



# **Club Constitution of the Quakers Hill Pirates Baseball Club**

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## **1. Name:**

1.01 The Club shall be called Quakers Hill Pirates Baseball Club Inc. (the "Club")

## **2. Definitions:**

In this Constitution unless the contrary intention appears:

**Act** means the *Associations Incorporation Act 2009 (NSW)*.

**Board** means the body managing the Club and consisting of the Directors.

**Constitution** means the Constitution of the Club.

**Club** means the Quakers Hills Pirates Baseball Club Inc.

**Director** means a member of the Board and includes any person acting in that capacity from time to time appointed in accordance with the Constitution.

**Financial Year** means (unless otherwise determined by the Board) the year ending on 31 March of each year.  
) the year ending on 31 March of each year.

**General Meeting** means the annual or any special general meeting of the Club.

**Individual Member** means a registered, financial Member of the Club who is at least 18 years of age.

**Junior Member** means a registered Member of the Club who is younger than 18 years of age.

**Life Member** means any person appointed as a Life Member of the Club in accordance with the Constitution.

**Parent / Guardian Member** means the parent or legal guardian of a Junior Member.

**Public Officer** means the person appointed to be the public officer of the Club in accordance with the Act.

**Register** means a register of Members kept and maintained in accordance with the Constitution.

**Regulations** mean any rules, by-laws or regulations made by the Board in accordance with the Constitution.

**Seal** means the common seal of the Club.

**Sport** means the sports of Baseball, Softball, Soft Toss and Tee Ball.

**Team** means any playing group as approved, arranged or allocated by the Club to participate in any given competition from time to time.

### **3. Purpose:**

3.01 The Purpose of the Club is to promote, control, conduct and manage of the sports of Baseball Tee Ball under its auspices.

### **4. Constitution:**

4.01 The Club shall consist of members as follows: Executive Committee, General Committee, Life Members, Individual Members, Junior Members and Parent/Guardian Members as hereinafter provided.

### **5. Admission and Affiliation of Clubs or Associations.**

5.01 Any Club or Team applying for admission to the Club may be admitted, if approved, by the Executive Committee.

5.02 The annual subscription of each affiliated team together with the due date for payment shall be established for each year by the Executive Committee for that year.

### **6. Membership**

6.01 A person is eligible to be a member of the Club if:

- (a) the person is a natural person, and
- (b) the person has completed an application for membership, agreed to the terms and conditions of membership, agrees to adhere to the Club "Code of Conduct" and fully paid the annual membership fee (as determined by the standing Executive Committee at the time)
- (c) In the event the person nominating for membership is under the age of 18 years, the application and consent for membership will be completed and represented by the parent/legal guardian ("parent member") of the junior member

6.02 An eligible person may apply for membership by:

- (a) Completing and lodging the Club's prescribed membership form with the Executive Committee, and;
- (b) paying the appropriate membership fee

6.03 The Club may use its discretion to accept or reject an application and the Club cannot be compelled to provide any reason for the acceptance or rejection

6.04 If the Club rejects an application for membership, it shall immediately refund any fees paid with the application

6.05 If the Club accepts an application, the applicant shall become a member and membership is deemed to commence upon acceptance of the application.

The Register shall be updated and the member thereby accepts and agrees to comply with the Club's Code of Conduct as amended by the Executive Committee from time to time.

6.06 The club shall keep and maintain a Register of Members in which it shall at the very least record:

- (a) the full name, address and date of entry of each member;
- (b) the category of membership of each member; and
- (c) where applicable the date of termination of membership of any member

6.07 The Members of the Club shall consist of:

- (a) Individual Members;
- (b) Junior Members;
- (c) Parent/Guardian Members;
- (d) Life Members; and
- (e) Individual Members holding office of Executive Committee or General Committee in accordance with clause 20 herein, who subject to the constitution, have the right to receive a notice of General Meeting and to be present, to debate and for members of the Executive Committee to vote at a General Meeting;

6.08 Members are required to renew their membership annually in accordance with the procedures set down by the Executive Committee from time to time and pay an annual membership fee in such amount as determined for that category of membership by the Executive Committee each year.

## **7. Cessation of membership**

7.01 A person ceases to be a member of the Club if the person:

- (a) dies, or
- (b) resigns membership, or
- (c) is expelled from the Club, or
- (d) fails to pay the annual membership fee within 3 months after the fee is due.

