2015
- c) This competition will be a platform to select possible players for the national team.
- d) The Competitions Commission will provide an update as the plans progress.

2. National Teams

2.1 Under 20 Boys and Girls

- a) The trials were held in Johannesburg on the 22nd to 24th May 2014,
- b) All Provinces were represented by ten of their best players in all Basketball positions per gender,
- c) 20 best players per gender were selected,
- d) The training camp for the selected players is scheduled for 01st to 05th October 2014 at a venue to be advised.
- e) The selected Team will be part of Team SA to the African Union Sports Council Region 5 Youth Games to be held in Bulawayo from 03rd to 16th December 2014.

2.2 Senior National Teams

- a) The Women's' Technical Team has been completed,
- b) The criterion for the appointment of the Men's' technical team is being finalised, to be in time for the Open Championship in Durban,
- c) Training Camps will be held for both Men and Women Teams,

Men

- I. Through the department, there will be a Four Nations Tournament,
- II. The Men's Team will use this as part of Team preparation for FIBA Africa Preliminaries to be hosted by Zimbabwe in Harare later this year.

Women

- I. The Office will be engaging the Technical Team on the best possible way of Team Preparation,
- II. A possible Tour of Mozambique where the Ladies will play the 5 best Teams in Mozambique is under consideration.

3. Provinces

- a) As an NEC member, I have been deployed to North West,
- b) Meetings between myself and the leadership of NWBA have taken place locally and in the North West
- c) The Province is functional

- d) The Province has recently received a grant allocation letter from the NLB for R 930 000.00,
- e) A detailed expenditure plan is being finalised,
- f) The Treasurer General is required to assist the NWBA in the proper application of the NLB funds and related accountability thereof

4. Marketing

- a) I have been able to negotiate a TV Broadcast rights with Supersport,
- b) Basketball SA has already been paid in terms of the contract.
- c) Other potential sponsors and partners are being pursued.

5. NBA and SASCOC

- a) Basketball SA was duly represented in meetings with both structures alongside the President when he is available
- b) The relationship between Basketball SA and the two Macro Structures has improved and continues to grow.

Albert Mokoena
Deputy President



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Registration Number: 097 926-NPO

www.basketballsouthafrica.co.za

18 August 2014

To : MANCO Members

Dear Sirs

INVESTIGATION

INTRODUCTION

At the management committee meeting held on the 25 January 2014, the President gave me the responsibility to investigate the outcome of the audit performed by the independent auditors, Sithole SS Chartered Accountant (SA). The report stated that they were unable to verify and confirm the occurrence, completeness and validity of some of the expenses and liabilities as the federation supporting documents were not all available for the audit. Consequently they did not obtain all the information and explanation, they considered necessary to satisfy themselves as to the occurrence, completeness and validity of the income and expenses for 31 March 2013.

OUTCOME

We could not finalize the investigation due to the same reasons provided by the independent auditors,

- There were no sufficient detailed transactions for the income and expenses.
- There were not supporting documentation in creating the detailed transactions and form an opinion on those transactions.
- There were no proper financial records kept for the previous period.

Based on the above, it was not possible or practical to perform or even conclude on the investigation.

CONCLUSION

In conclusion, I recommend that a formal letter is written to the previous NEC members, particularly the President and the Treasurer General requesting them to provide a formal report in relation to the financial transaction made while they were in office, this should be in-line with their duties and responsibility as stated in the Constitution.

Kind regards.

(no signature as sent electronically)

Berlina Mxakwe
Treasurer General

PORTFOLIO REPORTS

MPUMALANGA

- MPBA held U20 trials for both men and women on the 10th May 2014 in Breyton.
- MPBA had their Open Trials for both Men and Women respectively on the 10th August 2014 in Middelburg.
- They held a Sports Club Administration Course from the 6 – 10 June 2014 in Witbank.

SCHOOLS BASKETBALL

- Schools Basketball held their 1st meeting after three years where all provinces were represented with the exception of Northern Cape as they don't have a structure in place.
- The meeting was held at the SRSA offices in Pretoria on the 9th August 2014.
- The meeting was facilitated by the School Task Team, Mr. Edgar Mokgadi (SRSA), Mr. Tsepho Finger (SASBA) and Ms. Lungile Mposula (Basketball SA).
- The Schools Constitution and By-Laws were adopted and will be presented to Basketball South Africa for approval.
- A new Interim South African Schools Basketball NEC was elected as follows:

NAME & SURNAME	PORTFOLIO	PROVINCE
Mr. Tshepo Finger	Chairperson	Gauteng
Ms. M. Moswane (Wheelchair National)	Vice Chairperson: Wheelchair (SASAPD)	Gauteng
Ms. Veronica Phetoane (SASAI National)	Vice Chairperson: Intellectually Impaired School (SASAI)	North West
Mr. Joseph Ndimande	Vice Chairperson: Primary School	KwaZulu-Natal
Ms. Lestrina Mathipa	Vice Chairperson: Secondary School	Limpopo
Mr. Gerald Fortuin	General Secretary	Western Cape
Mr. John Pelesane	Treasurer	North West
Ms. Phindiswa Maxambela	Convenor: Coaches	Eastern Cape
Mr. Zenzo Khumalo	Convenor: Technical Officials	Mpumalanga
Mr. Tsikani Litsoane	Convenor: League and Competitions	Free State

- The next meeting will be in October.
 - **The Schools Basketball Pilot Project** will commence in September in all provinces with the exception of Northern Cape.
 - The project is an initiative of SRSA and will be implemented by SASBA.
 - The leagues will take place in communities that the provinces have identified.
 - The leagues will take place in both primary and secondary schools.
 - This league in 2015 will be used for schools to qualify in the SA Schools National Championships.
 - In 2015, the project will be increased based on the success of the pilot project.
 - Northern Cape will be visited at a later stage to assist with structures to be put in place.
 - There will also be clinics for Coaches, Technical Officials and League Administrators in all provinces to capacitate educators.
 - The logistics are at a finalization stage.
 - Schools that will be participating in the project will receive start up equipment and kits.
- **The SA Schools National Championships** will take place from the 10th – 15th December in Gauteng.
 - The age groups will be U13 and U18 in both genders, school selected players for abled bodied players.
 - Wheelchair is U19 and the inclusion of SASA-II U16 both individual players selected.
 - Basketball South Africa will assist SASBA in the championships.
 - The U13's will play at Rembrandt Hall at the University of Pretoria (Main Campus), U18's at the UP Mamelodi Campus.
 - Wheelchair and SASA II will play at the Gauteng North Sports Association for the Disabled in Pretoria West.
 - The JNTT meeting that took place on the 16th August 2014, had discussions of how to integrate the championships with current IPT's that have school going participants in federations.
 - SRSA has invited all National Presidents / Chairpersons of all codes participating in the championships to attend a Presidents workshop on the 5 – 6th September 2014.
 - There needs to be more (If not), involvement and engagement of Basketball Associations and School Structures at the provincial levels.

Women, Youth & Development Commission

- There has been five candidates that has been identified and approached to serve on the commission.
- The candidates have wonderful and vast expertise within sports.
- The commission candidates is yet to be presented to the National Executive Committee for consideration and approval.

Mini Basketball

- In partnership with Supersport 'Let's Play' CSI initiative, Basketball SA held its first ever mini basketball clinic.
- It was held on 13th August 2014 at Wembley Arena, outside courts between 12 – 2pm.
- It was a huge success.
- Scholars between the ages of 8 – 10 years old for both genders attended the clinic.
- There were over 600 kids and 14 coaches that participated from around the Johannesburg area.
- The clinic will be aired on Supersport on the 'Let's Play Programme'.
- Thank you to Mr Vaughn Bishop from Supersport, Mr Foster and Mr Nyewe for all the work that was put in the project.
- There will be more partnerships between Lets Play and Basketball South Africa in the future to increase mini basketball.

Women Basketball

- August is Women's Month therefore Basketball South Africa saw it fitting to plan a woman's activity during the month of August.
- The University of Virginia (USA), were planning to tour South Africa during this month.
- Basketball SA was approached by UVA to play against a SA Women's Invitational Team.
- Basketball SA accepted the invitation and all plans were put into place.
- Unfortunately UVA cancelled a week before the game.
- The President of Basketball SA, Mr Graham Abrahams sent out a Press Release.

Compiled by Ms Lungile Mposula
Basketball South Africa – NEC

Report of the Free State Basketball Association (NCBA) - 2014

1. Introduction:

Free State is designated as one of my portfolios as an NEC member as agreed upon and accepted at national executive meetings.

As an NEC member of Basketball Association, I had to visit the Free State Basketball structure in order to assess whether the aims, objects and vision of the constitution of Basketball SA are carried out.

I had an interaction with the then acting secretary, Mr. Thando Mboxwana, where I was invited to their elective AGM that was held on 12/04/2014 in Bloemfontein.

2. Governance:

After been given permission by the national office, I attended the AGM of the Free State Province on 12 April 2014.

The proceedings went well and a Provincial Executive Committee was elected. Mr. Thando Mboxwana, who is an employee of the DSAC in the province, was elected president.

However later on, head office informed me that there is an irregularity with the election of Mr. Mboxwana. The irregularity will be addressed with the province at a later stage.

2.1 Reports:

The four districts submitted their reports verbally, which reports they promised to reduce in writing to the PEC.

The Provincial Sport Confederation and the District Sport Councils are very supportive of the basketball structure in the province.

Leagues are playing and the Mangaung Metro has also come on board by staging some tournaments in the city. Capacity building intervention programme was also received from the Mangaung Metro for Metro residents only.

Four of the five districts have leagues running, including the school structure headed by Mr. Panki Litsoane.

Districts are:

1. Mangaung Metro
2. Lejeleputswa
3. Thabo Mofutsanyane (TMD)
4. Xariep
5. Fezile Dabie – absent in the AGM

Mr. Victor Bergman, the current president, who is an NEC member, officially handed over the reign to Mr. Mboxwana as the elected president.

2.1 School Structure:

The school structures are in place under the stewardship of Mr. Panki Litsoane. Schools leagues are up and running.

2.2 Meetings of the Province:

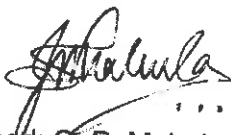
The PEC does hold regular meetings as well as with the Sport Confederation and other stakeholders.

2.3 Observations and challenges:

1. Financial constraints
2. Provincial Constitution adopted
3. EPG Report submitted
4. Facilities not adequate
5. Leagues running in districts and school leagues
6. Capacity building interventions requested by other districts
7. The audit form will be completed at the next visit to the province.
8. Good working relationship with the FS Sport Confederation and the District Sport Councils.

3. Conclusion:

Induction workshop for all provincial PECs will alleviate or even reduce challenges facing provinces. Programmes such as governance, administration, finances, etc. are crucial in the efficient running of basketball in the provinces.



Signed: O. P. Mabula (NEC Member)

Report of the Northern Cape Basketball Association (NCBA) - 2014

1. Introduction:

As an NEC member of Basketball Association, I have vested interest in the development and proper administration of basketball in the country, especially in the Northern Cape.

