



# **Baseball Victoria – Terms of Reference**

## **Victorian Summer Baseball League Pennant Committee**

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**BASEBALL VICTORIA Inc.**

ABN 78 603 120 057

Melbourne Ballpark | Merton Street, Altona Meadows VIC 3028 | Australia

t: +61 3 96458000 | w: [Baseballvictoria.com.au](http://Baseballvictoria.com.au)

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## ESTABLISHMENT

The Victorian Summer Baseball League Pennant Committee (VSBLPC) is a sub-committee of the Board of Baseball Victoria.

## PURPOSE

It is anticipated the Victorian Summer Baseball League Pennant Committee will liaise with Baseball Victoria on updated formats and structures of the Victorian Summer Baseball League (VSBL) to adhere to the restrictions in place for Victorians.

The Pennant Committee will provide to the Board of Baseball Victoria competition formats for review and ratification.

1. The committee shall be responsible for all competition portfolios as listed:
  - (a) Senior Men
  - (b) Senior Women
  - (c) Masters
  - (d) Juniors (U18, U16)
2. The Committee shall, subject to the Rules and By-laws of Baseball Victoria and incumbent Playing Conditions be empowered to develop the Competition Rules for the Men's, Women's, Junior and Masters, competitions within the VSBL.
3. The Competition Rules shall cover the Competition Structure and Playing Conditions.
4. The "Competition Structure" determines the grading framework and eligibility criteria under which clubs enter teams in the VSBL competition.
5. The "Playing Conditions" specify the conduct of Regular Season and Play-Off games within the "Competition Structure".

Playing Conditions shall include, but not be limited to, references to:

- (a) Starting Times and Duration of Play
  - (b) Ground and Match Equipment
  - (c) Registrations (ie. Permits, clearances, clearance approvals, dispensations, non-national player approvals)
  - (d) Uniforms
  - (e) Umpires
  - (f) Scorers
  - (g) Match Report Cards
  - (h) Tribunal Appeals
  - (i) Finals
  - (j) Special Application of Official Baseball Rules
6. The Playing Condition on confirmation of Baseball Victoria By-Laws will be distributed to all Clubs registered by VSBL Competition Manager as participating in the VSBL for the current or forthcoming season for review.
7. The Pennant Committee has the power to conduct investigations and hearings, and impose remedies, suspensions, and penalties, as deemed appropriate, for:
  - (a) Clearance appeals
  - (b) Disciplinary matters not reported by an umpire involving a Club, Club official, player, or spectator

- (c) Infringements of the Playing Conditions and related matters, including the code of conduct”.

## DELEGATED AUTHORITY

8. The working group has no delegated authorities

## MEMBERSHIP

9. The VSBLPC shall consist of a minimum of 5 and maximum of nine (9) members.
- Five (5) members shall be appointed by the Baseball Victoria Board including the Chairperson.
  - Two (2) to four (4) members shall be elected by the club Presidents and Secretaries.
10. The Pennant Committee, upon ratification by the Board of Baseball Victoria, can appoint advisors for a specific term to undertake specific tasks for the Committee (ie. for the purposes of fixturing).
11. All nominations received, shall be reviewed by the Baseball Victoria CEO before qualifying for election.
12. Should more than nine nominations be received an online election will be conducted.
13. Should less than five nominations be received the Board of Baseball Victoria shall appoint the required number of Committee members to meet the five member minimum requirement.
14. Voting will be compulsory upon the conclusion of the call for nominations. The BV CEO shall be responsible for the election process.
15. The Board shall elect a Chairperson and the Pennant Committee shall elect a Deputy Chairperson. In absence of the Chairperson, the Deputy Chairperson shall manage the operations of the Pennant Committee.
16. The VSBL Pennant Committee shall endeavour to:
- Abide by the values articulated in the BV Strategic Plan
  - Contribute to the discussions of the committee
  - Be well informed on the business of the Committee
  - Perform any tasks delegated to them in a timely manner and to the best of their ability
  - Alert the group to any potential conflicts of interest
  - Notify the Chair if they are unable to attend a meeting or complete a task delegated to them
17. Membership will be reviewed annually by the Chair, following the annual review of the BV Strategic Plan.
18. The Pennant Committee shall serve from the point of constituting the Committee for a minimum period of 2 years from the date of appointment.

## MEETINGS

19. The Pennant Committee shall meet as often as is required for the proper discharge of its duties. The Chairperson shall call meetings as may deemed necessary, subject to three (3) clear days' notice to all Committee members, unless otherwise agreed by the Committee.
20. Any Committee member, who absents him/herself from two (2) consecutive meetings without apology acceptable to the Chairperson, shall be called on to show cause why the member should not be discharged from the Committee. Any such apology shall be in the hands of the Chairperson prior to the commencement of the meeting. Any suitable person appointed by the VSBLPC may fill any vacancy that occurs on the Committee during the year.
21. Meeting minutes will be made available to all Committee members within seven days of each meeting.
22. The minutes of the Pennant Committee shall be presented to the Board for ratification at the first available Board Meeting following each Pennant Committee Meeting.
23. The Chairperson shall be entitled to a deliberative vote on all matters and, in the event of a tied vote on the matter before the committee, shall be entitled to a second, or casting, vote.
24. A member of the Pennant Committee shall absent him/herself from the meeting if a matter under discussion is directly concerned with a Club with which the member is associated or is an official of.
25. Past association with, or Life Membership of, a Club shall not affect a Committee Member provided that at least five (5) years has elapsed since the association with that member.

## AMENDMENTS

26. The Committee may recommend to the BV Board that these Terms of Reference be enlarged or varied to enable it to deal with any matter or issue which it considers should be addressed by the group.
27. The Chair may at any time amend or vary these Terms of Reference as they see fit.

**Approved by the BV Board:**

**Amended by the BV CEO:**

June 2023