



MWDBA Junior Representative Standing Committee Charter

Purpose

The Manly Warringah District Baseball Association (MWDBA) Junior Representative Standing Committee (the **Committee**) is appointed by the Board of MWDBA (the **Board**) and assists the Board in fulfilling its oversight responsibilities relating to:

- Junior Representative Team Operations

The duties and responsibilities of the Committee are set out in **Appendix A**. The existence of the Committee does not imply the fragmentation or diminution of the role of the Board.

Authority

The Board has authorised the Committee, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board;

Membership

The Committee shall comprise at least three, and not more than five, members. The Board, will appoint Committee members and the Committee Chairperson. At least one member of the Committee Shall be a current board member and the Junior Representative Head Coach should be a committee member.

Chairperson

The Board shall appoint one of the Committee members to be the Committee Chairperson. The Committee Chairperson shall chair the meetings of the Committee and set its agendas.

Should the Committee Chairperson be absent from a meeting, the Committee Members present must appoint a Chairperson for that particular meeting.

Meetings

The Committee should meet at least 6 times per year and participants may attend by video conference and/or teleconference. The Committee Chairperson or any Committee Member may call a meeting of the Committee. Committee Members shall declare any conflict of interest before the commencement of each meeting.



Meeting Attendance

Any person may be invited by the Committee Chairperson to attend meetings of the Committee, but not necessarily for the full duration of the meeting. Invitees may take part in the business of, and discussions at, the meeting but have no voting rights. A standing invitation shall be issued to the Chair of the Board.

Quorum and Voting

A quorum must consist of more than half of the members of the Committee.

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of members present. The Committee Chairperson shall not have a second or casting vote.

Minutes

A Committee delegate must prepare the minutes of the Committee within seven (7) working days. After the Committee Chairperson has given preliminary approval, the draft minutes are circulated to all Committee members. The minutes must be ratified at the next Committee meeting.

Conflicts of Interest

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.

Reviews

The Committee will review at least annually this Committee charter and recommend to the Board for approval any appropriate amendments.

Reporting

The Committee will provide minutes to the board subsequent to each Committee meeting and the Chairperson will be invited to attend board meetings.



Appendix A – Duties and Responsibilities

In assisting the Board in fulfilling their responsibilities, the duties of the Committee are to:

1.1. Appoint a Junior Representative Head Coach

- Advertise for and interview candidates for the position of Junior Representative Head Coach
- Present the preferred candidate to the Board for approval

1.2. Set a Representative Program calendar

- The initial calendar to be set for 18 months. Then, every January the calendar is to be set for the next 18 months.
- Determine which tournaments and competitions that MWDBA will enter and take to the RSA board for approval.
- Advise the secretary of the Board of the calendar for inclusion in the MWDBA calendar

1.3. Recruit and appoint team staff members

- Advertise, interview, and appoint suitably qualified coaches and managers
- Appoint a suitably qualified selection panel for the selection of coaching staff.

1.4. Facilitate player registrations

- Advertise player registration opportunities
- Collate and distribute in readiness for selection trials

1.4 Implement selection trials

- Appoint and manage selectors in consultation with the Head Coach Junior Representative Program
- Work with the Head Coach Junior Representative Program to set trial guidelines and associated selection criteria and paperwork

1.5 Oversee Representative Apparel and Equipment

- Maintain the uniform and merchandise ordering portal
- Order uniform, merchandise and equipment items as needed
- Allocate and deliver uniform and merchandise items to participants
- Arrange for storage of excess stock and team equipment where necessary



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1.6 Manage financial aspects of the Representative Program

- Determine an annual budget and set fees and costs for uniform, merchandise, and the program in consultation with the Treasurer of the Board
- Send Tax Invoices to participants
- Follow up on outstanding payments

1.7 General administrative requirements

- Complete tournament and competition entry requirements
- Liaise and communicate with parents as necessary
- Liaise and communicate with staff as necessary
- Conduct training for managers
- Book and arrange all travel requirements for teams that qualify for National Championships or who attend tournaments that require overnight stays