As a result, I deemed it fit to intervene where I believed there is no progress and where there is laxity in relation to non- development and no activities in the province.

Northern Cape Province falls under the portfolio of the President and I decided to assist the President as I am on the ground. Basketball SA want to see that there are basketball activities taking place in all provinces, in terms of structures, good governance, competitions, leagues, etc.

2. Governance:

Numerous meetings were held since July 2013, convened by the NC Sport Confederation, in order to resuscitate and revive basketball in the province. The NC Sport Confederation spent in excess of R85 000-00 to establish district/regional structures, which eventually culminated in the convening of the elective Provincial Annual General Meeting (AGM) that was held on 22 February 2014 in Kimberley.

Currently the districts/regions that were established are:

1. Frances Baard – Kimberley
2. John Taolo Gaetsewe (JTG) – Kuruman
3. Z F Mgcawu (ZFM) – Upington

Inroads have been made in the Pixley Ka Seme Region and a structure will be elected soon. The delay is mainly due to financial constraints. Namakwa will be visited soon.

The provincial chairperson is an employee of the DSAC. However, he was elected to this position because he has access to the resources. However the Provincial Executive Committee has been sensitized about the situation of him leading the organization.

2.1 School Structure:

After much struggle and on my insistence, a meeting was held with the provincial head of schools sport of the Department of Education. Permission was granted for the NCBA to form school structures with the assistance of the department. The DoBE will also assist to convene the provincial AGM to elect a provincial school structure.

2.2 Meetings of the Province:

Meetings of the PEC are not held regularly as expected. Only two meetings were held since the AGM in February 2014, one of which is the one I convened on 17/05/2014 because there was dormancy ever since the AGM in February 2014. Regions/districts are inactive.

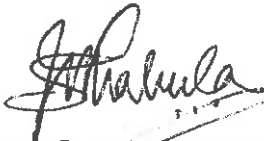
The PEC held first executive meeting in Kathu (JTG Region) on 19/07/2014. The report of this meeting is still outstanding.

2.3 Observations and challenges:

1. Financial constraints
2. Lack of commitment from the leadership
3. Provincial Constitution not adopted
4. EPG Report not submitted – many requests from head office are not adhered to
5. Lack of communication amongst PEC members
6. No leagues running in regions/districts – only promises made
7. No activities taking place in regions/districts
8. Capacity building interventions requested – NCBA to submit request to national
9. The NC Sport Confederation is willing to assist wherever it can.
10. Challenges with the provincial DSAC – assistance not forthcoming

3. Conclusion:

Assistance from national will help to motivate and encourage members to be committed. A request for an induction intervention is hereby requested in order to capacitate the PEC.



Signed: O. P. Mabula (NEC Member)

NEC PORTFOLIO REPORT
Kwa Zulu Natal Basketball Association
University Sports South Africa
Medical Commission
High Performance

KWA ZULU NATAL BASKETBALL ASSOCIATION

- The structure has expressed great comfort in hosting this year's Open National Championships in Durban and preparations are already underway.
- Key developmental programs are still progressing well as supported by local stakeholders there.
- Since my last report on 24 May 2014, I think it worth confirming that KZNBA is still well on track in taking the game of Basketball forward in that province as informed by Basketball SA's new strategies and vision.

UNIVERSITY SPORTS SOUTH AFRICA

- Our last NEC Meeting resolved that USSA Basketball required an urgent and special attention in addressing their organizational challenges and hence our President has also made himself available to assist in speeding up engagements with USSA Basketball.
- Several engagements with USSA have since taken place between our President, office and myself with the view of securing a meeting with them just ahead of their planned National Championships in Pretoria, but sadly such meeting never took place.
- The USSA Basketball went ahead as planned during the first week of July 2014 but unfortunately I never attended these championships.
- An elective AGM was apparently held during these National Championships and the new leadership has since been communicated with our office.
- As the new leadership has been elected, there is still a serious concern with their new chairperson that has been elected as he was amongst the members of the previous Basketball SA Board that was suspended by SASCOG.
- USSA Basketball has since also confirmed that they will only be taking the men's team to take part at CUCSA Games in Zambia during the month of August 2014. It has to be highlighted that this came as a bit of a disappointment to many women athletes as well.
- Several other critical issues have since been raised by USSA, which are attached here.

MEDICAL COMMISSION

- I have made several engagements with our President over the establishment of this particular commission as it requires a high degree of professionalism.
- The President has therefore since also agreed that this will be receiving attention by means of identifying medical professionals who also have a sporting background.

Report Compiled and Submitted in August 2014 by:
Mr. Sibongile Fondini
NEC MEMBER – BASKETBALL SOUTH AFRICA

FINANCIAL REPORT

BASKETBALL SOUTH AFRICA
Annual Financial Statements
for the year ended 31 March 2014

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Index

Country of incorporation and domicile	South Africa
Nature of business and principal activities	National controlling body of Basketball
National Executive Council	Mr Graham Abrahams – President Mr Albert Mokoena – Deputy President Mr Sanele Mthiyane – Vice President Ms Berlina Mxakwe – Treasurer-General Ms Lungile Mposula Mr Thuli Bergman Mr Sibongile Fondini Mr Omphemetse Mabula Mr Israel Litsoane

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Index

The reports and statements set out below comprise the annual financial statements for the year ended 31 March 2014:

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Statement of Comprehensive Income	7
Statement of Changes in Surplus and Deficit	8
Statement of Cash Flow	9
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Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

National Executive Council's Responsibility and Approval

The national executive council is required by the Organisation's Constitution, to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is their responsibility to ensure that the annual financial statements fairly present the state of affairs of the federation as at the end of the financial year and the results of its operations and cash flows for the period then ended, in conformity with South African Statements of Generally Accepted Accounting Practice and other requirements as per agreements with the funders.

The annual financial statement are prepared in accordance with South African Statements of Generally Accepted Accounting Practice and other requirements as per agreements with the funders and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The national executive council acknowledge that they are ultimately responsible for the system of internal financial control established by the federation and place consideration on the importance of maintaining a strong control environment. To enable the national executive council to meet these responsibilities, the members should set standards for internal controls aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the federation and all employees are required to maintain the highest ethical standards in ensuring the federation's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the federation is on identifying, assessing, managing and monitoring all known forms of risks across the federation. While operating risk cannot be fully eliminated, the federation endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The national executive council is of the opinion, based on the information provided by SASCOG that the financial records may be relied on for the preparation of the annual financial statements.

The national executive council has reviewed the federation's cash flow forecast for the year 31 March 2015 and, in light of this review and the current financial position, it is satisfied that the federation has or has access to adequate resources to continue in operational existence for the foreseeable future.

The annual financial statements set out on pages 6 to 15, which have been prepared on the going concern basis, were approved by the national general council on the 23 August 2014 per the resolution and mandated the following to sign on its behalf:

Mr Graham Abrahams – President

Ms Berlina Mxakwe – Treasurer-General

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

National Executive Council's Report

The national executive council present their report for the year ended 31 March 2014.

1. Review of activities

Main business and operations

The federation is engaged in basketball activities and operates principally in South Africa.

The operating results and state of affairs of the federation are fully set out in the attached annual financial statements and do not in our opinion require any further comment.

Net loss of the company was R328, 520 (2013: loss R463, 022)

2. Going concern

We draw attention to the fact that at 31 March 2014, the federation had accumulated losses of R (3,180, 743) and that the federation's total liabilities exceed its assets by R (2,278,519).

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

The national executive council is of the opinion that Basketball South Africa will be a going concern as it has secured the financial backing for the current financial year from Sport and Recreation South Africa. Negotiations with the creditors have been ongoing and preliminary discussions are in place with creditors to reach payment agreements with Basketball South Africa.

3. The National Executive Council Members of Basketball SA at the date of approval of this report

The following National Executive Council members were officially appointed at the Annual General Meeting held on the 16 November 2013.

Mr Graham Abrahams - President
Mr Albert Mokoena – Deputy President
Mr Sanele Mthiyane – Vice President
Ms Berlina Mxakwe – Treasurer-General
Ms Lungile Mposula
Mr Thuli Bergman (elected 8 March 2014)
Mr Sibongile Fondini
Mr Omphemetse Mabula
Mr Israel Litsoane (elected 8 March 2014)

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Statement of Financial Position

Figures in Rand	Note(s)	2014	2013
Assets			
Non-Current Assets			
Property, plant and equipment	2	2,254,243	2,582,763
Current Assets			
Trade and other receivable		-	-
Cash and cash equivalent	3	24,276	24,276
		24,276	24,276
Total Assets		2,278,519	2,607,039
Equity and Liabilities			
Equity			
Accumulated Surplus/(deficit)		(3,180,743)	(2,692,223)
Liabilities			
Current Liabilities			
Accrued PAYE & UIF		160,432	160,432
Trade and other payable	4	5,298,830	5,138,830
		5,459,262	5,299,262
Total Equity and Liabilities		2,278,519	2,607,039

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Statement of Comprehensive Income

Figures in Rand	Note(s)	2014	2013
Revenue	5	1,263,985	67,530
Operating expenses	9	(1,592,505)	(530,552)
Operating (deficit) surplus		(328,520)	(463,022)
Investment revenue			-
Surplus / (Deficit) for the year		(328,520)	(463,022)

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Statement of Changes in Surplus and Deficit

Figures in Rand	Accumulated surplus/(deficit)	Total Equity
Balance at 01 April 2012	(2,229,201)	(2,229,201)
Surplus / (Deficit) for the year	(463,022)	(463,022)
Adjustment	(160,000)	(160,000)
Balance at 31 March 2013	(2,852,223)	(2,852,223)
Surplus / (Deficit) for the year	(328,520)	(328,520)
Balance at 31 March 2014	(3,180,743)	(3,180,743)

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Statement of Cash Flow

Figures in Rand	Note(s)	2014	2013
Cash Flows from operating activities			
Cash generated from operations	6	-	18,356
Cash generated from operation		<u>-</u>	<u>18,356</u>
Cash Flows from financing activities			
		<u>-</u>	<u>-</u>
Total Cash movement for the year		-	18,356
Cash at the beginning of the year		24,275	5,919
Total cash at end of the year		<u>24,275</u>	<u>24,275</u>

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Accounting Policies

1. Presentation of Annual Financial Statements

The annual financial statements have been prepared in accordance with the South African Statements of Generally Accepted Accounting Practice and other requirements as per agreements with the funders and the Organisation's Constitution. The annual financial statements have been prepared on the historical cost basis, and incorporate the principal accounting policies set out below.

These accounting policies are consistent with the previous period

1.1. Property, plant and equipment

The cost of an item of property, plant and equipment is recognised as an asset when:

- It is probable that future economic benefits associated with the item will follow to the company, and
- The cost of the item can be measured reliably.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it if a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognized.

Item	Average useful life
Furniture and fixtures	6 years
IT equipment	3 years
Computer software	2 years
Technical equipment	10 years

The residual value and the useful life of each asset are reviewed at each financial period-end.

The depreciation charge for each period is recognised in profit and loss unless it is included in the carrying amount of another asset.

