

Kwinana Blue Jays Baseball Club Inc.

By-Laws



Document Control

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KBJBC – By-Laws

CLUB SECRETARY

Thomas Oval, Tucker Street, Medina,

WA, 6167

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INTRODUCTION

These By-laws have been drafted to assist with the administration of the Kwinana Blue Jays Baseball Club Inc ("the Club") and should be read in conjunction with the Club's Constitution and assorted policies.

The By-laws will be reviewed and amended by the management committee as necessary in line with Rule 20 of the KBJBC Constitution.

These By-Laws shall be binding on all members of the KBJBC.

CLUB ETHOS

The culture at Kwinana Blue Jays Baseball Club will always be one of family atmosphere

Praise, encourage, support

Play hard but fair / Respect fellow members

Create Baseball pathways for players

DEFINITIONS

In the construction of these By-Laws except where the context or subject otherwise specifies or requires:

- 1) The singular includes the plural, male includes female, and vice versa.
- 2) "**Affiliated Body**" means any other body, which has for its objects the promotion of, interest in, or betterment of baseball and which has been admitted to membership of the KBJBC in accordance with these By-Laws.
- 3) "**Baseball**" means the game as played under the American and National League Rules of baseball as adopted and amended by the Baseball Australia and incorporating any local rules as determined by Baseball WA Inc.
- 4) "**Coach**" means any person whether playing or not who directs the play of a team or the training thereof.
- 5) "**Correspondence**" means communication in a form that is acceptable to and easily accessed by all parties to the correspondence and can include both written and electronic (eg facsimile, e-mail etc.) communication.
- 6) "**Fully Financial**" means with **no** monies, fines etc. owing to the KBJBC.
- 7) "**KBJBC By-Laws**" means any By-Laws made by the KBJBC pursuant to the powers contained in the Constitution.
- 8) "**KBJBC**" means the Kwinana Blue Jays Baseball Club.
- 9) "**Life Member**" means any member of the KBJBC who has qualified for the status of Life Member under these By-Laws.

10) "**Meetings of the KBJBC**" includes any General meeting or meeting of any subcommittee and adjournment thereof.

11) "**Office Bearers**" means the President and the members of the Committee and includes any approved person who may from time to time be acting in place of or discharging the duties of any Office Bearer during his absence.

12) "**Official**" means any KBJBC Office Bearer, employee, umpire, Life Member, or Club committee or board personnel and includes all Club team personnel such as trainers, executive officers etc.

13) "**Player**" means any member of the KBJBC, whether registered or not, who in the current series is participating or has participated in any baseball match which is or was arranged by, or is under the control of the KBJBC or an affiliated body and includes any player, coach or manager of any team.

14) "**President**" means that member of the Committee elected at the Annual General Meeting to perform the functions and duties of the President as they are defined in these By-Laws.

15) "**Senior Player**" is a player eighteen years of age and over at the 31st of December in the season playing.

16) "**Team Manager**" means any person appointed by any Club to manage a team or assist the Coach with the management or organisation of a team or its equipment.

17) "**The League**" means the West Australian Baseball League Incorporated.

18) "**Youth Player**" is a person under eighteen years of age at the 31st of December in the summer season playing (Note: dependant on age, youth players may be eligible to play seniors).

Part A - Club Management

1. The Club

Teams of the Club shall colloquially be known as the Blue Jays.

The registered office of the Club shall be at Thomas Oval, Tucker Street, Medina or at such other address as shall from time to time be determined by the Club.

Club Logos are as follows:

Official Logo

The official Club Logo shall be used on all official documents by the Executive Committee. No general committee member or club member is to use the logo on any document without the express permission of the Executive.



Variations

The elongated logo with Kwinana Blue Jays positioned To the side of the Blue Jay is to be used for letter Heads, invoices, internal memos and posters as Required.



The stand-alone Blue Jays bird and the standalone Bird and ball may be used for any merchandise, Media or advertising in which the members of The committee agree.



2. Uniforms

Colours of the Club uniform shall be in Accordance with Rule 3 of the Constitution and as follows: Senior and Youth teams shall wear predominantly a blue playing shirt with red and white piping down the front of the shirt. Blue Jays written across the front of the shirt with white writing with red outline. White and red piping will be located at the base of both sleeves. Pants will be white, with royal blue belt, royal blue socks (which may include white and red) and club playing cap.

Where multiple youth teams exist in the same competition (i.e. verse each other), the playing shirt may contain a variance of colours/designs as noted above including, but not limited to, predominantly red and white playing shirt with inverted writing and piping.

3. Affiliation

The Club shall affiliate with the governing body of baseball in Western Australia in accordance with rule 4(c) of the constitution. The Club may also affiliate with other such organisations and associations as the Committee deem appropriate.

Club representatives on those bodies shall be approved by the Management Committee and provide copies of minutes of each meeting.