## **8. Membership entitlements not transferable**

8.01 A right, privilege or obligation which a person has by reason of being a member of the Club:

- (a) is not capable of being transferred or transmitted to another person, except;
  - (i) in the case of a Junior Member under the age of 18 years where the Parent/Legal guardian of the Junior Member may carry out such rights, privileges or obligations on behalf of the Junior Member as the

Executive Committee deems appropriate in the circumstances from time to time.

(b) terminates on cessation of the person's membership.

## **9. Resignation of membership**

9.01 A member of the Club may resign from membership of the Club by:

(a) first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

9.02 If a member of the Club ceases to be a member under subclause 8.01(a) and in every other case where a member ceases to hold membership, the Secretary must make an appropriate entry in the Register of Members recording the date on which the member ceased to be a member.

## **10. Members' liabilities**

The liability of a member of the Club to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club is limited to the amount, if any, unpaid by the member in respect of membership of the Club as required by clause 6.

## **11. Disciplining of members**

11.01 A complaint may be made to the Executive Committee by any person that as a member of the Club:

(a) has refused or neglected to comply with a provision or provisions of this constitution, or

(b) has wilfully acted in a manner prejudicial to the interests of the Club.

11.02 The Executive Committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

11.03 If the Executive Committee decides to deal with the complaint, the Executive Committee:

(a) must cause notice of the complaint to be served on the member concerned, and

(b) must give the member at least 14 days from the time the notice is served within which to make submissions to the Executive Committee in connection with the complaint, and

(c) must take into consideration any submissions made by the member in connection with the complaint.

11.04 If the complaint or action is as a result of a breach by a team, player, official, parent member, or other member of the Club's Code of Conduct policy, the member(s) will be subject to the provisions of the Club's Member Disciplinary Policy and Indicative Penalty Schedule as the guiding process for disciplinary action against the member.

11.05 The Club's Disciplinary Panel shall be comprised of three persons appointed by the Executive Committee, one of whom will be designated as the Chairperson. At the Hearing, the Chairperson of the Disciplinary Panel shall have a deliberate vote as well as a casting vote.

11.06 Any team, player, official, parent member, or other member whilst under suspension shall forfeit its rights and privileges under the Club. Suspended members shall cease to serve on the Executive or any other Committee position for judgments pertaining to the suspension, and they shall be debarred from competing in any match held under the auspices of the Club.

11.07 The Secretary of the Club shall within 3 days notify Club Committee Members of all suspensions and disqualifications imposed by the Club.

10.08 The Executive Committee may, by resolution, or on the recommendation of the Disciplinary panel, expel the member from the Club or suspend the member from membership of the Club if, after considering the complaint/code of conduct breach and any submissions made in connection with the complaint/code of conduct breach, it is satisfied that the facts alleged in the complaint/code of conduct breach have been proved and the expulsion or suspension is warranted in the circumstances.

11.09 If the Executive Committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.

11.10 The expulsion or suspension does not take effect:

- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
- (b) if within that period the member exercises the right of appeal, unless and until the Club confirms the resolution under clause 12, whichever is the later.

11.11 Clause 10.10 does not take into account or supersede any expulsion, suspension or penalty that may be imposed upon the member from the League or governing association of the sport.

## **12. Right of appeal of disciplined member**

12.01 A member may appeal to the Club in general meeting:

- (a) against a resolution of the Executive Committee under clause 11, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (b) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.



(c) On receipt of a notice from a member under subclause 12.01(a) and 12.01(b), the Secretary must notify the Executive Committee which is to convene a general meeting of the Club to be held within 28 days after the date on which the Secretary received the notice.

12.02 At a general meeting of the Club convened under clause 12.01:

(a) no business other than the question of the appeal is to be transacted, and

(b) the Executive Committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

(c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

(d) The appeal is to be determined by a simple majority of votes cast by members of the association.

### **13. Office Bearers:**

13.01 The Office Bearers as set out in **Appendix A** shall be elected at the Annual General Meeting. Any Office not filled at the Annual General Meeting shall be finalised at the next ordinary Meeting.

### **14. Nominations:**

14.01 All Office Bearers shall be elected at the Annual General Meeting and **no Executive Office Bearer may hold more than one Executive position under these rules.**

14.02 If more than the required number be nominated for any position an election by ballot shall take place, and in such event two scrutinisers shall be elected at the meeting.

14.03 The method of determining the ballot will be by a system of first past the post.

14.04 Representatives to the Affiliated Association / League shall be elected at the Annual General Meeting. Representatives as may be required, to any Baseball Association. All candidates shall be Officers of, or delegates to, the Club's Executive Committee and any substitute representative must be approved by the Executive Committee.

