

**1. *BaseballMK Teams competing in senior BBF administered leagues.***

- (1) For each team there must be a head coach and team rep, a team may also have a general manager.
  - (a) The team head coach will be appointed by the membership every year at the Club AGM.
  - (b) All prospective team head coaches will be given the opportunity to present themselves to the Committee prior to the decision being made.
- (2) All senior teams must have at least one member who has attended an ABUA-GB umpire clinic as specified in the BBF byelaws.

**2. *BaseballMK Teams competing in youth BBF administered leagues.***

- (1) For each team there must be a head coach and team rep, a team may also have a general manager.
  - (a) The team head coach must hold a recognized coaching qualification issued by the BBF.
  - (b) The team head coach will be appointed by the membership every year at the Club AGM.
  - (c) All prospective team head coaches will be given the opportunity to present themselves to the Committee prior to the decision being made.
- (2) All members of the coaching staff and parent helpers must have a valid CRB certificate.
- (3) It will be encouraged that all players, of all levels, will get game time. Safety will always be the head coach's priority and the ultimate decision of the coach being final.

**3. *Youth members' parents and guardians.***

- (1) Are encouraged to support their children, but should not coach from the sidelines.
- (2) Are not allowed on the field of play at any time during the game or practice unless a child is hurt providing they are a qualified first-aider, or their presence is requested by a team head coach.
- (3) Are required to keep comments to themselves regarding coaches and other players.
- (4) Are required to ensure their children are delivered and collected from club activities on time. Children should not be dropped off without ensuring that a CRB checked club coach assigned to the child is on site.

**4. *Committee Meetings.***

- (1) Committee meetings will be held at least 4 times per year to ensure club business is conducted appropriately. More meetings may be held at the committee's discretion.
- (2) The chair for each committee meeting will be selected using a rotation. The rotation shall be ordered as follows: Treasurer and then each team or league rep in order.
- (3) Every agenda must contain a report from the chair regarding their specific area(s) of speciality within the Club.

**5. *Minutes.***

- (1) The Club minutes should be made electronically available to all members of the committee within seven days of the conclusion of a meeting.
- (2) All Committee members present at the meeting then have to respond with their agreement that it is a true reflection of the previous meeting within 48 hours.
- (3) Should a Committee member fail to respond within the 48 hours then this will be considered an agreement providing that no other Committee member disputes the minutes.
- (4) At least two thirds of the Committee members who attended the meeting must agree the minutes prior to their publication.
- (5) In the event that the minutes are disputed by a member of the Committee then a vote shall be held between the Committee members present at the meeting on how the minutes should be worded to resolve the dispute. A simple majority is required with the chair of the meeting having the casting vote in the case of an equality of votes.

- (6) In the event of a person having an issue with the wording of the minutes then the Committee shall make every effort to agree alternative words with the person to the extent that the Committee agree that it is still an accurate reflection of the meeting that occurred.

**6. *Honorary President.***

- (1) The President, this role is honorary.
- (2) The Club in general meeting may elect a President
- (3) The President will have no executive function or role.
- (4) The President is entitled to free Club membership.
- (5) The President must attend all Committee meetings but the role of President does not, in itself, entitle them to vote at the meeting.
- (6) The maximum length of appointment of the President should be 12 months. The President shall be eligible for re-election upon completion of each term.
- (7) The role of President should include the promotion of the wellbeing of the Club in the wider community by assisting to develop relationships between the Club and other institutions and associations as president.
- (8) The President shall not be a member of any another sporting club or institution during a period when they were in direct competition with the Club.

**7. *Team General Managers.***

- (1) Each team may decide to adopt a general manager to help them with their administration.
- (2) The Committee have the option to assign a general manager to any team within the organisation.
- (3) The team General Manager must attend all Committee meetings but the role of General Manager does not, in itself, entitle the person to vote at the meeting.

**8. *Disciplinary Procedures.***

- (1) The Committee is ultimately responsible for all disciplinary matters.
- (2) Head coaches and Team Reps are responsible for discipline at the ground in cases of safety and are empowered by the committee to deal with such issues as they arise.
- (3) Should a matter of discipline arise concerning a coach, the complaint must be put in writing to the Committee and a special committee meeting will be called within one month of receipt.
- (4) All decisions will be dealt with discreetly but will be binding unless an appeal is requested.
- (5) Appeals will be heard by the committee or subsequent sub committee as deemed necessary.
- (6) All decisions should be given both verbally and in writing.