



# **Baseball Victoria – Terms of Reference**

## **Baseball Victoria Winter Committee**

Date: September 2024

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## ESTABLISHMENT

The Baseball Victoria (BV) Winter Committee (BVWC) is a sub-committee of Baseball Victoria reporting to the BV CEO through the BV Tournament Officer.

## PURPOSE

It is anticipated the BVWC will provide feedback and recommendations to the Baseball Victoria CEO and the BV Tournament Officer on updated formats, playing conditions and structures of the Victorian State Winter Championships.

1. The BVWC shall be responsible for recommendations to improve the following:
  - (a) Juniors Winter Championships
  - (b) Senior and Women's Winter Championships
  - (c) Girls Invitational Tournament
2. The BVWC shall, subject to the Rules and By-Laws of Baseball Victoria and incumbent of the current VSBL Playing Conditions, be empowered to recommend to the BV CEO the competition rules for all existing and future winter tournaments.
3. The "Playing Conditions" shall cover all winter tournaments.
4. The Playing Condition which include all competition rules and on confirmation to the Baseball Victoria By-Laws and current VSBL Playing Conditions will be distributed to all Winter Associations.
5. The "Playing Conditions" are to specify the conduct of all winter tournament play.

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

- (a) Location, starting times and duration of play
- (b) Ground and match equipment
- (c) Registrations and eligibility to participate
- (d) Uniform approval
- (e) Umpire appointments
- (f) Scorers accreditation
- (g) Match report cards
- (h) Application of Official Baseball Rules
- (i) Provision of external services such as First Aid etc

## DELEGATED AUTHORITY

6. The BVWC has delegated authority to make recommendations to the BV CEO on all matters pertaining to the winter tournament competition structure and playing conditions.

## MEMBERSHIP

7. The BVWC shall consist of a minimum of three (3) and maximum of five (5) members.
  - All members shall be appointed by the Baseball Victoria CEO.
8. The BVWC, upon approval by the CEO, can appoint advisors for a specific term to undertake specific tasks for the Committee.
9. The BV Tournament Officer will call for nominations. All nominations received shall be reviewed by the Baseball Victoria CEO before qualifying for appointment.
10. Should more than five nominations be received, the Tournament Officer will shortlist nominees.
11. If more than five nominations are received, the affiliated winter associations will be invited to vote on respective nominations. The BV CEO and Tournament Officer shall be responsible for the election process.
12. The BV Winter Committee members shall:
  - 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 BV Tournament Officer to any potential conflicts of interest
  - Notify the BV Tournament Officer if they are unable to attend a meeting or complete a task delegated to them
15. Membership will be reviewed annually by the CEO, following the annual review of the BV Strategic Plan.
16. The BV Winter Committee (BVWC) shall serve from the point of constituting the Committee for a minimum period of 2 years from the date of appointment. The CEO shall review the performance of the BV Winter Committee (BVWC) annually and confirm the suitability of the members to continue to serve on the BVWC.
17. The BV Tournament Officer shall act as secretary for the BVWC and will have an operational role with the BVWC. The BV Tournament Officer will act as Tournament Director for all winter carnivals.

## MEETINGS

18. The BV Winter Committee shall meet as often as is required for the proper discharge of its duties. The Tournament Officer shall call meetings as may deemed necessary, subject to seven (7) clear days' notice to all Committee members, unless otherwise agreed by the Committee.
19. Any Committee member, who absents themselves from two (2) consecutive meetings without an acceptable apology 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 Tournament Officer 24 hours before the commencement of the meeting.

- 20. Meeting minutes will be taken by a BV Tournament Officer and will be made available to all Committee members within seven days of each meeting.
- 21. The minutes of the Winter Committee shall be presented to the CEO for ratification at the first available opportunity following each Committee Meeting.
- 22. A Chairperson of the BVWC will be appointed by the CEO and 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.
- 23. A member of the BV Winter Committee can hold an official Board or Committee position with a Winter Club or Association.

## **AMENDMENTS**

- 24 The Committee may recommend to the BV CEO 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.

<b>Approved by the BV CEO:</b>	
<b>Approved by the BV Board:</b>	September 2024