



MANLY WARRINGAH STATE LEAGUE

POLICIES & PROCEDURES MANUAL

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NSW Ambulance			000
NSW Fire Brigade			000
NSW Police			000
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2019-2020 EVENTS

2019-2020 DRAW

- Preseason Starts Aug 6th
Tues/Thur 6.30pm - 8.30pm
- Ladies Day
- Old Boys Day
- Sponsors Day
- 2nd Grade
Hat Presentation Game
- Presentation Night
- Christmas Drinks
-
-

Wednesday Night Food Promos

- Pulled Pork Sliders Night
- Nachos Night
- 'Dog' Night
- Fish & Chips Night
- Japanese Night
- Buffalo Wings Night
-

Wed Night meal deals

- | | |
|-------------------|----------|
| Meal & beer /wine | \$ xx.xx |
| Meal & softie | \$ xx.xx |

LEVEL ONE ACCREDITATION

LEVEL

1

The Alcohol and Drug Foundation's
Good Sports Program recognises the
achievement of

Manly Warringah State League Baseball

in addressing the following:

- For providing a positive, healthy and family friendly sporting experience for all
- For contributing to reducing alcohol and smoking related harm in the community



Dr Erin Lalor / CEO
Alcohol and Drug Foundation

2019



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Manly Warringah District Baseball Clubs Journey

The Manly Warringah District Baseball Club was formed in 1950 by a group of friends who wanted to play Baseball together upon the suggestion of Lenny Soman. The Club had its first official AGM on 20th February, 1951 in the Sporting Union Rooms with Mr. G. Lowe acting as chairman. An inaugural meeting of the Club had been held prior to the AGM to present and adopt a set of Rules and Constitution governing the proposed club.

From 1950 till 1959, MWDBC played in the Northern Suburbs Baseball Association competition with great success.

In 1960, MWDBC was invited to become a member of the NSW Baseball Union (now called NSWBL Inc) and has continuously fielded teams in the various competitions under the jurisdiction of NSWBL as well as affiliated associations.

In 1976, after many years of constant negotiations, MWDBC was allocated a ground by the Manly Warringah Joint District Parks Committee to be developed as a centre for baseball in the area. As with most of the other sporting venues in Manly Warringah the land was formerly a landfill site. The initial facilities were subsidised by a grant from the Department of Sport & Recreation and over the years, due to the efforts of Club stalwarts, the Council, and with the help of further grants, the main diamond, home to MWDBC is fully fenced with a good playing service, dugouts and bullpens. An amenities block, has been continuously improved to provide canteen facilities, a Club Room and a covered viewing balcony which coupled with spectator seating on the hill makes it one of the best grounds in Sydney and a project to be proud of.

MWDBC is currently known as the State League standing committee however its members have been involved in the establishment and support of Junior Competitions within the district. In 1971 the winter based Little League finished and with help from local sports masters and other Club committees the Junior Summer Baseball Competition was formed. In 1975/76 a big promotion was made to get a junior association formed and in 1976, 500 children comprising 47 teams played in what is now known as Manly Warringah Junior Baseball League Inc., under the leadership of Steve Green and Graham Howlett. In 1977 this association was made an independent body, and continued in its own right.

Many of the local Juniors have progressed to Senior Baseball with MWDBC and along the way have represented their Assn. State and Country. Two of MWDBC's players have represented Australia at the Olympics - Mark Doubleday in Atlanta 1996 and Rodney Van Buizen in Sydney 2000 and Athens 2004. Some players from MWDBC have made it to the professional leagues in the USA while others have experienced the University or College Conference systems.

The Club presently fields teams in the NSWBL State League competition which comprises 1st, 2nd, 3rd & Under 18's Grade. Teams are also fielded in other metropolitan competitions when numbers permit.

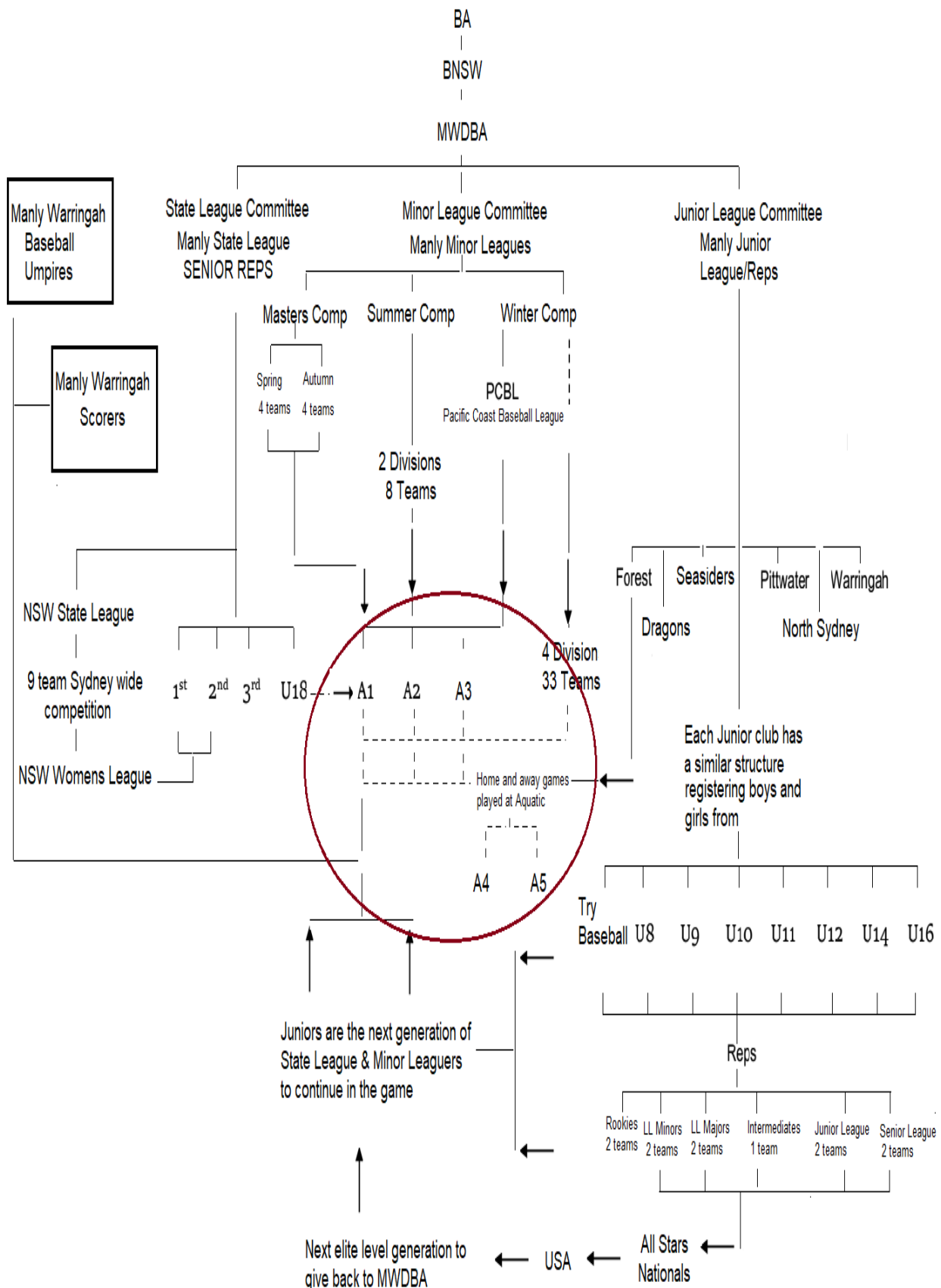
In October 2011 MWDBC, joined with Manly Warringah Winter Baseball and Manly Warringah Junior Baseball League to form the Manly Warringah District Baseball Association as the Regional Sporting Association (RSA) to manage and promote the game within the Manly, Warringah, Pittwater and Northern Sydney areas.

MWDBA gratefully acknowledges Life Member Gina Doubleday for the historical information in this article.

Manly Warringah District Baseball Association

INTERACTION OF STAKEHOLDERS:

@AQUATIC RESERVE



Introduction

The Manly Warringah District Baseball Association's 'State League' club provides an environment for all levels of playing baseball. It is a club rich in history, continually seeing members furthering their skills whilst playing for the club. It has seen many graduates move onto playing for Australian, US College and US Pro teams in both men's and women's baseball. Manly State League has a huge wealth of dedicated staff, coaches and volunteers that run the day to day tasks that keep the great tradition of baseball going here in Manly. State League is a winning organisation that expects the very best from its players and coaches whilst playing in its colours. Its aim is to continually develop the game of baseball competitively through knowledge and fitness gained in playing for Manly

Our Mission Statement

To provide our players with the most professional baseball experience possible

Our Vision

Baseball demands the best from an individual within a teamed environment. It takes great fitness and belief in one's ability to act quickly and precisely to play this game. It also takes patience, dedication and teamwork. 'State League' expects players to train to improve their skills, fitness and disciplines of the game whilst recognizing that they need to make extraordinary sacrifices in their work and family commitments to do so. From those sacrifices we expect to win all the time and players will be found out by coaches and team mates when they are not doing the work to better themselves and the team they commit to

'State League' Values

Players

To play with passion and pride befitting the Manly jersey within the bounds of the rules and the spirit of the game

To train regularly with purpose and determination

To play for Manly is to embrace leadership, take ownership; don't follow, get better

Coaches

To provide every player the opportunity to excel and achieve their highest potential

To continue to learn to be able to stay up with the game

To exhibit the same character, professionalism and respect that we expect from of our players

Administration

To provide a top-notch experience at an affordable cost. Our fees are set with a humble understanding of the costs associated with running a league of this level

To act professionally is paramount. State League will have several administrators who are strictly devoted to the needs of our coaches, players and families

To run 'State League' in line with the peak body whilst maintaining and overseeing 'State League' ideals and values

Fans

To support and partake in all State League activities respecting the clubs long history whilst embracing the clubs ideals and values

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -
MEMBER PROTECTION POLICY
VERSION 9.1 July 2018**



IMPORTANT NOTE:

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be & please note:

- formally incorporated or adopted into the Association's constituent documents (being the Memorandum and Articles of RSA's Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the RSA, which relevant members and other persons intended to come within the scope of this policy are required to sign
- Where the 'RSA' is mentioned it refers to the Registered Sporting Association, of which the State League standing committee is a member of
- Where 'State League' is mentioned it implies to the State League standing committee within Manly Warringah District Baseball Association
- Where 'NSO' is mentioned it refers to the National Body, Baseball Australia
- State League is a member of the Manly Warringah Baseball Registered Sporting Association and plays baseball as its senior representative club within Baseball NSW ('BNSW') State League Competition. As such State League grades selected players into the competitions on offer by 'BNSW'
- The rules and restrictions that we play under within the State League competition are adopted each year by 'the Club' prior to the season commencing
- Baseball is a contact sport

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MANLY WARRINGAH DISTRICT BASEBALL ASSOCIATION

- STATE LEAGUE -

MEMBER PROTECTION POLICY

1. Introduction

The Manly Warringah District Baseball Association's State League, provides an environment for all levels of playing baseball. It is a club rich in history, continually seeing members furthering their skills whilst playing for the club. Manly has seen many graduates move onto playing for Australian, US College and US Pro teams in both men's and women's baseball. State League has a huge wealth of dedicated staff, coaches and volunteers that run the day to day tasks that keep the great tradition of baseball going here in Manly. State League is a winning organisation that expects the very best from its players and coaches whilst playing in its colours. Its aim is to continually develop the game of baseball competitively through knowledge and fitness gained in playing for Manly

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Fans

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Purpose of Our Policy

The main objective of State League's Member Protection Policy ("policy") is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in 'State League' of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in State League' activities.

3. Who Our Policy Applies To

This policy applies to everyone involved in the activities of 'State League' whether they are in a paid or unpaid/voluntary capacity and including:

- 'State League' committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and scorers;
- players;
- members, including any life members;
- parents;
- spectators; and
- grounds person

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to 'State League' and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the 'State League' (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings 'State League' or sport into disrepute or there is suspicion of harm towards a child or young person.

5. 'State League' Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our District, State or National body.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with 'State League' must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;

- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

7.1 Child Protection

'State League' is committed to the safety and wellbeing of children and young people who participate in 'State League' activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained.. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

'State League' acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

'State League' will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when the deal and interact with children, particularly those in the our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See [Attachment 2](#))

7.1.3: Choosing Suitable Employees and Volunteers

'State League' will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children .This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

'State League' will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, 'State League' will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements.

7.1.4: Support, Train, Supervise and Enhance Performance

'State League' will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in 'State League' .

7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

'State League' will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in 'State League' .

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

'State League' will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any 'State League' activity, they will ask another member to stay until the child is collected.]

Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from 'State League' activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with 'State League'.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to 'State League' activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8.Discrimination, Harassment and Bullying

'State League' is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favorable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumors; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. 'State League' will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

Inclusive practices

'State League' is welcoming and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

9.1 People with a disability

'State League' will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments to enable participation. Baseball is a contact sport and this needs to be in the mind of the participants at all time regardless of the ability

9.2 People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

Women playing in men's teams

If there is not a separate sex competition 'State League' will support women playing in men's teams. The age limit for registration is governed by the NSW State League Committee and Baseball NSW, who's rules of competition we play under.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

10. Responding to Complaints

10.1 Complaints

'State League' takes all complaints about on and off-field behaviour seriously. 'State League' will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to our state or national body.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then 'State League' may need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by 'State League', the person receiving the complaint (e.g. Chairperson, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, 'State League' will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our state or national body association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our state or national body association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our state or national body association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10.3 Disciplinary Sanctions

'State League' may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

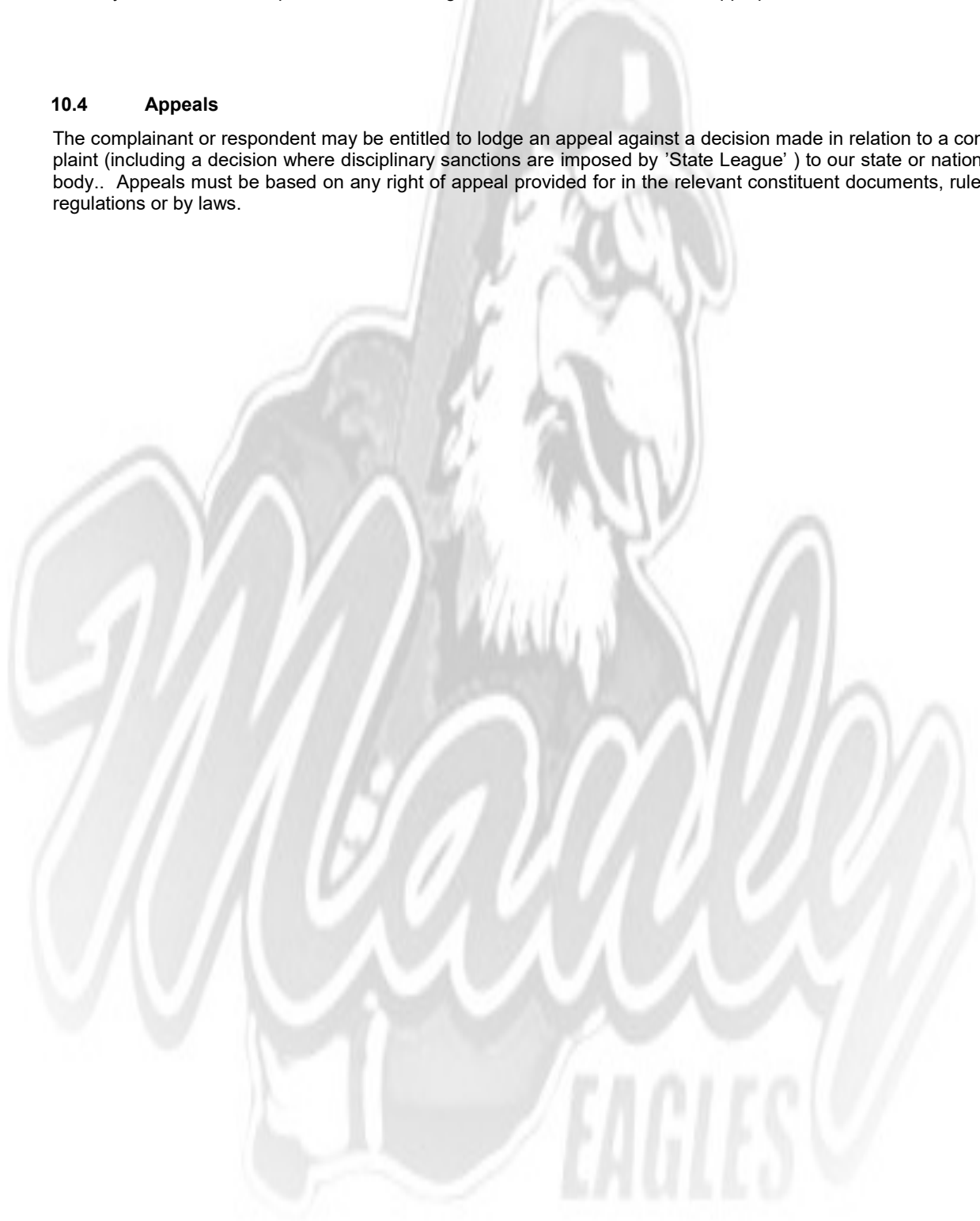
- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that 'State League' considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by 'State League') to our state or national body.. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.



Attachment 1.1: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and

other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

Attachment 2: CODES OF BEHAVIOUR

CODE OF CONDUCT

All players selected in Manly Warringah District Baseball Assoc teams/competitions are obliged to sign the following code of conduct.

It requires that you meet high standards as a sportsman, as a team member and as an individual.

Please Read Carefully Before You Sign

As an individual participating in Manly Warringah District Baseball Assoc teams/competitions I will:

- Play by the rules of the competition
- Accept the recommendations of the competition under which I play regarding safe play and equipment
- Never argue with an official, or an umpire and accept their decisions as being fair and called to the best of their ability
- Not consume /use any unapproved substance. This includes cigarettes, alcohol chewing tobacco or drugs (other than those legally prescribed by a physician).
- Control my temper. I recognize that swearing or verbal abuse of officials other players or spectators will not be tolerated
- Be responsible for my personnel appearance, behaviour and personal hygiene
- Not cause any loss or damage to private property or cause a disturbance to others
- Behave in a polite and appropriate manner towards others
- Not invite /allow anyone other than team personnel to remain in restricted areas such as the dugout unless they have the expressed permission of the team management
- Refrain from conduct which could be regarded as harassment towards fellow players and coaches
- Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program required
- At all times avoid intimate relationships with your coach.

