



BASEBALL WA

WA STATE BASEBALL LEAGUE (SBL)

COMPETITIONS DEPARTMENT - TERMS OF REFERENCE

INTRODUCTION

WA State Baseball League (SBL) Competitions Department objective is to administer the SBL Competition in partnership with the affiliated clubs of Baseball WA. This terms of reference sets out the roles, structure, responsibilities and the operations. The SBL Competitions Department is accountable to and reports directly to the Baseball WA Competitions Manager.

STRUCTURE AND COMPOSITION

The structure and composition has been determined as follows:

- The Competitions Department shall consist of at least five (5) and a maximum of seven (7) voting members.
- The following shall hold non-voting membership
 - A member of the WABUA
 - A member of the WABSSA
- Each elected member shall have a two (2) year term.
- At the conclusion of each SBL season, 50% of the elected members of the SBL must retire from office, but are eligible, on nomination, for re-election.

Once the SBL Competitions Department has been elected, at the first meeting, the following positions need to be determined:

PORTFOLIO	PERSON(S) RESPONSIBLE
Minutes of meeting	League Secretary
Scheduling/Fixtures	
Judiciary	
Tribunal Chairperson	
Protest & Disputes Panel	
Awards Panel	

DUTIES & RESPONSIBILITIES

The SBL Competitions Department will be responsible for administering the SBL Competition which will include, but is not limited to the following activities:

- Administer the SBL in partnership with the Baseball WA Competitions Manager, the other Baseball WA staff, the WA Baseball Umpires Association (WABUA) and the WA Baseball Scorers & Statisticians Association (WABSSA).
- Review and provided recommendations of updates to the SBL State League Compliance Regulations.
- Review and provide recommendations of updates (including rule notes/case book/comments sections) of the Competition Regulations.
- Manage breaches of the SBL State League Compliance Regulations and the Baseball WA Competition Regulations.
- Create a program of fixtures for the SBL Competition and be responsible for all amendments and changes.
- Assist with the SBL 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 SBL Finals Series.
- Attend functions as required with SBL Corporate Partners.
- Other duties as required, and
- If adequate numbers are not available to administer the Community Baseball League (CBL), Women's Baseball League (WBL) and/or the Junior Baseball Competition, the SBL Committee will take on the duties and responsibilities of those Competition Departments.

AUTHORITY

The SBL Competitions Department may consider any matter which falls within its role and responsibility. The SBL Competition Committee has the power to do all things necessary to perform its duties.

The SBL Competitions Department does not have the authority to:

- Make any decisions that impact Clubs outside of the scope of the SBL Competition.
- 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 SBL 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 SBL Competitions Department will meet as often as is reasonably required, but no less frequently than quarterly. The Competitions Manager will call a meeting if so requested by any Competitions Department member. The Competitions Department may convene Department-only meetings, or all SBL Club Delegate meetings.

ELECTING THE SBL COMPETITIONS DEPARTMENT

At the conclusion of each season and no later than end of June, an election for half (50%) of the SBL Competitions Department will take place. The format for elections is as follows:

- Nominations must be submitted at least two (2) weeks prior to the election.
- A list of nominated persons will be distributed to all SBL Clubs.
- Each SBL Club shall vote in writing (electronic form or email) the persons they wish to vote for to fill the available positions.
- The elected members will be those nominations with the most votes necessary to fill the vacant positions.

Nominations must:

- Be in writing via the prescribed form (Electronic form acceptable), and
- Signed and supported by a SBL club (or endorsed at a meeting), and
- No two (2) members of the SBL Competitions Department can be members of the same SBL club.

RESIGNATION, REMOVAL OR VACATION OF OFFICE

A member of the SBL 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 SBL Competitions Department member may be removed from office at any Club Delegate meeting provided there is seventy five percent (75) or greater vote in favour of the resolution.

If a Competitions Department member resigns, is removed or becomes unable or unwilling to act, a registered member of a SBL Club may be appointed to a casual vacancy.

POLICIES & REGULATIONS

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

REPORTING

The SBL Competitions Department shall ensure that all SBL Clubs receive any information relating to competition matters which the members require to make informed decisions.

SUB-COMMITTEES

The SBL Competitions Department has the authority to form and delegate authority to one or more sub-committees consisting solely of one or more members of the SBL Competitions Department or other suitable persons as it deems appropriate.