1.2. Impairment of assets

The federation assesses at each balance sheet date whether there is any indication that an asset may be impaired. If any such indication exists, the federation estimates the recoverable amount of the asset.

If there is any indication that an asset may be impaired, the recoverable amount is estimated for the individual asset. If it is not possible to estimate the recoverable amount of the individual asset, the recoverable amount of the cash-generating unit to which the asset belongs is determined.

The recoverable amount of an asset or a cash-generating unit is the higher of its fair value less costs to sell and its value in use.

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Accounting Policies

If the recoverable amount of an asset is less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. That reduction is an impairment loss.

An impairment loss of assets carried at cost less any accumulated depreciation or amortization is recognised immediately in profit or loss. Any impairment loss of a revalued asset is treated as a revaluation decrease.

1.3. Revenue

Revenue is measured at the fair value of the consideration received or receivable and represents the amounts received or receivable. Revenue is recognised when it is probable that future economic benefits will flow to the enterprise and that these benefits can be measured reliably.

1.4. Interest income

Interest income is accrued on a time proportioned basis, taking into account the principal outstanding and the effective interest rate over the period to maturity.

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Notes to the Annual Financial Statement

2. Property, plant and equipment

	2014				2013				
	Cost/Valuation	Accumulated depreciation	Carrying value	Cost/Valuation	Accumulated depreciation	Carrying value	Cost/Valuation	Accumulated depreciation	Carrying value
Furniture and fixtures	73,877	(49,206)	24,671	73,877	(36,893)	36,984	73,877	(36,893)	36,984
IT equipment	75,848	(75,847)	1	75,848	(78,150)	(2,302)	75,848	(78,150)	(2,302)
Computer software	3,499	(3,498)	1	3,499	(3,498)	1	3,499	(3,498)	1
Technical equipment	3,185,100	(955,530)	2,229,570	3,185,100	(637,020)	2,548,080	3,185,100	(637,020)	2,548,080
	3,338,324	(1,084,081)	2,254,243	3,338,324	(755,561)	2,582,763	3,338,324	(755,561)	2,582,763

Reconciliation of property, plant and equipment - 2014

	Opening balance	Depreciation	Total
Furniture and fixtures	36,984	(12,313)	24,671
IT equipment	(2,302)	2,303	1
Computer software	1	-	1
Technical equipment	2,548,080	(318,510)	2,229,570
	2,582,763	(328,520)	2,254,243

Reconciliation of property, plant and equipment - 2013

	Opening balance	Depreciation	Total
Furniture and fixtures	49,299	(12,315)	36,984
IT equipment	22,978	(25,280)	(2,302)
Computer software	1	-	1
Technical equipment	2,866,590	(318,510)	2,548,080
	2,938,868	(356,105)	2,582,763

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Notes to the Annual Financial Statement

3. Cash and cash equivalents	2014	2013
Cash and cash equivalents consist of:		
Cash on hand	6,000	6,000
Bank balances	18,276	18,276
	24,276	24,276
Current assets	24,276	24,276
4. Trade and other payable	2014	2013
Wheelchair Basketball	837,051	837,051
Stellenbosch University	278,558	278,558
Sedgars Mondo	1,286,000	1,286,000
Sedgars Shop	541,626	541,626
Sedgars Clothing	808,907	808,907
Audit fees	248,064	248,064
Molten	37,996	37,996
Players/technical allowances	412,500	412,500
Accrued UIF & PAYE	479,211	479,211
Thembisa Tours	24,067	24,067
Mahlo Shuttle Services	32,600	32,600
Stay City	160,000	160,000
University of Free State	152,250	152,250
	5,298,830	5,298,830
4. Revenue from sponsors or grants	2014	2013
SASCOC /SRSA grants	1,263,985	-
other Sponsors	-	67,530
	1,263,985	67,530
5. Auditors' remuneration	2014	2013
Fees	-	85,272

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Notes to the Annual Financial Statement

6. Cash generated from operations	2014	2013
Surplus for the year	(328,520)	(463,022)
Adjustments for:		
Depreciation and amortisation	328,520	356,104
Interest received	-	-
Changes in working capital:		
Trade and other receivables	-	250
Income Accrued	-	-
Trade and other payables	-	125,024
	-	18,356

7. Going concern

We draw attention to the fact that at 31 March 2014, the federation had accumulated losses of R (3,180,743) and that the federation's total liabilities exceed its assets by R (2,278,519).

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

8. Contingent Liabilities

The National Lotteries Distribution Trust Fund has demanded Basketball refund a grant of R6,900,000.00, which was paid to the federation as grant funding over a period of 2 years (2011 – 2012), due to the failure to comply with the provision of the funding agreement in the previous years. The National Executive Council has entered into the discussion with National Lotteries Distribution Trust Fund to address the outstanding issues.

Basketball South Africa

Annual Financial Statements for the year ended 31 March 2014

Notes to the Annual Financial Statement

9. Detailed Income Statement	2,014	2,013
Income		
SASCOC/SRSA Grant	1,263,985	67,530
Operating expenses		
Accounting fees	-	(40,000)
Travel including vehicle hire	(325,470)	(19,231)
Accommodation	(36,749)	-
Auditors Remuneration	-	(85,272)
Bank charges	-	(2,350)
Events and Catering Expenses	(42,414)	-
Depreciation, amortisation and impairment	(328,520)	(356,104)
General Expenses	(249,711)	(26,400)
Insurance	-	(386)
Rental	(79,990)	-
Petrol and oil	-	(500)
Subscription	(153,305)	(209)
Telephone and Fax	(29,653)	(100)
Volunteers	(6,400)	-
International Referees	(5,000)	-
Stationery	(20,292)	-
Employee Costs	(224,971)	-
Team Clothing	(32,285)	-
Computer and Equipment	(49,746)	-
Consultation	(8,000)	-
	(1,592,505)	(530,552)
Surplus/ (deficit) for the year	(328,520)	(463,022)

PORTFOLIO REPORTS

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PORTFOLIO REPORTS

1. INTRODUCTION

The purpose of this report is to provide an update on the quarterly management account from April to June 2014.

2. BUDGET VS ACTUAL EXPENSES – 30 JUNE 2014

Description	2015 Budget YTD	2015 Actual YTD	Variance
Income	1,500,000.00	1,912,500.00	(412,500.00)
Supersport Licence Agreement	1,500,000.00	1,912,500.00	(412,500.00)
Lottery	-	-	
Operating Expenses	2,733,475.88	916,829.66	1,816,646.22
Salaries	87,300.00	3,000.00	84,300.00
Rent	6,000.00	-	6,000.00
Telephone	22,800.00	6,564.25	16,235.75
Audit Fees	80,000.00	105,956.16	(25,956.16)
Accommodation	351,999.90	352,985.00	(985.10)
Travelling Expenses	558,624.99	205,095.66	353,529.33
Clothing	370,500.00	48,362.45	322,137.55
Meals & Refreshments	380,001.00	-	380,001.00
Equipment	267,624.99	60,158.38	207,466.61
Facilitators	144,000.00	-	144,000.00
Manuals	86,750.01	-	86,750.01
Medical Equipment	192,499.98	14,733.30	177,766.68
Selectors and Coaches Fees	42,624.99	-	42,624.99
Travel & Subsistence	117,500.01	101,234.10	16,265.91
Stationery	6,750.00	16,237.12	(9,487.12)
Third party insurance	6,000.00	1,306.89	4,693.11
Technical costs & Equipment	12,500.01	-	12,500.01
Bank charges		1,196.35	(1,196.35)
Operating surplus/(deficit)	(1,233,475.88)	995,670.34	(2,229,146.22)

Projects	10,005,500.00
Administration costs	716,700.00
Operating Expenses	10,722,200.00

PORTFOLIO REPORTS

3. STATUS ON THE TRADE AND OTHER PAYABLES

Trade and other payables	Amount	Payments	Outstanding Amount
Medical cost - CJD			
Attorneys	2933.3	2,933.30	-
Sedgars Mondo	1,286,000.00		1,286,000.00
Wheelchair Basketball	837,051.00		837,051.00
Sedgars Clothing	808,907.00		808,907.00
Sedgars Shop	541,626.00		541,626.00
Accrued UIF & PAYE	479,211.00		479,211.00
Players/technical allowance	412,500.00		412,500.00
Stellenbosch University	278,558.00	100,000.00	178,558.00
Accrued audit Fees	248,064.00	354,020.16	(105,956.16)
University of Free State	152,250.00		152,250.00
Molten	37,996.00		37,996.00
Mahlo Shuttle Services	32,600.00		32,600.00
Stay City	160,000.00		160,000.00
Thembisile Tours	24,067.00	24,066.66	0.34
Total	5,301,763.30	481,020.12	4,820,743.18

4. CONCLUSION

The comparative budget is based on the submitted strategic plan. We are in the process of implementing sound financial policies and process to ensure that we have proper governance structures and system for financial reporting.

BASKETBALL SOUTH AFRICA

STRATEGIC/BUSINESS PLAN – 2014-2015

April 2014

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BUSINESS PLAN FOR BASKETBALL SOUTH AFRICA

1. INTRODUCTION

The year 2014 marks almost two years since SASCOC dissolved the then Executive Committee due to their failure to comply with their fiduciary duties. The intervening years have seen remarkable progress in Basketball, due the appointment of the Interim Committee who were appointed to restore the image of Basketball South Africa (Basketball SA). The Basketball SA Growth Strategy, 2014-2023, is focused squarely on uplifting and strengthening the sport to the level where we will be competitive on the continent.

The Growth Strategic Plan is rooted in the changing environment in our country and positions Basketball SA to succeed in it. The Plan sets out the vision for improvements in national competitions, infrastructure, coaching and development and more importantly, to embed governance in all the structures of Basketball SA.

2. STRATEGIC INTENT



3. OVERVIEW OF THE STRATEGY

The focus of this strategy is on refining Basketball SA's operating model to ensure a more competitive position internationally, particularly on the continent. The Basketball SA strategy can be summarised under the following strategic objectives:

- To improve our **National Teams' performances** through stabilising the different structures of Basketball SA, including provincial associations, associate members and the special member.
- To improve our participation internationally by introducing proper, growth-driven **development** and through the coordination and management of Basketball SA's programmes and projects.
- To take measures in restoring the functionality of Basketball SA, by implementing sound processes and systems through sound **administration**, good infrastructure and modern technology.
- To build a **sustainable financial model** through a sound funding strategy and reporting mechanism.

4. 2014 PLAN

Basketball SA will continue to focus primarily on restoring the image of the organisation, including building appropriate infrastructure and also improving participation in the sport across the country. Basketball SA's key strategic initiatives can be summarised as:

- ◆ **National Teams' performances:** Basketball SA needs to continuously demonstrate that it can produce national teams that can compete at an international level. We can only achieve this objective if there is proper alignment at Provincial Associations, Associate Members and the Special Member structures. Furthermore, this objective will only be a reality if there is a unified and comprehensive domestic competitive structure for all categories of basketball in South Africa.
- **Development:** The focus is to promote and develop the standard of basketball for different categories, including players, coaching, refereeing, technical support and basketball administration. Also, furthering the education of all individuals in basketball by encouraging and enabling their participation and involvement in basketball is a priority.
- **Administration:** The development of a sound governance structure is one of the key fundamentals to the success of basketball. We will ensure that the sport of basketball is a transparent, modern and inclusive activity that promotes sound ethical principles in all aspects of the game.
- **Sustainable financial model:** The primary success factor for Basketball SA is to have the necessary financial resources to fulfill its mandate. This includes putting in place sound financial policies and systems with a transparent reporting mechanism.