As a member of Manly Warringah District Baseball Assoc teams/competitions I will:

- Work hard for myself and my team
- Co-operate with my own team officials, team mates and opponents
- Be prompt for training and games

I understand that the sportsmanship required of me demands that I

- Applaud all good plays from either team
- Never deliberately distract, or provoke an opponent
- Treat all players as I would like to be treated I will not interfere with bully or take unfair advantage of any other player & will not abuse equipment (mine or others). I will not throw bats or helmets

I have read and understand the requirements of Manly Warringah District Baseball Assoc and the conduct expected of me as outlined in the commitments expressed above. I understand I will be subject to disciplinary action should I breach this agreement. MWDBA has a zero tolerance policy.

NAME.....

DATE.....

SIGNATURE.....

Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	☐ Over 18 ☐ Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in State League	☐ Administrator (volunteer) ☐ Parent ☐ Athlete/player ☐ Spectator ☐ Coach/Assistant Coach ☐ Support Personnel ☐ Employee (paid) ☐ Other ☐ Official	
Name of person complained about	☐ Over 18 ☐ Under 18	
Person complained about role/status in State League	☐ Administrator (volunteer) ☐ Parent ☐ Athlete/player ☐ Spectator ☐ Coach/Assistant Coach ☐ Support Personnel ☐ Employee (paid) ☐ Other ☐ Official	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds)	☐ Harassment or ☐ Discrimination ☐ Sexual/sexist ☐ Selection dispute ☐ Coaching methods Sexuality ☐ Personality clash ☐ Verbal abuse Race ☐ Bullying ☐ Physical abuse Religion ☐ Disability ☐ Victimisation Pregnancy ☐ Child Abuse ☐ Unfair decision Other	
Can tick more than one box		
What they want to happen to fix issue		
Information provided to them		
Resolution and/or action taken		
Follow-up action		

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PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Baseball Australia, in a paid or unpaid capacity, have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.

Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.

Step 3: Protect the child and manage the situation

- The Complaints Officer will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of 'NSO'.
- The Complaints Officer will consider what services may be most appropriate to support the child and his or her parent/s.
- The Complaints Officer will consider what support services may be appropriate for the alleged offender.
- The Complaints Officer will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by RSA).
- The RSA will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Clause 10 of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

Contact details for advice or to report an allegation of child abuse

New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
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Records and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)	Date Formal Complaint Received: / /	
Role/status in sport		
Child's name	Age:	
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	☐ Administrator (volunteer) ☐ Parent ☐ Athlete/player ☐ Spectator ☐ Coach/Assistant Coach ☐ Support Personnel ☐ Employee (paid) ☐ Other ☐ Official	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3):	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person com-		
Police contacted	Who: When: Advice provided:	
Government agency contacted	Who: When: Advice provided:	
President and/or MPIO contacted	Who: When:	
Police and/or government agency investigation	Finding:	
Internal investigation (if any)	Finding:	
Action taken		
Completed by	Name: Position: Signature: / /	
Signed by	Complainant (if not a child)	

Attachment 4: Travelling Teams

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 5: Age Limits

The age limit for registration is governed by the NSW State League Committee and Baseball NSW, who's rules of competition we play under.

Attachment 6: Selection Policy

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at competition, training and 'State League' / team events (commitment)
- good sportsmanship (values)
- abiding by 'State League' Code of Behaviour on and off the field (behaviour).

In addition, players or athletes:

- must be financial members of 'State League'
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others
- backing up other teams as bench players
- Players will be informed in writing of the preseason dates, location
- Selectors will be appointed by the committee and be responsible for pre-season selection decisions

- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, players will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about team selection once the season commences.
- Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to 'State League' committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

Selectors

- Ensure players are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.
- Will be made up of the 'State League' Head Coach and the respective grade coaches

Players

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials.
- Talk with your coach about any concerns and seek feedback about how to improve your performance.

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



COMPLAINTS HANDLING PROCEDURES POLICY

COMPLAINT HANDLING PROCEDURES

COMPLAINTS PROCEDURE

All complaints will be kept confidential and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection or other relevant legislation.

If you wish to remain anonymous, MWBDA State League may have difficulty assisting you to resolve your complaint. Procedural fairness (natural justice) means that MWDBA State League is required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond.

INFORMAL APPROACHES

Step 1: Talk with the other person (where this is reasonable and appropriate)

In the first instance, you (the Complainant) should try to sort out the problem with the person or people involved (respondent) if you feel able to do so.

Step 2: Contact a Member Protection Information Officer

Talk with one of our Member Protection Information Officers (MPIOs) or to our Complaints Officer if:

- the first step is not possible/reasonable;
- you are not sure how to handle the problem by yourself;
- you want to talk confidentially about the problem with someone and obtain more information about what you can do; or
- the problem continues after you tried to approach the person or people involved.

[A list of our sport's MPIOs is - insert where this information can be found].

The Member Protection Information Officers (MPIOs) or to our Complaints Officer will:

- take confidential notes about your complaint;
- try to find out the facts of the problem;
- ask what outcome/how you want the problem resolved and if you need support;
- provide possible options for you to resolve the problem;
- act as a support person if you so wish;
- refer you to an appropriate person (e.g. Mediator) to help you resolve the problem, if necessary;
- inform the relevant government authorities and/or police if required by law to do so;
- maintain confidentiality.

Step 3: Outcomes from initial contact

After talking with the Member Protection Information Officers (MPIOs) or to our Complaints Officer you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and work out your own resolution (with or without a support person such as a MPIO); or
- to seek a mediated resolution with the help of a third person (such as a mediator); or
- to seek a formal approach.

FORMAL APPROACHES

Step 4: Making a Formal complaint

If your complaint is not resolved or informal approaches are not appropriate or possible, you may:

- make a formal complaint in writing to MPIO or Complaints Officer
- or
- approach a relevant external agency such as an anti-discrimination commission, for advice.

On receiving a formal complaint and based on the material you have provided, the Complaints Officer will decide whether:

- they are the most appropriate person to receive and handle the complaint;
- the nature and seriousness of the complaint warrants a formal resolution procedure;
- to appoint a person to **investigate** (gather more information on) the complaint;
- to refer the complaint to mediation;
- to refer the complaint to a hearings tribunal;
- to refer the matter to the police or other appropriate authority; and/or
- to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.

In making the decision(s) outlined above, the Complaints Officer will take into account:

- whether they have had any personal involvement in the circumstances which means that someone else should handle the complaint;
- your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
- the relationship between you and the respondent (for example an actual or perceived power imbalance between you and the respondent);
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the possibility that you will be subject to further unacceptable behaviour while the complaint process is underway.

If Complaints Manager is the appropriate person to handle the complaint they will, to the extent that these steps are necessary:

- put the information they've received from you to the person/people you're complaining about and ask them to provide their side of the story;
- decide if they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or
- determine what, if any, further action to take. This action may include disciplinary action in accordance with this policy.

Step 5: Investigation of the complaint

A person appointed under Step 3 will conduct an investigation and provide a written report to MPIO who will determine what further action to take;

If the complaint is referred to mediation, it will be conducted in accordance with [Attachment D2] or as otherwise agreed by you and the respondent and the mediation provider;

If the complaint is referred to a hearings tribunal, the hearing will be conducted in accordance with [Attachment D5];

If the complaint is referred to the police or other appropriate authority, the MWDBA State League will use its best endeavours to provide all reasonable assistance required by the police or other authority.

Step 6: Reconsideration of initial outcome/investigation or appeal

If, under the formal complaint process, mediation is unsuccessful, you may request that the MPIO or Complaints Officer reconsider the complaint in accordance with **Step 3**.

You or the respondent(s) may be entitled to appeal. The grounds and process for appeals under this Policy are set out in [Attachment D5].

Step 7: Documenting the resolution

The Complaints Handler will document the complaint, the process and the outcome. This document will be stored in a confidential and secure place. If the complaint was dealt with at a state/district level, the information will be stored in the state association office. If the matter is of a serious nature, or if the matter was escalated to and/or dealt with at the national level, the original document will be stored at the national office with a copy stored at the state office.

EXTERNAL APPROACHES

There are a range of other options available depending on the nature of your complaint. If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory anti-discrimination commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be harassment within its jurisdiction, you may lodge a formal complaint with the commission.

Once a complaint is received by an anti-discrimination commission, it will investigate. If it appears that unlawful harassment or discrimination has occurred, the commission will conciliate the complaint confidentially. If this fails, or is inappropriate, the complaint may go to a formal hearing where a finding will be made. The tribunal will decide upon what action, if any, will be taken. This could include financial compensation for such things as distress, lost earnings or medical and counselling expenses incurred.

If you do lodge a complaint under anti-discrimination law, you may use an appropriate person (e.g. an [MPIO]) as a support person throughout the process. It is also common to have a legal representative, particularly at the hearing stage of a complaint.

You could also approach another external agency such as the police

Attachment D2: MEDIATION

Mediation is a process during which people in conflict are helped to communicate with each other to identify the areas of dispute and to make decisions about resolving it. This attachment outlines the general procedure of mediation that will be followed by MWDBA State League

If mediation is chosen, the MPIO will, under the direction of the Baseball Australia and in consultation with the complainant and the respondent(s), arrange for a mediator.

The mediator's role is to assist the complainant and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with the complainant and respondent(s), will choose the procedures to be followed during the mediation. At a minimum, an agenda of issues for discussion will be prepared by the mediator.

The mediation will be conducted confidentially and without prejudice to the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.

At the end of a successful mediation the mediator will prepare a document that sets out the agreement reached which will be signed by them as their agreement.

If the complaint is not resolved by mediation, the complainant may:

- Write to the MWDBA President to request that the MWDBA President reconsider the complaint in accordance with **Step 3**; or
- Approach an external agency such as an anti-discrimination commission.

Mediation will **not** be recommended if:

- The respondent has a completely different version of the events and will not deviate from these;

- The complainant or respondent are unwilling to attempt mediation;

- Due to the nature of the complaint, the relationship between the complainant and the respondent (s) or any other relevant factors, the complaint is not suitable for mediation; or

- The matter involves proven serious allegations, regardless of the wishes of the Complainant.

Attachment D3: INVESTIGATION PROCESS

If an investigation needs to be conducted to gather more information the following steps will be followed:

1. We will provide a written brief to the investigator clarifying terms of engagement and roles and responsibilities. The investigator will:
 - 1.1 Interview the complainant and record the interview in writing.
 - 1.2 Convey full details of the complaint to the respondent (s) so that they can respond.
 - 1.3 Interview the respondent to allow them to answer the complaint, and record the interview in writing.
 - 1.4 Obtain statements from witnesses and other relevant evidence to assist in a determination, if there is a dispute over the facts
 - 1.5 Make a finding as to whether the complaint is:

substantiated (there is sufficient evidence to support the complaint);

inconclusive (there is insufficient evidence either way);

unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or

mischievous, vexatious or knowingly untrue.
- 1.6 Provide a report to MWDBA documenting the complaint, investigation process, evidence, finding and, if requested, recommendations.
2. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points that are substantiated, inconclusive, unsubstantiated and/or mischievous.
3. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person/adviser (e.g. [MPIO] or other person).
4. The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation. Information on our appeals process is in [Attachment D5].

Attachment D4: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. It is not the responsibility of anyone working in the MWDBA in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate authorities. The following outlines the key steps to follow. More information can be obtained from State or Territory government agencies.

Step 1 – Initial Receipt of an Allegation

If a child or young person discloses an allegation involving harm or abuse to them or another child, then it is crucial that you:

Stay calm;

Listen, be supportive and do not dispute what the child says;

Reassure the child that what has occurred is not the fault of the child;

Be honest with the child and explain that other people may need to be told in order to stop what is happening;

Ensure you are clear about what the child has said but do not elicit detailed information, ask leading questions or offer an opinion;

Act promptly to accurately record the discussion in writing;

Do not discuss the details with any person other than those detailed in these procedures; and

Do not contact the alleged offender.

Step 2 – Report allegations

Immediately report any allegation or disclosure of child abuse or situation involving a child at risk of harm, to the police and/or government child protection agency. You may need to report to both.

Contact the relevant child protection agency or police for advice if there is any doubt about whether the complaint should be reported (for example, the allegation may relate to poor/inappropriate practice).

If the child's parent/s is suspected of committing the abuse, you should report the allegation to the relevant government agency.

If the allegation involves anyone to whom our policy applies, then also report the allegation to the CEO of the Baseball Australia and Baseball NSW so that they can manage the situation (e.g. contact the parents following advice from the authorities, deal with any media enquiries and manage steps 3 and 4).

Step 3 – Protect the child and manage the situation

The CEO will assess the risks and take interim action to ensure the child's/children's safety. Action the Baseball Australia and Baseball NSW may implement includes redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension from their duties until the allegations are finally determined.

The CEO will consider the kind of support that the child/ren and parents may need (e.g. counselling, helplines, support groups).

The MPIO will address the support needs of the alleged offender.

The MPIO will also put in place measures to protect the child and the person against whom the complaint is made from victimisation and gossip. If the person is stood down, it should be made clear to any persons aware of the incident that this does not mean the respondent is guilty and a proper investigation will be undertaken.

Step 4 – Internal action

Where there is an allegation made against a person to whom this policy applies, there may be three types of investigations:

Criminal (conducted by police)

Child protection (conducted by child protection authority)

Disciplinary or misconduct (conducted by Baseball Australia and Baseball NSW)

Irrespective of the findings of the child protection and/or police inquiries, the Baseball Australia and Baseball NSW will assess the allegation to decide whether the person should be reinstated, banned, have their employment or position terminated or any other action.

The decision-maker(s) will be Baseball Australia and Baseball NSW and it will consider all the information, including the findings of the police, government agency and/or court, and determine a finding, recommend action and explain its rationale for the action. This may be a difficult decision particularly where there is insufficient evidence to uphold any action by the police.

If disciplinary action is to be taken, the procedures outlined in [Clause 9] of the policy will be followed.

If disciplinary action is taken, Baseball Australia and Baseball NSW will advise and provide a report to the relevant government authority should this be required (e.g. the NSW Commission for Children and Young People requires notification of relevant employment proceedings).



Attachment D5: HEARINGS & APPEALS TRIBUNAL PROCEDURE

The following will be followed by hearings tribunals established by the Baseball Australia to hear national member protection related complaints.

Preparation for Tribunal Hearing

A Tribunal Panel will be constituted following the rules outlined in Baseball Australia Constitution, to hear a complaint that has been referred to it by Complaints Officer. The number of Tribunal members required to be present throughout the hearing will be MWDBA Constitution.

The Tribunal members will be provided with a copy of all the relevant correspondence, reports or information received and sent by Complaints Officer relating to the complaint/allegations.

The Tribunal will be scheduled as soon as practicable, but must allow adequate time for the person being complained about (respondent(s)) to prepare their case for the hearing.

The Tribunal will not include any person who has any actual or perceived conflict of interest, or bias regarding the matter.

The Complaints Officer will inform the respondent(s) in writing that a tribunal hearing will take place. The notice will outline:

That the person has a right to appear at the tribunal hearing to defend the complaint/allegation;

Details of the complaint, and details of all allegations and the clause of any policy or rule allegedly breached;

The date, time and venue of the tribunal hearing;

That they can make either verbal or written submissions to the Tribunal;

That they may arrange for witnesses to attend the Tribunal in support of their position (statutory declarations of witnesses not available or from character witnesses may also be provided to the Tribunal);

An outline of any possible penalties that may be imposed if the complaint is found to be true; and

That legal representation will not be allowed. If the respondent is a minor, they should have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the respondent.

The respondent(s) will be allowed to participate in all Baseball Australia activities and events, pending the decision of the Tribunal, including any available appeal process, unless the Complaints Officer believes it is necessary to exclude the respondent(s) from all or some Baseball Australia activities and events, after considering the nature of the complaint.

The Complaints Officer will notify the complainant in writing that a tribunal hearing will take place. The notice will outline:

That the person has a right to appear at the tribunal hearing to support their complaint;

Details of the complaint, including any relevant rules or regulations the respondent is accused of breaching

The date, time and venue of the tribunal hearing;

That they can make either verbal or written submissions to the Tribunal;

That they may arrange for witnesses to attend the Tribunal in support of their position (or provide statutory declarations from witnesses unable to attend); and

That legal representation will not be allowed. If complainant is a minor, they should have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the complainant.

If the complainant believes the details of the complaint are incorrect or insufficient they should inform the Complaints Officer as soon as possible so that the respondent and the Tribunal Panel members can be properly informed of the complaint.

It is preferable that the Tribunal include at least one person with knowledge or experience of the relevant laws/rules (e.g. Discrimination).

Tribunal Hearing Procedure

The following people will be allowed to attend the Tribunal Hearing:

The Tribunal members;

The respondent(s);

The complainant;

Any witnesses called by the respondent;

Any witnesses called by the complainant;

Any parent / guardian or support person required to support the respondent or the complainant.

If the respondent(s) is not present at the set hearing time and the Tribunal Chairperson considers that no valid reason has been presented for their absence, the Tribunal Hearing will continue subject to the Tribunal Chairperson being satisfied that all Tribunal notification requirements have been met.

If the Tribunal Chairperson considers that a valid reason for the non-attendance of the respondent(s) has been presented, or the Tribunal Chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal will be rescheduled to a later date.

The Tribunal Chairperson will inform the [insert relevant person] of the need to reschedule, and the [insert relevant person] will organise for the Tribunal to be reconvened.

The Tribunal Chairperson will read out the complaint, ask the respondent(s) if they understand the complaint and if they agree or disagree with the complaint.

If the respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Tribunal Panel when determining any disciplinary measures (penalty). [Ensure the Tribunal has the powers / authorisation to impose any disciplinary measures under your Constitution.]

If the respondent disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.

Reference may be made to brief notes.

The complainant may call witnesses.

The respondent(s) may question the complainant and witnesses.

The respondent(s) will then be asked to respond to the complaint.

Reference may be made to brief notes.

