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# NSW Women's Baseball League

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Policy & Procedures  
and Rules  
Sub-committee  
Terms of Reference

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Loc: BNSW Server

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Date: 8<sup>th</sup> March 2013

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A sub-committee operating under the Women's League Standing Committee (WLSC) was established at the WLSC meeting of February 2013 with the following brief:

1. To ascertain input from participating Clubs in the Sydney Women's League Competition and other bodies/persons with a view to drafting proposed amendments to the then current Policy and Procedures and the Competition Rules documents. This is an annual review which is to be completed by no later than the July WLSC meeting each year to enable implementation of approved amendments for the ensuing competition season.
2. To ascertain input from participating Clubs in the Junior All Girl's Series and other bodies/persons with a view to drafting proposed amendments to the then current Policy and Procedures and the Competition Rules documents. This is an annual review which is to be completed by no later than the July WLSC meeting each year to enable implementation of approved amendments for the ensuing competition season.
3. To ascertain input from participating organisations in the Girls Friendship Series and other bodies/persons with a view to drafting proposed amendments to the then current Policy and Procedures and the Competition Rules documents. This is an annual review which is to be completed by no later than eight weeks prior to the event each year.
4. To ascertain input from participating Teams in the NSW Women's Invitational Tournament and other bodies/persons with a view to drafting proposed amendments to the then current Policy and Procedures and the Competition Rules documents. This is an annual review which is to be completed by no later than the August WLSC meeting each year to enable implementation of approved amendments for the ensuing tournament.
5. The sub-committee is comprised of:
  - a player representative,
  - a coach representative,
  - a club representative,
  - an independent representative,
  - a minute secretary,
  - a chairperson as appointed by the WLSC.
6. Other special interest group representatives are to be invited for input including but not limited to:
  - a NSWBUA representative,
  - a NSWBSA representative,
  - a NSW Baseball Technical Committee representative,
  - the NSW Baseball Administration and or Board representative.
7. All recommendations and requests for change(s) requested are to be submitted in the approved format, i.e. on the Change Request Pro Forma available from the NSWWBBL web site.
8. All recommendations and requests for change(s) are to be collated and delivered to the WLSC for consideration and approval as necessary prior to the required date of each review.

9. The sub-committee may make recommendations attached to each Change Request for consideration by the WLSC but final approval for any change rests with the WLSC under their charter from NSW Baseball.
10. The sub-committee will engage all drafting processes associated with the review(s) and provide initial documentation to the WLSC for consideration and ratification after being given approval to proceed on an item by item basis by the WLSC.
11. The sub-committee will document and keep appropriate records of all meetings, interviews, input received, outgoing correspondence and conversations with all parties involved in the review process.
12. The sub-committee will provide a written progress report to each monthly and special meeting of the WLSC.

Review process document v1.1 of 8 March 2013.