



Western Districts
Baseball Club Inc



BY LAWS

Western Districts Baseball Club Inc.

Incorporation number IA05333

ABN: 89 832 510 708

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Passed by Committee:

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1. POSITION STATEMENTS

- 1) Position Statements - means the club's Committee, sub-committees and staff and/or volunteers position overview, and appropriate position task sheets
- 2) Club policies and procedures - means the club's management, administration policies, procedures operating requirements and codes of conduct
- 3) Sub Committees - means sub Committees, subgroups, project groups and/or teams of individuals selected by the Committee to assist
- 4) Player groups as mentioned in Rule 4.2.1 (5) and (6) refers to groups such as Juniors, Seniors, Master, Youth Women's, Social Player Divisions and or clusters
- 5) Volunteer As mentioned in Rule 5 (2) refers to committee personnel and all volunteers selected or appointed by the committee to deliver the club's operations, programs and services for the club in an official capacity
- 6) Operational Volunteers means those key volunteers who support the committee with operational tasks outside the season such as grounds person, registrar, canteen convenor, fundraising, marketing to name a few
- 7) General Volunteers means those volunteers who provide player/team support (coaches, managers, scorers) and any other positions provided in the season from time to time
- 8) User Pays Financial System means a user pays fees and charges payment system: Member will be charged only for what they use
- 9) Player groups as mentioned in Rule 4.2.1 (5) and (6) refers to groups such as Juniors, Seniors, Master, Youth Women's, Social Player Divisions and or clusters
- 10) User Pays Financial System means a user pays fees and charges payment system: Member will be charged only for what they use
- 11) Meetings of the Committee to meet mentioned in Rule 22 (1) means the Management Committee Members Only. Individual Club members are not entitled to attend any such meetings. The Committee may from time to time invite a member/s to participate in a specific section of the meeting that is relevant to the member as an invited guest, if 75% of the Committee members agree. Members access to the Management Committee is to be provided at general meetings of the association as mentioned in Sub rule (7)
- 12) Attendance at Meetings as mentioned in Rule 19 (8) the intent is as follows: when a member is elected or appointed to the committee their attendance at meetings is expected to ensure the business of the association can be discharged: hence does not attend two (2) consecutive meetings and or if a member of committee attends less than 80% of the meetings called irrespective if the person has provided a written apology their position will be declared vacant and will be filled under Rule 20.
- 13) Committee structure –
 - a. President,
 - b. Treasurer,
 - c. Secretary,
 - d. Club Operations (Vice President);
 - e. Baseball Operations;
 - f. Governance,

- g. Sponsorship,
 - h. Communications.
- 14) All candidates will be required to indicate in writing their ability to meet the skills, tasks and time required for the applied position as defined by the Association's 'Position Statements'. All prospective candidates will be required to complete the Management Committee's Position Statement nomination form and have it signed by the candidate and the two (2) nominees.
- 15) A member of the Management Committee may be transferred from their position to a more suitable position on the Committee if they are unable to deliver their position responsibilities.

2. DUTIES OF THE ASSOCIATION AND COMMITTEES

The duty of the Association to the Management Committee Personnel

Shall be to:

- (a) ensure all individual Committee personnel are compensated for the costs associated with completing their duties in accordance with the 'Club's Committee Reimbursement Policy and Procedures'.
- (b) provide the support and training required to complete the tasks required of their position according to the Club's 'Volunteer' policies and procedures by ensuring that all Committee personnel receive appropriate:
 - (i) 'Committee Induction Training' prior to the commencement of their duties and
 - (ii) 'Committee Task Sheet'; and
 - (iii) 'Education and/or training' required to complete their tasks or position requirements at the Association's cost.

The duties of the Management Committee to the Association

Shall be to:

- (a) continue to develop the Association by implementing modern, efficient and effective administration, management and financial practises that support the longevity of the Association.
- (b) effectively and efficiently deliver their roles and responsibilities as stipulated under their Position Statements and Operational Task Sheets.
- (c) attend meetings, actively and constructively participate in the discussions and decision making process and know that non-attendance or disruptive behaviour may result in disciplinary action or expulsion.
- (d) ensure no specific group of the club (junior, master, senior) is to be sacrificed or suppressed for the development of another.
- (e) provide members with the support they require to develop within the constraints of the Association's financial and human capacity.
- (f) not dismiss or disregard lightly the concepts, issues or advice provided, raised or presented by members.
- (g) ensure that the differences and variances in usage and volunteer contributions are reflected in the members' affiliation fee/s.

The duties of the Management Committee to the Association Workforce Paid and/or Volunteer

Shall be to:

The duty to Staff shall be to:

- (a) undertake ongoing recruitment to ensure there are appropriately qualified and motivated personnel with sufficient time to fulfil all paid positions in the Association.
- (b) place staff based on experience, skills and/or their potential to develop the skills
- (c) provide staff with a document that clarifies the requirements of the paid position such as length of tenure, hours, entitlements, line manager, reporting process, communication requirements, review process and
- (d) provide all staff with a Position Description, Task sheet and Codes of Conduct and Behaviour.