Strategic Focus Areas		2014 - 2015		Projects Identified
2014 Strategic Priorities		Targets		
Increase and strengthen the national teams' performances.	<ul style="list-style-type: none"> • Team Preparation • FIBA qualification • National Competitions • High Performance • Coaching • Sports Science • Hosting International Competitions 	<ul style="list-style-type: none"> • Membership of the International Basketball Federation, the African Zone Commission of FIBA. • Conducting elite national level competitions for both males and females. <ul style="list-style-type: none"> ✓ National Teams (FIBA Seniors, U19, U17, U16) ✓ National Championships (U18, U16) ✓ Schools Championships • Establishing a membership database and to ensure that each member holds a valid current membership card. 	<ul style="list-style-type: none"> • Basketball Without Borders - Boys and Girls Under 20 and Under 16 Trials • Training Camps for Under 20 and 16 	
Invest in development through structured programmes at national and provincial level.	<ul style="list-style-type: none"> • Strengthen national development through structured and focused programmes for different levels: <ul style="list-style-type: none"> ○ Provincial ○ Affiliates ○ Clubs/Tertiary ○ Schools/Youth ○ Mini-basketball ○ Coaching ○ Referees and Officials • Talent identification through developmental programmes • Providing the necessary equipment 	<ul style="list-style-type: none"> • Setting up a unified and comprehensive domestic competition structure for all categories of basketball. <ul style="list-style-type: none"> ✓ Schools Leagues ✓ Provincial Leagues ✓ Tertiary Institutions' Competitions ✓ SA Masters ✓ SANDF ✓ 2 technical clinics per annum per province ✓ Advanced clinics - Grades 1-2 ✓ Training programmes from schools to seniors • Developing and providing competitions, camps, seminars, conferences, courses, clinics, examinations, development programmes. • Promoting and developing the standard of coaching, refereeing and basketball administration. • Encouraging the provision and development of appropriate facilities for participation in basketball. 	<ul style="list-style-type: none"> • FIBA Young Coaches 1 and Levels I and II (All Nine Provinces) • Schools Programmes • Mini Basketball • Women's Basketball League 	

Strategic Focus Areas	2014 Strategic Priorities	2014 - 2015	Targets	Projects Identified
<p>Create a sustainable administration model.</p>	<ul style="list-style-type: none"> • Accreditation of players, coaches, referees and officials • Organisational Structure • Infrastructure • Technology 	<ul style="list-style-type: none"> • Appointment of a CEO and FM • Administrative/Governance Training • Establishment of Commissions • Applying for and maintaining membership of any international basketball association or organisation, SASOC and provincial sports confederations. • Developing and maintaining all internal regulations related to basketball 	<ul style="list-style-type: none"> • Drafting of Governance frameworks and policies and procedures. • Training courses for administrators - 2015 	
<p>To build a sustainable financial model through a sound funding strategy and reporting mechanism.</p>	<ul style="list-style-type: none"> • Financial management and accounting practices • Financial turnaround strategy 	<ul style="list-style-type: none"> • Setting the amount of membership fees payable by all members • Promoting basketball for commercial, government and public recognition and benefits. • Develop a funding proposal to present to potential funders • Develop financial policies and procedures • Preparing an overall financial report 	<ul style="list-style-type: none"> • Financial Strategy • Financial policies & systems • Financial reporting structures and templates 	

5. BUDGET FOR 2014

The Budget for 2014 is highlighted below and directly relates to planned 2014 projects and initiatives. The fundamental success of this plan is finding appropriate funding to deliver on the target set. Refer to Annexure A for detailed Project Budget.

Description	2014 Budget
Income	11,505,500.00
Supersport Licence Agreement	1,500,000.00
Lottery	10,005,500.00
Operating Expenses	10,722,200.00
Salaries	376,700.00
Rent	24,000.00
Telephone	92,000.00
Audit Fees	80,000.00
Accommodation	1,408,000.00
Travelling Expenses	2,234,500.00
Clothing	1,482,000.00
Meals & Refreshments	1,520,000.00
Equipment	1,070,500.00
Facilitators	576,000.00
Manuals	347,000.00
Medical Equipment	760,000.00
Fees	170,500.00
Subsistence	470,000.00
Stationery	27,000.00
Third Party Insurance	24,000.00
Medical Equipment	10,000.00
Technical Costs & Equipment	50,000.00
Operating surplus/(deficit)	783,300.00
Projects	10,005,500.00
Administration Costs	716,700.00
Operating Expenses	10,722,200.00

The Budget was prepared on the following assumptions:

Basketball Without Borders - Boys & Girls (Long Term)

The basic aim is to select the top 25 boys & Girls aged 14 and 15 nationally, who will get an opportunity to be trained by NBA Top Coaches and Top NBA players. They will be put through a high performance programme where they will be groomed for the 2015 FIBA programmes for U16's and be sustained for the 2016 FIBA U18 programmes. The programme is over three years with the aim that in 2016 they will be the core of our Under 20 National Teams. The players will also benefit from country-to-country exchange programmes where they will get to be part of the exchange programmes.

FIBA Young Coaches 1 (All Nine Provinces)

- The majority of the coaches have the Basketball SA license thus the Introduction to the International Levels of coaching. This is an entry International Coaching Course of FIBA.
- The Course is aimed at training all Coaches who contribute to juniors development.
- The Coaches will be exposed to international educational courses to show them the International trends in Basketball in coaching for Cadets and Juniors. This will be of great benefit to the Junior programmes as players will be taught the latest trends by their coaches and also the grading of our Coaches will improve greatly.

Under 20 and Under 16 Trials (Short Term)

- The AU Region 5 Under 20 Games will be held in 2014. These Games are multi-coded, which SASCOC manages.
- Basketball SA has the responsibility to select and prepare the U20 teams for both genders.
- In 2012, the Girls team won Silver behind Angola while the boys won Bronze behind Mozambique and Angola.
- We believe with better preparation, we can improve from the last Games.
- We expect each province to hold trials and select the best 10 boys and best 10 girls.
- All the selected players from all nine Provinces will be invited to JHB for the National Trials where the best 20 Boys and best 20 Girls will be selected.
- They will be put through rapid development programmes and we shall select the top 12 and three non-travelling reserves for the Games.

Schools

Training (Phase 1)

Coaches and Referees Training

- Re-launch of the Schools Sports structures under SRSA.
- Basketball is one of the priority sporting Codes of SRSA.
- It is evident that Educators are interested but they lack the coaching and refereeing skills.
- As a Federation, we intend to train about 1 000 Educators in 2014/15 with four districts per province being targeted.

- In each district, 50 educators will be trained on the Basketball SA entry Level Coaching and Refereeing course (2 days course).
- Thus we will have eight Clinics per Province.
- These Educators will be kept Under the Basketball SA radar as they will be Mass Participation Coaches Coaches and referees.

Equipment

- Very few schools have basketball courts.
- With the partnership with DBE and SRSA, we will convert netball/tennis courts into multi-sports courts that include Basketball.
- This will need line markings, Backtops, outdoor electronic score boards and short clocks.
- Coaching and refereeing manuals will be essential for the Educators.
- All schools need basketballs, playing uniforms etc - our main target is the no-fee paying schools.

Women's National Premier League

- To get our women to play week in and week out.
- Create an opportunity for the players to be at the same level with their counterparts.
- To prepare the Women for the planned Women's professional league.
- To get our Women match-fit for the Continental Championships.
- The league will be used as a platform to select the National Teams of Women.

6. CRITICAL SUCCESS FACTORS

Basketball South Africa needs to continue to demonstrate that it can achieve its main objective of restoring the image of the sport.

- Corporate Governance
- Sufficient, cost effective funding from sponsors, SASCOC, SRSA and NLB
- Investing in facilities and infrastructure, including system infrastructure
- Securing strategic partnerships
- Competitive and professionalism
- Athletic Tracking System
- Mass participation
- Database Development
- Development and investment in people
- Effective programmes/initiatives

7. CONCLUSION

The Budget for the Strategic plan is of critical importance; it will equip us for delivering on our set objectives.

CONSTITUTIONAL AMENDMENTS

PROPOSED AMENDMENTS TO VARIOUS CLAUSES OF THE CONSTITUTION OF BASKETBALL SOUTH AFRICA AS PRESENTED AT THE ANNUAL GENERAL MEETING ON SATURDAY 23 AUGUST 2014

• **DEFINITIONS AND INTERPRETATIONS**

“FIBA AFRICA”	means FIBA in Africa
“Premier Basketball League”	means the men’s premier basketball league as in clause 2.1.1
“Special Member”	means the Basketball National League as in clause 3.9

• **CLAUSES (Please note, the original clause is given first, with the proposed amendment below:**

1.6.8The African Zone Commission of FIBA

To readFIBA Africa

(Explanation: Name change)

1.6.9The African Zone Commission of FIBA

To readFIBA Africa

(Explanation: Name change)

1.6.13Zone VI games

To read..... AU Region V games

(Explanation: Name change)

1.7.10 Manage and control its media rights, including but not limited to

To read.....Basketball SA shall own, control and manage all basketball rights in its area of jurisdiction with the proviso that Associate Members and the Special Member may by mutual agreement with Basketball SA manage identified media rights in the promotion of their specific basketball programmes. Subject to the aforementioned, Basketball SA shall manage and control its media rights, including but not limited to

(Explanation: clarity of the clause)

- 2.1.1the Special Member, being the recognised professional league and other recognised leagues

To read..... the Special Member, being the recognised men's premier basketball league and other recognised leagues

- 3.3.4.10 Election of the National Executive Council (at the QGM)

To read.... Election of the National Executive Council (at the QNGCM)

(Explanation: correction)

3.4 SPECIAL NATIONAL GENERAL COUNCIL MEETINGS

To read.... **SPECIAL NATIONAL GENERAL COUNCIL MEETINGS AND PRESIDENTS MEETINGS**

- 3.4.2 The National Executive Council may call a Special National General meeting as and when it deems it necessary as agreed to by a meeting of the National Executive Council.

To read.... The National Executive Council may call a Special National General meeting as and when it deems it necessary as agreed to by the National Executive Council.

ADD ADDITIONAL CLAUSES

- 3.4.7 The National Executive Council may call a Presidents Meeting as and when it deems it necessary as agreed to by the National Executive Council.

- 3.4.8 The Presidents Meeting shall be attended only by Chairpersons/Presidents of the Members of Basketball SA.

- 3.4.9 The notice of the Presidents Meeting shall contain the business thereof and shall be the sole reason it was called for.

- 3.4.10 A copy of the notice shall be forwarded to each Member by the Secretary-General/CEO at least 21 calendar days prior to the meeting.