14.05 Any extra-ordinary vacancy as Office Bearer or representative of the Club or member of any Committee shall be filled at the next Club General Meeting.

### **15. Annual General Meeting:**

15.01 The Annual General Meeting of the Club shall be nominated by the Executive Committee prior to the completion of the summer playing season to fall in line with the Club's financial year which is 1 April to 31 March of the following year.

15.02 Notice of Annual General Meeting, stating the purpose for which it is convened shall be forwarded by email and notice on the Club website to all Club Office Bearers, Club members and Life Members at least fourteen (14) days prior to holding the meeting.

15.03 Agenda:

- (a) To receive and adopt the minutes of the previous Annual General Meeting and to receive the Annual Report and Treasurer's statements.
- (b) To elect the Office Bearers who shall consist of:- Patron/s, President, Vice President(s), Secretary, Treasurer, Official Registrar, Official Score Recorder and general committee positions who shall hold office for one year from 1 April of that year to 31 March of the following year.
- (c) To elect a contact to the New South Wales Baseball League (NSWBL) and a delegate to the affiliated baseball association.
- (d) To elect an Executive Committee which shall consist of the Office Bearers of the Club namely:- President, Vice President(s), Secretary, Assistant Secretary, and Treasurer who shall hold office for one year being from 1 April of the current year to 31 March of the following year.

## **16. General Meetings:**

16.01 The General meetings of the Club shall be held on the first Monday of each month, or otherwise notified by the Executive Committee.

16.02 At all meetings of the Club the order of business shall be:

- (a) Reading and confirmation of the minutes.
- (b) Correspondence - as dealt with by the Executive Committee.
- (c) Financial Statement.
- (d) Submission of accounts.
- (e) Reports.
- (f) General Business.

## **17. Special Meetings:**

17.01 Special Meetings of the Club may be convened by:

- (a) A resolution of the Executive Committee.
- (b) The Secretary and or the President.

17.02 Notice of a Special Meeting is to be distributed to members 7 days prior to meeting date outlining the purpose of the Special Meeting

## **18. Quorums:**

18.01 Quorums for all meetings shall be as follows:

Annual General Meeting ..... Fifteen (15) voting members

General Meeting ..... Eight (8) voting members  
Special Meeting ..... Six (6) voting members  
Executive Meeting ..... Four (4) voting members

18.02 In the event of a quorum not being present at any meeting, the members present may appoint any other date within fourteen (14) days to transact the business for which such meeting has been called. The members present to form a quorum.

**19. Procedures:**

19.01 The President of the Club shall be the Chairperson at all General meetings, and in his/her absence the Vice President – Junior Baseball shall act as Chairperson. In the event both are absent the Chairperson shall be elected from the members present.

19.02 The Chairperson shall have authority on every question or order and procedure.

19.03 The Chairperson shall have a casting vote only.

19.04 Office-bearers and Life Members wishing to bring forward motions under these rules at any ordinary meeting, shall forward to the Secretary in writing of the same, fourteen (14) days before the meeting, and notice of the meetings of the Club, stating business to be discussed or voted upon. Such motions shall be sent by the Secretary to each Office-bearer and Life Member at least seven (7) days before the meeting.

19.05 Subject to the right of the Club to exclude all but Office bearers and delegates, any person may attend the meetings but none other than Office-bearers, Life Members and members of the Executive Committee shall be allowed to speak or vote, without leave of the meeting.

19.06 In the event of any ordinary meeting lapsing, or in the event of the adjournment of a meeting, the business thereof as remains shall take precedence at the next meeting.

19.07 All meetings shall commence at the time designated by the Secretary and no new business shall be taken after 10.00 pm, allowing for one extension of time not longer than 30 minutes.

19.08 No business shall be dealt with at an adjourned meeting, which was not on the business paper of the original meeting, except as provided in Rule 20.04

**20. Executive Committee:**

20.01 An Executive Committee, as set out in **Appendix A**, shall be elected at the Annual General Meeting of the Club and powers and duties of such a Committee shall be as set out in this Constitution .

20.02 Meetings of the Executive Committee shall be held at such times as they determine.

20.03 Special Meetings of the Executive Committee may be summoned by the Secretary, President or on request and agreement by the Executive Committee quorum.