The respondent may call witnesses.

The respondent(s) will then be asked to respond to the complaint.

Reference may be made to brief notes.

The respondent may call witnesses.

The complainant may ask questions of the respondent and witnesses.

Both the complainant and respondent may be present when evidence is presented to the Tribunal. Witnesses may be asked to wait outside the hearing until required.

The Tribunal may:

consider any evidence, and in any form, that it deems relevant.

question any person giving evidence.

limit the number of witnesses presented to those who provide any new evidence.

Require the attendance of any witness it deems relevant;

Act in an inquisitorial manner in order to establish the truth of the issue/case before it.

Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.

If the Tribunal considers that at any time during the Tribunal Hearing that there is any unreasonable or intimidatory behaviour from anyone the Chairperson may stop further involvement of the person in the hearing.

After all of the evidence has been presented the Tribunal will make its decision in private. The Tribunal must decide whether the complaint has been substantiated on the balance of probabilities (i.e. more probable than not). As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated. The respondent will be given an opportunity to address the Tribunal on disciplinary measures which might be imposed. Disciplinary measures imposed must be reasonable in the circumstances.

All Tribunal decisions will be by majority vote.

The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed, or may advise those present that the decision is reserved and will be handed down in written form.

Within 48 hours, the Tribunal Chairperson will:

Forward to MWDBA a copy of the Tribunal decision including any disciplinary measures imposed.

Forward a letter to the respondent(s) reconfirming the Tribunal decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal. Where the matter is of unusual complexity or importance, the Tribunal Chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.

25. The Tribunal does not need to provide written reasons for its decision.

Appeals Procedure

26. A complainant or a respondent(s) who is not satisfied with the decision of a Complaints Manager, the outcome of mediation or a Tribunal decision can lodge one appeal to the Baseball Australia on one or more of the following bases:

26.1 That a denial of natural justice has occurred; or

26.2 That the disciplinary measure(s) imposed is unjust and/or unreasonable.

26.3 That the decision was not supported by the information/evidence provided to the Complaints Manager/Mediator/Tribunal;

27. A person wanting to appeal in accordance with clause 25 must lodge a letter setting out the basis for their appeal with the President or a Secretary within 7 days of the relevant decision.

28. If the letter of appeal is not received by the President or a Secretary within the time period the right of appeal lapses.

29. The letter of appeal and copy of tribunal decision report will be forwarded to the MWDBA RSA or MWDBA Tribunal to review and decide whether there are sufficient grounds for the appeal to proceed. The MWDBA RSA or Tribunal may invite any witnesses to the meeting it believes are required to make an informed decision. 3

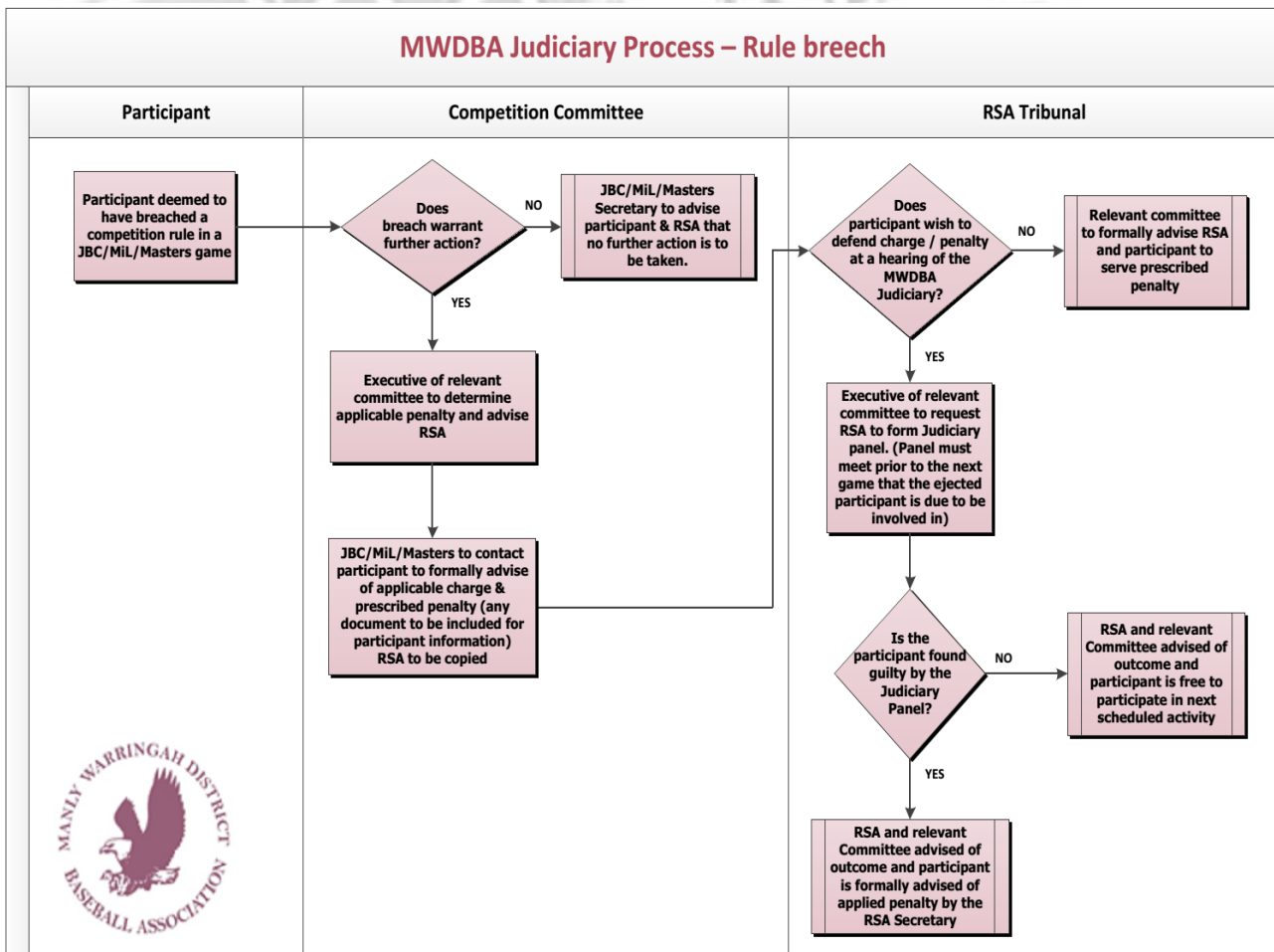
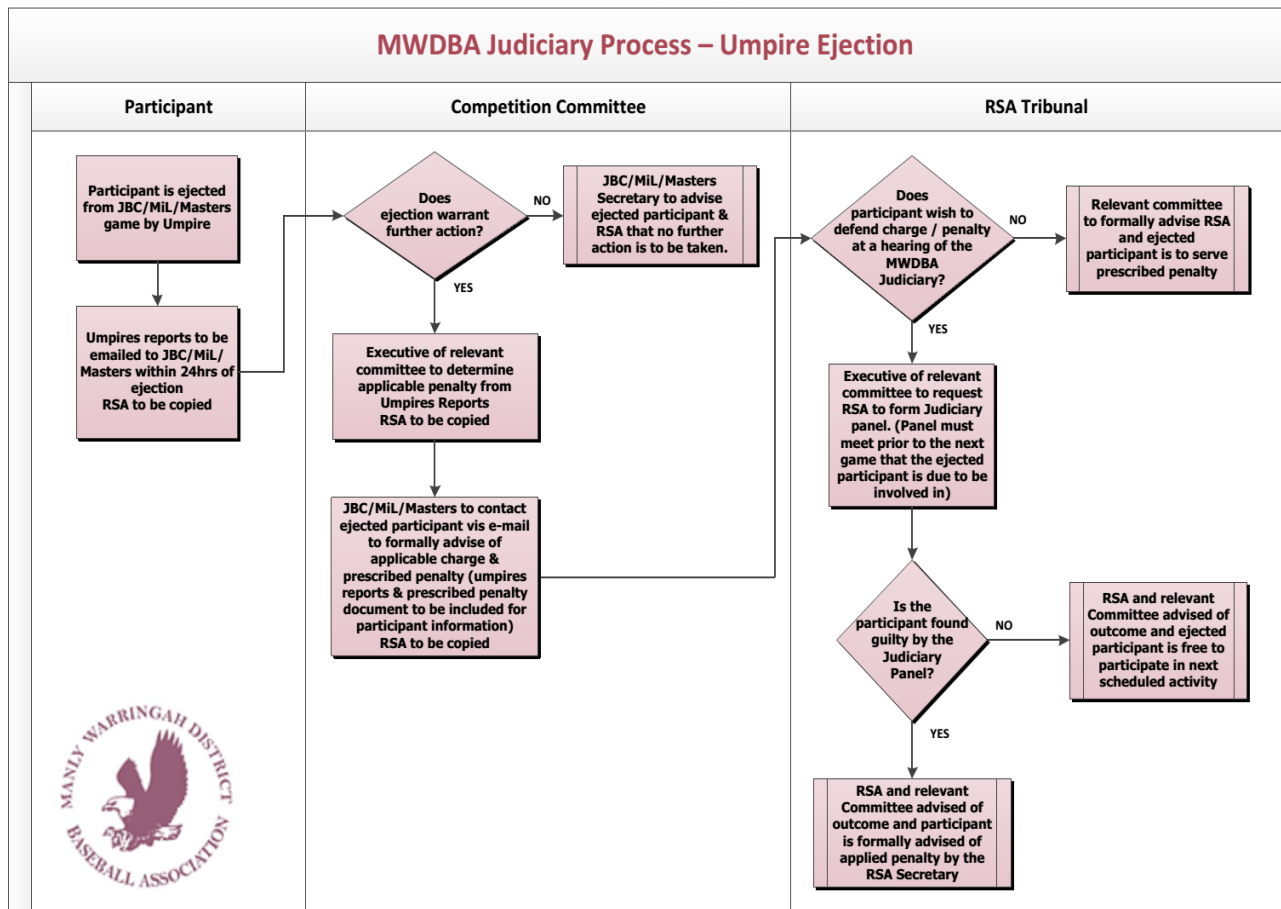
30. If the appellant has not shown sufficient grounds for appeal in accordance with clause 25, then the appeal will be rejected. The appellant will be notified with reasons.

30. If the appeal is accepted an Appeal Tribunal with a new panel will be convened to rehear the complaint

The Tribunal Procedure shall be followed for the appeal.

The decision of an Appeal Tribunal will be final.

Judiciary Process



**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



ALCOHOL POLICY

Our commitment

'State League' supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.

Alcohol-free social events will be provided for young people and families.

We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

What we will do

Serving Alcohol

Alcohol will be served in compliance with the requirements of our club's liquor licence and in accordance with the safety and wellbeing of patrons.

- Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- A committee member will be present at events where alcohol is served.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.
- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

Underage drinking

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

Safe transport

- We will prominently display taxi phone numbers in the venue.
- 'State League' members and bar staff will encourage intoxicated patrons to take safe transport home.
- 'State League' will implement a designated driver program.

Food and other drinks

A range of snacks and meals will be available when alcohol is served.

'State League' will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Water is available in the canteen

Promoting the responsible use of alcohol

Posters about responsible drinking and standard drinks measures will be prominently displayed.

We will not advertise, promote or serve alcohol at junior events or activities.

We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

What we ask you to do

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

Non-Compliance

'State League' will take action for breaches of behaviour and responsibilities outlined in this policy.

If members or sporting personnel become drunk at the club or other social events they will be asked to leave. On-going instances of intoxication will be in breach of 'State League' Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).

Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and 'State League' Member Protection Policy to provide for the protection, safety and welfare of members.

Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and 'State League' Member Protection Policy to provide for the protection, safety and welfare of children.

Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of 'State League' (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.

Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in 'State League' Member Protection Policy or Code of Behaviour.

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



SMOKING POLICY

SMOKING MANAGEMENT POLICY

Manly Warringah State League Baseball

PURPOSE

This policy outlines our procedures for tobacco and e-cigarette use in club venues and at club games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend club games, special events, functions and other activities.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with tobacco use and our role in minimising this risk.

RATIONALE

Manly Warringah State League Baseball recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact on the junior members of our club.
- Smoke free areas make smoking less visible and less acceptable and contribute to reduced uptake of smoking among young people.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts.
- Smoke free environments can help attract new members and positively promote our club in the community.

GENERAL PRINCIPLES

Smoking restrictions for sporting clubs differ from state to state and are strengthened regularly. Our club will comply with all relevant state and local government smoking restrictions.

The term 'e-cigarettes' includes Electronic Non-Nicotine Delivery Systems and Electronic Nicotine Delivery Systems.

Our club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoking management policy and will provide information to assist this process. In addition, the club will promote resources for members wishing to quit, including the national Quitline (13 78 48, quitnow.gov.au), where appropriate.

The following policy shall apply to all club members, volunteers and visitors:

- Smoking in this policy includes the use of any form of e-cigarette device.
- Cigarettes, e-cigarettes and any other tobacco products such as smoking tobacco, will not be sold, including from vending machines, at any time at or by our club.
- Players recognise that playing in the NSW State League that smoking, in uniform, at home or away games, is not allowed.
- Many young people hold parents, teammates and coaches in high esteem and smoking around them sends the message that smoking is okay. Therefore, we expect that coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
- To foster our club's reputation as a healthy environment, no images of club volunteers, members, officials, coaches and players smoking at club-related activities will be placed on social media.

SMOKE FREE AREAS

Our club requires the following areas of the club's **[facility/sporting ground]** to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering, eating and drinking areas.

Smoke free areas will be signed (where possible) and promoted in club materials. A designated smoking permitted area is also located at **[insert location]**.

PROMOTING THIS POLICY

Our club will promote this policy regularly by:

- Placing a copy of the policy in club newsletters, printed member information and on the web-site.
- Promoting positive smoke free messages through the club's social media.
- Displaying a copy of the policy in the club rooms.
- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations both indoors and outdoors.

NON-COMPLIANCE

All club committee members will uphold this policy and any non-compliance will be handled according to the following process:

Club members and/or guests should notify the committee of any breaches of this policy.

- A friendly approach will be made to the person smoking, explaining our club policy, and directing them to any areas where smoking is permitted.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SIGNATURES:

Signed: Michael O'Neill

Signed: Vivian Hughes

Club President
Date: 12 June, 2019

Club Secretary
Date: 12 June, 2019

Next policy review date is **30 June, 2020**

ENQUIRIES REGARDING OUR POLICY:

CONTACT: Michael O'Neill

PHONE: 0408 211 378

EMAIL: slpresident@manlybaseball.com.au

Visit: www.goodsports.com.au for information regarding the Good Sports program.

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



COACHING SELECTION POLICY

Our commitment

MWDBA 'State League' supports an open and fair process for the selection of its coaching staff. Selection will be based on clear criteria that are communicated with all applications prior to the season commencing.

Criteria

Selection decisions will be based on;

- Holds the necessary coaching accreditation for the relevant competition the club plays in (qualification)
- Must have a current WWC, working with children number (legal)
- past coaching and/or player experiences (history)
- attendance at competition, training and club / team events (commitment)
- good sportsmanship & communication abilities (values)
- abiding by 'State League' Code of Behaviour on and off the field (behaviour).
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others
- Has the ability to attract other coaches and players that add value to State League (club)

Selection process

- Applications need to be made in writing before the end of the advertised date
- The Head Coach will be selected by the State League Board and will be informed by the executive
- The Head Coach will have an opportunity to have input in nominations for the managerial positions
- Assistant coaching positions will be selected by Head Coach and State League Board
- As requested, or as necessary, applicants will be provided with reasons for non-selection
- Coaches, once named, will be responsible for all decisions about team selection once the season commences
- All State League coaching selections will be ratified by the MWDBA RSA

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



TEAM SELECTION POLICY

Our commitment

MWDBA 'State League' supports an open and fair process for the selection of teams. Selections will be based on clear criteria that are communicated with all players prior to the season commencing.

Criteria

This policy applies to both pre-season selection (eg: where players may be "cut" from the full squad) and team selections during the season (players being promoted/demoted across grades). Selection decisions will be based on, but not limited to, the following criteria:

- attendance at competition, training and club / team events (commitment)
- exhibiting good sportsmanship on and off the field (values)
- commitment to all MWDBC and State League values and behaviors' both on and off the field (behaviour).

In addition, players or athletes:

- must be financial members of the 'State League' in order to be considered for selection in any team or grade
- know that the selectors will not make any selection decisions that are discriminatory (ie: based on a player's gender, religion, race, sexuality, age, nationality, etc)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others

Grade selection process

- Players will be informed in writing, or via website, FaceBook, Instagram, TeamApp, of the preseason dates, location
- Selectors will be appointed by the committee and be responsible for pre-season selection decisions
- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, players will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about team selection once the season commences.
- Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to 'State League' committee should be made if these concerns cannot be resolved and

What we ask

Selectors

Ensure players are informed about and understand the selection criteria and processes.

Make fair and unbiased decisions based on the selection criteria.

Players

Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials or weekly team selections.

