



COMPETITION DEPARTMENT

TERMS OF REFERENCE – 23RD JUNE 2025

This document shall replace all preceding documents pertinent to Baseball WA and its Competition Departments.

PURPOSE AND OBJECTIVES

The Baseball WA Competition Department:

- Shall uphold both the spirit and wording of the relevant rules, regulations and policies established by Baseball WA, Baseball Australia, and Little League International.
- Shall work in collaboration with:
 - the Staff of Baseball WA,
 - the Baseball WA 'Little League WA' Charter Committees,
 - the WA Baseball Umpires Association,
 - WA Baseball Scorers & Statisticians Association, and
 - the affiliated clubs of Baseball WA.
- Shall be responsible for conducting all business as deemed necessary to ensure all competitions run in a fair and orderly manner.

APPOINTMENT & STRUCTURE

Clubs may nominate a person(s) to serve as a member on the Competition Department.

- The Competitions Department shall consist of at least five (5) voting members.
- The following entities shall hold advisory (non-voting) membership:
 - A member of the WA Baseball Umpires Association
 - A member of the WA Baseball Scorers and Statisticians Association
- Each member shall serve a two (2) year term and then have their position reviewed.

The Competitions Manager of Baseball WA may nominate person/s as they deemed appropriate.

All nominees will be ratified by the board of Baseball WA.

DUTIES & RESPONSIBILITIES

The Competitions Department will be responsible for administering the competitions of Baseball WA which will include, but is not limited to the following activities:

- Review and provide recommendations (including rule notes/case book/comments sections) of the Competition Regulations and Junior By-laws.
- Manage breaches of the Baseball WA Competition Regulations, Policies and By-laws.
- Create a program of fixtures and be responsible for all amendments and changes.
- Assist with grading as required to ensure a fair and balanced competition.
- Assist with the Baseball WA Awards Selection as per the Baseball WA Awards Policy.
- Attend and assist with the Baseball WA Season Launch, Baseball WA Awards Night, Baseball WA State League Gala Weekend, Baseball WA Finals Series.
- Other duties as required.

AUTHORITY

The Competitions Department, reporting directly to the Baseball WA Competitions Manager, is responsible for addressing any matters within its designated scope of roles and responsibilities. The Competition Committee is empowered to undertake all necessary actions to fulfill its duties.

However, the Competitions Department does not possess the authority to:

- Make decisions affecting Little League WA State Championships Tournaments or any High Performance Pathway and Development Programs.
- Make decisions that conflict with those made by the Board of Baseball WA.

CONFLICT OF INTERESTS

It is vital that where there is conflict of interests or even the potential for a conflict of interest, that members concerned need to immediately redact themselves from the issue and conversation. The minutes of the meeting need to reflect this redaction by the member.

MEMBER SKILLS AND EXPERIENCE

Members shall have diverse, complementary backgrounds and skill sets to undertake the duties required of the Competitions Department.

The following knowledge is required as a minimum:

- Experience in baseball as either a player, coach, umpire, scorer or in club administration.
- An understanding of how clubs operate within Baseball WA.
- Have networks within the wider baseball community.

MEETINGS

The Competitions Department will meet as often as is reasonably required. The Competitions Department may convene Department-only meetings, or all Club Delegate meetings.

RESIGNATION OR REMOVAL

A member of the Competitions Department may resign by giving written notice to the Baseball WA Competitions Manager.

Non-attendance of any member for two (2) consecutive meeting, shall be considered for removal by the Competitions Manager if that member has failed to attend meetings in absence of a satisfactory reason.

Any Competitions Department member may be removed from office at the discretion of the board of Baseball WA.

POLICIES & REGULATIONS

The Competitions Department will follow all policies as and where required. Competition Policies & Regulations will be reviewed at least annually.

REPORTING

The Competitions Department shall ensure that clubs receive a copy of any information relating to any outcomes or decisions that may be relevant.

DELEGATION OF ROLES

The Competitions Department is empowered to delegate authority to other qualified individuals as deemed appropriate. If the Baseball WA Competitions Manager is unable to perform their duties, all authority will be transferred to the CEO of Baseball WA and the Board of Management.