20.04 The powers of and duties of the Executive Committee shall be:

- (a) Conduct long term planning so that the aims and objectives of the Club are fulfilled
- (b) Develop policy and procedures
- (c) Manage external relations and advocacy issues
- (d) Obtain resources and ensure that all financial and legal matters are properly managed
- (e) Carry out the recommendations of members
- (f) Regularly communicate with, and provide information to members about the running of the organisation
- (g) Ensure that all members of the Committee act as leadership role models
- (h) To investigate, vote on and report to the Club on all applications for admission of new teams.
- (i) To deal with all correspondence and accounts except those relevant to the General Meeting and any matters requiring attention between meetings.
- (j) To deal with appropriate matters including disputes, protests, dismissal of players from the field etc and breaches of the Code of Conduct. The decision of the Executive Committee shall be final.
- (k) To conduct the competition in accordance with the Constitution of the Affiliated Association / League Inc.
- (l) Approval of expenditure of Club funds

20.05 Any member absenting himself/herself from two (2) consecutive meetings of the Executive Committee, without reasonable cause, shall be deemed to have vacated his/her position and a new member shall be elected at the next General Meeting.

## **21. Special Committees:**

21.01 The Association may appoint Special Committees to consider and report on any question that may be referred to them.

21.02 The number to form a Special Committee and the number to form a quorum at such meetings, shall be determined by the Executive Committee on each occasion.

## **22. Duties of Office-Bearers:**

See Appendix A

**23. Banking:**

23.01 The Club shall open a banking/credit union account in the name of the Club. All cheques drawn on such account shall be signed by any two of the following: President, Vice President, Treasurer, or Secretary.

**24. Accounts:**

24.01 The Executive Committee shall have the power, on behalf of the Club, to pass for payment such accounts which are tendered for work required by, and performed to the satisfaction of the Club.

24.02 All accounts shall be passed monthly and the Treasurer shall submit a statement of the financial position of the Club at each monthly meeting, and at other such times as the Club may direct.

24.03 Teams shall pay their respective accounts as determined by the Executive Committee, to the Treasurer of the Club.

**25. Auditing of Accounts:**

25.01 The Executive Committee of the Club shall appoint an auditor.

25.02 The accounts of the Club shall be audited before the Annual General Meeting, or as directed by the General Meeting by an auditor and the report of such auditor, together with the Treasurer's Balance Sheet shall be appended to the Annual Report.

**26. Financial Year:**

26.01 The financial year of the Club will be from the first (1st) day of April to the 31st day of March.

**27. Payment of Players:**

27.01 No players shall receive payment or monetary consideration for the playing of baseball.

**28. Affiliations and Registrations:**

28.01 Only members as registered with the Club shall participate in Club matches.

28.02 No player shall play with any other club in the same season unless he/she has been granted a permit to do so under these rules by the Executive Committee.

**29. Outstanding Money and Defaults:**

29.01 The Club operates a no pay, no play policy which requires player members, officials and other members in an on-field capacity to pay all registration fees, subscriptions, levies, insurances and/or fines prior to being permitted to participate in an on-field capacity.

29.02 Any player member owing money to the Club will not be permitted to take the field until outstanding monies are paid to the Club.

29.03 Failure to pay the Club dues of all kinds, including registration fees, subscriptions, levies, insurances and fines, tickets for club functions issued to a member, may be considered grounds for posting a player or member in default.

29.04 Any member owing money to the Club for a period of five (5) weeks shall be notified by the Secretary of the Club, and if the amount owing be not paid within seven (7) days of the date of such notification, the members may be posted and remain as a defaulter to the Club until the full amount owing has been paid.

29.05 No defaulting member of the Club shall be allowed to take part in any match played under the control of the Club. The Treasurer of the Club must furnish a list in writing of all defaulting members, together with their addresses and the amount they owe to the Executive Committee within one (1) week of the date of posting the defaulting member's name.

29.06 In the event of a team disbanding whilst some members are still in default, the Treasurer shall hold any money paid to him/her by such defaulters in trust until two years have elapsed. At the end of that time if not claimed by such member(s) the money shall revert to the Club.

### **30. Alterations to Rules:**

30.01 To repeal, alter or add to the Clauses of this Constitution, twenty-one (21) days notice shall be given by the Secretary to all Office-bearers, members of the Executive Committee and Life Members. Said alterations shall be carried by three-quarters majority of members present at such a meeting. To repeal, alter or add to the Clauses of this Constitution will be dealt with at the Annual General Meeting or under Rule 17.01

30.02 All alterations of the rules shall be forwarded by the Secretary to all Office-bearers and members of the Executive Committee of the Association within fourteen (14) days of same being adopted.

### **31. Meeting Procedures:**

31.01 At all meetings the mode of voting shall be by vote of hands, or if demanded by any three (3) members, either by actual division or by postal or electronic ballot.