- 3.4.11 Recommendations, resolutions and/or decisions of the Presidents Meeting shall be ratified by the National General Council.

(Explanation: in line with the SASCOC principle)

- 3.5.4.4.7 To organise their Provincial General Council and have such Provincial General Council meetings at least two months prior to a Basketball SA National General Council meeting and submit a full report to the National Executive Council within 21 days of such National General Council meetings.

To read..... To organise their Provincial General Council meetings as per their Constitution and submit a full report to the National Executive Council within 21 days of such Provincial General Council meeting being held.

(Explanation: It is more practical to set meeting dates in line with Constitutional requirements.)

- 3.7.5.3.7 To organise their General Council and have such General Council meetings at least two months prior to a Basketball SA National General Council meeting and submit a full report to the National Executive Council within 21 days of such National General Council meetings.

To read....To organise their General Council meetings as per their Constitution and submit a full report to the National Executive Council within 21 days of such General Council meeting being held.

(Explanation: It is more practical to set meeting dates in line with Constitutional requirements.)

3.9 THE SPECIAL MEMBER

- 3.9.1 The Special Member shall be constituted in terms of the Constitution and Internal Regulations of Basketball SA.

- 3.9.2 The Premier Basketball League, incorporating the Basketball National League, shall be a Special Member and shall hereafter be referred to as “the League” as defined by FIBA Internal Regulations dealing with recognition of Leagues and provisions governing such regulation.

- 3.9.3 Subject to Clause 2 of this Constitution, the rights, powers and obligations of the league as a member of Basketball SA shall be set out in the FIBA International Regulations, this Constitution, the Basketball SA Internal Regulations and the Agreement governing the relationship between Basketball SA and the Special Member or any amendments thereof approved by Basketball SA.

To read 3.9.1 The Special Member, being the men’s premier basketball league, shall be constituted in terms of this Constitution, the Internal Regulations of Basketball SA and the licensed agreement entered into with Basketball SA from time to time.

3.9.2 The Special Member referred to in 3.9.1 shall for the time being be the Basketball National League (BNL) in terms of the licensed agreement entered into with Basketball SA from time to time.

3.9.3 Subject to Clauses 2, 3.91 and 3.92 of this Constitution, the rights, powers and obligations of the men’s premier league, for the time being, the BNL, shall be set out in the FIBA Internal Regulations, this Constitution, the

Basketball SA Regulations and the licensed agreement governing the relationship between Basketball SA and the BNL or any amendments thereof approved by Basketball SA from time to time.

(Explanation: Bringing the wording up to date)

3.10.9 Two (2) Independent National Executive Council Members elected on the strength of their exceptional business, basketball and professional acumen and experience and who are not office bearers or employees of Basketball SA or of a Member.

To read..... Two (2) Independent National Executive Council Members elected on the strength of their exceptional business, basketball or professional acumen and experience and who are not office bearers or employees of Basketball SA or of a Member.

(Explanation: Switching word from “and” to “or”)

3.11.2 Treasurer-General (ALSO WHEREVER ELSE IT APPEARS IN THE CONSTITUTION)

To read.....Treasurer

(Explanation: accepted practice)

3.11.2.1 Shall monitor and control the implementation the financial policy and procedures of Basketball SA.

To read..... Shall monitor and control the implementation of the financial policy and procedures of Basketball SA.

(Explanation: missing word)

3.12.1.1 The Management Committee (MANCO) of Basketball SA shall comprise of the President, Deputy President, Vice President, Secretary-General/CEO (ex officio), Treasurer-General and the representative of the League serving on the National Executive Council.

To read..... The Management Committee (MANCO) of Basketball SA shall comprise of the President, Deputy President, Vice President, Secretary-General/CEO (ex officio) and Treasurer.

(Explanation: MANCO is set up specifically to deal with the daily affairs of Basketball SA. With the Special Member represented on the NEC, there is no need for the Special Member to be on MANCO)

3.12.1.6 MANCO shall meet as and when necessary, but at least once in each calendar month.

To read: MANCO shall meet as and when necessary, but at least once in each calendar month, when the National Executive Council does not meet.

(Explanation: It makes practical sense – instead of duplicating meetings)

3.12.2.7 Finance, Audit and Risk Commission (ALSO WHEREVER ELSE IT APPEARS IN THE CONSTITUTION)

To read.... Audit and Risk Commission

(Explanation: to avoid confusion with the Finance sub-committee)

3.12.5 Each Commission shall have a Vice-chairperson being members of the National Executive Council. Should the Chairperson of a Commission be temporarily indisposed, the Vice-chairperson of the Commission shall deputise during meetings of the Commission. In the event of permanent indisposition, the Vice Chairperson of the Commission shall be the replacement Chairperson until the next session of the National Executive Council.

To read..... Each Commission shall have a Chairperson being a member of the National Executive Council, except for the Audit & Risk Commission where the Vice-chairperson shall be a member of the National Executive Council. Should the Chairperson of a Commission be temporarily indisposed, the Vice-chairperson of the Commission who shall be appointed by the National Executive Council, shall deputise during meetings of the Commission. In the event of permanent indisposition, the Vice Chairperson of the Commission shall be the replacement Chairperson until the next session of the National Executive Council.

(Explanation: There is a need for Commissions to be managed by the NEC to ensure alignment of work and that commissions are functional)

3.12.6 The members of MANCO of Basketball SA shall be ex-officio members of all the Commissions, without voting rights.

To read... The members of MANCO of Basketball SA shall be ex-officio members of all the Commissions, without voting rights, except in cases where members of MANCO are either the Chairperson or Vice-chairperson, in which case such members shall have voting rights.

(Explanation: to bring in line with proposed amendment in 3.12.5)

3.13.2.7.9 Notwithstanding the provisions of the Internal Regulations, the Coaches Commission Chairperson shall be a member of every Selection Panel tasked with the selection of National Teams.

To read..... Notwithstanding the provisions of the Internal Regulations, the Coaches Commission Chairperson shall have oversight of every Selection Panel tasked with the

selection of National Teams.

(Explanation: To avoid a potential conflict of interest, the Chairperson should only ensure that prescribed procedures are followed without influencing the selection of players)

- 3.14.5 Members shall lodge their nominations confidentially with the nominee's written acceptance form, an appropriate CV and a written undertaking that he/she will resign with immediate effect from his Provincial Association's Executive Committee with the Secretary-General/CEO 21 calendar days before the QNGCM.

To read..... Members shall lodge their nominations confidentially with the Secretary-General/CEO, which shall include the nominee's written acceptance form, an appropriate CV and a written undertaking that he/she will resign from his/her Provincial Association's Executive Committee within 21 calendar days after the QNGCM where he/she has been elected.

(Explanation: It is practical to resign after being elected rather than before)

3.17 TERMINATION OF OFFICE

3.17.1 to 3.17.1.11 to remain as is.

3.17.2 TO BE ADDED

3.17.2 Elections to fill vacancies on the National Executive Council shall be held at an AGM which is not a QNGCM or at a Special National General Council meeting called for this specific purpose. Such elections shall be conducted in accordance with the nomination procedures outlined in Clause 3.14. A National Executive Council member elected in accordance with this Clause shall hold office until the next QNGCM.

(Explanation: need to make provision to fill vacancies)

- 6.2 Such Internal Regulations shall be approved by the National General Council for ratification at an AGM.

To read..... Such Internal Regulations shall be approved by the National General Council for ratification at an AGM or at a Special National General Council Meeting called for this specific purpose.

(Explanation: Periods between AGM's might be longer than envisaged)

- 7.7 The Secretary-General/CEO or his delegated authority shall keep proper records of accounts/financial transactions/financial projects of Basketball SA and shall be reconciled on a monthly basis with the Basketball SA bank accounts, which will be tabled at subsequent meetings of the National Executive Council and the National General Council.

To read..... The Secretary-General/CEO or his/her delegated authority shall keep proper records of accounts/financial transactions/financial projects of Basketball SA and shall be reconciled on a monthly basis with the Basketball SA bank accounts, which will be tabled at subsequent meetings of the MANCO, the National Executive Council and the National General Council.

(Explanation: MANCO should be included as NEC does not meet every month)

13.5 The colour of the blazer of Basketball SA shall be Navy Blue.

To read: The official colours of Basketball SA shall be gold, green and white.

(Explanation: Brings it in line with national colours, except the white which is the differentiator)

**INTERNAL
REGULATIONS
FOR ADOPTION**

BASKETBALL SA DRAFT CODE OF CONDUCT AND ETHICAL BEHAVIOUR

1. Basketball SA and its Members are guided by the following key principles

- 1.1 Delivery of the highest quality in all our activities
- 1.2 The ongoing development of professional and personal skills
- 1.3 Creativity in the search and implementation of innovative ideas, practices and performances
- 1.4 The protection and promotion of its values and principles and that of FIBA
- 1.5 Treating people involved in the game of basketball with courtesy, respect and proper regard for their rights and obligations and in particular, respect the spirit of fair play and non-violence
- 1.6 Compliance and encouraging compliance with Basketball SA's Constitution, By-laws and Internal Regulations
- 1.7 Seeking continual improvement through performance appraisal and education
- 1.8 Acting in the best interests of Basketball SA and its Members and taking all necessary steps to assist Basketball SA and its Members in achieving their objectives in such a way that their credibility and integrity is not compromised
- 1.9 Ensuring that Basketball SA, its Members, Individual Members, players, employees and officials shall not do anything which is likely to intimidate, offend, insult, humiliate or discriminate against any person on the ground of their religion, race, colour, national or ethnic origin or social origin, gender, sex or political persuasion

2. Basketball SA and its Members shall encourage all players to

- 2.1 adhere to the rules and spirit of the sport of basketball including Basketball SA and FIBA guidelines, regulations and rules that govern Basketball SA and the game of basketball including the competitions and programmes of Basketball SA
- 2.2 refrain from any form of abuse, harassment, provocation or discrimination, or any conduct which might reasonably be regarded as abuse, harassment, provocation or discrimination towards others
- 2.3 refrain from unnecessary or obvious dissension, displeasure or disapproval with officials' decisions
- 2.4 not engage in any conduct or any activity on or off the field that may impair public confidence in the honest and orderly conduct of all programmes and activities under the jurisdiction of Basketball Sa and its Members
- 2.5 promote the reputation of the game and take all possible steps to prevent it from being brought into disrepute
- 2.6 not commit a doping offence as defined in the Regulations of FIBA or the Basketball SA Anti-Doping Regulations
- 2.7 not abuse, threaten or intimidate a referee or other officials, whether on or off the field of play
- 2.8 not use crude or abusive language or gestures towards referees, officials or other match officials or spectators
- 2.9 place team spirit above personal ambition and pride
- 2.10 be a role model and set an example to the next generation of players
- 2.11 respect the rights, worth and dignity of all participants and opponents

3. Basketball SA and its Members shall encourage all coaches, managers, employees, individual members and officials to

- 3.1 develop appropriate working relationships with players based on mutual respect and