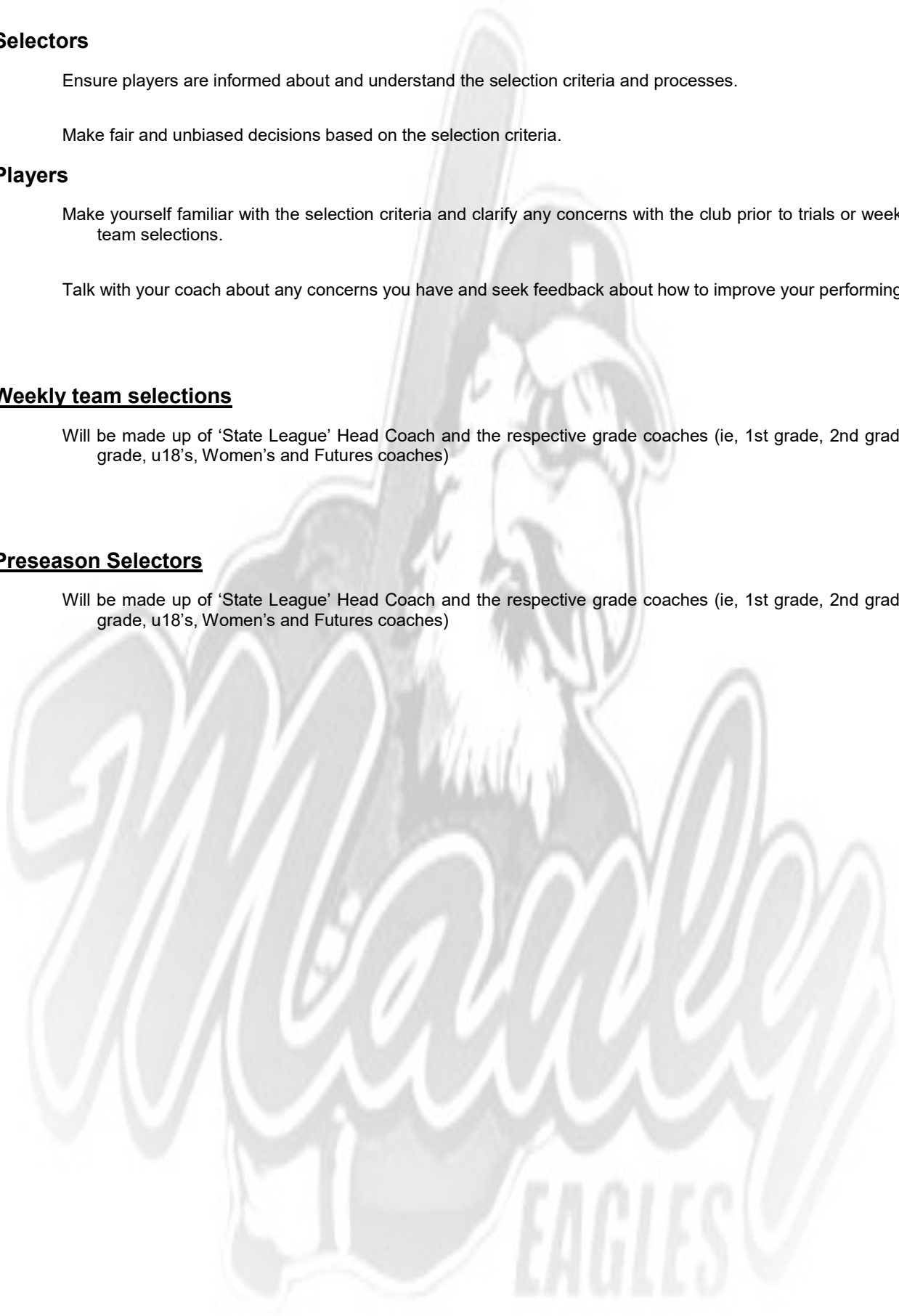
Talk with your coach about any concerns you have and seek feedback about how to improve your performing.

Weekly team selections

Will be made up of 'State League' Head Coach and the respective grade coaches (ie, 1st grade, 2nd grade, grade, u18's, Women's and Futures coaches)

Preseason Selectors

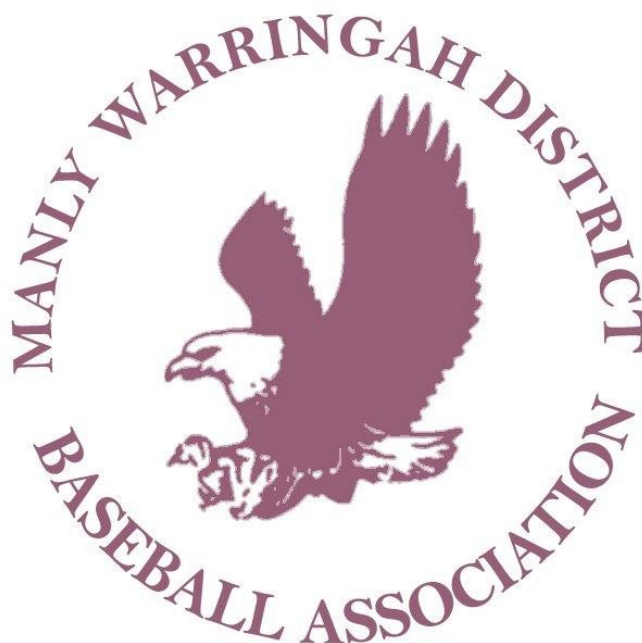
Will be made up of 'State League' Head Coach and the respective grade coaches (ie, 1st grade, 2nd grade, grade, u18's, Women's and Futures coaches)



MANLY WARRINGAH DISTRICT

BASEBALL ASSOCIATION

- STATE LEAGUE -



COMMUNICATIONS POLICY

Our commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

What we will do

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

We will develop a Social Media Policy to address the particular issues arising from the use of social media.

A webmaster will be appointed to provide accountability and control over material published on the 'State League' website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other 'State League' business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

Social media websites

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to 'State League'.

Electronic communication:

- should be restricted to 'State League' matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring 'State League' into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



SOCIAL MEDIA POLICY

Policy overview and purpose

Social media is changing the way we communicate.

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to Manly Warringah District Baseball Association

This policy contains guidelines for 'State League' community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

Underlying principles

This policy complements 'Manly Warringah District Baseball Association 'State League' core values.

The Chairman of Manly Warringah District Baseball Association 'State League' is responsible for all matters related to this policy.

Coverage

This policy applies to all persons who are involved with the activities of Manly Warringah District Baseball Association whether they are in a paid or unpaid/voluntary capacity and including:

- members, including life members of Manly Warringah District Baseball Association
- persons appointed or elected to boards, committees and sub-committees;
- employees of Manly Warringah District Baseball Association members of the Manly Warringah District Baseball Association Executive;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- coaches and assistant coaches;
- athletes;
- referees, umpires and other officials;
- member associations
- spectators, parents of players, partners of players and board

Scope

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- TeamApp
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing 'State League' on social media; and
2. if you are posting content on social media in relation to 'State League' that might affect Manly Warringah District Baseball Association's business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Manly Warringah District Baseball Association or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to Manly Warringah District Baseball Association may still be regulated by other policies, rules or regulations of Manly Warringah District Baseball Association.

Using social media in an official capacity

You must be authorised by the Chairman before engaging in social media as a representative of 'State League'

To become authorised to represent Manly Warringah District Baseball Association in an official capacity, you must have been appointed by the Manly Warringah District Baseball Association board and successfully completed <https://esafety.gov.au/esafety-information/games-apps-and-social-networking>.

As a part of 'State League' community you are an extension of the Manly Warringah District Baseball Association brands.

As such, the boundaries between when you are representing yourself and when you are representing 'State League' can often be blurred. This becomes even more of an issue as you increase your profile or position within Manly Warringah District Baseball Association. Therefore it is important that you represent both yourself and Manly Warringah District Baseball Association appropriately online at all times.

Guidelines

You must adhere to the following guidelines when using social media related to 'State League' or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

Use common sense

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for the entire Manly Warringah District Baseball Association

Protecting your privacy

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

Honesty

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. 'State League' recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

Use of disclaimers

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of Manly Warringah District Baseball Association) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.

Reasonable use

If you are an employee of Manly Warringah District Baseball Association you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

Respect confidentiality and sensitivity

When using social media, you must maintain the privacy of 'State League' confidential information. This includes information that is not publically accessible, widely known, or not expected to be shared outside of Manly Warringah District Baseball Association.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by Manly Warringah District Baseball Association, it is perfectly acceptable to talk about 'State League' and have a dialogue with the community, but it is not okay to publish confidential information of 'State League'. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about 'State League' e.g. teams, selections, coaching practices, 'State League' strategies and financial information.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

Gaining permission when publishing a person's identifiable image

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

Complying with applicable laws

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

Abiding by copyright laws

It is critical that you comply with the laws governing copyright in relation to material owned by others and Manly Warringah District Baseball Association' and 'State League's' own copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

Discrimination, sexual harassment and bullying

The public in general, and 'State League's' employees and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by 'State League' values and Member Protection Policy

Avoiding controversial issues

Within the scope of your authorisation by 'State League' if you see misrepresentations made about 'State League' in the media, you may point that out to the relevant authority in your Manly Warringah District Baseball Association. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

Dealing with mistakes

If 'State League' makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses 'State League' of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

Avoiding controversial issues

Within the scope of your authorisation by 'State League' if you see misrepresentations made about 'State League' in the media, you may point that out to the relevant authority in your Manly Warringah District Baseball Association. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

Dealing with mistakes

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Where permission has been granted to create or administer an official social media presence for 'State League', you must adhere to 'State League's' Branding Guidelines.

'MWDBA - State League's logo's currently consist of

MWDBA RSA logo



Manly Eagles logo





EBSN



EAGLES BASEBALL SPORTS NETWORK

Primary Logo Design

EBSN Brand Guide V.1 | 202019

#931b26 representing our
main jersey colour

#d6ef0a representing the
outfield of our diamond



#ffffee6 representing the
infield of our diamond

#0028c0 representing
our past jersey colour

#ffffee6
representing our
mascot

EAGLES BASEBALL SPORTS NETWORK 2019

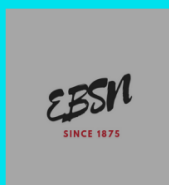
Other Brand Logos



EBSN Brand Guide V.1 | 2019



EAGLES BASEBALL TV



EAGLES BASEBALL SPORTS NETWORK 2019

Undershirt



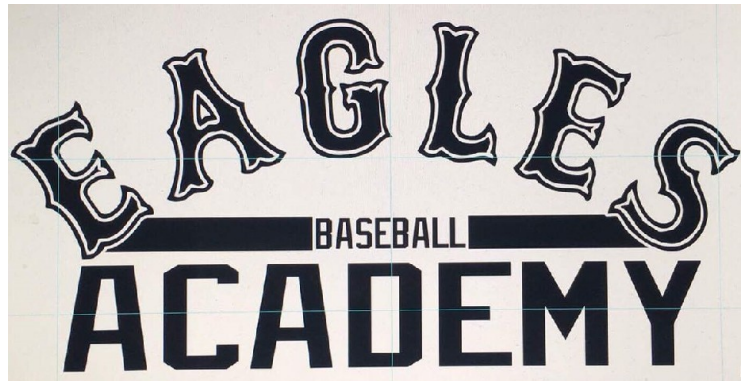
Hat logo



Undershirt



Eagles Academy logo



Jersey



Policy breaches

Breaches of this policy include but are not limited to:

- Using the 'State League' name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, 'State League' and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content in breach of 'State League' anti-discrimination, racial discrimination, sexual harassment or other similar policy.
- Posting or sharing any content that is a breach of any state or Commonwealth law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing 'State League' its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

Reporting a breach

If you notice inappropriate or unlawful content online relating to 'State League' or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately.

You can do this by contacting the Chairman and/or the Secretary of 'State League'. The current details of these Executive members are on the contacts list on the website of 'State League' and the RSA.

Further information about reporting breaches:

- For a complaint about the misuse of social media relating to a match or competition that occurs either prior to, during, or after a game; refer to Manly Warringah District Baseball Association's 'State League' Member Protection Policy.
- For a complaint about the misuse of social media that is general in nature and/or ongoing and does not apply to a particular game; refer to Manly Warringah District Baseball Association's 'State League' Member Protection Policy.

Investigation

Alleged breaches of this social media policy may be investigated according to Manly Warringah District Baseball Association's 'State League' Social Media Policy, Code of Conduct and Member Protection Policy.

Where it is considered necessary, 'State League' may report a breach of this social media policy to police.

Disciplinary process, consequences and appeals

Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in the Manly Warringah District Baseball Association's 'State League' Member Protection Policy.

Employees of 'State League' who breach this policy may face disciplinary action up to and including termination of employment in accordance with Manly Warringah District Baseball Association 'State League' Member Protection Policy or any other relevant policy.

Appeals

Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal under the Members Protection Policy.

Related policies

- Code of Conduct
- Member Protection Policy
- 'State League' values

Other legal considerations that may be applicable include but are not limited to:

- Defamation
- Intellectual property laws, including copyright and trade mark laws, Privacy, confidentiality and information security laws
- Anti-discrimination laws
- Employment laws
- Advertising standards
- *Charter of Human Rights and Responsibilities Act 2006*
- *Information Privacy Act 2000*
- Equal opportunity laws
- Contempt of Court
- Gaming laws

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



SPECTATOR BEHAVIOUR POLICY

Our commitment

'State League' is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours are outlined in our Code of Behaviour and specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training or being drunk at a 'State League' event

What we will do

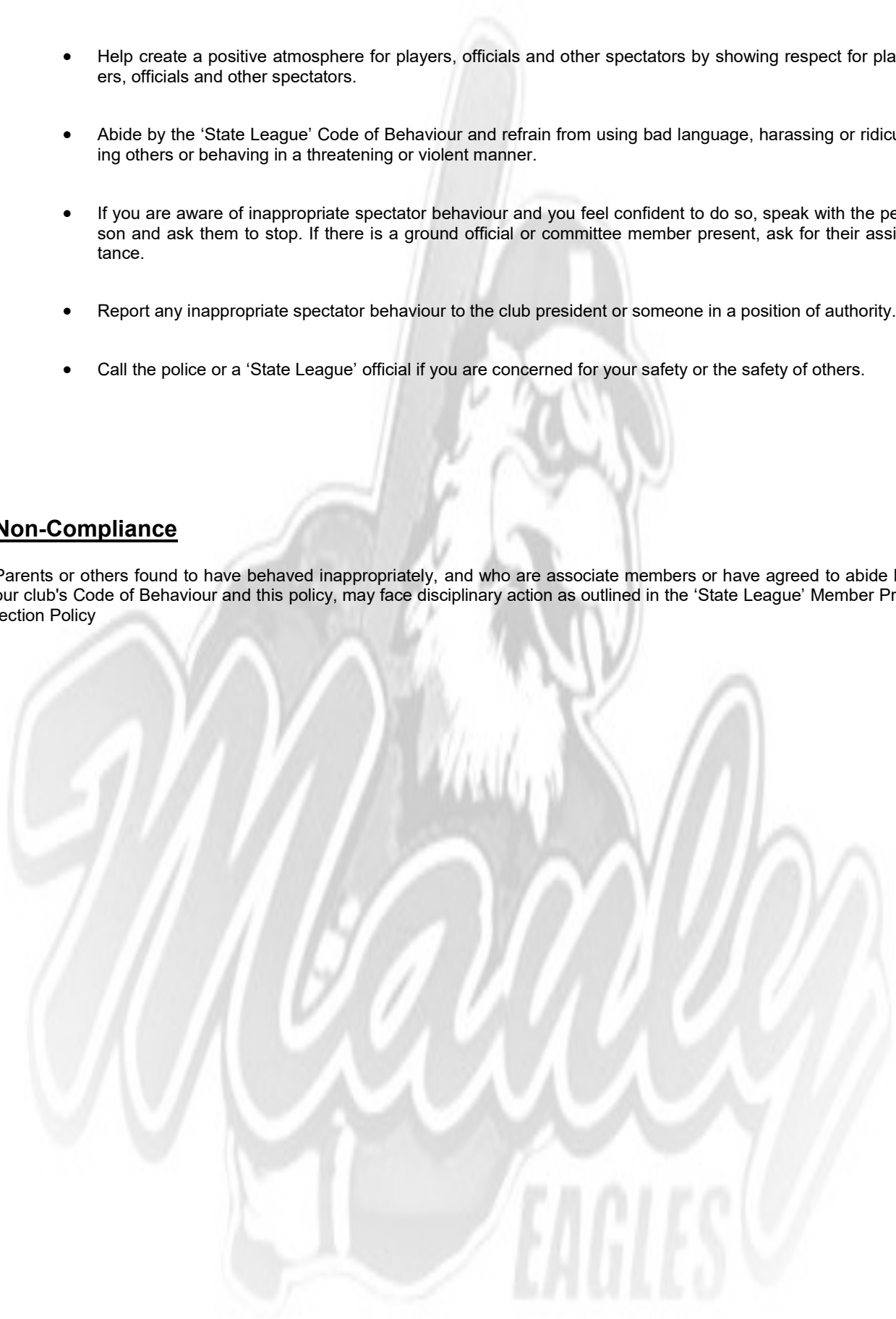
- Provide members, their parents and other sporting personnel with the 'State League' Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate members, signing the 'State League' Code of Behaviour).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other 'State League' communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a game or no-alcohol 'State League' event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

What we ask you to do

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by the 'State League' Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Call the police or a 'State League' official if you are concerned for your safety or the safety of others.

Non-Compliance

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Behaviour and this policy, may face disciplinary action as outlined in the 'State League' Member Protection Policy



MANLY WARRINGAH DISTRICT

BASEBALL ASSOCIATION

- STATE LEAGUE -



SPONSORSHIP POLICY

Our commitment

To ensure that decisions about the type of sponsors a club wishes to be involved with are well documented and that this is adhered to when approaching or being approached by sponsors. To provide the Committee with a guide to safeguard against inappropriate commercial interests becoming associated with the club and to ensure the club's values and vision are reflected by its business dealings.

Policy

MWDBA 'State League' Committee, encourages the involvement of appropriate community and corporate sponsors in the provision of programs, facilities, and events.

The President and/or the nominated Sponsorship Officer have the authority to seek and negotiate corporate sponsorship agreements for the approval of the Committee of Management. These negotiations must be in line with the policy statements below.

Sponsorship participants must all be from reputable organisations whose public image, products and services are consistent with our values and goals.

..... MWDBA 'State League' Committee and the Nominated Sponsorship Officer(s) -

- discourage arrangements with tobacco related companies, gambling services, online dating services, political parties
- will ensure that the sponsorship arrangement does not conflict with club policies or impose conditions that would impact on the club's ability to carry out its functions
- will ensure that the sponsorship agreement maintains the professional image of all parties
- will develop and maintain a positive relationship with our sponsors through regular communication
- reserve the right to accept products for distribution on merit, not because they are free
- will ensure that the club obligations under the sponsorship arrangement are met
- will ensure that the sponsorship allocated is spent in the manner for which it was provided
- will ensure that no office bearer or member receives any personal benefit as a result of a sponsorship arrangement
- do not explicitly endorse the sponsor or its product through its association

MANLY WARRINGAH DISTRICT

BASEBALL ASSOCIATION

- STATE LEAGUE -



INFORMATION PRIVACY POLICY

Our commitment

To ensure that all Club Officials who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy

What we will do

MWDBA 'State League' is fully committed to protecting everyone's right to privacy. Club officials in collecting information will comply with all aspects of the Victorian Information Privacy Act 2000 and the Health Records Act 2001.