31.02 At all elections each outgoing Office-bearer, Life Member or delegate shall have one vote. All postal and electronic ballot papers recording votes for greater or less number of candidates than is required to fill in vacant Office shall be declared informal and of no effect. At Annual, General or Special Meetings of the Club, each Office-bearer, Life Member, member of the Executive Committee or delegate shall have one (1) vote per person.

31.03 The Chairperson shall put all questions first in the affirmative and then in the negative and may do so as often as may be necessary to enable him/her to determine the sense of the meeting thereon and thereupon he/she shall declare his/her decision which shall be final, unless a division or ballot be called for.

31.04 No motion shall be discussed until it is seconded and once seconded shall not be withdrawn without leave of both the mover and seconded of said motion.

31.05 No notice of motion which shall have been entered on the business paper shall be proceeded with in the absence of the member by whom such notice shall have been given, unless by some other member producing written authority for that purpose from such first named member.

31.06 When a motion shall have been moved and seconded any member shall be at liberty to move an amendment thereon, which shall not be discussed until it be seconded; such amendment, if required, to be stated in writing.

31.07 No second amendment shall be taken into consideration until the previous amendment shall have been disposed of.

31.08 If an amendment be carried, the question as thereby amended shall become the question before the meeting, thereupon any amendment upon it may be moved.

31.09 If any amendment, either upon the original motion or upon any amended motion, shall be negatives, then a further amendment if not to the same effect as that already negative may be moved to the motion to which such named amendment was moved, and so on. Provided that no more than one question and one proposed amendment thereof shall be before the Meeting at one time.

31.10 No member shall make any offensive personal reflections upon or impute improper motives to any member of Office, and any member so offending shall immediately, on being required by the Chairperson, withdraw such offensive expression and retract such imputations of motives, and make such an apology satisfactory to the meeting. Any member refusing to apologise and to withdraw such offensive expressions or imputations shall not be allowed to further address the chair at that or other meetings of the Club, until he/she shall have complied with such request, nor shall his/her vote be recorded upon any question.

31.11 Any member may call the attention of the Chairperson to any member being out of order or to any point of order.

31.12 The Chairperson shall preserve order and may at any time call to order any member whom he may deem to be out of order, and when, two or more members rise to speak at the same time he shall decide which member shall be first heard.

31.13 Every point of order shall be taken into consideration immediately upon its arising and decided by the Chairperson.

31.14 A motion of the 'Previous Question' i.e. that the question be now put, shall be dealt with as an amendment, and it shall take precedence over all other amendments, and if carried, the original question is to be put forthwith, without permitting adjournment, amendment or debate.

31.15 No motion for adjournment can be proposed or seconded by those who have spoken on the motion that is before the meeting, or who may have moved or seconded an amendment thereto. Nor can a motion for adjournment be moved or seconded whilst an amendment is under consideration, by those who have spoken on that amendment.

31.16 No motion to rescind any decision shall be entertained except at a meeting of the Club especially called for that purpose. A meeting convened to consider a specific proposal cannot amend the motion. It may be affirmed or negated.

31.17 Voting by postal ballot must not be undertaken in respect of a general, special or Executive meeting.

### **32. Life Members:**

32.01 Life Members shall be nominated by the Executive Committee to a General Meeting. Such nomination is to appear on the notice calling such General Meeting.

32.02 Election to Life Membership shall only be decided by a vote equal to a two-thirds majority of the members present and who are eligible to vote.

32.03 The criteria for the determination of Life Membership of the Club may include (but is not limited to):

- (a) Length of membership
- (b) Dedication to the ongoing improvement of the Club
- (c) Service in the capacity as an elected Committee member
- (d) Service to the wider community engaged in the sport of Baseball or Tee Ball

32.04 A Life Member of the Club shall receive exemption from registration fees and levies. Membership shall be ongoing with all voting rights and privileges as granted by the title of Life Member.

### **33. Competition Rules:**

33.01 The Executive Committee of the Club, from time to time, establish, add or alter the rules for governing conditions of play, players responsibilities and penalties for any breaches thereof in respect of any games of Baseball Tee Ball conducted under the auspices of the affiliated Association. Such rules and penalties shall appear as By-Laws to this Constitution and shall form part of it as if they were included in it.



#### **34. Smoking Policy:**

34.01 To comply with NSW Anti-Smoking legislation, no member is permitted to smoke or vape on the playing field or in the dugout during the warm up or game or within the confines of the reserve.