The duty to Volunteers shall be to

- (e) undertake ongoing recruitment to ensure there are appropriately qualified and motivated personnel with sufficient time to fulfil all volunteer positions in the Association
- (f) place Association volunteers based on experience, skills and/or their potential to develop the skills in order that no volunteer is placed knowingly in a position or given a task that is beyond his or her known capabilities unless adequate support is provided. If the skills cannot be obtained or supported, the volunteer shall be removed from the position or task with the option of being redeployed to a new position or task that better suits their situation and ability.
- (g) If the skills cannot be obtained or supported, the volunteer shall be removed from the position or task with the option of being redeployed to a new position or task that better suits their situation and ability
- (h) ensure that key operational volunteers described in Rule 1 (20), are rested from all voluntary duties within or for the Association for a period of not less than one season after four (4) consecutive years continuous service.
- (i) ensure that general volunteers and team volunteers as mentioned in Rule 1 (21), are provided an off season from all voluntary duties within or for the Association
- (j) ensure the needs of the Association's most valued resource, its volunteer workforce, are supported by modern volunteer policies, procedures, codes and practises.
- (k) recognise and reward the commitment and contribution of the Association's volunteers according to the club's volunteer policies, procedures and industry standards.
- (l) if the Association is unable to recruit personnel with the appropriate skills, time or commitment to key and or high risk positions the Management Committee will buy in the service/s at the members' cost.

The duty of Club Workforce Paid and/or Volunteer to the Association:-

Shall be to:

- a) effectively and efficiently deliver their roles and responsibilities as stipulated under their Position Statements and/or Operational Task Sheets
- b) uphold the vision, values, goals, policies and procedures of the organisation
- c) follow the rules of the Association, rules of the activity, codes of conduct and codes of behaviour of the Association, the sport and land owners and/or land managers
- e) when representing the club, do so in a manner that reflects and promotes the objectives of the Association and the sport's governing bodies
- f) know the Association is empowered to set the standard and penalties for non-compliance.

The duty of the Management Committee to Club's Sub-committee/Individuals:-

Shall be to:

- (a) provide the support required for the group to achieve the objective/s set by the Management Committee
- (b) provide the group with realistic objectives
- (c) rest individuals from their sub-committees in accordance with Sub rule (3) (c)
- (d) recognise and reward their individual volunteer contribution in accordance with Sub rule (3) (e)
- (6) The duty of Club's Sub-committees to the Association:-

Shall be to:

- (a) contribute to the development the Association, players and technical personnel
- (b) provide the Management Committee with realistic options for consideration within the timeframe and in the format required by the Management Committee
- (c) operate according to the roles, responsibilities and procedures established by the Management Committee
- (d) know the Association is empowered to set the standard and penalties for non-compliance.
- (7) The duty of all Players to the Association

Shall be to:

- (a) follow the rules of the Association, rules of the activity, codes of conduct and codes of behaviour of the Association, the sport and land owners and/or land managers
- (b) when representing the club, do so in a manner that reflects and promotes the objectives of the Association and the sport's governing bodies
- (c) know the Association is empowered to set the standard and penalties for non-compliance.

The duty of all Family/Friends of Club Members to the Association

Shall be to:

- (a) follow the rules of the Association, rules of the activity, codes of conduct and codes of behaviour of the Association, the sport and land owners and/or land managers
- (b) when attending club competition, training or activities, do so in a manner that reflects and promotes the objectives of the Association and the sport's governing bodies
- (c) know the Association is empowered to set the standard and penalties for non-compliance.

3. ROLE OF OFFICE BEARERS - WDBC

Duties of President

The President is the principal leader and has overall responsibility for the Western Districts Baseball Club (herein referred to as "The Club") administration. The roles of the President should include:

- 1) Represent the club at local, regional and national level events (where appropriate)
- 2) Be a supportive leader for all members
- 3) Preside at all meetings of the club where possible and preserve order
- 4) Set the overall framework of the Committee (consistent with the views of members)
- 5) Help the committee prioritise its goals and work with the Committee within those goals
- 6) Where voting is equal, exercise a casting vote
- 7) Prepare, in conjunction with the Secretary, the Annual Report of the club
- 8) Attend all events and events in which the club has representatives, where possible
- 9) Remain well informed of all club activities

- 10) Have a good working knowledge of the constitution, rules, policies and procedures and the duties of all office holders and any subcommittees formed
- 11) Act as a facilitator for club activities

Duties of Vice President – Club Operations

The role of the Vice President is to assist the President of the club, and may be interested in being considered as a future President of the club. The roles of the Vice President should include:

- 1) Assume the duties of the President in his/her absence and assist the President in carrying out his/her duties
- 2) Spend some time with each Committee member to maintain a sound understanding of the running of the club and assist other committee members with their duties as required
- 3) Attend all the meetings of the club
- 4) Have a good working knowledge of the constitution, rules, policies and procedures and the duties of all office holders and subcommittees
- 5) Be aware of the future directions and plans of the club and act as Planning Coordinator
- 6) Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- 7) Manage and control keys for all Club assets – maintain a register of those persons having possession of Club keys.
- 8) The Vice President – Club Operations shall liaise with the local Council on behalf of the Committee.