It is the Committee's responsibility to ensure that relevant Club officials are familiar with their obligations under the Acts and that the handling of both personal and health information is done so in accordance with the law.

In particular:

- MWDBA 'State League' will only collect personal and health information that is required for its activities
- Information will only be used for the purpose for which it was collected
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand
- Information will only be accessed by Team Officials and Committee Members
- Information will be securely stored
- Information will be destroyed if it is no longer needed for any purposes

Policy procedures

Collection and Consent

- On the Club's Registration Form, clearly define the purpose for collection of information and a consent statement re: distribution of information for signing if consent is given. (This must be signed by a parent if for a minor). This statement could include the likely distribution e.g. the provision of health information to the team's first aid personnel, sharing contact details amongst team members or their parents for transport pooling for example.
- The information collected should only be distributed for the stated purposes – so list all the likely possibilities.
- If there is a request for member data for an alternative reason, permission must be sought first. E.g. an equipment supplier wants to send out advertising material to your members.
- Your Club can also include in this section a request for consent for the taking and use of photographs in the Club Newsletters / website.
- Where consent is not given to distribute information, the member's details must be stored securely and is best kept in a separate database to avoid error.

Storage and Access to Information

- Information should be stored centrally (i.e. housed together with a designated person) and is best kept away from the Club facility if possible. The storage should be secure e.g. password protected computer, lockable filing cabinet.
- Only those officials stated on the Registration Form should be provided with member information and they should only receive information about the people they need to
- When information is not required for any purpose, it should be destroyed

Working With Children/ Police Check Reports

- This information can contain sensitive information and should be handled by a designated and responsible

MANLY WARRINGAH DISTRICT

BASEBALL ASSOCIATION

- STATE LEAGUE -



VOLUTEERS POLICY

Our commitment

To ensure that volunteers are well catered for and treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia's principles

Policy

MWDBA 'State League' Committee

- values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
- aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections
- will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities
- will provide induction to volunteers and ongoing support as required
- The duty of care for the volunteer remains with the Committee Of Management
- will provide a safe and healthy workplace as far as is practical
- will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved
- Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. NSW Information Privacy Act, Working with Children Checks
- All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal
- All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role
- Volunteers have the right to refuse work which is outside their role description
- Volunteers have the right to leave their role but should give as much notice as possible. The Club Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.
- All volunteers have read and are familiar with 'State Leagues values document, and work to maintain those values whilst volunteering for MWDBA' State League'

Who does this policy refer to

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Club Committee of Management and Coaches

MANLY WARRINGAH DISTRICT

BASEBALL ASSOCIATION

- STATE LEAGUE -



CLUB HOUSE & EQUIPMENT POLICY

Our commitment

'State League' is committed in using the MWDBA Club House as set out in this policy. We recognize that the club house is apart of the MWDBA family and as such want to use the club house appropriately as others. We guide our members in the safe use of the club house.

'State League' is also committed in using and taking care of the equipment it has and stores. We endorse a safe and appropriate protocol in storing and use of any club equipment for the benefit of members qualified to use the MWDBA facilities.

Policy Statement

The MWDBA Board is solely responsible for the club house. 'State League' policies, rules and conditions under which it's committee uses the facilities and equipment are referred to here. This policy reflects the conditions imposed by the 'State League' committee. Only financially active players, coaches, 'State League' committee, 'State League' volunteers and Life Members allowed to access to the club, and use of its equipment.

Care & use

The Club shall exercise due diligence by ensuring work health and safety and electrical obligations are met, by all 'State League' members, including its coaches, volunteers and life members. 'State League' will carry out inspections and report to MWDBA and the Northern Beaches Council (who own the building) any necessary works or repairs.

We ask any of our members, coaches, volunteers and life members to report any damage, graffiti or any other building works to one of the 'State League' board members.

The committee shall have unlimited authority in monitoring the adherence of the use of the club house and equipment of the 'State League' members. Members training individually without a recognised coaches or club equipment do so at their own risk.

The club house canteen is not to be used by any 'State League' member without the permission of the Chairman. A canteen roster is made up each season. If your name is not on it then you have no business being in the canteen.

NO junior player (a player under the age of 18) is to be in the canteen without the supervision of an adult.

Applicability

This procedure applies to all members of the MWDBA 'State League' Club. The responsibility of implementing this policy/procedure rests with the Board, and with the assistance of the all its members.

Considerations

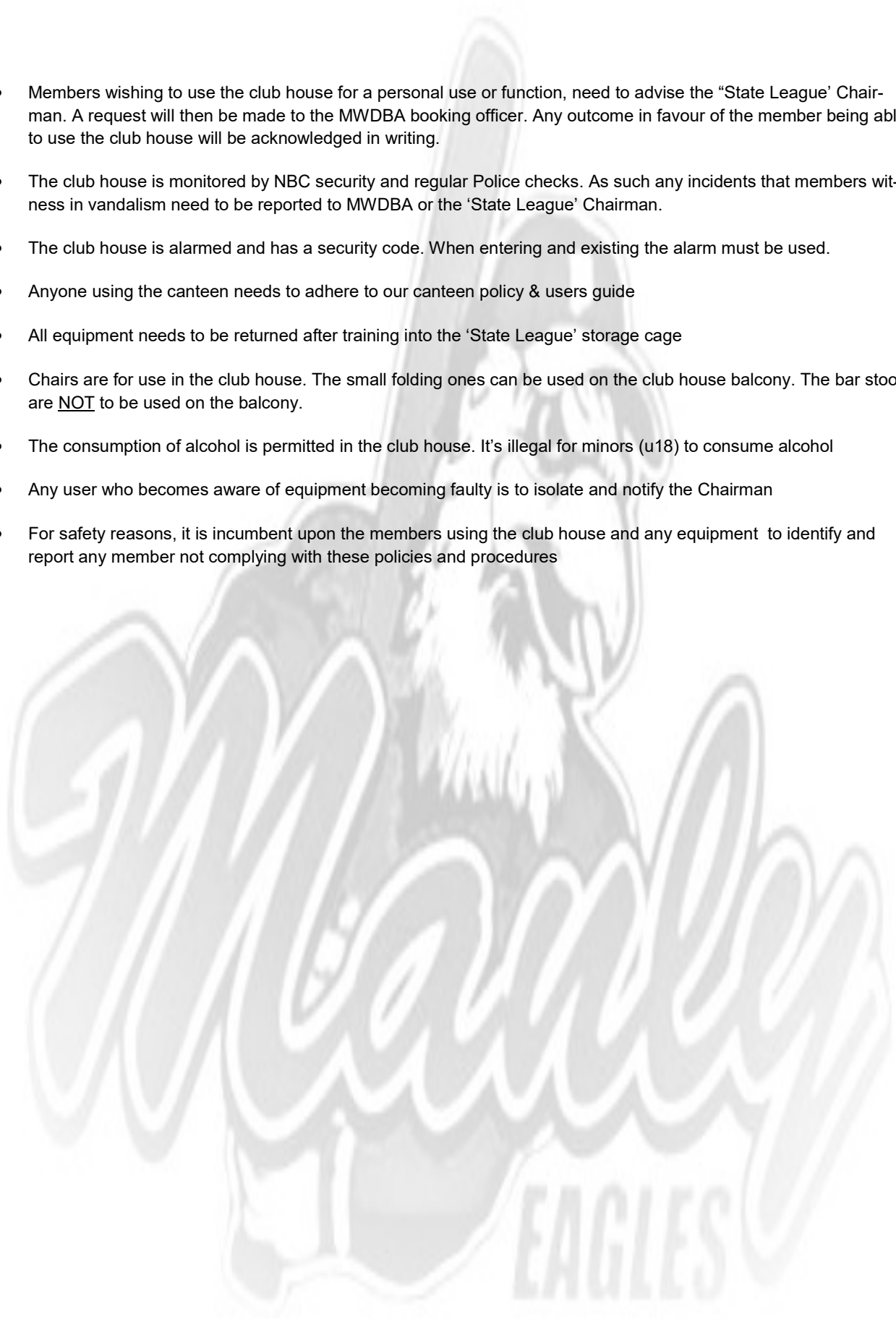
The Club Coach will be responsible for all equipment used by members on field

The Club Coach and 'State League' Chairman will be responsible for carrying out a safety check of all equipment on a weekly basis.

The 'State League' committee will be responsible for equipment purchases, the issuing of necessary keys and lock codes and the return of the keys when the member are no longer a member of the 'State League'.

Procedures

- Members wishing to use the club house for a personal use or function, need to advise the "State League" Chairman. A request will then be made to the MWDBA booking officer. Any outcome in favour of the member being able to use the club house will be acknowledged in writing.
- The club house is monitored by NBC security and regular Police checks. As such any incidents that members witness in vandalism need to be reported to MWDBA or the 'State League' Chairman.
- The club house is alarmed and has a security code. When entering and existing the alarm must be used.
- Anyone using the canteen needs to adhere to our canteen policy & users guide
- All equipment needs to be returned after training into the 'State League' storage cage
- Chairs are for use in the club house. The small folding ones can be used on the club house balcony. The bar stools are NOT to be used on the balcony.
- The consumption of alcohol is permitted in the club house. It's illegal for minors (u18) to consume alcohol
- Any user who becomes aware of equipment becoming faulty is to isolate and notify the Chairman
- For safety reasons, it is incumbent upon the members using the club house and any equipment to identify and report any member not complying with these policies and procedures



**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION
- STATE LEAGUE -**



PLAYER MANUAL

How We Play

Aggressive Base Running Approach

Our team will strive to achieve an aggressive (but smart) base running approach. One of the results of aggressive base running is a higher chance of being put out. We must be comfortable with the fact that aggressive base running will result in some outs and must be willing to exchange those outs for the possibility of a larger amount of runs (a big inning which in most cases will decide a game).

There are times when we will do all the right things and play all the correct odds but still get put out. That does not make the play any less correct. There should never be any criticism (even well-meaning) if a player and/or coach work within the framework that they establish in practice - no matter what the result.

“Everything is a double until they stop us”

- Controlled Aggression = Smart
- Green Light on YOUR pitch
- Green Light on a GOOD jump
- Force the opposition to stop you from advancing to the next base
- Everything is a double until they stop us

The team will aim to achieve a controlled base running approach. We're looking for the big inning to decide the game. If we're not smart base runners we'll give up outs and not have the big innings.

“Execute Fundamentals”

- Get on base
- Move the runner over
- Drive the runner in
- Get the bunt on the ground
- Get behind routine plays
- Use you FEET
- Stay in the GAME
- “Professional Approach”
- Hustle ON and OFF
- Beat EVERYTHING out
- Represent the club with PRIDE
- Take pride in the CONDITION of the FIELD and CLUBHOUSE
- Dress Appropriately

Expectations

Hitting Expectations

- Don't help pitchers who are struggling - we like walks
- Don't pop up or K with runners in scoring position
- As a team we don't want 2 or more pop ups or K's in a game
- Yes to 2 out knocks
- Yes to RBI guys
- Yes to getting all bunts down, sacs and squeeze
- Yes to getting runners to third with zero outs
- Yes to scoring runners from third with less than 2 outs
- Yes to more walks than K's
- Yes to guys with high OBP
- Want guys who decrease their strike outs
- Want to increased hard contact
- Want hitters who wear down the opposition pitchers so we can have more at bats against mid-dle relievers
- Want hitter who have strike zone command in all counts
- Want guys who reverse the pressure and make the pitcher throw something to hit
- Want guys who match what they want to hit with what the pitcher will throw
- Want guys who hit with no fear when they have 2 strikes
- Want to get to 2nd with 2 dead nobody on

Pitching Expectations

- We love guys who work fast and maintain composure
- We hate lead off and two out walks
- We love guys who make it happen in three pitches
- We love guys who get two of the first three over for strikes
- We love guys who maintain a rhythm
- We love guys who get all coverage
- We love guys who control the running game and give catchers a chance to throw out base runners
- We love guys who stay on the clay to work fast unless fielding their position

Base running

- We love guys who are aggressive on balls in the dirt
- We love guys who gamble on the first to third
- We hate guys who make the first or third out at third
- We love guys who run every batted ball out hard

Infield

- We love guys who touch hard hit balls out of reach
- We love guys in the middle infield who communicate to know who has the base
- We love guys who execute all cut-off and relays, bunt defence, and first and third plays

Outfield

- We love outfielders who position themselves in the gaps until late in the game playing in no double defence
- We love left and right fielders who play in or back depending on left or right handed hitters
- We love OF who back up every play

TEAM

- We love guys who are ready to warm up the pitcher should the catcher be left on base
- We love INF and OF who keep their gloves and hats together so that we can get them to you should you be left on base
- We love guys who hustle and run on and off the field except pitchers
- We love teams who sharply throw the ball around the infield remaining on the clay unless the pitcher is covering first, leaves the mound to field their position, or back up a play
- We love teams who complete run downs in one or two throws

Trainings

A COPY OF A TYPICAL TRAINING SESSION WILL BE POSTED IN THE DUGOUT FOR ALL TO SEE WHATS ON

Tues	xxxx2013 Session
------	------------------

Times	Activity	Notes	Location	Coach
6.30 - 6.45	Warm Up		Right Field line	
6.45 - 7.00	Throwing		Right Field	
7.00 – 7.05	Talk			
7.10 – 7.20	Build Ups	Position players	Diamond	
7.10 – 7.20	Bull Pens	All Pitchers 2 at a time	Bull Pen	
7.20 – 7.55	SPECIFICS			
	Infielders	Doubles	Diamond	
Outfielders	Fly balls – Drop step pivot		Right Field	
Catchers	Blocking - 5 ball blocking drill	Home plate		
Team work	Full infield outfield	Full field		
8.00 – 8.30	Soft Toss & Wiffles		Batting Cages	
8.30 – 9.00	Hitting- Live		Main Diamond	

Warm up

3 STAGES

15 MINS

The team will run their own warm up routine and needs to have the following three stages as a part of it

1. Moving: (in lines from outfield foul line; 5-20m each way)
2. Sprint mechanics drills
3. Stationary

IDEAS to help you develop a team warm up

1. Stationary leg swings

- 5 forward and backward for each leg
- 5 side to side for each leg
- 5 butt-kicks for each leg

2. Mobile exercises

- Rhythmic side skips with arm swings (out and back)
- 360s (2 rotations each way) (out and back)
- Butt-kicks (out and back)
- Lunges – James Bonds, Spidermans
- Walking Knee-to-chest stretch
- Ground touches (out: 2 each side) (back: 3 two-handed)
- Walking Knee-to-chest stretch
- Carioca (out and back)
- Steal leads (out and back)

3. Stretching

- Shoulder retraction and protraction (5-10)
- Arm marches (5 each side)
- Scapula supermans (5-10)
- Swimmers (5 each side)
- Reverse swimmers (5 each side)
- Arm swings (5 of each): up and down; across and back; goals posts; back pats; trunk twists
- Triceps
- Rear shoulder: straight arm
- Rear shoulder: bent arm
- Internal rotation
- External rotation
- Forearms

Each Warm up should take about 7-10 minutes to complete and should be done with purpose and consideration as a prelim to your training session. You cheat here you cheat yourself of your desire to actually train.

	Dynamic Warm-up #1	Dynamic Warm-up #2	Dynamic Warm-up #3	Dynamic Warm-up #4
1	Ankle Drives	Ankle Drives	Ankling	Ankling
2	Quick High Knee - Right (Arms)	123 Quick High Knee - Right (Arms)	123 Quick High Knee - Right (Arms)	Alt 123 Quick High Knee - Right (Arms)
3	Quick High Knee - Left (Arms)	123 Quick High Knee - Left (Arms)	123 Quick High Knee - Left (Arms)	Alt 123 Quick High Knee - Left (Arms)
4	High Knee Running	High Knee Double Skip (Arms)	High Knee Double Skip (Arms)	High Knee Running
5	Side Skips with Arms	Side Skips with Arms	Side Shuffle	Side Shuffle
6	Carioca	High Knee Carioca	High Knee Carioca	Carioca
7	Straight Leg Bounding	Straight Leg Bounding	Power Skips	Bent Knee Bounding
8	Backward Butt Kicks	Backward Butt Kicks	Backward Run	Backward Run

Dynamic Flexibility			
1	Arm Circles - 10 reps ea. Way	Arm Circles - 10 reps ea. Way	Arm Circles - 10 reps ea. Way
2	Leg Swings - 10 reps ea. Way	Leg Swings - 10 reps ea. Way	Leg Swings - 10 reps ea. Way

	Specific Warm-up #1	Specific Warm-up #2	Specific Warm-up #3	Specific Warm-up #4
1	Side Start - 50%	Walking Start - 50%	Side Skips Start - 50%	Jogging Start - 50%
2	Side Start - 75%	Walking Start - 75%	Side Skips Start - 75%	Jogging Start - 75%
3	Side Start - 2 x 100%	Walking Start - 2 x 100%	Side Skips Start - 2 x 100%	Jogging Start - 2 x 100%

Specific Flexibility			
1	Calf Stretch	Calf Stretch	Calf Stretch
2	Hip Flexor Stretch	Hip Flexor Stretch	Hip Flexor Stretch
3	Front/Lateral Raises	Front/Lateral Raises	Front/Lateral Raises
4	Horizontal Ab/Adductions	Horizontal Ab/Adductions	Horizontal Ab/Adductions
5	External Rotations	External Rotations	External Rotations
6	Individual	Individual	Individual

- These drills are done for the full length
- These drills you need to switch sides at the halfway mark
- These drills you complete to halfway then jog to the end

Once the warm up is talked about and decided upon as a team it will be the warm up routine for the season

Throwing Program

3 STAGES

15 MINS

There is two parts to our throwing program

PITCHERS

1. Warm throws – mechanics, mechanics, mechanics

3 MINS

Warm up throwing consists of

- Wrist pops - Isolate the forearm with elbow in glove, four seam rotation a must
- Post Position Drill
 - no back foot release – Rock and Roll
 - no back foot release - Rock and Roll
- Step back throw - Step back high knee taking stride leg knee to opposite shoulder to load. Balance and drive

2. Long Toss – arm strengthening and arm care

10 MINS

Long toss consists of

Crow hops & getting out to a distance you can throw with little arc, moving out 10-15 ft every 5-6 throws for 30-40

Long toss throwing should cover

- 2 minutes at 60 feet
- 2 minutes at 90 feet
- 4 minutes at 120, 160, 180 feet

3. Touch & Feel – 6 x Change Ups, 6 x Curve Balls

2 MINS

In pairs aiming at a glove held near the belt of partner

Pitchers straight to pen

25 pitch Bull Pen

Bull Pens will happen as position players do their Foundation drills

A list of pitchers to pen will be announced each week depending on State duties & injuries

Build ups / Foundations

BUILD UPS

10 MINS

The FOUNDATIONS of fielding our positions are important to us as a team. So we will perform these basic movements as part of our training session every session as apart of our warm up.