#### **35. Alcohol Policy:**

35.01 No Coach, Assistant Coach, Manager, Umpire, Scorer or Player may drink alcohol during the warm up or game.

#### **36. Resolution of disputes:**

36.01 A dispute between a member and another member (in their capacity as members) of the Club, or a dispute between a member or members and the Club that goes beyond the parameters of the Code of Conduct or Constitution, are to be referred to a Community Justice Centre for mediation under the Community Justice Centres Act 1983.

36.02 If a mediation is not resolved by mediation within 3 months of the referral to a Community Justice Centre, the dispute is to be referred to arbitration

36.03 The Commercial Arbitration Act 1984 applies to any such dispute referred to arbitration.

#### **37. Source of Funds**

37.01 The funds of the Club are to be derived from membership fees, donations and, subject to any resolution passed by the Club in General Meeting, such other sources as the Executive Committee determines

37.02 All money received by the Club is to be deposited as soon as practicable and without deduction to the credit of the Club's bank or other authorised deposit-taking institution account.

37.03 The Club must, as soon as practicable after receiving any money, issue an appropriate receipt.

38.01 Except as otherwise provided by this Constitution, the Club President in their capacity as public officer must keep in his or her custody or under his or her control all records, books and other documents relating to the Club

38.02 The Club President must make available to a member of the Club upon said member's request, for inspection free of charge the following documents:

- (a) records, books and other financial documents of the Club
- (b) Club's constitution; and
- (c) The minutes of all meetings of the Club

38.03 In the event that a member requests a copy of a document inspected under 38.02, subject to privacy and confidentiality requirements, the

Club may charge a member a reasonable fee for the provision of each copy.

This Constitution was adopted at the Annual General Meeting on the 23rd of June 2024.

## Appendix A:

### Office Bearers & Committee Structure

#### Responsibilities of the Committee:

The Club Committee has a responsibility to manage the Club on behalf of its members. The Committee must:

- Conduct long term planning so that the aims and objectives of the Club are fulfilled
- Develop policy and procedures
- Manage external relations and advocacy issues
- Obtain resources and ensure that all financial and legal matters are properly managed
- Carry out the recommendations of members
- Regularly communicate with, and provide information to members about the running of the organisation
- Ensure that all members of the Committee act as leadership role models

#### Roles & Responsibilities of The Club Office Bearers:

##### Executive Committee

**Club President (Voting Executive Position)** – in accordance with terms of the Constitution):

The President is the principal leader of the Club, and has overall responsibility for the Club's administration. A thorough knowledge of the Club constitution and meeting procedures is required, as well as an aptitude for planning:

- Sets the overall annual Committee 'agenda' (consistent with the views of members)
- Coordinate a 3 Year Club Development Plan, in consultation with the Executive Committee (and consistent with the views of members)
- Helps the Committee prioritise its goals
- Must be well informed of all Club's activities
- Have a good working knowledge of the Constitution, rules & duties of all officials
- Manage Committee and/or Executive meetings (as Chairperson)
- Manage the Annual General Meeting
- Represent the Club at local, regional and national levels
- Liaise with schools, sports associations and other Clubs
- Be a supportive leader for all members
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- To act as the Public Officer and maintain custody of the Common Seal of the Club.

- Shall have the right to act as an ex officio member at all subcommittees of the Club.
- To report to the Club on the outcome of meetings held by the Affiliated Association / League.
- To present to the Affiliated Association / League any resolution or recommendations and vote on matters raised, as may be required, on behalf of the Club.
- To liaise with and develop closer working relationships with Local Councils that fall under the Club's boundaries and with other Clubs for the further development and betterment of Baseball.

***Vice-President – Junior Baseball (Voting Executive Position):***

The Vice President – Junior Baseball assumes the responsibility of the President in his/her absence, as required, and is responsible for the development of Junior baseball within the Pirates:

- Chairs all meetings, as may be required, in the absence of the President and in accordance with the Rules of the Constitution.
- Is responsible for the growth and development of Junior Baseball and to head up any Committee to pursue such matters, as required
- Coordinate and implement a junior development program in consultation with the Head Coach
- Develop and recommend to the Executive Committee a 3 Year Development Plan for Junior Baseball within the Pirates
- Assist the Communications & Marketing Committee in Club promotional activities, where required
- Attends Affiliated Association meetings in the absence of the President.
- Officiate, and represents the Club, at any function should the President be unable to attend.