Duties of Secretary

The Secretary is the chief administration officer of the club. This person provides the coordinating link between members, the management committee and outside stakeholders and organisations. The roles of the Secretary should include:

- 1) Attend all meetings of the club
- 2) Prepare agendas for all Executive, Management and General meetings
- 3) Inform Committee members of the time, date and venue for meetings
- 4) Take full and accurate minutes of all questions, matters, resolutions and other proceedings of every Executive, Management and General meetings, and make copies available upon request
- 5) Keep the records of the organisation.
- 6) Call for nominations for club positions prior to the AGM
- 7) Conduct correspondence on behalf of the club with other persons or bodies and in all respects carry out the directions of the Committee.
- 8) Hand over to the incoming Secretary all records of minutes, inward and outward correspondence in their possession and all other property relating to the club in complete form.
- 9) Maintain confidentiality on relevant matters.

- 10) Service the club's post office box

Duties of Treasurer

The Treasurer is the chief financial management officer of the club. The roles of the Treasurer should include:

1. Act as the club's chief financial management officer and plan for the club's financial future
2. Keep all books and accounts of the club and prepare a statement of income and expenditure for presentation at meetings
3. Receive all monies and issue receipts
4. Pay all fees due to peak bodies
5. Prepare an annual balance sheet for auditing
6. Work with the President to prepare an annual budget
7. Present all accounts incurred by the club to be passed for payment by the Committee. In matters of urgent necessity, payment may be made but any such urgent payments must be ratified by the Committee at the next meeting
8. Perform such other duties as the Committee may direct
9. Hand over to the incoming Treasurer all papers and records pertaining to the club
10. Have a good working knowledge of the club's constitution, rules, policies and procedures
11. Be aware of the future directions and plans of the club

Duties of Baseball Operations

- 1) The Baseball Operations shall attend all Committee Meetings as well as all Annual and Special General Meetings of the WDBC.
- 2) The Baseball Operations shall be responsible for all matters relating to the programming, organising, selection and supervision of baseball on behalf of the Committee.
- 3) The Baseball Operations shall chair the selection committee and the coaching selection panel in accordance with the By-Laws.
- 4) The Baseball Operations shall liaise with the Equipment Officer in the preparation of an equipment budget for the Committee and in ensuring that there are appropriate controls in place over all equipment.
- 5) The Baseball Operations shall be the WDBC delegate to the Operations Committee of the League, and shall be the focal point for liaison between the WDBC and the League.
- 6) Develop and coordinate senior & junior recruitment programs in collaboration with the Head Coach, Coaches and the Committee
- 7) Work with the Registrar on the promotion and preparation for sign-on days
- 8) Liaise regularly with the Head Coach and Media Liaison Officer in preparing for, promoting and implementing membership recruitment programs
- 9) Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, and the Committee
- 10) Coordinate a senior & junior training schedule, ensuring all teams get equal training time. Liaise with junior members and teams to provide access to equipment at designated training times
- 11) Coordinate the supervision and construction of new junior members and teams during their initial training sessions in collaboration with assistant coaches
- 12) Liaise with schools to encourage increased participation in the sport and inform schools of events, race results and other matters

- 13) Arrange end-of-season procedures, e.g. team photos, trophies, etc.
- 14) Liaise with the Committee regarding trophy day presentation and organise trophy day
- 15) Liaise with relevant peak bodies regarding procedures, playing draws, game changes, etc.
- 16) Regularly liaise with parents of junior members to ensure that their thoughts and concerns are communicated to coaches, managers and the Committee
- 17) Liaise with club coaches and team managers as the point of contact between coaches and managers and the Committee

Duties of the Sponsorship Coordinator

- 1) Promote the club and seek sponsorships
- 2) Develop an annual sponsorship plan and seek approval from the Committee
- 3) Develop sponsorship proposals and letters for presentation and approval by the Committee
- 4) Ensure the club receives maximum promotional exposure in all spheres
- 5) Manage the sponsorships for club teams
- 6) Arrange for advertising of sponsors through the club's newsletter
- 7) Keep the Committee informed of matters pertaining to sponsorship at all times
- 8) Arrange for sponsorship signage to be developed and maintained
- 9) Plan and coordinate an annual sponsor recognition day and invite all sponsors
- 10) Coordinate other sponsorship recognition activities as approved by the Committee

