

APPENDIX 2

FUNCTION OF A CHARTER COMMITTEE:

A Charter Committee (and members of):

- shall be considered a Sub-committee of Baseball WA.
- shall uphold both the spirit and wording of rules, regulations and policies established by Little League International, Baseball Australia and Baseball WA.
- shall be responsible for conducting all business as deemed necessary to ensure that all the charter's club teams are appropriately scheduled to play in competitions.
- shall be responsible for assisting member clubs with plans for membership growth.
- shall be responsible for conducting all business as deemed necessary to have representative teams participate in LLI tournament pathways and other pathways created by and / or endorsed by Baseball WA.

MEMBERSHIP TO THE CHARTER COMMITTEE

Persons may become members of a Charter Committee in one of two ways:

1. Be appointed to the Charter Council by a member club as a Club Delegate, or;
2. Be elected to an Executive Committee position

APPOINTMENT TO THE CHARTER COUNCIL – Club Delegates

Each member club shall nominate individuals to serve on the Charter Committee as Club Delegates. The number of members from each club shall be two (2) persons.

Should member Clubs wish additional delegates, each member club should have an equal number of delegates. Record of all communications should be contained with minutes of meeting.

Nominated Club Delegates and or any alternations of said delegates should be documented and communicated from member club to Charter Secretary.

Should a member club be unwilling or unable to have two (2) delegates, the member club will communicate a waiver of the delegate position and associated privileges to the Charter Secretary and document it within meeting minutes.

ELECTION TO THE EXECUTIVE COMMITTEE

To be eligible for the Executive Committee, applicants must be from a member club, in good standing and financial, with the member club and Baseball WA.

The Charter Committee length of service for each Executive Committee position shall be one year / charter season.

A charter season commences upon the establishment of the committee and ends fourteen (14) days after the exiting of their last representative team from all Charter Competitions.

The Secretary shall ensure that any vacant Executive Committee position is advertised to all financial members of member clubs within 7 days of the vacancy. Nominations shall be received by the Secretary no later than 7 days from the advertisement.

Where more than one nomination is received for any vacant Executive Committee position, the successful nomination shall be determined by a vote of those *Charter Council members (Club Delegates)* appointed by member clubs who shall be entitled to one vote each.

In cases of election of Charter Executive positions, where such vote is split, the casting vote shall be held by the Baseball WA District Administrator.

CONFLICTS OF INTEREST

All persons filling a charter role, either delegates or executive members, must consider positions they hold with member clubs or other organisations, and determine whether duties associated with such positions have the potential to place them in conflict with the overall interests of the Charter (ie club v charter).

In such cases, the member would be expected to make a choice between their charter position and the other positions held elsewhere

CHARTER COMMITTEE MEETINGS

Charter Committees shall meet, at a minimum, once per month from formation through the completion of commitments by all of its tournament teams.

Additional committee meetings may be held at the discretion of the League President.

The ADA shall table and have endorsed a meeting schedule for the Charter Season at the first meeting of the newly appointed committee.

CHARTER COMMITTEE VOTING

Where issues tabled at Charter Committee meetings require a decision to be made, and thus a vote is to be conducted, each person on the Charter Committee (both Council and Executive) shall be entitled to one vote.

Issues shall be deemed as carried if a vote of 50% plus one of the Charter Committee members physically present vote in favour of the issue.

Proxy votes shall not be accepted.

Should an issue be deemed sufficiently urgent by the Assistant District Administrator / League President, (ADA/LP) that consideration and voting is done via email, such decisions shall be tabled and minuted by the Secretary at the next formal meeting of the Charter Committee.

Members must declare any conflict of interest they have with any issue being tabled and excuse themselves from any voting procedure.

REPORTING TO BASEBALL WA

The Charter Committee shall at all times report to Baseball WA (through its District Administrator).

Baseball WA shall always reserve the right to:

- Determine which clubs are members of which charter - ensuring LLI compliance requirements are adhered to.
- Remove an Executive Committee member from his / her position if deemed necessary.
- Veto a decision by the Charter Committee should it feel such decision is not in the interests of the sport.
- Take any additional action that it feels is necessary to ensure that members, clubs and/or the sport and protected.