Any new Club or group seeking affiliation with the KBJBC shall make written application to the KBJBC, signed by the Secretary and President, and include the following information:

- (a) Name and objects of Club or group;
- (b) Uniform design and colours, if any;
- (c) Ground requirements;
- (d) Name and full address of all Club Officials;
- (e) The number of players/members available to the Club.

A copy of the Rules of the Club and a Business Plan shall accompany each application.

Upon receipt of the above, the Board shall, within thirty days, meet with the Club or group Officials in order to establish whether the new Club or group will be able to meet its commitments regarding finance etc.

Upon being satisfied that the applicant satisfies the requirements, the Committee shall approve the application.

4. Membership

Membership of the KBJBC shall be in accordance with Rule 7 of the constitution.

4.1 Classes of membership

a. Senior Playing Member

Senior Playing members shall comprise those members who desire to participate in the game of baseball and of securing selection in one of the clubs competitive Senior teams. They are also entitled to hold office and to vote. Refer to By-Law 5.1 for entitlements.

b. Youth Playing Member

Any person under the age of 18 years who is also registered to participate in the game of baseball. Subject to these By-laws, all Youth members are not entitled to vote nor be entitled to hold office.

As a representative of the Junior member, one (1) parent / legal guardian shall be afforded voting rights and shall be entitled to hold office on General Committee if they so wish. If the parent wishes to hold an Executive Committee position they shall apply for Associate Membership.

Junior player parents shall be afforded Honorary Social Membership but no entitlements are included unless the Social membership fee is paid.

c. Associate Member

Associate members shall comprise those members who desire to assist or promote the Club but do not wish to participate in the playing activities of the Club. They are entitled to hold office and to vote. Refer to By-Law 5.1 for entitlements.

d. Social Member

Social members shall comprise those persons other than playing or associate members who desire to support the Club and enjoy the benefits of Social Membership. They are not entitled to hold office nor entitled to vote. Refer to By-Law 5.1 for entitlements.

e. Life Member

Members who have been bestowed Life membership in accordance with Rule 7.7 of the constitution and the **KBJBC** Life Membership Policy shall have full voting power at the Annual General and General Meetings and the ability to hold office. If still playing, annual playing fees shall be waived. Refer to By-Law 5.1 for entitlements.

f. Honorary Member

Honorary membership may be granted by any member of the Executive Committee. The length of membership shall be for fourteen (14) days only. Any person or persons who falls within the following categories may be elected as an Honorary Member :

- a. Persons of distinguished position or attainment
- b. a member of an interstate or international team
- c. officers of baseball's governing bodies
- d. an official or member of opposing teams

4.2 Senior and Youth members must be financial and registered on the prescribed Club registration form and accepted to membership by the Committee.

4.3 The maximum number of guests per member per day in accordance with the Liquor Licensing Act is five (5)

See Appendix 1 - Membership application

5. Membership Fees and Entitlements

5.1 The Committee shall set the fee structure at the first committee meeting after the AGM for each season and send the fee schedule out to all members along with playing registration papers and a membership application form prior to the Official Registration Day as set by committee (usually the first weekend in August).

5.2 Youth players who also play in Senior grades on a weekly basis shall pay fees set out for the Senior Grade they are play in. A discounted amount may be considered by the Executive Committee.

5.3 The Clubs Fee structure for the season is as follows

Senior Player Standard Fee \$360.00

Youth Player Standard Fee \$300.00 (unless playing senior baseball)

All playing Members are entitled to:

1. Membership card
2. Access to Club merchandise special deals
3. Access to Special offers from Club Sponsors
4. 1 x Blue Jays car sticker
5. 1 x club polo shirt

Associate Member (Twelve Months) First Year Fee \$40.00

Renewal per year \$20.00

Upon acceptance of membership Associate Members are entitled to:

1. Membership card
2. A voucher for Club merchandise to the value of \$30
3. 1 x Ticket to any social event (except Annual Trophy Presentation)
4. Access to Special offers from Club Sponsors
5. 1 x Blue Jays car sticker

Upon membership renewal :

1. 1 x Ticket to any social event (except Annual Trophy Presentation)
2. Access to Special offers from Club Sponsors
3. 1 x Blue Jays car sticker

Social membership (Twelve Months) First Year Fee \$20.00

Renewal per year \$10.00

Upon acceptance of membership Social Members are entitled to:

1. Membership card
2. A voucher for Club merchandise to the value of \$10
3. 1 x Ticket to any social event (except Annual Trophy Presentation)
4. Access to Special offers from Club Sponsors
5. 1 x Blue Jays car sticker

Upon membership renewal :

1. Access to Special offers from Club Sponsors
2. 1 x Blue Jays car sticker

Life membership \$ 0.00

1. Life Member card
2. Life Member Club polo shirt
3. 2 x Tickets to the Senior Awards Night each season
4. 1 x Blue Jays car sticker each season

Other Entitlements are at the discretion of the committee

6. Finances

6.1 All funds of the Club shall be deposited into the Club's Accounts held at such Bank or Financial institution as the Committee may determine.