Duties of the Social Media coordinator

The Social Media coordinator handles media issues on behalf of the club. They are the link person between the club and the outside world as far as information and communication is concerned. A Social Media coordinator ensures that the club has a good name and reputation and liaises with the marketing department to publicise the clubs events and activities

- 1) Develop guidelines for media communications
- 2) Manage all media communications
- 3) Organises media coverage for events
- 4) Oversee the maintenance of the club website and Facebook page
- 5) Develop overall strategies for using social media
- 6) Manage list of authorised persons for using social media on behalf of club
- 7) Monitor social media for comments both positive and negative and deal appropriately with these

Duties of the Governance Support Officer

Governance is the system by which organisations are directed and managed. It influences how the objectives of the organisation are set and achieved, spells out the rules and procedures for making organisational decisions and determines the means of optimising and monitoring performance, including how risk is monitored and assessed.

Effective sports governance requires leadership, integrity and good judgment. Additionally, effective governance will ensure more effective decision making, with the organisation demonstrating transparency, accountability and responsibility in the activities undertaken and resources expended.

It is commonly accepted that governance structures have a significant impact on the performance of sporting organisations. Poor governance has a variety of causes, including director/committee inexperience, conflicts of interest, failure to manage risk, inadequate or inappropriate financial controls, and generally poor internal business systems and reporting. Ineffective governance practices not only impact on the sport where they are present, but also undermine confidence in the Australian sports industry as a whole.

Governance concerns three key issues:

- how an organisation develops strategic goals and direction
- how the board/committee of an organisation monitors the performance of the organisation to ensure it achieves these strategic goals, has effective systems in place and complies with its legal and regulatory obligations
- ensuring that the board/committee acts in the best interests of the members

The role of the Governance Support Officer is to assist the Committee in following good governance practices in the day to day management of the Club.

Duties of the Registrar

The Registrar acts as the key point of liaison between club members and the Committee. The roles of the Registrar shall include:

- 1) Organise and coordinate Registration Day.
- 2) Manage all player registration information from Player Registration system
- 3) Record the fees due for all club members and report any unpaid fees to each team coach.
- 4) Attend Committee meetings of the club
- 5) Keep an accurate "Register of Members" in accordance with the rules and constitution of the club
- 6) Keep a record of all results at events
- 7) Keep a record of the club's respective trophies, shields and awards
- 8) Circulate information and entry forms
- 9) Be responsible for organising insurance cover for members
- 10) Represent the club in resolving disputes between the club and volunteer(s)
- 11) Handle incoming membership forms at the beginning of the financial year and before events
- 12) Maintain a record of coaches and officials, including details of their qualifications and accreditations
- 13) Liaise with members throughout the year as necessary

Duties of the Blue Card Registrar

- 1) Coordinate the club's adherence to child protection legislation and volunteer screening
- 2) Liaise with the Committee or Volunteer Coordinator (if appointed) to ensure that all volunteers working with children have current blue cards
- 3) Liaise regularly with the Safety and Risk Assessment Officer to ensure that child protection is addressed sufficiently in the club's Risk Management Plan
- 4) Keep the Committee informed at all times regarding volunteer screening issues
- 5) Attend meetings of the club as required
- 6) Have a good working knowledge of the constitution, rules, policies and procedures of the club
- 7) Be aware of the future directions and plans of the club

Duties of the Canteen Manager

- 1) Be responsible for the proper management of the club's canteen and special events required by the Committee
- 2) Form a canteen sub-committee in liaison with team managers (if required)
- 3) Liaise with the Treasurer regarding accounting and record keeping procedures
- 4) Complete regular stock takes
- 5) Order all food items to stock the canteen at the commencement of the season and as required
- 6) Manage and maintain all food items, ensuring that all perishable supplies are properly stored under correct refrigerated temperatures and within expiry dates, to minimise the potential for bacterial contamination.
- 7) Arrange for the pick-up/delivery of all items ordered for the canteen
- 8) Obtain any floats that are required by the Treasurer or the club's financial procedures
- 9) Adhere to necessary financial procedures of the club
- 10) At the end of each day, in conjunction with the Treasurer, count and record all takings
- 11) Maintain appropriate canteen records as required by the Treasurer or the club's financial procedures
- 12) Keep the committee informed of all relevant matters

Duties of the Ground Marshall

The Ground Marshall's duties / responsibilities are to assist and contribute to the quality management of Baseball on match days and provide a pro-active service to all visitors and members at Western Districts Baseball Club.

