



# BASEBALL WA

## COMMUNITY BASEBALL LEAGUE (CBL)

### COMPETITIONS DEPARTMENT - TERMS OF REFERENCE

#### INTRODUCTION

The Baseball WA Community Baseball League (CBL) Competitions Department objective is to administer the Competition in partnership with the affiliated clubs of Baseball WA. This terms of reference sets out the roles, structure, responsibilities and the operations. The CBL Competitions Department is accountable to and reports directly to the Baseball WA Competitions Manager.

#### STRUCTURE AND COMPOSITION

The structure and composition has been determined as follows:

- The Competitions Department shall consist of at least five (5) and a maximum of seven (7) voting members.
- The following shall hold non-voting membership
  - A member of the WABUA
  - A member of the WABSSA
- Each elected member shall have a two (2) year term.
- At the conclusion of each CBL season, 50% of the elected members of the CBL must retire from office, but are eligible, on nomination, for re-election.

Once the CBL Competitions Department has been elected, at the first meeting, the following positions need to be determined:

PORTFOLIO	PERSON(S) RESPONSIBLE
Minutes of meeting	League Secretary
Scheduling/Fixtures	
Judiciary	
Tribunal Chairperson	
Protest & Disputes Panel	
Awards Panel	

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## DUTIES & RESPONSIBILITIES

The CBL Competitions Department will be responsible for administering the CBL Competition which will include, but is not limited to the following activities:

- Administer the CBL in partnership with the Baseball WA Competitions Manager, the other Baseball WA staff, the WA Baseball Umpires Association (WABUA) and the WA Baseball Scorers & Statisticians Association (WABSSA).
- Review and provide recommendations of updates (including rule notes/case book/comments sections) of the Competition Regulations.
- Manage breaches of the CBL State League Compliance Regulations and the Competition Regulations.
- Prepare a program of fixtures and finals for the CBL Competition and be responsible for all amendments and changes.
- Manage the grading as required to ensure a fair and balanced competition.

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## AUTHORITY

The CBL Competitions Department may consider any matter which falls within its role and responsibility. The CBL Competition Committee has the power to do all things necessary to perform its duties.

The CBL Competitions Department does not have the authority to:

- Make any decisions that impact Clubs outside of the scope of the CBL Competition.
- Make decisions that conflict with those made by the Board of Baseball WA

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## CONFLICT OF INTERESTS

It is vital that where there is conflict of interests or even the potential for a conflict of interest, that members concerned need to immediately redact themselves from the issue and conversation. The minutes of the meeting need to reflect this redaction by the member.

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## MEMBER SKILLS AND EXPERIENCE

Members shall have diverse, complementary backgrounds and skill sets to undertake the duties required of the CBL Competitions Department. The following knowledge is required as a minimum:

- Experience in baseball as either a player, coach, umpire, scorer or in club administration.
- An understanding of how clubs operate within Baseball WA.
- Have networks within the wider baseball community.

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## MEETINGS

The CBL Competitions Department will meet as often as is reasonably required, but no less frequently than quarterly. The Competitions Manager will call a meeting if so requested by any Competitions Department member. The Competitions Department may convene Department-only meetings, or all CBL Club Delegate meetings.

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## ELECTING THE SBL COMPETITIONS DEPARTMENT

At the conclusion of each season and no later than end of June, an election for half (50%) of the CBL Competitions Department will take place. The format for elections is as follows:

- Nominations must be submitted at least two (2) weeks prior to the election.
- A list of nominated persons will be distributed to all CBL Clubs.
- Each CBL Club shall vote in writing (electronic form or email) the persons they wish to vote for to fill the available positions.
- The elected members will be those nominations with the most votes necessary to fill the vacant positions.

Nominations must:

- Be in writing via the prescribed form (Electronic form acceptable), and
- Signed and supported by a CBL club, and
- No two (2) voting members of the CBL Competitions Department can be members of the same CBL club.

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## RESIGNATION, REMOVAL OR VACATION OF OFFICE

A member of the CBL Competitions Department may resign by giving written notice to the Baseball WA Competitions Manager.

Non-attendance of any member for two (2) consecutive meeting, shall be considered for removal by the Competitions Manager if that member has failed to attend meetings in absence of a satisfactory reason.

Any CBL Competitions Department member may be removed from office at any Club Delegate meeting provided there is seventy five percent (75) or greater vote in favour of the resolution.

If a Competitions Department member resigns, is removed or becomes unable or unwilling to act, a registered member of a CBL Club may be appointed to a casual vacancy.

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## POLICIES & REGULATIONS

The CBL Competitions Department will follow all policies as and where required. Competition Policies & Regulations will be reviewed at least annually, and any changes recommended where required.

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## REPORTING

The CBL Competitions Department shall ensure that all CBL Clubs receive any information relating to competition matters which the members require to make informed decisions.

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## SUB-COMMITTEES

The CBL Competitions Department has the authority to form and delegate authority to one or more sub-committees consisting solely of one or more members of the CBL Competitions Department or other suitable persons as it deems appropriate.