***Vice-President – T-Ball (Voting Executive Position):***

The Vice President – T-Ball for the administration, growth and development of junior T-Ball within the Pirates:

- Is responsible for the growth and development of Junior T-Ball and Modball and to head up any Committee to pursue such matters, as required
- Coordinate and implement a junior development program in consultation with the Head Coach
- Develop and recommend to the Executive Committee a 3 Year Development Plan for Junior Baseball within the Pirates
- Administer the Friday night Aussie-T-ball in conjunction with the U7's Co-ordinator
- Assist the Communications & Marketing Committee in Club promotional activities, where required
- Officiate, and represents the Club, at any function should the President be unable to attend.

***Vice-President – Winter Major League (Voting Executive Position):***

The Vice President – Winter Major League is responsible for the administration, growth and development of Major League (SWBL) within the Pirates:

- Increase the profile and promotion of Major League Baseball and facilitate the development path for junior players to aspire to.
- Is responsible for the growth and development of Major League Baseball and to head up any Committee to pursue such matters, as required.
- Coordinate pre-season marquee player recruitment and co-ordinate trials in conjunction with the Major League Head Coach
- Assist the Communications & Marketing Committee in Club promotional activities, where required
- Liaise with Major League Head Coach and players to facilitate skills development programs/clinics for junior players
- Regularly communicate with, and provide information to members of the Pirates Major League teams

***Vice-President – Senior Baseball (Voting Executive Position):***

The Vice President – Seniors is responsible for the administration, growth and development of Senior baseball within the Pirates:

- Increase the profile and promotion of All Women's and Mixed Seniors Baseball.
- Is responsible for the growth and development of Seniors Baseball and to head up any Committee to pursue such matters, as required.
- Coordinate pre-season 'recruitment drives' to achieve growth in membership
- Develop and recommend to the Executive Committee a 3 Year Development Plan for Seniors Baseball within the Pirates
- Assist the Communications & Marketing Committee in Club promotional activities, where required
- Coordinate administration tasks for Senior teams including: registrations; distribution of equipment and uniforms; allocation of umpires; preparation of grounds etc.

***Club Secretary (Voting Executive Position):***

The Club Secretary is the primary organiser of the Club and is responsible for effective administration. He/She must be able to:

- Communicate effectively
- Think clearly and positively
- Maintain confidentiality on relevant matters
- Organise and delegate tasks

Main duties include:

- Convene all meetings as per the Club's constitution
- Prepare meeting agendas and minutes
- Attend to all correspondence for and on behalf of the Club
- Maintain a record of all Club Office Bearers, Committee Members and Club Representatives

- Maintain Club filing system and records
- Coordinate processing of registrations and maintenance of the Gameday database

***Treasurer (Voting Executive Position):***

The Treasurer is responsible for implementing and maintaining the Club's financial operations and planning systems.

- Ensure that adequate accounts and records exist regarding the Club's financial transactions.
- Coordinate the preparation of budgets for the forthcoming year describing potential sources of income and expenditure.
- Issue receipts and promptly deposit all monies received in the Club's bank account.
- Make all approved payments promptly.
- Keep accurate and up-to-date records of all income and expenditure.
- Invoice groups/members promptly for rentals (eg building, equipment, uniforms).
- Act as the signatory on the Club's bank accounts, cheque accounts, and investment and loan facilities (with at least one other management committee member).
- Manage the Club's cash flow.
- Be accountable for the Club's petty cash.
- Prepare regular bank account reconciliation statements for presentation to the management committee or board.
- Be fully informed about the financial position of the organisation at all times.
- Prepare and present financial statements on a regular basis to management committee or executive meetings.
- Recommend investment strategies for surplus funds.
- Manage the organisation's investment programs.
- Acquit funds received from government grants and submit the necessary financial statements.
- Prepare financial accounts for annual or more frequent auditing, and provide the auditor with information as required.
- Prepare all necessary financial statements for inclusion in the annual report.
- If incorporated, ensure annual returns and audited financial statements are filed with the relevant government department as required by the Associations Incorporation Act.

**Skills & Attributes:**

- honesty and integrity
- enthusiasm for the task
- good organisational skills
- a good eye for detail
- good at making decisions
- an ability to work in a logical and orderly manner

- an ability to allocate regular time periods (eg weekly or monthly) to maintain the books
- an ability to keep good records
- an awareness of procedures for handling cash, cheques and other financial transactions

***Gameday Registrar (Non-Voting Executive Role):***

The Gameday Registrar is responsible for the prompt processing of all junior registrations (with the assistance of the Club Secretary and Assistance Secretary) and for the timely maintenance of the Gameday database:

- Process all registration forms received to ensure accuracy of information, prompt payment of fees.
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- Maintain the Gameday database to ensure that it is kept up to date and current
- Complete Gameday training to identify additional services that can add value to the Club.
- Distribute registration letters pre-season
- Report default payments to the Executive Committee.