- 1) Wear the approved fluorescent coloured GM jacket
- 2) Be mindful where the First Aid facility and stretcher are located
- 3) Circulate around the allocated field/s to ensure visibility
- 4) Address unruly / unsportsmanlike behaviour and restore calm where required
- 5) Report misconduct - including disputes, foul and abusive language by any persons at the ground. Report should be captured in the Incident Book located within the Clubroom
- 6) Secure unleashed dogs to minimize risk to the animal, players, officials and spectators
- 7) Ensure that the rules and regulations in respect to the club's playing fields are respected and observed
- 8) Have a sound understanding of the various requirements in relation to ground management
- 9) Ensure the dressing rooms, canteen, referee room and toilets are in a clean and tidy condition and suitable for use
- 10) Ensure the ambulance access is easily accessible and maintained at all times
- 11) Ensure the field safety equipment is in good order
- 12) Maintain a good understanding of risk management and implement risk management strategies in consultation with the Committee Be responsible for tidying up after events
- 13) Liaise with the Committee regarding access to the facilities
- 14) Have a sound understanding of the operation, rules and regulations of the club and event procedures and be able to communicate relevant information to members and visitors when required
- 15) Ensure that the club rooms and change rooms are available prior to each game and ensure they are left in a presentable manner after use
- 16) Liaise with Team Managers on game days and follow up on requests where necessary
- 17) Report all incidents occurring during game days in writing and present to the Committee
- 18) Keep the Committee informed at all times of matters relating to their position
- 19) Be aware of the Codes of Behaviour of the organisation and the relevant peak bodies and ensure adherence to these codes at all times

- 20) Have a sound understanding of the rules and regulations of the relevant peak bodies and all game day processes

Duties of the Groundsman

- 1) Ensure the playing surfaces are mown regularly and in good order at all times
- 2) Maintain mowing equipment including monitoring tyre pressures and regular greasing of all relevant parts with supplied grease gun.
- 3) Maintain edges of baseball diamond such they are straight and a lip at the grass/gravel interface does not occur.
- 4) Organise any maintenance required to the batting cages, pitching mounds (fields & bullpens), home run fences, cut outs, and backstops.
- 5) Trim and remove weeds below all boundary fences
- 6) At the commencement of the season, order line marking and other equipment as required and approved by the Committee
- 7) Mark out the playing diamonds in readiness for each home game
- 8) Ensure the ground maintenance equipment is in good working order
- 9) Organise irrigation of the playing diamonds, including outfields, where required
- 10) Keep the Committee informed about the overall condition of the playing diamonds to ensure continued availability and useability
- 11) Alert the Committee to any areas of concern regarding the grounds or facilities and the actions required to remedy
- 12) Liaise with the Equipment / Maintenance Officer regarding any equipment or maintenance issues as they arise

Duties of the Equipment Officer:

- 1) Have control of all Clubs playing equipment and submit an inventory of such equipment at each Annual General Meeting or as required by the Executive Committee.
- 2) Ensure all equipment is serviceable and sufficient to meet the season's requirements – liaise with relevant VPs and sub-committees before season commencement.
- 3) Purchase new equipment from Fielder's Choice or other supplier if available at reasonable cost – all non-budgeted purchases must be approved by the Committee.
- 4) Ensure all equipment (new and existing) is itemised and a record of which equipment has been provided to each team kept on record. This is to facilitate reconciliation records at the end of the season.
- 5) Replace or repair any equipment during the season as the need arises.
- 6) Collect all equipment with assistance from each team at the end of the season and organise any repairs to broken equipment.
- 7) Check and monitor Shade Tents - do periodic check during season to ensure that all Shade Tents are in good order and that pegs are not missing.
- 8) Arrange for all equipment to be returned to the main shed at conclusion of the season.

Duties of the Umpiring Coordinator

- 1) To manage baseball umpires in the club by facilitating training, support and encouragement. Oversee the implementation of any rules and regulations stipulated by Council and the relevant peak bodies (i.e. Baseball Queensland and GBL)
- 2) Implement umpires roster prior to commencement of the season for all club games using appropriately qualified club umpires and club senior players. All junior home games will

- require an appointment of a plate umpire. Senior games will require an appointment of a plate or line umpire depending on whether official umpires have been appointed by QBUA.
- 3) Receive any correspondence relating to umpiring matters, circulate to umpires in your club/association and act upon it if necessary
 - 4) Ensure that all umpires, players and coaches are conversant with rule changes or updates in interpretations
 - 5) Provide practical coaching and lectures for umpires where applicable
 - 6) Arrange for coaching of umpires including on-field assistance and directions regarding current interpretations of new and existing rules
 - 7) Arrange for theory and practical testing of umpires where appropriate and maintain a register of accreditations awarded and theory passes gained.
 - 8) Nominate suitable umpires for talent camps, where possible
 - 9) Select and nominate umpires for district teams when they attend state championships
 - 10) Arrange for an umpires' coach to attend state championships, wherever possible
 - 11) Seek guidance and support through the regional, state and national associations