6.2 All accounts due by the Club shall be paid by cheque or bank transfer after having been passed for payment at the committee meeting. When immediate payment is necessary, the account shall be paid and action endorsed at the next Committee meeting.

6.3 The Treasurer shall table a statement showing the financial position of the Club at each Committee meeting.

6.4 The Treasurer shall produce a statement of Income/Expenditure, Assets/Liabilities for the Annual General Meeting.

6.5 The signatories for all Club accounts will be any two (2) of following three (3).

1. President,
2. Secretary, or
3. Treasurer.

7. Voting

7.1 Voting at KBJBC General meetings shall be in accordance with the Club's Constitution Rule 17.

7.2 Proxy Voting

A member shall be entitled to appoint in writing another person who is also a member of the club to be their proxy, and attend and vote at any general meeting of the club.

7.2.1 No member shall hold more than three (3) proxies

7.2.2 Written notice of proxy shall be handed to the chairperson prior to the commencement of the meeting to which the proxy is appointed.

See Appendix 3 - Proxy vote form

8. Club Awards

8.1 Each season, the club acknowledges two (2) members for outstanding service and commitment to the club and to baseball. The presentation of these awards are made at the Senior awards night.

8.2 Members are invited to vote for another member whom they feel has achieved this service and commitment. Nominees can come from within Youth or Senior ranks and the same person is eligible for both the Club person award and Spirit of Blue Jays award.

"Clubperson" of the Year Award

This award is for a committee member whom you consider to have made exceptional contribution to the club in an off-field role. Someone who devoted time over and above their normal portfolio duties in making sure Club operations ran smoothly for home games. This can include preparation of grounds, canteen duty, organizing rosters, volunteer umpire etc .

8.3 Sportsmanship Award

This award is voted on by Executive Committee members only. The nominee must be a person within the membership who is Club and Team focused and consistently demonstrates the following, but not limited to :

1. Role model for their peers ;
2. Shows Respect for officials, opposing players & Coaches ;
3. Displays Integrity at all times ;
4. Always displays a friendly and good attitude around the club

See Appendix 8 - Club Awards Voting form

9. Policies and Procedures

9.1 The current version of the Club's codes, policies and procedures must be published on the Club's website.

9.2 All members are required to read, understand and accept the Club's codes, policies and procedures prior to registration of membership.

9.3 All codes, policies and procedures may be amended by the committee, at a committee meeting, by majority vote.

9.4 The Club will make every endeavour to inform any member of any changes to the codes, policies and procedures of the Club verbally and in writing, by publishing any changes on the Club's website, Facebook page or by using any other social media application that the Club uses.

9.5 The Club's codes, policies and procedures are outlined in the following documents:

DRUG and ALCOHOL POLICY

This policy outlines the requirements of members of the Club in respect to Drugs, Alcohol consumption and intoxication.

CODES OF CONDUCT

This policy outlines the sportsman-like codes of behaviour expected of members of the Club (including officials, coaches, players and parents).

The club does not have any codes of conduct at this stage

GRIEVANCE POLICY AND PROCEDURES

This policy outlines how grievances are dealt with both internally and externally, who should manage the grievance and how outcomes are conveyed.

The club does not have a policy at this stage

MEDIA POLICY

This policy outlines the type of information (including photographs) displayed on the Club's website, Facebook page, phone app and any other social media forums. The policy also extends to other mainstream media services such as newspaper and radio.

MEMBER PROTECTION POLICY

This policy outlines the legal and ethical rights and responsibilities and the standards of behaviour that are required from members of the Club. It also covers the care and protection of children participating in our club's activities.

SAFETY POLICY

This policy outlines all issues surrounding the safe operation of equipment, best practices in conducting safe training sessions, addresses the safe management of injuries and improvement of facilities, equipment and training so as to provide the safest possible environment for members of the Club.

SERVICE OF ALCOHOL POLICY

This policy outlines the Club's responsibilities both legislatively and morally, thus providing members and guests with a safe environment when alcohol is served at Club events, whilst also ensuring the Club meets all legal responsibilities in terms of the Liquor Act and responsible service of alcohol.

10. Indemnity

10.1 Every Office Bearer, member of any Committee or other employee, servant or officer of the KBJBC shall be indemnified out of the funds of the KBJBC against all costs, damages, charges and expenses which such persons may incur or become liable to by reason of any act or thing done to him as an officer or servant of the KBJBC in the discharge or in the purported or intended discharge of his duties.

