



## MWDBA Junior Competition Committee Charter

### Purpose

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

- League and competition operations for local 16 years and under competitions

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 of one delegate from each affiliated Junior Club and an executive group of no more than three.

### Executive Group

The Committee shall establish a 3-person Executive Group consisting of a Chairperson, Secretary and Competition Coordinator.

Each member of the Executive Group must be a member of an affiliated club and each position must be filled by a member from a different club. An Executive Group member may not also act as a club delegate.



### **Annual Election Meeting**

The Committee shall advertise and conduct an Annual Election Meeting in May of each year. The purpose of the Annual Election Meeting is to determine the members of the Executive Group for the next year.

The secretary is to notify all affiliated clubs of the following at least 14 days prior to the Annual Election Meeting:

- The date, time and venue of the Annual Election Meeting
- The purpose of the Annual Election Meeting
- The requirement for nominations for the three Executive Group positions to be received by the secretary in writing prior to the commencement of the meeting
- The requirement for nominees to be a member of an affiliated club

Where there is only one nomination for an Executive Group position that person shall be elected unopposed. If there is more than one nomination for an Executive Group position, Club Delegates will be asked to vote for a nominee. In the event of a tie in voting, the Chair of the MWDBA Board will provide the casting vote.

### **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.



### **Decision Making**

Matters will be decided by consensus, or if consensus is not achievable, then by a majority of votes of the Executive Group. The President shall have a second or casting vote if necessary.

Matters may be decided in person at meetings or by electronic mail where it is necessary to make operational decisions in a timely manner between meetings.

### **Minutes**

The secretary must prepare the minutes of the Committee Meeting 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.

## **Appendix A – Duties and Responsibilities**

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

- 1.1. *Annually appoint an Executive Group to lead the JCC*
  - Advertise and conduct an Annual Election Meeting in May of each Year in line with the parameters set out in this Charter
- 1.2. *Establish and conduct local competitions for junior baseball players aged 5 through to 16*



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- Determine suitable competition structures in line with the contemporary needs of the local population and affiliated clubs
  - Advise the MWDBA Board of annual field usage requirements
  - Determine and publish competition playing days and dates
  - Develop and publish competition draws and results information
- 1.3. *Establish and monitor the implementation and enforcement of rules for the competitions it conducts*
- Publish an annual set of competition rules prior to the commencement of any playing season
  - Manage breaches of the competition rules or codes of conduct and enforce appropriate penalties in line with MWDBA, Baseball NSW (BNSW) or Baseball Australia (BA) policies and or procedures
- 1.4. *Establish, implement and review any required or best practice policies including but not limited to Codes of Conduct and Member and Child Protection protocols*
- Liaise with the Board to determine any specific policies that are directly related to the JCC and review and update those policies on an annual basis.
  - Ensure that policies are published in a suitable section of the MWDBA Junior website.
- 1.5. *Submit an annual budget for competition operations to the Board*
- Determine all of the associated running costs and expenditure associated with all junior competitions
  - Prepare and submit to the Board for approval an annual budget in the format approved by the Board
  - Once the annual operating and capital expenditure budgets have been approved, operate within the parameters of said budgets and do not commit the association to any expenditure outside of that budget without Board approval.
  - Recommend to the Board the annual levy to be charged to all junior players
- 1.6. *Review and develop strategies designed to increase junior playing numbers throughout the Association*



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- 1.7. *Represent the interests of MWDBA members and Junior Baseball generally in any appropriate forum conducted by Baseball NSW, including but not limited to the BNSW Junior Standing Committee.*
- Nominate a committee member to attend BNSW Junior Standing Committee meetings
  - Provide a report to the JCC including information relevant to JCC operations