- trust
 - 3.2 encourage players, technical and administrative personnel to accept responsibility for their own conduct, behavior and performance
 - 3.3 never engage in public criticism, including on social media, of officials, match officials, players, opponents or Basketball SA and its Members
 - 3.4 never attempt to or exert undue and unfair influence and pressure on referees, match officials and opponents in order to obtain unfair personal or team benefits
- 4. Basketball SA and its Members shall encourage all referees, officials, individual members and employees involved in matches/activities to**
- 4.1 be honest, consistent, objective, impartial, fair and courteous when applying the rules of the game
 - 4.2 display due respect when speaking to participants in the game
 - 4.3 protect the rights and interests of players by enforcing the rules of the game impartially and without bias and prejudice
 - 4.4 be fully prepared, both physically and mentally, to keep up with the game, and be alert in decision-making
 - 4.5 insist that all players and coaches abide by the rules and spirit of the game and not to manipulate the rules in order to benefit anyone including teams and yourself personally
 - 4.6 use your official position to take action against any individual member or spectator who harasses, abuses or uses foul, sexist or racist language, behaviour or gestures
 - 4.7 report and discourage all illegal or unsporting influences, including banned substances and techniques
 - 4.8 not perform their duties in cases where there is an existing or potential conflict of interest. Any such conflict shall be immediately disclosed and reported to Basketball SA
- 5. Basketball SA and its Members shall encourage all coaches, managers, players, referees, officials, employees, individual members, volunteers, fans and supporters to**
- 5.1 not use their involvement with Basketball SA or its Members to promote their own beliefs, behaviours or practices where these are inconsistent with those of Basketball SA and FIBA
 - 5.2 refrain from any conduct which is; might be reasonably regarded as; or is being investigated for potentially being a breach of any criminal law
 - 5.3 not denigrate and/or intimidate players, officials, spectators or event organisers
 - 5.4 be responsible in the consumption of alcohol products
 - 5.5 treat another person's property with respect and due consideration of its value
 - 5.6 behave and encourage behaviour that upholds the highest standards of integrity and dignity
 - 5.7 uphold, and not injure or compromise, the standing and reputation of the Basketball SA or its Members
 - 5.8 not engage in, or encourage, any conduct which is unbecoming of a Basketball SA representative or a representative of a Member of Basketball SA that brings the game of basketball and/or Basketball SA and/or its Members into disrepute or is otherwise harmful to the interests of basketball and/or Basketball SA and/or its Members
 - 5.9 accept and observe the authority and decisions of referees, match officials and the disciplinary processes of Basketball SA and its Members
 - 5.9 promote the reputation of the game and take all possible steps to prevent it

- from being brought into disrepute
- 5.10 not use crude or abusive language or gestures towards referees, officials, match officials, opponents or spectators
 - 5.11 not do anything which adversely affects the Game, Basketball SA or its Members which may/does result in negative media publicity (including social media) of Basketball SA or its Members

Adopted on:

At:

DRAFT CONFLICT OF INTEREST PROTOCOL FOR BASKETBALL SA

- All Basketball SA Members and persons acting for and on behalf of Basketball SA must comply with this Conflict of Interest Protocol. A breach of the Conflict of Interest Protocol shall be deemed to be a breach of the Code of Conduct and dealt with accordingly.
- A Conflict of interest arises in any situation where a person has a private or personal interest that is, or may be sufficient to appear to be, in conflict with the objective exercise of that person's official Basketball SA duties and/or obligations owed to Basketball SA or its Members
- Conflicts of Interest cannot be allowed to taint the activities/decisions of Basketball SA or its Members. Such activities and decisions must be taken and/or carried out on an entirely objective basis and situations in which a Basketball SA Member's/Person's other interest and/or relationships could adversely influence their judgment or the manner in which they perform their functions and duties for Basketball SA and its Members must be avoided.
- Conflicts of Interest can be either actual or apparent. An actual Conflict of Interest arises where a person's personal, professional and/or private interests do, in fact, conflict or compete with the way in which they perform their official Basketball SA duties or that of its Members.
- An apparent Conflict of Interest arises where a person's personal, professional or private interests appear, or may appear, to influence the objective exercise of that person's official Basketball SA duties or that of its Members, even though the person may not be influenced in this way.
- It is not possible to define or describe all circumstances in which a Conflict of Interest, actual or apparent, may arise. However, the following situations provide a non-exhaustive list of Conflicts of Interest that all Basketball SA Members/Persons shall avoid. Basketball SA Members/Persons shall:
 - not engage in any activity directly or indirectly and/or own an interest in any entity that competes with the existing, planned and/or potential interests of Basketball SA and its Members;
 - save in accordance with the provisions of the Code of Conduct, not own or have any ownership interests, either directly or indirectly in any entity that provides goods or services to Basketball SA and its Members;
 - not solicit or obtain for themselves or relatives, friends or any other person, a material benefit of any kind from his association with Basketball SA and its Members;
 - not accept gifts or benefits of any kind or fail to declare gifts or benefits of any kind where such gifts and/or benefits would or may conceivably appear to improperly influence the Basketball SA Member/ Person in the performance of his/her duties for Basketball SA or its Members. For the avoidance of doubt, gifts of a monetary value of R500 or over should be declared and provided to the relevant authority; being Basketball SA or its Members.
 - not engage in any conduct, activity or take any other action not expressly referred to in this Conflict of Interest Policy, where Basketball SA and its Members'/Person's interest may compete or appear to compete or conflict with the interests of Basketball SA and its Members.
- For the avoidance of doubt, Basketball SA Members/Persons are personally responsible

for all decisions in relation to receipt of gifts and for avoiding the risk of damage to public confidence in Basketball SA or its Members.

Register of Interests

- All Basketball SA Members/Persons shall subscribe to a Register (a Conflicts of Interest Register) to be maintained by Basketball SA and its Members, disclosing any interest or benefit of whatever nature, whether direct or indirect which he/she has had, may have or expect to have in relation to the activities, business or affairs of Basketball SA or its Members to include, without limitation:
 - Contracts or arrangements proposed to be entered into between Basketball SA and the Basketball SA Member/Person or any person, firm or company with whom the Basketball SA/Person is associated;
 - Any directorship of a company or any partnership or any other profit, salary or fee earning activity not covered above;
 - Any arrangement made, proffered or contemplated in consequence of his/her holding a position as a Basketball SA Member/Person within Basketball SA or its Members with any third party (for this purpose, benefit includes financial support or allowance or advantage);
 - Any benefit which a Basketball SA Member/Person receives from a sponsor of or donor to Basketball SA and/or any other Member of Basketball SA, either personally or on behalf of a third party;
 - And/or any other arrangement, relationship or contract which may constitute a Conflict of Interest;

Declaration/Management of Interests

- As well as the Registration of Interests, it is necessary to manage and/or declare interests as they arise.
- It is important to recognise that interests that are not pecuniary can also amount to conflicts of interest. Friendship, membership of an association, society, trusteeship and many other kinds of relationship can sometimes influence (or be seen to influence) decision making and judgments and give an impression that personal motives are involved. In order to determine whether a Conflict of Interest exists, it is appropriate to consider whether a reasonable person viewing the relationship objectively, would be of the opinion that a person's motives may be influenced by the relationship. If such reasonable person considered that a Conflict could be present, or there is any doubt, the Interest should be disclosed.
- The procedure set out below is designed to allow for the effective declaration and management of interests (whether recorded on the Register of Interests or otherwise). In meetings and/or discussions, as soon as possible and practicable, the following procedure shall be applied:
 - Any Basketball SA Member/Person must declare any interest apparent or otherwise in matters to be discussed. The meeting or other persons involved in the discussion should require the Covered Person to leave the room/discussion at that stage;
 - In the absence of the Basketball SA Member/Person, the meeting and/or others involved in the discussion, will decide whether the Basketball SA/Person may, notwithstanding the declared interest, take part in the consideration or

discussion or voting on any question relating to the matter in which the Basketball SA Member/Person has declared an interest. The National General Council, NEC, MANCO, Commission, sub-committee, committee concerned, meeting or others involved in the discussion shall be entitled to impose a condition that the Basketball SA Member/Person who has declared the interest may take part in the meeting, discussions or otherwise but may not vote on any question relating to the matter affected by the interest and/or impose such other conditions as it sees fit. However, if a person has a financial interest in the transaction and/or decision, that person should not, in any event, be entitled to vote or participate in the discussions/deliberations;

- If the meeting or those involved in the discussion decide that the Basketball SA Member/Person may take part in the consideration and discussion on the matter concerned, the Basketball SA Member/Person shall be entitled to re-join the meeting and/or discussion. For the avoidance of doubt, the procedures adopted in relation to the management of Conflicts of Interest, should be fully minuted;
- Where a Basketball SA Member/Person becomes aware in advance of a meeting that they may have an interest in matters discussed at that meeting, the Covered Person shall notify the chairperson of the said meeting. The chairperson will at the start of the meeting report any such notification(s) received and further shall remind Members of their obligation to make a declaration of any interest that they may have in matters to be discussed.

Guidelines on the Implementation of the Declaration/Management of Conflicts of Interest

- It is important that Conflicts of Interest are properly identified and managed.
- However, it is not necessary to declare an interest that is too remote or insignificant that could not reasonably be regarded as having in any way influenced a Basketball SA Member/Person in the discussion or voting of an issue. To do so, would impede the effective administration of Basketball SA business.
- However, if in doubt, an interest should be declared and the responsibility to do so rests with the Basketball SA Member/Person.
- Conflict of Interest should be declared as soon as practicable after they have arisen and/or the Basketball SA/Person becomes aware of such conflict.

Adopted on:

At:

BASKETBALL SA DRAFT SOCIAL MEDIA POLICY

1. PURPOSE

- 1.1 The purpose of this policy is to provide guidelines to ensure responsible social media engagement by Basketball SA Members, Affiliates, Officials, Employees, Volunteers and any Individual Member in both a professional and personal capacity when such affiliation to Basketball SA is identified, known or presumed.
- 1.2 This policy also aims to provide guidelines to protect Basketball SA, its Members, Officials, Employees, Volunteers and Individual Members against any violations of laws or regulations through social media platforms, and to prohibit the sharing of information that is confidential and proprietary to Basketball SA and its Members.

2. ACKNOWLEDGEMENT

- 2.1 Basketball SA acknowledges that emerging online communication is changing the way individuals and organisations communicate, and that social media platforms form a great part of people's lives. Basketball SA thus encourages ethical and responsible engagement on all social media platforms.

3. SCOPE

- 3.1 This policy covers the participation in all social media platforms including, but not limited to, blogs, wikis, video and photo sharing including YouTube, Flickr, and Instagram as well as online social networks such as Facebook, Twitter, LinkedIn, Google+ and My Space as well as any social media platforms developed in the future.

4. TO WHOM DOES THIS POLICY APPLY

- 4.1 This policy applies to all Employees who are employed by Basketball SA and its Members.
- 4.2 Members, Officials, Volunteers, Individual Members, independent service providers and/or temporary staff who provide services to Basketball SA and its affiliates are also bound by this policy in cases where the exchange or dissemination of information through social media has a direct bearing on Basketball SA and its Members.