EXECUTIVE COMMITTEE

ASSISTANT DISTRICT ADMINISTRATOR – League President (ADA / LP)

- Represent the Charter within all Baseball WA meetings
- Chair all Charter Committee meetings
- Be responsible for all aspects of the Charter's planning and operations, including but not limited too:
 - Creation and maintain operational plans for effective operations
 - Document all policies approved by the charter committee and reviewed annually for relevance and compliance.
- Working with member clubs to ensure harmonious working relationships and to ensure all aspects of Charter operations are in keeping with the charter's philosophy document.
- To ensure all rules set by Little League International, Baseball Australia and / or Baseball WA are being fully complied with by all members of the Charter

TREASURER

- Develop and document Charter Finance Policy and ensure its review conducted annually
- To operate of a charter bank account is operated within policy operating requirements
- To receive all invoices for payment, table at charter committee meetings for approval and make such payment and to receive all incomes and deposit to the charter bank account.
- To table a financial report at all charter committee meetings.
- To be responsible for submitting orders for uniforms and apparel through the required processes
- Provide financial reports to Baseball WA via the District Administrator as requested

SECRETARY

- Minute all charter committee meetings.
- Submit meeting minutes to District Administrator within 7 days of the meeting taking place.
- Maintain the charter's website, Facebook page and all social media pages.
 - Report any breachers of Social Media Policy to Charter Committee and District Administrator
- To ensure that the charter's website maintains a library of all current policies and the strategic plan.
- To open and maintain a Post Office box (if necessary).
- Prepare and distribute reports and all communiactions as needed, such as as fixture changes, tournament team tryouts etc to :
 - Charter Committee members
 - Member Club Secretaries for distribution to Member club members

REPRESENTATIVE TEAMS MANAGER (RTM)

- Develop, publish and implement timetables for all key operational issues relating to the charter's tournament teams.
- Develop selection protocols for tournament team coaches and players and table for charter committee approval.
- Be responsible for the selection of coaches, executive officers and players into representative teams in compliance with the agreed protocols.
- To ensure all members of tournament teams are compliant with Little League International, Baseball Australia and Baseball WA rules and make application (through the LLDA) for dispensation as needed.
 - Including assiting the team Executive Officers as required

- Ensure all aspects of representative team operations are in keeping with the charter's philosophy document.

CHARTER COMPETITIONS MANAGER (CCM)

- Collate team nominations and club scheduling requirements.
- To assume the duties associated with the position of **Player Agent** as per Little League International rules and Baseball WA compliance
- To discuss team nominations with member clubs including discussion surrounding ensuring players meet tournament team eligibility requirements.
- Develop, maintain and enforce local charter by-laws (that do not compromise LLI or LLWA/BWA regulations & by-laws) and table for charter committee endorsement. Submit such to the LLWA Competitions Manager for approval.
- Prepare fixtures for all competitions under charter control and have approved by the charter committee.
- Liaise with CCM in other charters to ensure any necessary cross-charter fixture issues are taken care of.
- Receive dispensation requests and table for Charter Executive approval.
- To act as the charter's Technical Director (ie rules, regulations, compliance requirements).
- To provide all fixtures including mid-season changes to LLWA's Operations Support Manager.

COACHING AND DEVELOPMENT MANAGER

- To work with the Assistant District Administrator and BWA's Development Manager on implementing the charter operational plan.
- To work with the Representative Teams Manager on implementing charter tournament team selection protocols.
- To ensure the charter conducts a Level 0 umpire course by 30 November annually.
- To work with clubs on developing and implementing plans to increase the number of accredited coaches within the charter.
- To produce and implement operational plans designed to fulfill the objectives of both the charter and Baseball WA's strategic plans, specifically related to membership targets.
- To ensure all aspects of individual development are in keeping with the charter's philosophy document.

Other

The Charter Committee is encouraged to appoint any non-executive positions as required to assist in effective delivery of Charter Operations as required. Each Charter should develop their own Policies and Protocols for maximising development and opportunities for members. Any non-executive positions established should be advertised, and voted upon with all duties and responsibilities documented.

All non-executive positions are required to all LLI, BA and BWA guidelines.

Any non-executive positions must be reported to District Administrator and activities covered in monthly reporting.