Duties of the Uniform and Gear Coordinator

- 1) Be responsible for the safekeeping, distribution and sale of merchandise, uniforms and other gear
- 2) Liaise with the Secretary and Treasurer when new items of clothing or equipment are required and place orders as needed
- 3) Perform stock takes of uniforms and other club merchandise as required
- 4) Be available as required for the sale of merchandise, equipment and uniforms
- 5) In conjunction with the Secretary arrange club merchandise requirements as required
- 6) Encourage players and club officials to respect the organisation's uniforms, gear and equipment at all times
- 7) Keep the Committee informed of all relevant matters
- 8) Attend meetings of the club as required
- 9) Be aware of the future directions and plans of the club

Duties of the Team Coach

1. Help members to develop skills and positive attitudes to physical activity, sport in general
2. Arrange and conduct appropriate training, training locations, days and times
3. Maintain a sound knowledge of the rules and skills of the sport and assist the Coach Coordinator where required to organise members so that they gain benefit from involvement
4. Be aware of the various Codes of Ethics, rules and regulations and implement and support those Codes at all times
5. Appoint a team manager as soon as practicable after sign-on
6. Encourage members and officials to abide by the rules and regulations of the sport at all times
7. Liaise regularly with the Coach Coordinator and keep the Coach Coordinator informed of progress and any issues as they arise
8. Be aware of the future directions of the club
9. Undertake training and updates to achieve and retain appropriate qualifications
10. Encourage support and respect for the Codes of Conduct of the club and the relevant peak bodies, both on and off the field
11. Have a good working knowledge of the club's constitution, rules, policies and procedures

Duties of the Coaching Coordinator

- 1) Develop and implement a coaching program and overall club development program
- 2) Keep the Committee informed regarding all matters pertaining to coaching and the development of members, teams and assistant coaches
- 3) Encourage assistant coaches within the organisation to recognise their value and importance in regard to the development of members and teams
- 4) Assist with the appointment of assistant coaches to competitive teams and new members and with the on-going training of assistant coaches
- 5) Ensure assistant coaches hold appropriate qualifications as required by the organisation, as well as the relevant peak bodies
- 6) Provide appropriate information to the Registrar to ensure records of assistant coaches and coaching qualifications are maintained
- 7) Liaise with assistant coaches to arrange appropriate training, training locations, days and times
- 8) Have a good working knowledge of the club's constitution, rules, policies and procedures
- 9) Have a sound understanding of the rules and regulations of relevant peak bodies
- 10) Be aware of the future directions and plans of the club
- 11) Ensure the Codes of Ethics of the club and the relevant peak bodies are respected and supported by all assistant coaches, members and officials
- 12) Foster club spirit amongst coaches and players and encourage them to participate in a sporting manner
- 13) Set high yet achievable and realistic goals for members

Duties of the Chairman of Selectors

Ensure that in all selection processes, and player consultations, the Club's objective of qualifying for the finals in all teams, is of paramount importance.

- 1) At all times, provide open, and professional, communication to the Senior Coordinator, Coaches & Players.
- 2) Be adequately prepared prior to Selection Committee meeting with regard to player availability, and broad team structures, so that actual Selection Committee meetings are not overly long.
- 3) Convene, and Chair, the Selection Committee. Exercise a casting vote where applicable.
- 4) Ensure all Coaches provide an objective assessment of the players in their team.
- 5) Regularly analyse player statistics to assist in monitoring player performance.
- 6) Discuss with players their individual playing performances as required.
- 7) Be available, should a dispute arise regarding selection.
- 8) Ensure that affected players are advised, prior to public announcement, if they are promoted, or demoted.
- 9) Ensure team sheets are placed on Club's website weekly and no later than Thursday of each week.
- 10) Develop a system where Coaches take responsibility in ensuring that all their players are aware that they have been selected in their respective team.
- 11) Be available to co-ordinate late changes. Whilst team balance in lower grades is an important issue, precedence should always be given to ensuring the senior sides are able to field the strongest possible team.
- 12) Attend training sessions as required.

Duties of the Team Manager

- 1) Represent the team on behalf of club management and ensure all team members and parents are kept up to date with club requirements and information
- 2) Manage individual teams, making sure that all administrative and operational planning and activities are completed
- 3) Assist with the completion of registration and team lists and keeping everyone informed about competition draws, venues and timings
- 4) Act as a point of liaison between members, the Coaching Coordinator, the Registrar and the Committee
- 5) Liaise with the Coaching Coordinator and relevant team coaches regarding training times, dates and venues
- 6) Confirm with the Registrar that all players are correctly registered prior to first game
- 7) Ensure the safekeeping of members' personal details
- 8) Be responsible for correctly completing the team sheet for each game
- 9) Ensure that all particulars in relation to the game are correctly entered on the scorers sheet
- 10) Be responsible for all gear given to the team and ensure its prompt return at the end of the season
- 11) Ensure that members are correctly uniformed
- 12) Ensure that all players and parents know when they are playing each week and the location of grounds
- 13) Maintain a volunteer roster for canteen, raffle and other related tasks
- 14) Represent the team at coaches and managers meetings and other club meetings as required