These basic drills that should take no more than 10mins and precede specific fielding activities

INFIELD DEFENSIVE BUILD UP DRILLS

Roller shuffle-toss

- FOCUS – Body position, position of hands/glove to body, making the catch out in front

Partner drill

4 balls each pair

Pick-ups

- FOCUS - Body position, making the catch out in front, coming through the hop

Partner drill

4 balls each pair

straight, forehand, backhand at 10-20 reps per

Rollers – glove only play

- FOCUS – Footwork, working to the high-side, coming through the hop

Fast hands – footwork, exchange

- FOCUS – Footwork, exchange/release speed, exchange/release accuracy

OUTFIELD DEFENCE BUILD UP DRILLS

Coach-led Drills, subsequently Partner Drill

Fly ball technique

- FOCUS - Catching Ball at the highest point w/ glove only positioned at angle above head
- FOCUS - Glove side foot forward 2-step exchange/crow-hop and load to throw
- FOCUS - Retreat in a straight line back from starting position

R/L Drop Step – Negative step, explosive position

Circle Back – Drop step to position behind ball, return hard to spot

Inside Turn – Spin hips underneath/no change of track, accelerate out of turn

Outside Turn – Switch head to opposite shoulder

Groundball technique

- FOCUS - Body position
- FOCUS - Glove to ground at right height and angle
- FOCUS - 3-step exchange/crow-hop and load to throw

25 foot gap rolled attack of ground balls

CATCHING DEFENSIVE BUILD UP DRILLS

Flexibility

- FOCUS – Depth/low to the ground

Lunge walks

Star Lunge framing

Framing

- FOCUS – Working from the ground up, working to the outside half of the ball
- FOCUS – Sway, centring the ball to the body, angling the top half pushing to the plate

Bare-hand framing – tennis ball

Velocity framing

Throwing

- FOCUS – Footwork, exchange/release speed, exchange/release accuracy
- FOCUS – Short/quick feet, throwing behind home plate

Velocity exchange

Velocity exchange and throw

- **Blocking**

- FOCUS – Flexibility, stance, readiness, body position, block technique
- FOCUS – Recoverable blocks, short/controlled to the plate area

Block walk

Short blocks -- directional

Velocity blocks -- directional

Hitting Philosophy

Our best chance of success as a hitter we must GET READY TO HIT, SEE THE BALL, SWING AT A PITCH YOU CAN HANDLE and GET A GOOD FOLLOW THROUGH.

Look past statistics and focus on the processes of hitting a baseball. We need INTENT as our aim or purpose. With intent to do something the mind will focus on a specific purpose. We need to develop hitters to have INTENT to succeed at the plate.

To achieve this we aim to develop hitters who have INTENT to HIT LONG HARD LINE DRIVES.

To hit a LONG HARD LINE DRIVE a player must have the following attributes:

1. A good bat angle- An angle at contact that will facilitate a line drive.
2. A good bat path- A bat path that travels directly to and through the ball allowing for a long follow through.
3. Solid contact- Contact being made between the barrel of the bat and the ball in a solid manner.
4. Bat speed- The ability to have the barrel of the bat travel quickly through the contact zone.

In order to achieve the above mentioned attributes it is extremely important that a hitter:

- a) Get's ready to hit- When the pitcher is getting ready to deliver the ball we want hitters to be getting ready. A weight shift back and the hands getting into a power position are paramount. If a hitter weighs 75 kilos we want them to get 75 kilos ready to hit.
- b) See's the ball- There is a difference between watching the ball and seeing the ball. We want hitters to see the ball out of the hand and see it all the way onto the barrel of the bat.
- c) Swing at a good pitch- It is important that players swing at a pitch that they can handle. A lot of hitters down fall come from poor pitch selection.
- d) Get's a good follow through- It is important that hitters release the barrel and get a long, high follow through in the direction that the ball has been hit.

Getting ready to hit:

- Stance- Has a hitter got their weight 50/50 to start? Is your posture good or are you hunched over? Are the eyes level? Are you balanced?
- Load- You have to get your front foot down early and load hands. Are you getting ready with the INTENT to hit a long hard line drive?
- Stride - If you stride to the ball are you separating your stride from the ready position? Hitters should Get Ready, Stride and then HIT.

Eyes in at contact

- Track the ball all the way in
- Soft focus /Hard focus. Don't zero in on the ball until the pitcher presents itself to you to see. Soft focus on the pitcher on the mound, when he's about to throw start to Hard focus on the ball

Swinging at good pitches

- Get a pitch you can handle
- Then make adjustments

What's the count?

Follow through

- Follow through going with the direction of the ball

We want our hitters to have a YES, YES, YES mentality.

Have **INTENT** to execute in situations. (Do not be selfish). Understand the importance of pitch selection in these situations and are disciplined in swinging at those pitches.

Have the approach to drive the ball to the big part of the field.

Have the ability to handle all kinds of pitches and use their hands and athletic ability to hit line drives on those pitches.

Have the ability to expand their contact zone.

Have a 2 strike approach

Batting & Tee Work

- Top Handed Drill – Take cuts with top hand. Set up both hands on bat, take bottom hand off and hit wiffle off tee or soft toss.
- Bottom Hand Drill – Turn top hand over so both palms are facing back to catcher. When hitting off the Tee of soft toss wiffle, at point of contact the top hand is released throwing off the bat and forward with the bottom hand hitting the ball only.
- Two Hands Drill – as it says
- Soft Toss – wiffle balls – In pairs, lob balls from 45° into hitting zone, hitter hits ball as directed. Emphasize a quiet head and an aggressive swing.

Stance and look to imaginary pitcher

Load & Stride, hands and feet move as one, then vision back to ball

Hands to the ball

Hips squared with hands to ball

Extension through the ball

Finish high

Pitching Philosophy

Not scared to pitch to CONTACT

- 9 to 1 mentality – 9 in a fight against 1 is better odds
- Take philosophy to mound: concentrate on throwing effective strikes pitching to contact
- Pitch to contact and trust your defence

Learn to pitch with the Fast Ball

- Simply: If you want to be a good pitcher, learn to throw your fastball for a strike
- If you want to be a great pitcher, learn to throw your fastball low in the zone
- If you want to be an outstanding pitcher, learn to throw your fastball for a strike low in the strike zone to both sides of the plate.

1st Pitch K

- It builds team confidence as the hitter is on the back foot from first pitch being 0-1 rather than 1-0.
- This way we can disrupt the hitter's rhythm and balance by throwing strikes early, then we can change speeds

3&4's

- On or out in 3 or 4 Pitches
- If we believe in pitching to contact then our efficiency rate should be a pitch in 3's mentality
- We want quick inns.
- Quick inns are an enormous momentum swing and a positive to the team for offensive endeavours
- Our teams want another at bat not our team needs another at bat

Be a Pitcher not a Thrower

- Lets be knowledgeable. Lets watch hitters and take note what type they are; pull, crouch, slap, open, upright, contact, power, what happened last AB, as all types are beatable.
- Pitchers will work quickly and set a tone for the team as baseball is about momentum. I want our pitchers to get on the mound and attack. This helps keep our defenders in the game and focused, limit their distraction time

Tilts

- We need to be able to throw to all areas of the zone and we need to practice throwing Tilt sequences in the bull pen so we can throw them in a game to be effective and efficient

GOALS

1. Awareness
2. Feel
3. Ability to adjust
4. Focus and concentration – going from pen to mound
5. Health/Arm maintenance

**MANLY WARRINGAH DISTRICT
BASEBALL ASSOCIATION**



CONSTITUTION

Constitution

Manly Warringah District Baseball Association Incorporated



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Associations Incorporations Act (1984) New South Wales Constitution of:
Manly Warringah District Baseball Association Incorporated

PART I - OBJECTS, POWERS AND INTERPRETATION

1. NAME OF THE ASSOCIATION

The name of the Association is Manly Warringah District Baseball Association Incorporated ("MWDBA").

2. OBJECTS OF THE ASSOCIATION

MWDBA is established for the administration of the sport of Baseball in the District. The objects for which MWDBA is established and maintained are to:

- (a) participate as a Member of the NSWBL and the ABF as an RSO through and by which the sport of Baseball can be conducted, encouraged, promoted, advanced and administered;
- (b) provide for the conduct, encouragement, promotion and administration of Baseball within the District;
- (c) ensure the maintenance and enhancement of MWDBA and Baseball, its standards, quality and reputation for the benefits of the Members and Baseball;
- (d) at all times promote mutual trust and confidence between MWDBA, NSWBL, ABF and other baseball leagues within the State of New South Wales and the Members in pursuit of these objects;
- (e) at all times act on behalf of and in the interests of the Members and Baseball;
- (f) use and protect the intellectual property of MWDBA and, where permitted to do so, the intellectual property of NSWBL and the ABF;
- (g) apply the property and capacity of MWDBA towards the fulfilment and achievement of these objects;
- (h) review and/or determine any matters relating to Baseball in the District, including disciplinary matters;
- (i) pursue commercial arrangements, including sponsorship and marketing opportunities as are appropriate and to further the interests of Baseball in the District;
- (j) adopt and implement the policies of NSWBL and the ABF including in relation to sexual harassment, equal opportunity, equity, drugs in sport, health, safety, infectious diseases, junior programs and such other matters as arise from time to time as issues to be addressed in Baseball in the District.
- (k) represent the interests of its Members and of Baseball generally in any appropriate forum conducted by NSWBL in New South Wales.
- (l) encourage Members to realise their potential and athletic abilities by extending to them the opportunity of education and participation in Baseball Competition and to award trophies

and rewards to successful competitors and conduct Baseball Competitions within the District whether conducted by MWDBA or in which MWDBA participates;

- (m) encourage and promote performance-enhancing drug free competitions;
- (n) undertake and/or do all such things or activities which are necessary, incidental or conducive to the advancement of these objects including but not limited to complying with the Constitution, By-laws and Rules of NSWBL and the ABF in force from time to time.

3. POWERS OF MWDBA

Solely for furthering the objects set out above, MWDBA has in addition to the rights, powers and privileges conferred on it under the Act, the legal capacity and powers of a company as set out under Section 124 of the *Corporations Act 2001*.

4. INTERPRETATION

4.1. Definitions

In this Constitution, unless the contrary intention appears, these words shall have the following meanings:

“ABF” means the Australian Baseball Federation Incorporated, being the national peak body for the sport of Baseball in Australia.

“ABF Constitution” means the Constitution of the ABF as amended from time to time and any By-laws of ABF as amended from time to time.

“Act” means the *Associations Incorporation Act (1984) New South Wales* or any other act under which MWDBA may be incorporated from time to time.

“Affiliated Association” means a Association affiliated with MWDBA, whether incorporated, unincorporated or otherwise.

“Association” means any association incorporated or formed for the purpose of the conduct and administration of Baseball in the District that is affiliated with the Association whether incorporated, unincorporated or otherwise.

“Baseball” means the sport of baseball played in accordance with the official Australian Baseball Rules and such other games of baseball including junior games played with modified rules including but not limited to ‘T-Ball’.

“Board” means the body consisting of the Executive and the Directors.

“By-law” means any By-law, Regulation or Policy made by the Board under Rule 29.

“Competition Committee” means a committee established by MWDBA for the administration of Baseball competitions within the District or Baseball Teams who participate in competitions conducted by NSWBA or the ABF including but not limited to the Minor League Committee, the Major League Committee, the Junior Committee, the Women's Committee or such other competition committee as is established by MWDBA.

“Director” means a member of the Board elected or appointed in accordance with this Constitution.

“District” means District of Manly, Warringah, Pittwater, North Sydney and Chatswood in the Sydney metropolitan area of New South Wales or such other, suburb or area approved by the Board.

“Executive” means the President, Secretary and Treasurer of MWDBA with no two members of the Executive having a Special Qualification from the same Competition Committee.

“Financial Year” means the year commencing 1st April of the proceeding year and ending 31st March on the current year.

“General Meeting” means the Annual or any Special General Meeting of MWDBA.

“Intellectual Property” means all rights, all good wills subsisting in copyright, business names, names, trademarks (or signs), logos, designs, patents or service marks (whether registered or registrable) relating to MWDBA or any event, competition or activity of or conducted, promoted or administered by MWDBA.

“Initial MWDBA Board” means the following individuals:

Name	Address
<i>Robert Fox</i>	<i>18 Laitoki Road, Terry Hills NSW 2084</i>
<i>Jeffrey Bertram</i>	<i>14 Grandview Grove, Seaforth NSW 2092</i>
<i>Tony Richards</i>	<i>Level 8, 88 Phillip Street, Sydney NSW 2000</i>
<i>Ian Carlisle</i>	<i>48 Kirkwood Street, Seaforth NSW 2092</i>
<i>Darren Jackson</i>	<i>44 Cowan Drive, Cottage Point NSW 2084</i>
<i>Simon Lowde</i>	<i>4 Kuyora Place, North Narrabeen NSW 2101</i>
<i>John Hughes</i>	<i>2 Ralston Avenue, Lane Cove NSW 2066</i>
<i>P J Patterson</i>	<i>8 Pembroke Place, Belrose NSW 2085</i>
<i>Louise Walsh</i>	<i>31 Nareen Place, North Narrabeen NSW 2101</i>

“Life Member” means an individual upon whom life membership of MWDBA has been conferred under Rule 7.3.

“Member” means any full financial member of MWDBA elected or appointed to membership of MWDBA.

“Official” means a coach, manager or scorer who is or has been engaged in the activity of coaching, managing or scoring Baseball.

“NSWBL” means the New South Wales Baseball League being the peak body for the sport of Baseball in NSW.

“Players” means those Members who participate as players in Baseball Competitions conducted by MWDBA and/or in which MWDBA participates.

“Postal ballot” or “post” or “posted” for the purposes of this Constitution and the application of the Act includes electronic mail and/or publication on MWDBA website.

“President” means the person elected to hold the position of President of MWDBA.

“Public Officer” means, for the purposes of the Act, the Secretary.

“Secretary” means the person elected to hold the position of Secretary of MWDBA.

“Special Qualification” means a Member who is an official, administrator, office bearer or Player or parent of a Player under the age of 18 years involved in a team or competition under the control and supervision of one of the Competition Committees, provided that if a member would be able to establish a Special Qualification to more than one Competition Committee, that person must elect and nominate for which Competition Committee they possess a Special Qualification, as each Member can only have a Special Qualification with respect to 1 Competition Committee only.

“Special Resolution” means a resolution pursuant to the terms of Section 39 of the Act.

“Sporting Union Delegate” means those persons appointed to represent MWDBA pursuant to Rule 25.9.

“State Delegate” means the Member or Members appointed by the Board to represent MWDBA at General Meetings of NSWBL in accordance with this Constitution and the Constitution of NSWBL.

“Treasurer” means the person elected to hold the position of Treasurer of MWDBA.

4.2. Interpretation

In this Constitution:

- (a) a reference to a function includes a reference to a power, authority and duty;
- (b) a reference to the exercise of a function includes, where the function is a power, authority or duty, reference to the exercise of the power or authority or the performance of the duty;
- (c) words importing the singular include the plural and vice versa;
- (d) words importing any gender include the other gender;
- (e) references to persons include corporations and bodies politic;
- (f) references to a person include the legal personal representatives, successors and permitted assigns of that person;
- (g) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, enactments or replacements of any of them whether of the same or any legislative authority having jurisdiction; and
- (h) a reference to ‘writing’ shall, unless the contrary intention appears, be construed as including references to printing, lithography, photography and other modes of representing or reproducing words in a visible form, including messages sent by electronic mail.

4.3. Severance

If any provision of this Constitution or any phrase contained in it is invalid or unenforceable in any jurisdiction, the phrase or provision is to be read down for the purpose of that jurisdiction, if possible, so as to be valid and enforceable. If the rule or phrase cannot be so read down, it shall be

severed to the extent of the invalidity or unenforceability. Such severance shall not affect the remaining provisions of this Constitution or affect the validity or enforceability of any provision in any other jurisdiction.

4.4. Expressions in Act

Except where the contrary intention appears, in this Constitution, an expression that deals with a matter dealt with by a particular provision of the Act, has the same meaning as that provision of the Act.

PART II - MWDBA AFFILIATED ASSOCIATION CONSTITUTIONS

5. STATUS AND COMPLIANCE OF MWDBA

5.1. Recognition of MWDBA

For as long as MWDBA is recognised as a Voting Affiliate Member of NSWBL and of the ABF, it shall be subject to compliance with the Constitution of the ABF and NSWBL. MWDBA shall administer the sport of Baseball in the District in accordance with the objects of MWDBA and NSWBL.

5.2. Compliance of MWDBA as a Voting Affiliate and Member of NSWBL

The Members acknowledge and agree that MWDBA shall:

- (a) be incorporated in New South Wales;
- (b) elect or appoint a State Delegate or Delegates to represent it at meetings of NSWBL at which it is entitled to be present and vote in accordance with the NSWBL Constitution;
- (c) adopt in principal, the objects of NSWBL and the ABF and adopt rules which reflect and which are, to the extent permitted or required by the Act, generally in conformity with NSWBL and the ABF Constitution;
- (d) apply its property and capacity in pursuit of the objects of NSWBL and the ABF, MWDBA and the sport of Baseball in the District;
- (e) do all that is reasonably necessary to enable the objects of the NSWBL and the ABF and MWDBA to be achieved;
- (f) act in good faith and loyalty to ensure the maintenance and enhancement of the NSWBL and the ABF, MWDBA and the sport of Baseball, its standards, quality and reputation for the collective and mutual benefit of the Players and the sport of Baseball;
- (g) at all times operate with and promote mutual trust and confidence between NSWBL, MWDBA and the Members in pursuit of these objects;
- (h) at all times act on behalf of and in the interests of the Members and the sport of Baseball;
and
- (i) abide by the NSWBL Constitution.

