

FUNCTION OF A CHARTER COMMITTEE:

A Charter Committee:

- shall be considered a Sub-committee of Baseball WA.
- shall uphold both the spirit and wording of rules, regulations and policies established by Little League International, Baseball Australia and Baseball WA.
- shall be responsible for conducting all business as deemed necessary to ensure that all the charter's club teams are appropriately scheduled to play in competitions.
- shall be responsible for developing and putting into action plans for membership growth.
- shall be responsible for conducting all business as deemed necessary to have representative teams participate in LLI tournament pathways and other pathways created by and / or endorsed by Baseball WA.

MEMBERSHIP TO THE CHARTER COMMITTEE

Persons may become members of a Charter Committee in one of two ways:

1. Be appointed to the Charter Committee by a member club, or;
2. Be elected to an Executive Committee position

APPOINTMENT TO THE CHARTER COMMITTEE

Each member club shall nominate individuals to serve on the Charter Committee. The number of members from each club shall be as follows:

2 clubs in the charter - 4 persons each

3 clubs in the charter - 3 persons each

4 or more clubs in the charter - 2 persons each

ELECTION TO THE EXECUTIVE COMMITTEE

Members appointed to the Charter Committee by member clubs plus any other financial member of any member club may seek election to an Executive Committee position.

The Charter Committee shall determine the length of service for each Executive Committee position which shall be at least one year and no more than three years from the date of appointment. This shall be determined prior to the position being filled.

The Secretary shall ensure that any vacant Executive Committee position is advertised to all financial members of member clubs within 14 days of the vacancy. Nominations shall be received by the Secretary no later than 28 days from the advertisement.

Where more than one nomination is received for any vacant Executive Committee position, the successful nomination shall be determined by a vote of those Charter Committee members appointed by member clubs who shall be entitled to one vote each. The successful candidate shall be the person receiving the most votes. In the case of a tie, the Charter President shall cast the deciding vote (where the President's position is being voted on, the longest servicing Vice President shall cast the deciding vote - where the Vice Presidents have served for an equal time, the VP-Little League Operations shall take priority).

CONFLICTS OF INTEREST

All members, regardless of method of appointment to the Charter Committee, must consider positions they hold with member clubs or other organisations, and determine whether duties associated with such positions have the potential to place them in conflict with the overall interests of the Charter (ie club v charter).

In such cases, the member would be expected to make a choice between membership of the Charter Committee and the other positions held elsewhere.

CHARTER COMMITTEE VOTING

Where issues tabled at Charter Committee meetings require a decision to be made, and thus a vote is to be conducted, each person on the Charter Committee (both Executive and General) shall be entitled to one vote. Issues shall be deemed as carried if a vote of 50% plus one of the Charter Committee members present vote in favour of the issue.

Proxy votes shall not be accepted.

Should an issue be deemed sufficiently urgent by the Charter President that consideration and voting is done via email, such decisions shall be tabled and minuted by the Secretary at the next formal meeting of the Charter Committee.

Members must declare any conflict of interest they have with any issue being tabled and excuse themselves from any voting procedure.

CHARTER COMMITTEE MEETINGS

Charter Committees shall meet, at a minimum, once per month from August through the completion of commitments by all of its tournament teams.

Additional committee meetings may be held at the discretion of the Charter President.

The Charter President shall table and have endorsed a meeting schedule for the following 12 month period at the Charter Committee's August meeting annually.

REPORTING TO BASEBALL WA

The Charter Committee (through its President) shall at all times report to Baseball WA (through its District Administrator).

Baseball WA shall always reserve the right to:

- determine which clubs are members of which charter - ensuring LLI compliance requirements are adhered to.
- remove an Executive Committee member from his / her position if deemed necessary.
- veto a decision by the Charter Committee should it feel such decision is not in the interests of the sport.
- take any additional action that it feels is necessary to ensure that members, clubs and/or the sport are protected.

EXECUTIVE COMMITTEE

PRESIDENT

- Meet with clubs within the charter to collate and understand club strategic objectives.
- Use this data to create a charter development plan and table for charter committee approval.
- Develop selection protocols for tournament team coaches and players and table for charter committee approval.
- Chair all charter committee meetings.
- Create an annual charter committee meeting schedule
- Develop local charter by-laws (that do not compromise LLI or LLWA/BWA regulations & by-laws) and table for charter committee endorsement. Submit such to the LLWA Competitions Manager for approval.
- To ensure necessary policies are documented, approved by the charter committee and reviewed annually for relevance and compliance.
- To ensure all rules set by Little League International, Baseball WA and / or Baseball Australia are being fully complied with.