5. GUIDELINES WHEN ENGAGING IN SOCIAL MEDIA

- 5.1 Basketball SA respects the rights of all individuals to freedom of expression. Similarly, Basketball SA has an obligation to protect its image and proprietary information and that of its Members.
- 5.2 Basketball SA and its Members may be held vicariously liable for information, comments and submissions that are shared or made by individuals associated with Basketball SA and its Members on social media platforms. As such, Basketball SA expects individuals associated with Basketball SA to exercise personal responsibility when they engage on social media.
- 5.3 The following guiding principles should apply to all individuals associated with Basketball SA and its Members when engaging in social media:
 - 5.3.1 **Responsibility and/or accountability:** Individuals associated with Basketball SA and its Members have a responsibility to avoid establishing online relationships and/or interests that could adversely influence or impair their capacity to act with integrity and objectivity in relation to Basketball SA and its Members. In addition, individuals associated with Basketball SA and its Members should not engage in any social media activities that may bring Basketball SA or its Members into disrepute, and will be held accountable for any such behaviour.
 - 5.3.2 **Transparency:** In all social media engagements, Basketball SA and its Members will not condone any manipulation or false representation of any information related to Basketball SA and its Members that individuals provide to other social media users or associates of Basketball SA.
 - 5.3.3 **Respect and honesty:** Third parties must always be treated with dignity and respect. Individuals must be courteous and helpful, fair and open, and must observe a high standard of ethics when engaging in social media. Furthermore, individuals must show respect for all persons and avoid discriminatory behaviour and victimisation of other social media users, whether due to gender, race, class, creed, colour, sexual orientation, marital or family status, age, nationality, political belief, religion or disability.
 - 5.3.4 **Confidentiality:** When posting any communication on social media platforms, individuals should

take account of the confidentiality obligations towards Basketball SA and its Members. In this regard, individuals shall not disclose:

- 5.3.4.1 any information that is confidential or proprietary to Basketball SA and its Members,
- 5.3.4.2 information relating to Basketball SA or its Members' sponsors, service providers, suppliers or other associates; and
- 5.3.4.3 information relating to Officials and Employees of Basketball SA and its Members without their express permission.

6. PARTICIPATING ON SOCIAL MEDIA ON BEHALF OF BASKETBALL SA AND ITS MEMBERS

- 6.1 Only individuals who are authorised by Basketball SA and its Members may engage in social media on behalf of Basketball SA and its Members.
- 6.2 Only authorised individuals may comment on any aspect of Basketball SA or/and its Members' business or and/or policies. When making such comment, the individual must identify himself/herself as commenting on behalf of Basketball SA or its Members.
- 6.3 An authorised individual who engages on social media on behalf of Basketball SA and/or its Members must ensure that he/she is familiar with Basketball SA and its Members' views on specific issues and should not express views that are outside those set out by Basketball SA and/or its Members.
- 6.4 Basketball SA shall take appropriate action against any authorised individual who makes comments or submissions that are not authorised by Basketball SA or its Members.
- 6.5 Authorised individuals must use appropriate language in their communication with third parties, including other social media users.
- 6.6. When using social media platforms on behalf of Basketball SA and/or its Members , authorised individuals shall not:
 - 6.6.1 post any illegal, unethical and/or disrespectful content;
 - 6.6.2 engage in online communication or social media activities which could bring Basketball SA and/or its Members into disrepute;
 - 6.6.3 disclose personal details of individuals;
 - 6.6.4 disclose any confidential information; and
 - 6.6.5 provide any information that is inaccurate and unapproved.

7. PARTICIPATING ON SOCIAL MEDIA IN A PERSONAL CAPACITY

- 7.1 Individuals shall not use Basketball SA and/or its Members' names or logos in their personal profiles.
- 7.2 Individuals shall not communicate any information pertaining to Basketball SA and/or its Members, when engaging in social media in their personal capacity.
- 7.3 Only authorised individuals can use social media platforms to speak on behalf of Basketball SA and/or its Members in an official capacity. Unless otherwise authorised by Basketball SA and/or its Members to do so, an individual shall not speak on behalf of Basketball SA and/or its Members and shall not represent himself/herself as a representative of Basketball SA and/or its Members.
- 7.4. Individuals are legally responsible for their postings, communications and/or submissions if not authorised specifically by Basketball SA and/or its Members, and may be held liable if their posts are found to be defamatory, libelous or in violation of any law. Individuals may also be held liable if they post any material belonging to Basketball SA, its Members or associated third parties that is of a confidential nature or is subject to copyright including, but not limited to, music, videos and text.

8. FAILURE TO COMPLY WITH THIS POLICY

- 8.1. Failure to comply with this policy may result in disciplinary action being taken against the relevant individual/Member by Basketball SA

Adopted on:

At:

BASKETBALL SOUTH AFRICA

DELEGATION OF AUTHORITY FRAMEWORK

Policy Number:	TBC	Revision Number:	
Responsible Division:	Finance Department	Designated Authority:	TBC
Effective Date:	01 June 2013	Review Date:	28 February 2014
Initial Compilation Date:	01 June 2013	Approval Date:	
Recommended By:	B Mxakwe	Signature:	
Approved By:		Signature	

1. Introduction

- This document supersedes any other delegations of authority, financial policies, systems and procedures that have been previously issued.
- It is intended to:
 - regulate policy, procedures and accountability regarding the financial affairs of Basketball South Africa ("Basketball SA")
 - ensure the effective and efficient use of resources and to safeguard Basketball SA's assets
 - establish control over risk areas
- Compliance to this document is essential and:
 - failure to comply herewith will result in Basketball SA's disciplinary process being invoked
 - prior written approval from the Treasurer will be required for any deviations

2. Delegations of Authority

- The Secretary-General/CEO or delegated authority is responsible and accountable for the implementation of and compliance with the delegation of authority
- Proposed amendments must be co-ordinated by the Secretary-General/CEO or delegated authority for submission to the NEC
- The Secretary-General/CEO or delegated authority can limit or reduce the level of authority of staff irrespective of the levels granted in this document
- In the event of temporary absences, the accountable bearer of the delegated authority may delegate such authority subject to approval by the President

2.1. The organisational matrix of Strategic Delegations are as follows:

Item	Accountable Bearer of Authority
1. Drafting and maintenance of policy	Secretary-General/CEO
2. Approval of policy and amendments thereto	NEC/NGC
3. Appointment of auditors	NEC/NGC
4. Approval of Annual Financial Statements	NEC/NGC
5. Approval of Strategic and Business Plan	NEC/NGC
6. Approval of annual budget	NEC/NGC
7. Approval of unbudgeted capital expenditure	NEC
8. Approval of unbudgeted operating expenditure	NEC
9. Employee compensation and benefits	NEC
10. Approval of appointment of staff	NEC
11. Contract signatories	Secretary-General/CEO Treasurer President
12. Sale or disposal of assets	NEC
13. Approval of appointment of staff	NEC
14. Press releases	Secretary-General/CEO/President
15. Sponsorship dealings	President/Deputy-President
16. Legal and litigation	President/Deputy-President

2.2. The matrix of Financial delegations are as follows:

Item	Accountable Bearer of Authority
1. Authorisation of capital expenditure: 1.1. Up to R50 000 1.2. Up to R100 000 1.3. Up to R150 000 1.4. Above R150 000	<ul style="list-style-type: none"> • Secretary-General/CEO • Treasurer • President/Deputy President • NEC
2. Authorisation of operating expenditure: 2.1. Up to R10 000 2.2. Up to R20 000 2.3. Up to R30 000 2.4. Above R30 000	<ul style="list-style-type: none"> • Secretary-General/CEO • Treasurer • President/ Deputy-President • NEC
3. Appointment of commercial bankers	NEC
4. Setting of credit facility limits	NEC
5. Bank signatories	<ul style="list-style-type: none"> • Treasurer • President • Deputy President
6. Petty Cash limits	NEC
7. Approval of petty cash transactions	<ul style="list-style-type: none"> • Secretary- General/CEO • Unbudgeted: Treasurer
8. Procurement: 8.1. Request for Tenders: above R100 000 8.2. Adjudication of tenders 8.3. Request for quotes: below R100 000	<ul style="list-style-type: none"> • Treasurer • NEC appointed committee • Secretary-General/CEO
9. Approval of subsistence and travel: 9.1. International <ul style="list-style-type: none"> • Presidency • Treasurer • NEC Members • Secretary-General/CEO • Other staff 9.2. Local <ul style="list-style-type: none"> • Presidency • Treasurer • NEC Members • Secretary-General/CEO • Other staff 	<ul style="list-style-type: none"> • NEC/MANCO • NEC/MANCO • NEC/MANCO • NEC/MANCO • President • MANCO • President • President • Treasurer • Secretary-General/CEO

BASKETBALL SOUTH AFRICA

**POLICY ON THE MANAGEMENT OF TRAVEL, ACCOMMODATION AND
SUBSISTENCE**

Policy Number:	TBC	Revision Number:	
Responsible Division:	Finance Department	Designated Authority:	TBC
Effective Date:	01 June 2013	Review Date:	28 February 2014
Initial Compilation Date:	01 June 2013	Approval Date:	
Recommended By:	B Mxakwe	Signature:	
Approved By:		Signature	

1. OBJECTIVE

- To articulate the Basketball SA policy regarding procedures and limitations on employee and office-bearer reimbursement for travel, accommodation and other daily expenses while on official duties away from the office.
- To provide guidance on policy and procedures to those who approve expense claims pertaining to travel and entertainment expenses.
- To ensure that only valid and legitimate expenses are claimed by claimants.

2. TERMINOLOGY

For the purposes of this policy, the following definitions apply:

“Domestic travel” : all travel within South African borders.

“Fixed daily allowance” : an allowance payable in instances when actual expenses are not claimed

“International travel” : travel to any other country outside of South African borders.

3. SCOPE OF APPLICATION

This policy applies to all employees, office-bearers and NEC members who are required to travel on behalf of the Basketball SA.

4. GOVERNING PRESCRIPTS

4.1 LEGISLATION

- Income Tax Act 58, 1962
- The Basic Conditions of Employment Act, 1997

4.2 PRESCRIPTS

- Code of Conduct and Ethical Behaviour
- Delegations of Authority

5. GUIDING PRINCIPLES

5.1 GENERAL PRINCIPLES

The following General Principles apply to official travel by employees and office-bearers

- (i) There should be a budget for all its envisaged travel and subsistence expenditure.
- (ii) Travel must always be consistent with the needs, objectives and requirements of the objectives and strategy of Basketball SA and all employees/office-bearers have a responsibility to undertake such travel in a responsible and cost efficient manner.
- (iii) Basketball SA policy is to reimburse employees/office-bearers in an equitable manner for all expenses that are reasonably necessary and incurred when travelling on Basketball SA-authorized business. No reimbursement will be paid unless the Travel Reconciliation has been completed and all supporting vouchers are submitted.
- (iv) When submitting a Travel Expense Form (Travel Reconciliation), any deviations from the policies detailed within this document must be explained on the Travel Reconciliation and expenses claimed that are not in compliance with this policy, require the written approval of the President or Treasurer.
- (v) The fundamental principle adopted by Basketball SA is that it shall endeavour to arrange and pay for all official travel and accommodation in order to limit related employee/office-beares claims and allowances and the concomitant administration requirements.
- (vi) All journeys undertaken by employees/office-bearers must be authorised by the relevant delegated authority.
- (vii) Prior approval must be obtained before journeys are embarked on.
- (viii) Special approval is required for travelling abroad.
- (ix) If official vehicles are available for transportation, an employee/office-bearer shall not be reimbursed for use of his/her own transport.
- (x) Basketball SA shall not be liable for any additional costs with regard to flights, transport, hotel or miscellaneous expenses, or injuries to companions, partners

or spouses that join employees/office-bearers on official travel without invitation from Basketball SA.