Duties of the Team Scorer

- 1) Record the game in the scorebook provided as per the Official Rules of Baseball Rule 10.00 THE OFFICIAL SCORER, working with the opposition team scorer to ensure accuracy of game score and other important game statistics.
- 2) The club will arrange for suitable training which will lead to a required Scorers Accreditation as per the following:

NATIONAL SCORING ACCREDITATION STANDARDS - LEVELS OF ACCREDITATION – OVERVIEW

- 3) The Council of Australian Baseball Scorers (CABS) through cooperation with the Australian Baseball Federation (ABF) has developed a national scoring accreditation system which was implemented 30 June 2003 and may replace existing accreditation systems. The national scoring accreditation system consists of:-
- 4) Level O - Orientation to T-ball, rookie ball & baseball scoring – responsibility of State / Territory Scoring Organizations. For persons with no baseball/baseball scoring background to introduce them to the basics of baseball scoring to enable them to score a game at basic club level.
- 5) Level S (Student Baseball Scoring Certificate) - Available through School / Tertiary / TAFE education curriculum only for a participating educational institution.
- 6) Level 1 - Club/school level up to but not including top division/grade. For persons wishing to score on a more regular basis, expanding their scoring ability and knowledge of scoring techniques whilst complying with the rules of baseball scoring including:- scoresheet

competency, symbols, introduction to colours and basic statistics, interpretations e.g. wild pitch/ pass ball, hit/error.

- 7) Level 2 - Club level including top division/grade including schoolboys/university competition. For persons looking for the opportunity to advance their scoring ability and knowledge to score at the highest level within their State's top division/competition by exposing them to more complex scoring situations, statistics and introduction to delivering Level O instruction.

4. OTHER MANAGEMENT MATTERS:

Annual Fees:

- 1) Fees for Existing, Social, New Members and/or Member Clubs or Teams including nomination fee shall be determined by the Executive Committee.
- 2) No person will be allowed to play unless they are a financial member.

Emergency Committee:

- 1) An Emergency Committee shall consist of any three (3) officers of the Club, including the Chairperson or a President and shall have the authority to authorise anything to be done in case of an emergency where time does not permit the calling of an Executive Committee Meeting to deal with the matter in question.
- 2) A member attending an Emergency Committee meeting must document any items discussed and decisions made. The documents and decisions must be presented to the next Committee Meeting to be ratified by the Executive Committee.

Signatories:

- 1) All cheques or electronic payments are to be co-signed by any two of President, Secretary or Treasurer.

Equipment Distribution by Club to Teams:

- 1) All equipment distributed to teams belongs to the Club. It is the team's responsibility to account for all equipment distributed and ensure adequate maintenance.
- 2) All Catchers and Umpires must wear throat guards.
- 3) Helmets are compulsory for all batters, base runners and base coaches.

Life Members:

The Aim

The object of Life Membership is to publicly recognise the outstanding service or contribution of a player, volunteer, employee or benefactor. Life Membership is a significant honour conferred only in exceptional circumstances and one that recognises effort, loyalty and contribution to the club at the highest level. It should retain its prestige and not be awarded easily.

Criteria

Candidates must satisfy the following criterion while having been an active member of the Club for at least ten (10) years (accumulatively);

- Have made a sustained and significant contribution to the club;
- given outstanding service on a club committee or as a club official for at least ten (10) years;
- provided outstanding service to the club in some other capacity over at least ten (10) years;
- through their activities, have significantly progressed the club's development;
- It has been conspicuous, seen by the members in its execution or seen by the members as an enduring legacy;
- The candidate will have demonstrated a commitment to the principals of fair play & good sportsmanship;
- The candidate will have provided valued leadership and/or been an outstanding role model to the members in general;
- It should go without saying that the character, personal standing and behaviour of the candidate should be beyond reproach.

Procedure

Step 1. The Board will give consideration to Life Membership and, if they feel it is appropriate, identify a suitable candidate (if any) during the first meeting of each calendar year. Should the board have a suitable candidate in mind who they believe may be worthy of the title, a subcommittee will be formed to prepare a report on the candidate to be presented to the board at the following meeting. To be clear, the Board may choose to offer no candidates in any given year or they may offer one candidate for consideration in any given year.

Step 2. The Board will consider the report presented by the sub-committee at the Board's next meeting. If the Board considers that a candidate is worthy of endorsement, it is to commission a nomination proposal which is to be presented at the next Club Annual General Meeting outlining in full the contribution of the nominee to the club and naming the criteria the nomination satisfies. This proposal must be signed and dated by two club members as proposer and seconder.

Step 3. If a proposal is presented at a Club Annual General Meeting, members can vote to accept the candidate as a life member. The members present at the Club Annual General Meeting must pass the vote with an 80% majority to be successful.

