



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 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.

The number of individuals from each club shall be as follows:

- 1 club in the charter – 7 persons
- 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

All Charter positions must be held by individuals officially recognised by their respective Charters. These individuals shall serve on the Charter Committee at the discretion of their Charter. Similarly, club delegate representatives shall serve at the discretion of their respective clubs.

An individual's service on the Charter Committee shall conclude under any of the following conditions:

1. The Charter withdraws its endorsement of the individual's membership on the Charter Committee.
2. The individual voluntarily resigns from the Charter Committee.

When a vacancy in the required number of individuals from a club occurs, the club must appoint a replacement to the committee within twenty-eight (28) days.

ELIGIBILITY FOR EXECUTIVE COMMITTEE ELECTION

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

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

Club delegates serving on the charter committee shall be entitled to vote in Executive Committee elections.

In the event that a position on the Executive Committee remains vacant following election night, or becomes vacant during the season, the Charter Committee shall appoint a current committee member to fill the role or, if no suitable internal candidate is available, nominate a member from an affiliated club to assume the position.

Any Club delegate member who does not hold a position on the Executive Committee shall serve on the committee as a general member.

CONFLICTS OF INTEREST

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

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 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 votes in favour of the issue. Proxy votes shall not be accepted.

Should an issue be deemed sufficiently urgent by the League 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.



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 League President.

The League 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 to the District Administrator and the LL Operations Manager.

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.



COMMITTEE POSITIONS

STRATEGY, POLICY & COMPLIANCE

LEAGUE PRESIDENT

- Responsible for setting and planning to achieve the charter's Key Performance Indicators and the annual review process with BWA's consultant, including active usage of Game Plan.
- Meet with clubs within the charter to collate and understand each club's strategic objectives to ensure that the Charter's objectives are aligned.
- Understand Baseball WA's Strategic Plan to ensure that the Charter's objectives are aligned.
- 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
- 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 by the Charter Committee, tournament teams and member clubs.
- To regularly review the committee's performance against objectives.
- To review the charter's Development Philosophy document to ensure it continues to follow the guidelines set by Baseball WA and is being implemented by charter personnel.

OPERATIONAL MANAGEMENT

CHARTER COMPETITIONS MANAGER

- Collate team nominations and club scheduling requirements.
- To discuss team nominations with member clubs including discussion surrounding ensuring players meet tournament team eligibility requirements. Sign off the team nomination forms.
- Develop, maintain and enforce local charter by-laws (that do not compromise LLI or BWA regulations & by-laws) and table for charter committee endorsement. Submit such to the BWA Competitions Manager for approval.
- Prepare fixtures for all competitions under charter control and 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 and table for charter committee approval.
- To act as the charter's Technical Director (ie rules, regulations, compliance requirements).

REPRESENTATIVE TEAMS MANAGER

- Develop, publish and implement timetables for all key operational issues relating to the charter's tournament teams.
- Be responsible for the selection of coaches and executive officers into representative teams in compliance with the agreed protocols.
- To ensure all members of tournament teams are compliant with Little League International, Baseball Australia and Baseball WA rules and make application (through the LLDA) for dispensation as needed.
- To ensure all aspects of representative team operations are in keeping with the charter's philosophy document.

COACHING AND DEVELOPMENT MANAGER

- To work with the League President and BWA's Development Manager on implementing the charter operational plan.
- To work with the Representative Teams Manager 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 produce and implement operational plans designed to fulfill the objectives of both the charter and Baseball WA's strategic plans, specifically related to membership targets.
- To ensure all aspects of individual development are in keeping with the charter's philosophy document.

OPERATIONAL SUPPORT

TREASURER

- Be responsible for the regular review of and compliance with the charter Finance Policy. Including the operation of a charter bank account.
- To receive all invoices for payment, table at charter committee meetings for approval and make such payment and to receive all income and deposit to the charter bank account.
- To table a financial report at all charter committee meetings.
- To be responsible for all aspects of BWA's uniform and apparel program including reviewing the range-board, coordinating orders through the kit-store (password protected), ensuring retail store links are published and ensuring everyone associated with the charter is adhering to BWA's uniform policy including the usage of logos.

SECRETARY

- Minute all charter committee meetings & submit such minutes to LLDA within 14 days of the meeting taking place.
- Maintain the charter's website and social media pages.
- To ensure that the charter's website maintains a library of all current policies and plans.
- To open and maintain a Post Office box (if necessary).
- 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.

PLAYER AGENT

- Responsible for all aspects of the management of playing members of the member clubs.
- Shall work with each member club to ensure that players are placed into appropriate teams, clubs are nominating appropriate teams and competition structures best serve the needs of the member clubs, players and overall charter.
- For tournament team tryouts, the Player Agent will ensure notification of the date, time, and location is communicated to all player candidates and prepares the tryout list that managers will use to evaluate players.
- Player selection is the responsibility of the Player Agent, who must ensure that proper methods (determined by the Board) are properly used, and managers are educated in advance of the selection process. The Player Agent must prepare the draft list, which lists all eligible players for selection.
- The Player Agent shall work with the member clubs to ensure all teams are adhering to the maximum squad size regulations. During the season, should there be the need for replacements, the Player Agent, along with the team manager, must follow the established process for such replacements. The Player Agent must also provide proper notice to the individual being replaced. The maximum squad size limit of 15 players must not be exceeded.
- It is the responsibility of the Player Agent to ensure no manager is mishandling his roster and that all players are being treated equally.
- Along with the League President verify and attest to each tournament team's player age and residency in accordance with Little League regulations. The Player Agent must also ensure which players are eligible for selection to a tournament team.
- **LITTLE LEAGUE DATA CENTRE (LLDC)** – the Player Agent shall have access to the LLDC and shall:
 - Enter all player, manager and coach information for all tournament teams.
 - Print and sign (if applicable) documents generated by the LLDC and ensure other people such as the League President and parents have also signed as needed. This includes affidavits, boundary maps and player verification forms.
 - Ensure that all supporting documentation is obtained and collated as needed.
 - Ensure that all waivers are requested, and approvals included with team paperwork as needed.



Positions (non-Executive) recommended by Little League International

TOURS MANAGER

- Co-ordinate, promote and handle all operations of Charter teams participating in BWA's overseas or interstate 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.

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, post and distributes important information on League activities including direct dissemination of fundraising 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 Sponsorship 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