



Baseball Victoria – Terms of Reference

Victorian Summer Baseball League Pennant Committee

Date: Sept. 2025

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ESTABLISHMENT

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

PURPOSE

The Victorian Summer Baseball League Pennant Committee (VSBLPC) will liaise with Baseball Victoria on updated formats and playing conditions of the Victorian Summer Baseball League (VSBL).

The VSBLPC will provide to the Board of Baseball Victoria competition formats and playing conditions for review and endorsement.

1. The VSBLPC shall be responsible for all competition portfolios played under the Victorian Summer Baseball League banner, including:
 - (a) Premier, State and Regional Metro League
 - (b) Premier, State and Regional Metro Women
 - (c) Masters
 - (d) Juniors
2. The VSBLPC shall, subject to the Rules and By-laws of Baseball Victoria, be empowered to develop the Competition Rules for all VSBL competitions.
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 (i.e. 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 Conditions will be distributed to the Victorian Baseball Scorers Inc., the Victorian Umpires Association of Victoria and all Clubs participating in the VSBL for the current or forthcoming season for review.
7. During the VSBL season, the VSBLPC shall call for potential changes to the playing conditions from each VSBL Club, the Victorian Baseball Scorers Inc. and the Victorian Umpires Association of Victoria.

The VSBLPC shall consider any proposed change for possible inclusion in the playing conditions for the following season.

8. The VSBLPC has the power, with regard to VSBL related matters, 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,

DELEGATED AUTHORITY

9. The VSBLPC has delegated authority to impose remedies, suspensions and penalties as deemed appropriate for all VSBL related matters.

MEMBERSHIP

10. The VSBLPC shall consist of a minimum of 5 and maximum of seven (7) members, including:
- The BV GM Operations
 - Up to six additional members appointed by the Baseball Victoria Board
11. In appointing VSBLPC members, the BV Board shall attempt to include a diverse level of subject matter experts across the committee that hold experience in Women's Baseball, Umpiring, Scoring & Officials, Clubs / volunteers, junior baseball.
12. Appointments to the VSBLPC are for a period of (2 years). Past members are eligible to the reappointed for additional terms.
13. The BV GM Operations shall act as the Chairperson of the VSBLPC.
14. The VSBLPC shall elect a Deputy Chairperson. In absence of the Chairperson, the Deputy Chairperson shall manage the operations of the VSBLPC.
15. The VSBLPC may, upon approval of the Board of Baseball Victoria, appoint advisors for a specific term to undertake specific tasks for the VSBLPC (e.g. for the purposes of fixturing).
16. Baseball Victoria will call for nominations for positions on the VSBLPC. All nominations received shall be reviewed by the Baseball Victoria CEO and GM Operation who shall make recommendations to the Board of Baseball Victoria.
17. Should less than five nominations be received the Board of Baseball Victoria shall appoint the required number of VSBLPC members to meet the five-member minimum requirement. In the absence of a minimum of five members, the BV Board will allow the VSBLPC to continue to operate with three members until additional members are confirmed by the Board.
18. The VSBLPC shall endeavour to:
- Abide by the values articulated in the BV Strategic Plan
 - Contribute to the discussions of the VSBLPC
 - Be well informed on the business of the VSBLPC
 - 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
19. Membership of the VSBLPC will be reviewed annually by the Chair. The Chair shall report any finding from the review to the Board for their consideration.
20. The Board shall review the performance of the VSBLPC annually and confirm the suitability of the members to continue to serve on the VSBLPC.

MEETINGS

21. The VSBLPC 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 7 clear days' notice to all VSBLPC members, unless otherwise agreed by the VSBLPC.
22. Any VSBLPC 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 VSBLPC. Any such apology shall be in the hands of the Chairperson prior to the commencement of the meeting.
23. Should a vacancy on the VSBLPC arise during the year, the (Chair) may recommend to the BV Board a suitable person to fill such vacancy.
24. Meeting minutes will be taken by a BV staff member (Head of Competition & Events) and will be made available to all VSBLPC members within seven days of each meeting.
25. The minutes of the VSBLPC shall be presented to the Board for information at the first available Board Meeting following each VSBLPC Meeting.
26. 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 VSBLPC, shall be entitled to a second, or casting, vote.
27. A member of the VSBLPC shall not hold an official board or committee position with a club.

AMENDMENTS

28. The VSBLPC 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.

Approved by the BV Board:	September 2025
Amended by the BV CEO:	September 2025