6. AFFILIATED ASSOCIATIONS CONSTITUTION

6.1. Compliance of Affiliated Associations

The Affiliated Associations acknowledge and agree that each of them shall:

- (a) be incorporated in New South Wales;
- (b) elect or appoint one (1) Delegate to represent it on the Competition Committee for the competition in which it participates;
- (c) recognise MWDBA as the controlling body of Baseball in the District and NSWBL as the peak body for the sport of Baseball in the State of New South Wales;
- (d) generally have regard to the objects of MWDBA, and in particular the object to create and maintain a single uniform entity for the conduct, promotion, encouragement and administration of the sport of Baseball in any matters of the Affiliated Association pertaining to the sport of Baseball; and
- (e) abide by this Constitution.

6.2. Constitution of Affiliated Associations

- (a) The constituent documents of the each Affiliating Association shall clearly reflect the objects of MWDBA and will conform with this Constitution subject to any requirement in the Act and at least to the extent of:
 - (i) the objects of MWDBA;
 - (ii) the structure and membership categories of MWDBA;
 - (iii) recognising MWDBA as the controlling body of the sport of Baseball in the District;
 - (iv) recognising MWDBA as the final arbitrator on matters pertaining to the sport of Baseball in the District including disciplinary proceedings and that NSWBL is the final arbitrator on matters pertaining to the sport of Baseball in New South Wales including disciplinary proceedings and that the ABF is the final arbitrator on matters pertaining to the sport of Baseball in Australia including disciplinary proceedings;
 - (v) such other matters that are required to give full effect to MWDBA's Constitution;with such incidental variations that are necessary having regard to the Act.
- (b) Each Affiliated Association shall take all steps necessary to ensure its constituent documents are in conformity with the Constitution of MWDBA at least to the extent set out in Rule 6.2(a) and shall ensure its documents are amended in conformity with future amendments made to MWDBA's Constitution subject to any prohibition or inconsistency in the Act.
- (c) Upon request each Affiliated Association shall provide to MWDBA a copy of its constituent documents and all amendments to these documents.

6.3. Affiliated Association Register

Each Affiliated Association shall maintain, in a form and with such details as are acceptable to MWDBA, a register of all Members and Players of the Affiliated Association. Each Affiliated Association shall provide a copy of the register at a time and in a form acceptable to MWDBA and shall provide prompt and regular updates of the register to MWDBA when requested by MWDBA.

PART III - MEMBERSHIP

7. MEMBERS

7.1. Category of Members

The Members of MWDBA shall consist of:

- (a) Affiliated Associations, who subject to this Constitution, shall be represented by their Delegate who shall have the right to attend, debate but not vote at General meetings or of the Board;
- (b) Members, who subject to this Constitution, may attend and debate at meetings of MWDBA and to vote at General Meetings;
- (c) Life Members, who subject to this Constitution, may attend and debate at meetings and General Meetings of MWDBA but not vote at General meetings;
- (d) Such new categories of Members created in accordance with Rule 7.2 below.

7.2. Creation of New Categories

The Board has the right and power from time to time to create new categories of membership with such rights, privileges and obligations as are determined applicable (other than voting rights), even if the effect of creating a new category is to alter rights, privileges or obligations of any existing category of members. No new category of members may be granted voting rights.

7.3. Life Members

- (a) Each year the Board will call for nominations from Members for persons to be considered for Life Membership of MWDBA. The Board may recommend to the Annual General Meeting that one or more persons (but not more than two persons in any single year) be nominated and who has rendered distinguished, extraordinary or special service to the sport of Baseball over a continued period of at least 5 years to the MWDBA, have Life Membership conferred upon them.
- (b) A resolution of the Annual General Meeting to confer Life Membership must be passed by special resolution. The vote on such resolution will be taken by secret ballot.
- (c) Conditions, obligations and privileges of Life Membership shall be as prescribed in the By-laws.
- (d) Any Member who has been conferred life membership of an association that merges with MWDBA shall as at the date of the merge taking effect be awarded Life Membership of MWDBA.

7.4. Application for Membership

An application for membership as a Member must be:

- (a) in writing on the form prescribed from time to time by the Board from the applicant and lodged with MWDBA.
- (b) be accompanied by a signed code of conduct acknowledgement and agreement and any other written acknowledgement or declaration as prescribed by the Board and;
- (c) be accompanied by the appropriate fee (if any).

8. **AFFILIATED ASSOCIATIONS**

8.1. Incorporation

- (a) To be eligible for membership, an Affiliated Association must be incorporated or in the process of incorporation, which process shall be completed within one year of applying for membership under this Constitution.
- (b) For such time as an Affiliated Association is not incorporated, the secretary of any such unincorporated Affiliated Association shall be deemed to be the member (on behalf of the unincorporated Affiliated Association) and shall be entitled to exercise the same voting and other rights and have the same obligations and shall follow such procedures on behalf of the unincorporated Affiliated Association as incorporated Affiliated Associations, to the extent that this is possible.
- (c) Any dispute or uncertainty as to the application of this Constitution to an unincorporated Affiliated Association shall be resolved by the Board in its sole discretion.
- (d) Failure to incorporate within the period stated in Rule 8.1(a) shall result in the expulsion of the secretary (acting on behalf of the unincorporated Affiliated Association) from membership. The incorporated body shall not be entitled to reapply for membership until such time as it is incorporated.

8.2. Application for Membership

An application for membership as an Affiliated Association must be:

- (a) in writing on the form prescribed from time to time by the Board, from the applicant or its nominated representative and lodged with MWDBA;
- (b) accompanied by written reasons supporting the rationale and justification for the applicant to be granted membership as an Affiliated Association of MWDBA;
- (c) accompanied by a copy of the applicant's constitution (which must be acceptable to MWDBA and be substantially in conformity with this Constitution) and register of members; and
- (d) accompanied by the appropriate fee (if any).

8.3. Discretion to Accept or Reject Applications

- (a) MWDBA shall not be bound to accept all applications for membership as an Affiliated Association and shall have regard to such matters as the interests of the sport of Baseball in the District, playing numbers and the enhancement of the game of Baseball in the District.
- (b) Where MWDBA accepts an application, the applicant shall become an Affiliated Association and Member. Membership of MWDBA shall be deemed to commence upon acceptance of the application by MWDBA.
- (c) Where MWDBA rejects an application MWDBA shall refund any fees forwarded with the application and the application shall be deemed to be rejected by MWDBA.
- (d) MWDBA shall be under no obligation to provide reasons as to why the application has been rejected.

8.4. Membership Renewal

- (a) Each Affiliated Association must reapply for membership with MWDBA from time to time, but no more frequently than once every twelve months by paying the appropriate fee and submitting an updated register of members as well as an indication as to the identity of the Delegate elected or appointed by the Affiliated Association.
- (b) Failure to renew membership in this fashion shall result in the Affiliated Association ceasing to be affiliated with MWDBA and unable to participate in the competitions conducted or participated in by MWDBA.

8.5. Membership with the NSWBL and the ABF

In order to remain members of the NSWBL, the ABF and MWDBA, Affiliated Associations and Members must:

- (a) renew their membership with MWDBA in accordance with Rule 7 and 8;
- (b) otherwise remain registered financial members of MWDBA in accordance with the procedures set out in this Constitution; and
- (c) must pay the annual fee as prescribed by the ABF from time to time (if any) to the ABF through MWDBA.

9. SUBSCRIPTIONS AND FEES

9.1 The annual membership subscription (if any), fees and any levies payable by Members or Affiliated Associations (or any category of Members) to MWDBA, the basis of, the time for and manner of payment shall be as determined by the Board from time to time.

9.2 Any Member of an Affiliated Association which, or who has not paid all moneys due and payable by that Member or Affiliated Association to MWDBA shall (subject to the Board's discretion) have all rights under this Constitution immediately suspended from the expiry of the time prescribed for payment of those moneys. Such rights shall be suspended until such time as the moneys are fully paid or otherwise in the Board's discretion. In the meantime, the Member or Affiliated Association

shall have no automatic right to resign from MWDBA and shall be dealt with in the Board's discretion, which includes the right to expel, suspend, disqualify, fine, discipline or retain that Member or Affiliated Association as a Member or Affiliated Association or impose such other conditions or requirements as the Board considers appropriate.

10. REGISTER OF MEMBERS

- 10.1 The Secretary of MWDBA shall keep and maintain a register of all Members in which shall be entered such information as required under the Act from time to time.
- 10.2 Having regard to confidentiality considerations, an extract of the register showing the name of the Affiliated Association or the Individual Member shall be available for inspection (but not copying) by Members upon a reasonable request.

11. EFFECT OF MEMBERSHIP

Members acknowledge and agree that:

- (a) this Constitution constitutes a contract between each of them and MWDBA and that they are bound by this Constitution and the By-laws;
- (b) they shall comply with and observe this Constitution and the By-Laws and any determination, resolution or policy which may be made or passed by the Board or any duly authorised committee;
- (c) by submitting to this Constitution and the By-laws they are subject to the jurisdiction of MWDBA;
- (d) this Constitution is made in pursuit of a common object, namely the mutual and collective benefit of MWDBA, the Members and the sport of Baseball in the District;
- (e) this Constitution and By-laws are necessary and reasonable for promoting the objects of MWDBA and particularly the advancement and protection of the sport of Baseball in the District; and
- (f) they are entitled to all benefits, advantages, privileges and services of membership of MWDBA.

12. DISCONTINUANCE OF MEMBERSHIP

12.1. Notice of Resignation

Subject to this Constitution, any Member which has paid all moneys due and payable to MWDBA and has no other liability (contingent or otherwise) to MWDBA may resign from MWDBA by giving one (1) month's notice in writing to MWDBA of such intention to withdraw or resign and upon the expiration of that period of notice, the Member shall cease to be a Member. A Life Member of MWDBA may resign by notice in writing with immediate effect.

12.2. Expiration of Notice Period

Subject to Rule 12.5, upon the expiration of any notice period applicable under Rule 12.1, an entry recording the date on which the Member who or which gave notice ceased to be Member shall be recorded in the register.

12.3. Forfeiture of Rights

A Member who or which ceases to be a Member, for whatever reason, shall forfeit all right in and claim upon MWDBA and its property including Intellectual Property. Any MWDBA documents, records or other property in the possession, custody or control of that Member shall be returned to MWDBA immediately.

12.4. Membership may be Reinstated

Membership which has lapsed, been withdrawn or terminated under this Constitution may be reinstated at the discretion of the Board, on application in accordance with this Constitution and otherwise on such conditions as it sees fit.

12.5. Cessation of Membership

Where an Affiliated Association ceases to be a Member in accordance with this Constitution or the Act, the Individual Members of that Affiliated Association may cease or remain Members to the extent (if any) and for such time (if any) as is determined at the sole discretion of the Board.

13. DISCIPLINING OF MEMBERS

13.1. Disciplinary Action

Where the Board is advised or considers that a Member has allegedly:

- (a) breached, failed, refused or neglected to comply with the provision of this Constitution, the By-laws or any resolution or determination of the Board or any duly authorised committee; or
- (b) acted in a manner unbecoming of a Member or prejudicial to the objects and interests of MWDBA and/or the sport of Baseball; or
- (c) brought MWDBA or the sport of Baseball into disrepute; or
- (d) the Board is advised that there has been a breach of any competition rules created by the Board or any of its sub-committees or Competition Committees or the official rules of Baseball;

the Board may commence or cause to be commenced disciplinary proceedings against that Member, and that Member will be subject to, and submits unreservedly to the jurisdiction, procedures, penalties and appeal mechanisms (if any) of MWDBA set out in the By-laws.

13.2. Right of Appeal

A Member disciplined by MWDBA in accordance with Rule 13.1 shall have a right of appeal which shall be exercised in accordance with the By-laws.

PART IV - GENERAL MEETINGS

14. GENERAL MEETINGS

- 14.1 An Annual General Meeting of MWDBA shall be held in accordance with the provisions of the Act and this Constitution and on a date and at a venue to be determined by the Board.
- 14.2 All General Meetings, other than the Annual General Meeting shall be Special General Meetings and shall be held in accordance with this Constitution.

15. NOTICE OF GENERAL MEETINGS

15.1. Notice of General Meetings

- (a) Notice of every General Meeting shall be given to the Members at the address appearing in the register kept by MWDBA. No other person shall be entitled, as of right to receive notices of General Meetings.
- (b) Notice of General Meetings shall be given at least twenty-one (21) days prior to the General Meeting and shall specify the place, day and hour of the General Meeting.
- (c) The agenda for the General Meeting stating the business to be transacted at the General Meeting shall be given at least seven (7) days prior to the General Meeting together with any notice of motion received from the Affiliated Associations.
- (d) Notice of General Meetings may be forwarded by email to the Members or posted on the approved website of MWDBA.

15.2. Entitlement to Attend General Meetings

Notwithstanding any other rule, no Member shall be represented at, or take part in a General Meeting, unless all moneys then due and payable to MWDBA are paid.

16. BUSINESS

16.1. Business of General Meetings

- (a) The business to be transacted at the Annual General Meeting includes the consideration of accounts, reports of the Board (including in relation to the activities of MWDBA during the past proceeding financial year) and auditors and the election of the Board, Life Members or other elected positions.
- (b) All business that this transacted at a General Meeting and also all that is transacted at the Annual General Meeting, with the exception of those matters set out in Rules 16.1(a) shall be special business. 'Special business' is business of which a notice of motion has been submitted in accordance with Rule 18.

16.2. Business Transacted

No business other than that stated in the notice shall be transacted at the meeting.

17. NOTICES OF MOTION

All notices of motion for inclusion as special business at a General Meeting must be submitted in writing in the required form to the Secretary of MWDBA not less than fourteen (14) days (excluding receiving date and meeting date) prior to the General Meeting.

18. SPECIAL GENERAL MEETINGS.

18.1. Special General Meetings May be Held

The Board may, whenever it thinks fit, convene a Special General Meeting of MWDBA, and where, but for this rule, more than fifteen (15) months would elapse between Annual General Meetings, shall convene a Special General Meeting before the expiration of that period

18.2. Requisition of Special General Meetings

- (a) The Board shall, on requisition in writing of at least 10 Members, convene a Special General Meeting.
- (b) The requisition for a Special General Meeting shall state the object(s) of the meeting, shall be signed by the Members making the requisition and be sent to MWDBA. The requisition may consist of several documents in a like form, each signed by one or more of the Members making the requisition.
- (c) If the Board does not cause a Special General Meeting to be held within three (3) months after the date on which the requisition is sent to MWDBA, the Members making the requisition or any of them, may convene a Special General Meeting to be held not later than three (3) months after that date.
- (d) A Special General Meeting convened by a Member under this Constitution shall be convened in the same manner, or as nearly as possible as that, in which meetings are convened by the Board.

19. PROCEEDINGS AT GENERAL MEETINGS

19.1. Quorum

No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum for General Meetings of MWDBA shall be 30 Members.

19.2. President to Preside

The President shall, subject to this Constitution, preside as Chair at every General Meeting of MWDBA. If the President is not present, or is unwilling or unable to preside, the Secretary shall preside as Chair for that meeting only.

19.3. Adjournment of Meeting

- (a) If, within half an hour from the time appointed for the General Meeting a quorum is not present the meeting shall be adjourned to such other day and at such other time and place

as the Chair may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.

- (b) The Chair may, with the consent of any General Meeting at which a quorum is present, and shall, if so directed by the General Meeting, adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (c) When a General Meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (d) Except as provided in Rule 19.3(c) it shall not be necessary to give any notice of an adjournment or the business to be transacted at any adjourned meeting.

19.4. Voting Procedure

At any General Meeting a resolution put to the vote of the meeting shall be decided by the show of hands, unless otherwise provided for in this Constitution, and unless a poll is (before or on the declaration of the result of the show of hands) demanded:

- (a) by the Chair; or
- (b) by the majority of the Members present.

19.5. Recording of Determinations

Unless a poll is demanded under Rule 19.4, a declaration by the Chair that a resolution has, on the show of hands, been carried or carried unanimously or by a particular majority or lost an entry to that effect in the book containing the minutes of the proceedings of MWDBA shall be conclusive evidence of the fact without proof of the number of the votes recorded in favour of or against the resolution.

19.6. Where Poll Demanded

If a poll is duly demanded under Rule 19.4, it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chair directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded.

19.7. Resolutions at General Meetings

Except where a special resolution is required, all questions at General Meetings shall be determined by the majority of votes (as set out in Rule 20). Except as otherwise provided in this Constitution, in the case of an equality of votes on a question at a General Meeting, the Chair is entitled to a casting vote.

19.8. Minutes

The Secretary shall keep minutes of the resolutions and proceedings of each General Meeting in books provided for that purpose, together with a record of the names of persons present at all meetings.

20. VOTING AT GENERAL MEETINGS

Each Voting Representative in attendance shall be entitled to one vote at General Meetings.

PART V - THE BOARD

21. EXISTING BOARD

Upon approval of this Constitution under the Act, the Initial MWDBA Board shall hold the office as herein designated as part of the Executive or as a Director on the Board as set out in Rule 22 until the next Annual General meeting following the approval for this Constitution, provided the qualification for holding the office of Director as set out in Rule 22 is met. At the next Annual General Meeting following the approval of this Constitution, all 9 Directors shall retire and there will be an election in accordance with this Constitution. Each of the retiring Directors shall be eligible for re-election.

22. POWERS OF THE BOARD

Subject to the Act and this Constitution, the business of MWDBA shall be managed, and the powers of MWDBA shall be exercised, by the Board. In particular, the Board as the controlling authority of MWDBA shall be responsible for acting on all issues in accordance with the objects of MWDBA and shall operate to the collective and mutual benefit of MWDBA and the sport of Baseball throughout the District and shall:

- (a) administer the Sport of Baseball in the District in accordance with the objects of MWDBA;
- (b) determine the major strategic directions of MWDBA within the guidelines and principles established by NSWBL and the ABF;
- (c) review MWDBA's performance in achieving its predetermined aims, objectives and policies and the policies of NSWBL and the ABF; and
- (d) manage its responsibilities to the players in the District that play Baseball, the coaches, officials and volunteers participating in the sport of Baseball.