- (xi) When an employee's/office-bearer's companion, partner or spouse travels on invitation from Basketball SA, Basketball SA shall be responsible for all expenditure, as if the companion, partner or spouse is an employee/office-bearer of Basketball SA. All institutional policies shall, however, apply to the companion, partner or spouse for the duration of the journey.
- (xii) Should an employee/office-bearer choose to personally settle expenses, it must be noted that Basketball SA shall not be held responsible for any financial difficulties the employee/office-bearer may experience.
- (xiii) Approval of travel shall be delegated as follows:
 - Secretary-General/CEO by the President
 - Other employees by the Secretary-General/CEO/Treasurer
 - Basketball SA NEC and management committee members travel must be approved by the NEC/President.

5.2 SUBSISTENCE

- (i) Where an employee/office-bearer is away from their usual place of residence for the purposes of their official Basketball SA duties for at least one night, Basketball SA's policy is to arrange all accommodation including, where possible, meals. Under extraordinary circumstances where meals are not arranged, the employee shall be provided with a standard allowance of R200.00 per day to cover all meals and other incidental expenses.
- (ii) Staff attending seminars/workshops, for which meals are not included must, at least 48 hours prior to departure, arrange with the Treasurer for the allowance to be available.
- (iii) The subsistence allowance referred to in (i) above may be claimed without having to furnish proof of expenses but the relevant claim forms must be submitted.
- (iv) The designated representative must claim the entitled subsistence allowance three (3) days before embarking on any official trip.
- (v) No advances will be paid other than the subsistence allowance.
- (vi) Allowances will be paid directly into the employee's/office-bearer's bank account.
- (vii) The daily subsistence allowance for international travel will be that published by the National Treasury from time to time for the country/continent being

visited. In the absence of such information being available from the National Treasury, such daily allowance shall be 100 US Dollars.

5.3 ACCOMMODATION

- (i) Individuals who travel on business that entails one or more nights to be spent away from home, may stay in a hotel, motel, guesthouse or bed and breakfast establishment.
- (ii) Reasonable costs for dinner and breakfast while away from home will be paid by Basketball SA, provided these are not included in the accommodation tariff and pre-approved in terms of the approved delegations.
- (iii) The cost of accommodation for international travel will be determined on a pre-approved case-by-case basis.
- (iv) Care should be taken to ensure that the most cost-effective accommodation is utilised at all times. This will ideally be in a 3 star equivalent hotel or 4-star equivalent guesthouse.
- (v) Where it is not necessary to stay overnight on any official travel, no accommodation costs or subsistence allowances will be paid.
- (vi) All employees/office-bearers of Basketball SA may be registered as "Frequent Guests" with hotel establishments and as "frequent flyers" with airlines. Employees/office-bearers may utilise the benefits related to this registration for personal use.

5.4 AIR TRAVEL GUIDELINES

- (i) All air travel undertaken by Basketball SA employees/officials shall be in economy class, unless otherwise determined by the NEC.
- (ii) All domestic air travel undertaken by NEC Members shall be in economy class, unless otherwise determined by the President. Basketball SA shall endeavour to secure access to airport lounges for NEC Members prior to departure with the proviso that costs hereof shall be reasonable and affordable.
- (iii) All international travel undertaken by NEC Members may be in business class.

5.5 CAR HIRE AND OTHER ROAD TRAVEL TRANSPORTATION

5.5.1 General Arrangements

Basketball SA shall not be held responsible for any injuries inflicted and/or damages caused by an employee/office-bearer who is not in possession of a

valid driver's licence when driving a hired vehicle or any other vehicles while on official business.

5.5.2 Car Hire

All car rental and air travel must be arranged through a pre-approved travel agency, if necessary, in advance of the trip made.

Anyone who rents a vehicle whilst travelling on behalf of Basketball SA without having an order placed before travelling will only be reimbursed for the cost if proof of expenditure can be produced and the person can demonstrate that the vehicle rental was reasonably but unexpectedly necessitated by the circumstances.

Insurance

Insurance cover must be accepted when hiring a vehicle.

Size and Class of Vehicles Allowed

- a. The cheapest available vehicle may be hired subject to the proviso that it is equipped with airbags for both front seats and, in summer, air conditioning.
- b. Where more than three (3) people are travelling together a larger vehicle may be hired.

Refuelling of Hired Cars

When a vehicle is received from the agency, the agency shall ensure that all vehicle fuel tanks are filled. If it should be necessary to refuel the vehicle, the employee/office-bearer shall be responsible for the refuelling expenses, which will be reimbursed to the employee/office-bearer by Basketball SA on submission of the proof of expenditure.

Traffic Violations

Basketball SA shall also not take responsibility for any expenditure with regard to the violation of any traffic regulations by the driver of a hired car. These must be paid by the employee/office-bearer responsible for the violation.

5.5.3 Travel Rates Payable

The following travel rate is payable, subject to the conditions as stated below:

- (i) Official kilometres are measured from the office and back to the office.

- (ii) The distance to which the reimbursement applies must be the shortest distance between the Basketball SA office and the location where the official business is to be transacted
- (iii) (iii) In other instances, the distance to which the reimbursement applies must be the shortest distance between the place of residence or employment and the location where the official business is to be transacted.
- (iv) If the total number of kilometres for which such reimbursement is received exceeds 8 000 in any tax year or if the person receives a car allowance such claims must be taxed for PAYE purposes.
- (v) Where possible, representatives must travel together, up to a maximum of four (4) in a vehicle, to minimise travelling expenses.
- (vi) If transport is provided, the fuel, oil and other specific costs incurred by the employee/office-bearer for the official vehicle concerned shall be refunded, subject to the necessary documentation being submitted.
- (vii) If an employee/office-bearer uses a private vehicle and the trip is authorised for a private vehicle, compensation shall be refunded at R3.00 per kilometre which is lower than the tax free amount as published by the National Treasury and applicable SARS rates, as revised from time to time. This rate per kilometre covers all vehicle related costs and no additional reimbursement will be considered and paid.
- (viii) If proof of toll fees and parking fees paid are submitted, the amount shall be reimbursed.

5.6 OTHER EXPENSES

Should the following necessarily be incurred while travelling, they may be claimed back from Basketball SA:

- parking costs - at airports, which shall be paid if incurred reasonably, hotels and conferences, for the duration of Basketball SA official business
- business calls and faxes while away on trips
- legitimate taxi fares
- airport taxes, visas and commission on cashing travellers cheques
- laundry and ironing - if official stay covers more than four (4) nights (local and overseas).

These must be claimed within thirty (30) days of returning from the specific trip with sufficient supporting documentation/slips.

6. PROCEDURES

- (i) All official travel must be authorised with an appropriate trip authority.
- (ii) The application for travel form has the following statement on it to be signed by the traveller:
"I confirm that I am travelling on business for Basketball SA and that no other organisation or person shall reimburse me for this travel."
- (iii) All processed claims and allowances are paid out through the monthly payroll unless otherwise determined by the Treasurer/President.

7. ROLES AND RESPONSIBILITIES

7.1 THE EMPLOYEE/OFFICE-BEARER

All employees/Office-bearer must ensure strict compliance with the policies and procedures relating to reimbursive expenses. Abuse of the provisions may be regarded as non-compliance with the Disciplinary Code and may result in disciplinary action.

Whilst travelling, employees/office-bearers must ensure that their actions, behaviour and statements are in the best interests of Basketball SA and in accordance with the Code of Conduct and Ethical Behaviour. Failure to do so may result in disciplinary action.

7.2 NATIONAL EXECUTIVE COUNCIL

The National Executive Council are responsible for facilitating prompt reimbursement of employees/Office-bearers for expenses incurred whilst on official journeys and that the facility is not abused.

The NEC must ensure that all employees/office-bearers receive adequate training on the application of this policy.

BASKETBALL SOUTH AFRICA

REVENUE

Policy Number:	TBC	Revision Number:	
Responsible Division:	Finance Department	Designated Authority:	TBC
Effective Date:	01 June 2013	Review Date:	28 February 2014
Initial Compilation Date:	01 June 2013	Approval Date:	
Recommended By:		Signature:	
Approved By:		Signature	

1. Objectives

- To ensure that all revenue is accurately received, recorded and banked within time frames.

2. Policy and Procedures

- All monies received should be accurately recorded during the correct period.
- All cash and cheques received should be banked within two days.
- Only the Treasurer and President may authorize the closing and opening of bank accounts.
- Only active bank accounts may be kept open.
- The finance department is responsible for the processing of invoices and receipt of all funds.
- Any monies received by any employee/official must be handed over to the finance department within one work day.
- All revenues should be invoiced in the month that it becomes due or as per contractual arrangement.
- The finance department is responsible for monthly review of the invoicing against the monthly budget. Any deviation should be promptly followed up and investigated.
- An invoice should be processed for unbudgeted revenue as soon as an undertaking is received
- The finance department should be notified immediately (at least one month in advance) of any unbudgeted income that is due, to enable timeous collection. This department should prepare the invoice and issue it directly to the debtor

3. Debtor management and monies received

- The Secretary-General/CEO must supply the Treasurer (on a monthly basis) of revenue reports and debtor age analysis, which will be submitted at the MANCO and NEC meetings.
- The Secretary-General/CEO, through the finance department must provide the Treasurer with a report explaining actions taken on any discrepancies in the debtor account.

- Invoices and statements must be prepared monthly by the finance department.
- Payments outstanding for more than two weeks after due date, should first be investigated by the finance department and steps then taken by the finance department
- Payments outstanding for more than two months should be followed up under the signature of the Secretary-General/CEO.
- Invoices outstanding for longer than 120 days must be handed over to Basketball SA's legal executive for steps to recover it.
- Administration regarding outstanding income other than sponsorships should be handled by the employees concerned.
- The Finance Department should be advised of any problems experienced in terms of collecting outstanding monies.
- The Secretary-General/CEO/Treasurer must be advised of any invoices that are disputed by any sponsor.

4. **Cash for and from events**

- In order to obtain the necessary cash floats, the finance department must receive a cheque requisition (various denominations) timeously.
- The cheque can be delivered to the bank or collected by the approved security provider who must deliver the cash in sealed cash boxes to Basketball SA's offices.
- The finance department must then request the approved security provider to collect the sealed cash boxes and deposit slip, bank the money and return the deposit slip to the finance department