



MWDBA Junior Representative Standing Committee Charter

Purpose

The Manly Warringah District Baseball Association (MWDBA) Junior Representative Standing Committee (the **Committee**) is appointed by the MWDBA Board (the **Board**).

The Committee is responsible for the management of the MWDBA Junior Representative Program.

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 authorises the Committee, within the scope of their duties and responsibilities set out in this charter to perform the activities required to fulfill its responsibilities and make any recommendations to the Board to enhance the operation of the program.:

Membership

The Committee shall be comprised of at least three, and not more than six, member roles being:

- Representative Coordinator (who will assume the role of Chairperson of the Committee)
- Treasurer (who will be appropriately qualified to perform the role).
- Secretary
- Uniform and Equipment Officer
- Social Media Officer, and
- Representative Program Head Coach.

The Board will call for nominations, in writing, for the Committee positions to be received by a date to be fixed by the Board. All applications will be considered and suitable persons will be appointed to the Committee roles. The decisions of the Board shall be final, and no correspondence will be entered into.

Should no suitable candidate to found for the Representative Coordinator, Treasurer and Head Coach, the Board will continue the recruitment process to fill these positions.

The roles of Secretary, Uniform and Equipment Officer and Social Media Officer may be occupied by a single candidate.

At least one member of the Committee shall be a current Board member.



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 meeting. This appointed chairperson is to be recorded in the minutes of that 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

The Committee Chairperson may invite any person 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 Chairperson 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 have a second or casting vote.

Minutes

The Secretary must prepare the minutes of the Committee meetings to be circulated to all Committee members for verification, after which they are to be forwarded, via email, to the Board Secretary. This is to occur within seven (7) working days of the 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.



Complaints Management

Immediately notify the Board Secretary in writing any complaint made by a player, parent, coach, official of any other person associated or affiliated with the Representative Program, regardless of whether the complaint was made verbally or in writing.

The notification is to include the identities of all the people involved and the circumstances of the complaint.

Reviews

The Committee will conduct a review of the Representative Program at the completion of each participation period, following the completion of play in all tournaments.

The review will include consultation with the “Parent” groups, team officials and any other relevant stakeholders.

The review is to cover:

- Training programs
- Duration of the program’s participation period
- Cost
- Any other relevant subject

The consultation will take the form of open questions via email or a suitable survey platform.

The review is to be completed within one month of the completion of the participation period. The report is to be forwarded to the Board within 14 days of the completion of the review. The report is to be retained on the MWDBA “cloud” drive.

Reporting

The Committee Chairperson (or their nominated representative) has an open invitation to attend Board meetings.

The Board may also invite the Chairperson or another member of the Committee to attend a Board meeting to address a specific matter.



Appendix A – Duties and Responsibilities

1. The duties of the Committee are to:

1.1. Set a Representative Program calendar.

- Set a Representative Program calendar by a date to be determined in consultation with the Board and other sub-committees.
- Determine which tournaments and/or competitions that Representative Program will participate in and submit those proposals to the Board for approval.
- Advise the secretary of the Board of the calendar for inclusion in the MWDBA calendar and social media platforms.

1.2. Recruit and appoint team staff members.

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

1.3. Facilitate player registrations.

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

1.5 Implement selection trials.

- Appoint and manage selectors in consultation with the Junior Representative Head Coach.
- Work with the Junior Representative Head Coach to set the trial schedule, methodology, selection criteria and documentation.
- The Secretary is to retain all trial documentation in scanned form and email to the Board Secretary for inclusion on the MWDBA “cloud” drive.



MWDBA

2. *Duties of the Representative Coordinator:*

- 2.1 *At the commencement of the MWDBA Junior Baseball Competition for the coming season liaise with the Junior Competition Committee and Club Committees to identify potential candidates for Representative Manager and Coach position.*
- 2.2 *Ensure those club coaches identified are compliant with accreditation standards and Little League International Rules and Policies at the commencement of the MWDBA Junior Competition for the coming season.*
- 2.3 *Assume the role of League Player Agent under the Little League International Rules.*
- 2.4 *Ensure the Representative Program is compliant with all Little League International, National and State requirements and the submission of all associated documentation.*
- 2.5 *Liaise with the Representative Head Coach, MWDBA, National, State and other junior associations to provide a comprehensive Representative Program.*
- 2.6 *Manage all tournaments requirements in liaison with stakeholders, including travel and accommodation requirements.*
- 2.7 *Manage the review of the Representative Program at the completion of each participation cycle.*

3. *Duties of the Treasurer:*

- 3.1 *Ensure the financial operation of the Representative Program is compliant with all statutory requirements.*
- 3.2 *Manage the billing and collection of all monies from Representative Program participants.*
- 3.3 *Liaise with the Board Treasurer as necessary to perform duties.*

4. *Duties of the Secretary*

- 4.1 *Manage the Agenda for Committee meetings in consultation with the Committee members.*
- 4.2 *Provide adequate and timely communication with all stakeholders of the Representative Program.*
- 4.3 *Liaise with the Board Secretary, nominated Board Marketing Representative and the Committee Social Media Officer to manage the communications.*



MWDDBA

5. *Duties of the Uniform and Equipment Officer*

5.1 *Maintain the uniform and merchandise ordering portal.*

5.2 *Order uniform, merchandise, and equipment items as needed.*

5.3 *Allocate and deliver uniform and merchandise items to participants.*

5.4 *Arrange for storage of excess stock and team equipment where necessary.*

6. *Duties of the Social Media Officer*

6.1 *Ensure that all social media content published is compliant with all statutory requirements.*

6.2 *Ensure that all social media content is appropriate and positively represents Manly Baseball.*

6.3 *Liaise with the Board Secretary, nominated Board Marketing Representative and the Committee Secretary to manage the communications.*

7. *Representative Program Head Coach*

7.1 *Produce a training program, in writing, in consultation with other MWDDBA stakeholders. The program is to satisfy the needs of all representative divisions. The consultations are to include the timings of the program and the facilities to be used.*

7.2 *Provide support and liaison to coaching groups of all divisions being participated in.*

7.3 *The Representative Program Head Coach can only be a member of a division/squad coaching group with the permission of the Board. The application must be in writing to the Secretary of the Board and outline the reasons for participation in the nominated division/squad coaching group.*