Recognition

A person receiving life membership is entitled to;

- attend all member meetings of the club;
- have their name added to the roll of honour and publicly displayed;
- receive all member publications;
- receive suitable recognition at the AGM and club presentations;

- Will not be liable for club membership fees or playing fees (excluding compulsory Association member fees such as capitation).

Forfeiture of Life Membership

Life Membership may be forfeited upon failure of a life member to observe any by-laws, constitutional requirements or for reasons such as bringing the name of the Club into disrepute. Their membership will be forfeited upon the passing of a Board resolution as per section 10 of the Constitution. A Board Decision to remove a Life Membership may be appealed as per section 11 of the Constitution.

Trophies/Awards:

All trophies won by any member of the club and are perpetual, remain the property of the Club unless the Executive Committee has given prior consent.

Club Awards

- Junior Bulldog of the Year
 - CRITERIA:
 - Consistent attendance at training and games
 - Outstanding work ethic
 - "Never say die" attitude and shows the "Bulldog Spirit"
 - Respected by both team mates and rivals
 - Successful playing season
 - Demonstrates consistent commitment to the Club
 - Player consistently demonstrates a willingness to play with all other players and follow team rules
 - Award winner to be determined at a meeting of the coaches at the end of the season and prior to the Presentation Night.
- Junior Volunteer of the Year
 - CRITERIA : Club Member for the Junior part of the Club - Open to ALL Club Members (Junior or Adult) in recognition of what they have done for the Junior part of the club during the season. Examples of volunteer work may be helping in the canteen, fundraising, set-up and clean-up, working-bee, promoting the club or baseball, etc.
- Junior Player Volunteer of the Year
 - CRITERIA : Junior Player Member for the Club - Open to ALL Junior Player Members in recognition of what they have done for the club during the season. Examples of volunteer work may be helping in the canteen, fundraising, set-up and clean-up, working-bee, promoting the club or baseball, etc.
- Little League Player of the Year **BURMAH SHIELD ENCOURAGEMENT**
 - CRITERIA – Little League team Coaches to determine
 - Consistent attendance at training and games
 - Outstanding work ethic
 - "Never say die" attitude and shows the "Bulldog Spirit"
 - Respected by both team mates and rivals
 - Successful playing season
 - Demonstrates consistent commitment to the Club
 - Player consistently demonstrates a willingness to play with all other players and follow team rules

- Award winner to be determined at a meeting of the coaches at the end of the season and prior to the Presentation Night.
- Under 20 Most promising player [NOEL CONNORS MEMORIAL SHIELD](#)
 - CRITERIA - Team coach to nominate and determined in consultation with the Connors Family
- Senior Bulldog of the Year [GLEN MAHONEY AWARD](#)
 - CRITERIA
 - Consistent attendance at training and games
 - - Outstanding work ethic
 - - "Never say die" attitude and shows the "Bulldog Spirit"
 - - Respected by both team mates and rivals
 - - Successful playing season
 - - Demonstrates consistent commitment to the Club
 - - Player consistently demonstrates a willingness to play with all other players and follow team rules
 - Award winner to be determined at a meeting of the coaches at the end of the season and prior to the Presentation Night.
- Golden Arm Award – Pitcher [MIM STEEL" GOLDEN ARM CUP](#)
 - CRITERIA –
 - Each team coach to nominate a most improved player based on the players rate of improvement from the start of the season to the end of the season.
 - Award winner to be determined at a meeting of the coaches at the end of the season and prior to the Presentation Night.
- Most Improved Senior [FRANK MCDONALD AWARD](#)
 - CRITERIA - Each team coach to nominate a most improved player based on
 - the players rate of improvement from the start of the season to the end of the season.
 - Award winner to be determined at a meeting of the coaches at the end of the season and prior to the Presentation Night.
- Senior Volunteer of the Year
 - CRITERIA : Senior Club Member for the club - Open to ALL Senior club members in recognition of what they have done for the club during the season. Examples of volunteer work may be helping in the canteen, fundraising, set-up and clean-up, working-bee, promoting the club or baseball, etc.
- Club Person of the Year [Collin Morriss Memorial Shield](#)
 - CRITERIA : Determined by the Club President

Baseball Awards

JUNIOR AWARDS

- Batting Award - determined by statistics and Team Coach
- Most Valuable Player - determined by statistics and Team Coach
- Coaches Award - determined by Team Coach – encouragement award
- Tee ball, Under 10, Little League and Junior League - each player to receive participation medallion/trophy

SENIOR AWARDS

- Batting Award - determined by statistics and Team Coach
- Fielding Award - determined by statistics and Team Coach
- Most Valuable Player - determined by statistics and Team Coach

MASTER'S players AWARDS

- Most Valuable Player - determined by statistics and Team Coach
- Player's player award - voted by team players and determined by Team coach
- Rookie of the Year - one player for Master's group – determined by Team coaches