***Association and Junior Development Delegate (Non-Voting Executive Role):***

The Association and Junior Development Delegate is responsible for coordinating events and programs that aid the development of all junior baseball players:

- Attend and represent the Club at Association monthly meetings
- Report back key outcomes and actions required by the Executive Committee from the Association meeting
- Schedule & coordinate pre-season trial matches for U10 – U16 junior teams
- Schedule & coordinate player development clinics throughout season using available resources including Association, Inter-Association and internal Club resources, for both Div 1 and other players.
- Schedule & coordinate Coach the Coach Programs throughout season using available resources including Association and internal Club resources
- Coordinate attendance at inter-Club Gala days
- Develop 'generic' Training Plans for each age group to be used by all Coaches
- Prepare calendar for all events in advance of start of season and communicate to Coaches & Age Coordinators.

**General Committee**

***Head Coach:***

- Increase the number of Level 1,2, 3 Coaches

- Ensure accredited coaches for all teams
- Implement an internal Coach the Coach Program
- Implement player development programs
- Improve coordination of coaching across all age groups to support player development process
- Implement recruitment, retention & recognition for coaches
- Continue to develop own skills & competency as Head Coach

***Events Coordinator:***

- Coordinate successful Social Events, including: Trivia Night, Presentation Day, Seniors Presentation Night (Winter Season),
- Coordinate Try Baseball Days
- Coordinate fun and competitive Gala Days, e.g. Parent T's Ball Gala Day; U7 Parents v Kids T Ball Gala Day; U9 Zooka Fun Day; U10 Zooka Cup; U12 Corbin Cup

***Canteen Coordinator:***

- Coordinate purchase of stock and float reconciliation
- Provide a weekly financial report to the Treasurer to confirm expenses & revenue from the canteen
- Coordinate and implement a canteen roster
- Identify and implement opportunities to improve the facilities within, and the presentation of, the canteen
- Identify and implement opportunities to increase the canteen's turnover.

***Umpire Coordinator:***

- Increase the number of Level O Umpires
- Ensure accredited coaches for all teams
- Implement an Umpire Development Program
- Implement recruitment, retention & recognition for umpires
- Continue to develop own skills & competency as Umpire Coordinator

***Grounds Committee:***

- Develop relations with Council maintenance staff
- Liaise with Blacktown City Council to ensure the presentation and maintenance of Corbin Reserve is kept to a high standard
- Ensure that approved signs are installed and presented as required
- Maintain the presentation of fields and diamonds, and coordinate working bees as required
- Ensure the maintenance of grounds equipment that is owned by the Pirates Baseball Club.
- Participate in projects that relate to the development of Corbin Reserve, as requested by the Executive Committee



***Sponsorship & Fundraising Coordinator:***

- identify and attract new sponsors to the Club
- build relations with all current sponsors by representing the Club and by providing regular communication/information
- identify and implement methods to improve our internal/external promotion of all sponsors
- ensure that we comply in full with our commitments to sponsors (e.g. signage etc.)
- identify & coordinate fundraising opportunities for the Pirates

***Communications & Website Co-ordinator:***

- Website – ensure prompt updating of information and ongoing development of features
- Social Media – act as an administrator for the Pirates Facebook page including responding to enquiries, moderating posts and administering content
- Increase promotion of website
- Deliver regular email newsletter communications to members
- Increase Club profile, e.g. ensure regular promotion of Club and players in local media etc.
- Improve presentation & display of historic and current Club information

***Equipment & Uniform Coordinator:***

- Compile and maintain a record of all Club equipment and uniforms
- Complete an annual audit of all equipment and uniforms and submit report to the Executive Committee
- Recommend to the Executive Committee any equipment purchases and, once approved, make arrangements for such purchases, on behalf of the Club
- Ensure that the Club equipment is maintained and is safe for use
- Ensure that all Club equipment is stored securely and appropriately at all times.

***Club Safety Officer:***

The Safety Officer is responsible for the health and safety of members and visitors:

- Develop and implement a comprehensive Occupational Health and Safety policy covering: training, competition, social, equipment, other etc.
- Ensure compliance with the Working with Children check for all team officials
- Ensure Club members and visitors are aware of and understand the policy
- Keep a record of all accidents and incidents and provide copies to the Executive Committee

- Maintain a comprehensive first aid kit
- Conduct risk assessments
- Assume duties and responsibilities of Child Safety officer