VICE PRESIDENT – LITTLE LEAGUE OPERATIONS

- Collate team nominations and club scheduling requirements.
- Prepare fixtures for Little League-Major and Little League-Minor and have approved by the charter committee.
- Liaise with equivalent person in other charters to ensure any necessary cross-charter fixture issues are taken care of.
- Receive dispensation requests relating to Little League-Major and Little League-Minor and table for charter committee approval.
- Develop, publish and implement timetables for all key operational issues relating to the charter's Little League tournament teams.
- To ensure all members of Little League tournament teams are compliant with Little League International, Baseball Australia and Baseball WA rules and make application (through the LLDA) for dispensation as needed.

VICE PRESIDENT – JUNIOR BASEBALL OPERATIONS (Intermediate, Junior, Senior & Big Leagues)

- Collate team nominations and club scheduling requirements.
- Prepare fixtures for Intermediate & Junior Leagues and have approved by the charter committee, inclusive of finals formats (ensuring such fixtures are closely aligned to Colts fixtures)
- Liaise with equivalent person in other charters to ensure any necessary cross-charter fixture issues are taken care of.
- Receive dispensation requests relating to all Junior Baseball age groups and table for charter committee approval.
- Develop, publish and implement timetables for all key operational issues relating to the charter's Junior Baseball aged tournament teams.
- To ensure all members of Junior Baseball aged tournament teams are compliant with Little League International, Baseball Australia and Baseball WA rules and make application (through the LLDA) for dispensation as needed.

TREASURER

- Develop a charter Finance Policy and seek charter committee approval.
- To receive all invoices for payment, table at charter committee meetings for approval and make such payment.
- To work with BWA's GM for usage of the BWA bank account to transact all charter financial affairs.
- To table a financial report at all charter committee meetings.
- To be responsible for submitting orders for uniforms and apparel through the required processes

SECRETARY

- Minute all charter committee meetings.
- Submit such minutes to LLDA within 14 days of the meeting taking place.
- Maintain the charter's website.
- To open and maintain a Post Office box.
- Prepare and email reports as needed to club delegates as way of communicating charter activities and relevant information – such as fixture changes, tournament team tryouts etc.
- To provide all fixtures including mid-season changes to LLWA's Operations Support Manager.

COACHING AND DEVELOPMENT MANAGER

- To work with the President on implementing the charter development plan.
- To work with the Vice Presidents on implementing charter tournament team selection protocols.
- To ensure the charter conducts a Level 0 umpire course by 30 November annually.
- To work with clubs on developing and implementing plans to increase the number of accredited coaches within the charter.
- To act as the charter's Technical Director (ie rules, regulations, compliance requirements).

TOURS MANAGER

- Co-ordinate, promote and handle all operations of Charter teams participating in BWA's overseas tours programs and pathways.
- To develop and implement a marketing and promotional plan to all charter members to maximise the number of tours the charter participates in.

GENERAL COMMITTEE

Any person appointed to the Charter Committee by a member club but not taking up an Executive Committee position shall be a General Committee member.

General Committee members may be allocated specific tasks outside the Executive Committee positions at the discretion of the Charter Committee.

Examples of other positions (non Executive) recommended by Little League International are as follows:

Safety Officer - The safety officer coordinates all safety activities including supervision of ASAP (A Safety Awareness Program), ensures safety in player training, ensures safe playing conditions, coordinates reporting and prevention of injuries, solicits suggestions for making conditions safer.

Information Officer - The information officer manages the league's official home page, ensures that league news and scores are updated on a regular basis, collects, posts and distributes important information on League activities including direct dissemination of fund-raising and sponsor activities to district, public, league members and media, serves as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and displays enthusiasm for using the Internet for league administration, for sharing information and for creating a more enjoyable and efficient Little League experience.

Sponsorship/Fundraising Manager -

- Solicits and secures local sponsorships to support league operations
- Collects and reviews sponsorship and fundraising opportunities
- Organizes and implements approved league fundraising activities
- Coordinates participation in fundraising activities
- Maintains records of monies secured through sponsorship and fundraising initiatives