23. COMPOSITION OF THE BOARD

23.1. Board Composition

The Board shall comprise of a President, Secretary and Treasurer, and 6 other elected Directors. No more than 2 Directors shall have the Special Qualification with respect to each Competition Committee, which has been created by the Board and is in existence as at the General Meeting.

23.2. Executive

The position of President shall not be appointed by the Board after the appointment of office bearers at a General Meeting. The position of President, Secretary and Treasurer are separate, specific positions for which candidates nominate and shall be elected at General Meetings in accordance with this Constitution.

23.3. Election of the Executive and Directors

- (a) The Secretary shall call for nominations for the elected positions of President, Secretary, Treasurer and Director by forwarding notice in writing to the Members at least 21 days before the date of the Annual General Meeting. Such notice may be forwarded by email or posted on the approved website of MWDBA.
- (b) Nominations for the positions on the Executive and of Director must be:
 - (i) in writing;
 - (ii) in a form approved by MWDBA;
 - (iii) signed by the Member;
 - (iv) if the nomination is for a position on the Executive, identify the position on the Executive the nominee is nominating for, however each nomination may be for more than one position, provided that such nominee cannot hold more than one position on the Executive or the Board;
 - (v) certified and proposed by a person over the age of 18 years (who must be a Member) expressing his or support for the nominee for election to the Board, and
 - (vi) nominate the nominee's Special Qualifications for the nominee's candidature as a Member of the Executive or a Director on the Board.
- (c) Nominations must be received by the Secretary at least fourteen (14) days prior to the Annual General Meeting.
- (d) If the number of qualifying nominations for each of the positions on the Executive are one (1) only, then that person shall be elected unopposed. If the number of nominations for each position is more than one (1), then a ballot shall be taken in such usual and proper manner as the Chair of the Annual General Meeting directs to elect the person to hold the particular office nominated for. In the event of a tied vote a secret ballot shall be called for by the Chairman and each Member shall again cast their votes, indicating, in order of preference, all the nominated candidates. If the number of primary votes for each candidate receiving the first preference is still tied, then the successful candidate shall be the one who receives the greatest number of second preferences. If the vote is still tied after the counting of the second preferences, then each of the other preferences shall be counted until there is a clear winner.
- (e) If the number of nominations for each of the positions on the Board as Director equal the number of positions with the Special Qualification, then these nominees shall be elected unopposed. If the number of nominations for each position with the Special Qualification exceeds the number of positions, then a ballot shall be taken in such usual and proper manner as the Chair of the Annual General Meeting directs to elect the person to hold the office of Director. In the event of a tied vote a secret ballot shall be called for by the Chairman and each of the Members shall again cast their votes, indicating in order of preference all the nominated candidates for that Special Qualification. If the number of primary votes for each candidate receiving the first preference is still tied, then the successful candidate shall be the one who receives the greatest number of second

preferences. If the vote is still tied after the counting of the second preferences, then each of the other preferences shall be counted until there is a clear winner.

23.4. Term of Appointment

Members of the Board shall be elected in accordance with this Constitution for a term of one (1) year which shall commence from the conclusion of the Annual General Meeting at which the election occurred until the conclusion of the second Annual General Meeting following.

24. VACANCIES ON THE BOARD

24.1. Grounds for Termination of Board Member

In addition to the circumstances (if any) in which the office of Director becomes vacant by virtue of the Act, the office of Director becomes vacant if the Director:

- (a) dies;
- (b) becomes a bankrupt or makes any arrangement or composition with his creditors generally;
- (c) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (d) resigns his office in writing to MWDBA;
- (e) is absent without the consent of the Board from two consecutive meetings of the Board;
- (f) holds any office of employment of MWDBA;
- (g) without the prior consent or later ratification of the Members in General Meetings holds any office of profit under MWDBA;
- (h) is directly or indirectly interested in any contract or proposed contract with MWDBA and fails to declare the nature of his interest;
- (i) is removed from office by special resolution under Rule 24.2; or
- (j) would otherwise be prohibited from being a director of a corporation under the Corporations Act or is disqualified from office under the Act.

24.2. Removal of Director

- (a) MWDBA, in a General Meeting may, by special resolution remove any Director, before the expiration of their term of office. The position of Director so removed thereby becomes vacant and shall be filled in accordance with the procedures set out in Rule 24.3.
- (b) Where the Director to whom a proposed resolution referred to in Rule 24.2(a) makes representations in writing to the Secretary and requests that such representations be notified to the Members, the Secretary shall send a copy of the representations to each Member a reasonable period of time prior to the date of the General Meeting.

24.3. Casual Vacancies

A vacancy in a position of a Director shall be filled by the remaining Directors until the next Annual General Meeting of MWDBA. If the term of the Director has not expired, a Member shall fill the vacancy for the remainder of the Director's term.

24.4. Remaining Directors May Act

In the event of a casual vacancy or vacancies in the office of Director, the remaining Directors may act but, if the number of remaining Directors is not sufficient to constitute a quorum at a meeting of the Board, they may act only for the purpose of increasing the number of Directors to a number sufficient to constitute a quorum.

25. MEETINGS OF THE BOARD

25.1. The Board to Meet

The Board shall meet as often as is deemed necessary in every calendar year for the dispatch of business (but on at least six (6) occasions) and may adjourn, and subject to this Constitution otherwise regulate its meetings as it thinks fit. The Secretary shall, on the requisition of two (2) Directors, convene a meeting of the Board within a reasonable time.

25.2. Decisions of the Board

Subject to this Constitution, questions arising at any meeting of the Board shall be decided by a majority of votes and all questions so decided shall for all purposes be deemed a determination of the Board. All Directors shall have one (1) vote on any question. The President shall also have a casting vote where voting is equal.

25.3. Resolutions Not in Meeting

- (a) A resolution in writing, signed or assented by telegram, cablegram, radiogram, facsimile, telex, electronic mail or other form of visible or other electronic communication by all the Directors shall be as valid and effectual as if it had been passed at a meeting of the Directors duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more Directors.
- (b) Without limiting the power of the Board to regulate their meetings as they think fit. A meeting of the Board may be held where one or more of the Directors is not physically present at the meeting, provided that:
 - (i) all persons participating in the meeting are able to communicate with each other effectively, simultaneously and instantaneously, whether by means of telephone, video conferencing, skype or other form of communication;
 - (ii) notice of the meeting is given to all the Directors entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Board and such notice specifies that Directors are not required to be present in person;
 - (iii) in the event that a failure in communications prevents condition (i) from being satisfied by that number of Directors which constitutes a quorum, and none of such

Directors are present at the place where the meeting is deemed by virtue of the further provisions of this Rule to be held, then the meeting shall be suspended until condition (i) is satisfied again. If such condition is not satisfied within fifteen minutes of the interruption, the meeting shall be deemed to have terminated;

- (iv) any meeting held where one or more of the Directors is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a Director is there present, and if no Director is there present the meeting shall be deemed to be held at the place where the Chairman of the meeting is located.

25.4. Quorum

At meetings of the Board, the number of Directors whose presence (or participation under Rule 26.3) is required to constitute a quorum is six (6) Directors.

25.5. Notice of Board Meetings

Unless all Directors agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven (7) days oral or written notice of the meeting of the Board shall be given to each Director by the Secretary. The agenda shall be forwarded to each Director not less than three (3) days prior to such meeting.

25.6. Validity of Board Decisions

A procedural defect in decisions taken by the Board shall not result in such decision being invalidated.

25.7. Chair of Board Meeting

The President appointed under Rule 25.2 shall preside at every meeting of the Board. If the President is not present, or is unwilling or unable to preside, the Directors shall choose one of their number to preside as Chair for that meeting only.

25.8. The Secretary

The Secretary will record, during each meeting of the Board or the Executive, the minutes of that meeting and shall circulate to all Directors a copy of those minutes within seven (7) days of the conclusion of that meeting.

25.9. Sporting Union Delegates

At its first meeting after each Annual General Meeting the Board shall approve two (2) Sporting Union Delegates from each of the Competition Committees who shall attend all meetings of the Sporting Union as the representatives of that Competition Committee, and in discussions, debates and votes taken by the Sporting Union, the Sporting Union Delegates shall comply with the policies, directions and objects of the Board and MWDBA. Each appointment of a Sporting Union Delegate shall be for a period of 12 months only. Nothing in this clause shall prevent the same delegate being appointed for additional periods, whether immediately following the earlier appointment or otherwise.

26. CONFLICTS

26.1. Conflicts of Interest

A Director shall declare his or her interest in any:

- (a) contractual matter;
- (b) selection matter;
- (c) disciplinary matter; or
- (d) other financial matter;

in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Board, absent himself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the Director votes, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a Director to absent himself or herself from discussions and refrain from voting, the issue shall be immediately determined by vote of the Board, or if this is not possible, the matter shall be adjourned or deferred.

26.2. Disclosure of Interests

The nature of the interest of such Director must be declared by the Director at the meeting of the Board at which the contract or other matters is first taken into consideration if the interest which exists or in any other case at the first meeting of the Board after the acquisition of the interest. If a Director becomes interested in a contract or other matter after it is made or entered into, the declaration of the interest must be made at the first meeting of the Board held after the Director becomes so interested.

26.3. General Disclosure

A general notice that a Director is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under Rule 26.2 as regards to such Director and the said transaction. After such general notice, it is not necessary for such Director to give a special notice relating to any particular transaction with that firm or company.

26.4. Recording Disclosures

It is the duty of the Secretary to record in the minutes any declaration made or any general notice given by a Director in accordance with Rule 26.2 and 26.3.

PART VI - MISCELLANEOUS

27. DELEGATIONS

27.1. The Board may Delegate Functions to Committees

The Board may, by instrument in writing create, establish or appoint from among its own Members, the Individual Members or otherwise committees to carry out such duties and functions and having

such powers, as the Board determines, including but not limited to, the appointment of the Competition Committee.

27.2. Delegation by Instrument

The Board may, in the establishing instrument delegate such functions as are specified in the instrument other than:

- (a) the power of delegation; or
- (b) a function imposed on the Board by the Act or any other law, or this Constitution.

27.3. Delegated Function in Accordance with Terms.

A function, the exercise of which has been delegated under this Rule, may whilst the delegation remains unrevoked, be exercised from time to time in accordance with the terms of the delegation.

27.4. Procedure of Delegated Entity

- (a) The procedures for any committee established shall, with any necessary or incidental amendment, be the same as that applicable to meetings of the Board under Rule 24. A quorum shall be determined by the committee but shall be no less than the majority of the total number of committee members.
- (b) Within seven (7) days of any meeting of any committee the committee shall send a copy of the minutes and any supporting documents to the Secretary.

27.5. Delegation may be Confidential

A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function or at the time or circumstances as may be specified in the delegation.

27.6. Revocation of Delegation

The Board may, by instrument in writing, revoke wholly or in part any delegation made under this Rule and may amend, repeal or veto any decision made by such committee, where such decision is contrary to its Constitution, the By-laws, the Act, the Objects of MWDBA or the committee's delegation.

28. BY-LAWS

28.1. Board to Formulate By-laws

The Board may (by itself or by delegation to a committee) formulate, approve, issue, adopt, interpret and amend such By-laws, Regulations and Policies ("By-laws") for the proper advancement, management and administration of MWDBA, the advancement of the Objects of MWDBA and the sport of Baseball as it thinks necessary or desirable. Such By-laws must be consistent with this Constitution.

28.2. By-laws Binding

All By-laws made under this Rule shall be binding on MWDBA and its Members.

28.3. By-laws Deemed Applicable

All By-laws, Regulations and Policies of MWDBA in force at the date of the approval of this Constitution under the Act insofar as such By-laws, Regulations and Policies are not inconsistent with, or have been replaced by this Constitution, shall be deemed to be By-laws under this Rule.

28.4. Notices Binding on Members

Amendments, alterations, interpretations or other changes to By-laws shall be advised to Members by means of notices approved by MWDBA and prepared and issued by the Secretary. Notices are binding upon all Members, and may be issued by email or posted on the approved website of MWDBA.

29. RECORDS AND ACCOUNTS

29.1. Treasurer to Keep Records

The Treasurer shall establish and maintain proper records and minutes concerning all transactions, businesses, meetings and dealings of MWDBA and the Board and shall produce these as appropriate at each Board Meeting or General Meeting.

29.2. Inspection of Records

Subject to privacy and commercial considerations, the Board may in its discretion, make the records, books and other documents of MWDBA available for inspection (but not copying) by a Member at any reasonable hour. The Board may impose reasonable charges in relation to such inspection.

29.3. Records Kept in Accordance with the Act

Proper accounting and other records shall be kept in accordance with the Act, generally accepted accounting principals and/or any applicable Code of Conduct. The books of account shall be kept in the care and control of the Treasurer or Public Officer.

29.4. MWDBA to Retain Records

MWDBA shall retain such records for seven (7) years after the completion of the transaction or operations to which they relate.

29.5. Board to Submit Accounts

The Board shall submit to the Annual General Meeting the accounts of MWDBA in accordance with the Act.

29.6. Negotiable Instruments

All cheques, promissory notes, bankers drafts, bills of exchange and other negotiable instruments shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be, by two (2) persons appointed in writing by the Board and all receipts for money paid to MWDBA shall be signed, drawn accepted, endorsed or otherwise executed, as the case may be, by one (1) person appointed in writing by the Board.

30. NOTICE

30.1. Manner of Notice

- (a) Notices may be given by the Secretary to any Member by sending the notice by post or facsimile transmission, or where available, by electronic mail, to the Members registered address, facsimile number or electronic mail address. Any notice posted on the approved MWDBA website shall be deemed to have been given to all Members the day following its posting.
- (b) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing and posting the notice. Service of the notice is deemed to have been effected two (2) days after posting.
- (c) Where a notice is sent by facsimile transmission, service of the notice shall be deemed to be effected upon receipt of a confirmation report confirming the facsimile was sent to or received at the facsimile number to which it was sent.
- (d) Where a notice is sent by electronic mail, service of notice shall be deemed to be effected upon receipt of a confirmation report confirming the electronic mail message was received at the electronic mail address to which it was sent.

30.2. Notice of General Meeting

Notice of every General Meeting shall be given in the manner authorised and to the persons entitled to receive notice under this Constitution

31. SEAL

31.1. Safe Custody of Seal

The Secretary shall provide for safe custody of the seal.

31.2. Affixing the Seal

The seal shall only be used by authority of the Board and every document to which the seal is affixed shall be signed by two (2) Members of the Board or a Director and the Secretary.

32.3 Director's Interest

A Director may not sign a document to which the seal of MWDBA is affixed where the Director is interested in the contract or the arrangement to which the document relates.

32. ALTERATION OF CONSTITUTION

- (a) this Constitution shall not be altered except by special resolution.
- (b) in addition there shall be no alteration or amendment to rules without the consent of the relevant minister or other authority under the Act.

33. INDEMNITY

33.1. Directors to be indemnified

Every Director, auditor, employee or agent of MWDBA shall be indemnified to the extent provided under the Directors and Officers Insurance Policy of MWDBA (if any) against any liability incurred by him /her in his/her capacity as Director, auditor, manager, employee or agent in defending any proceedings, whether civil or criminal in which judgment is given in his/her favour or in which he/she is acquitted or in connection with any application in relation to any such proceedings in which relief is, under the Act, granted to him/her by the court.

33.2. MWDBA to Indemnify

MWDBA shall indemnify its Directors and employees to the extent provided under the Directors and Officers Insurance Policy of MWDBA (if any) against all damages and costs (including legal costs) for which any such Director or employee may be or become liable to any third party in consequence of any act or omission except wilful misconduct:

- (a) In the case when a Director performed or made whilst acting on behalf of and with the authority, expressed or implied of MWDBA; and
- (b) In the case when an employee performed or made in the course of, and within the scope of his/her employment by MWDBA.

34. WINDING UP

34.1. Winding Up of MWDBA

Subject to this Rule MWDBA may be wound up in accordance with the provisions of the Act.

34.2. Liability of Members

The liability of Members of MWDBA is limited.

34.3. Members Contribution

Every Member of MWDBA undertakes to contribute to the assets of MWDBA in the event of it being wound up while a Member or within one year of ceasing to be a Member for payment of the debts and liabilities of MWDBA contracted before the time at which he or she ceases to be a member and the costs, charges and expenses of winding up and for adjustment of the rights and contributors among themselves. Such amount as may be required not exceeding \$1.00.

34.4. Distribution of Property on Winding Up

If upon winding up or dissolution of MWDBA there remains, after satisfaction of all its debts and liabilities, any assets or property, the same shall not be paid to or distributed amongst the Members of MWDBA but shall be given or transferred to some body or bodies having objects similar to the objects of MWDBA and which prohibits the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on MWDBA by this Constitution and which is also not carried on for profit and which is similarly exempt (or entitled to be exempt) from income tax. Such body or bodies to be determined by the Members of MWDBA at or before

the time of dissolution, and in default thereof by such judge of the relevant Supreme Court or such other court as may have or acquire jurisdiction in the matter.

35. AUTHORITY TO TRADE

MWDBA is authorised to trade in accordance with the Act.

36. SOURCE OF FUNDS

The funds of MWDBA may be derived from annual membership subscriptions fees and levies payable by Members, donations, grants, sponsorships and such other sources as the Board determines.

37. APPLICATION OF INCOME

37.1. Income and Property Applied to Objects

Any income and property of MWDBA shall be applied solely towards the promotion of the Objects of MWDBA as set out in this Constitution.

37.2. No Income to Members except those Prescribed in this Constitution

- (a) No portion of the income or property of MWDBA shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise to any Member.
- (b) No remuneration or other benefit in money or money's worth shall be paid or given by MWDBA to any Member who holds any office of MWDBA.

37.3. Payments in Good Faith

Nothing contained in 37.2 in Rule 37 shall prevent payment in good faith of or to any Member for:

- (a) Any services actually rendered to MWDBA whether as an employee or otherwise;
- (b) goods supplied to MWDBA in the ordinary or usual course of the operation;
- (c) interest on money borrowed from any Member
- (d) rent for premises demised or let by any Member to MWDBA;
- (e) any out of pocket expenses incurred by the Member on behalf of MWDBA, or
- (f) any other reason

provided that such payment shall not exceed the amount ordinarily payable between ordinary commercial parties dealing at arms length in a similar transaction.