Part B - Committee & Portfolio Descriptions

1. Committee Structure

1.1 The following Committee Positions form the Executive of the Club:

- a. President
- b. V. President (2 – VP Seniors & VP Juniors)
- c. Secretary
- d. Treasurer
- e. Registrar

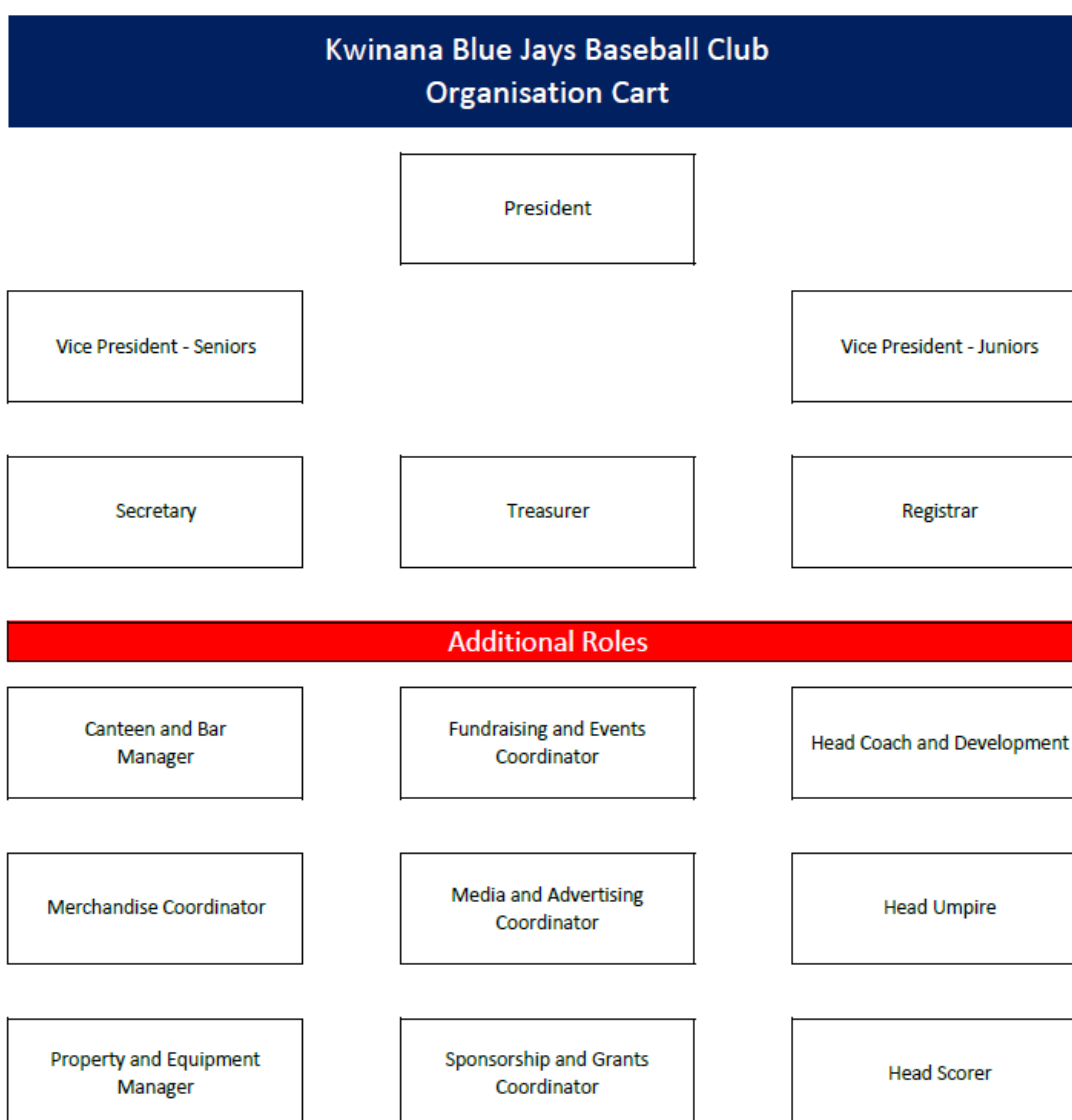
1.2 No Committee member shall hold more than one (1) position on the Executive.

1.3. General Committee portfolios are as follows:

- Canteen and Bar Manager
- Fundraising and Events Coordinator
- Merchandise Coordinator
- Media and Advertising Coordinator
- Property and Equipment Manager
- Sponsorship and Grants Coordinator
- Head Coach and Development
- Head Umpire (BWA Umpires Liaison)
- Head Scorer (Scorers Association Liaison)

1.4 Committee portfolios map is shown overleaf.

See Appendix 2 - Committee Nomination Form



2. Meeting Agendas

2.1 Agendas for committee, annual general and special general meetings are to be prepared by the Club's Secretary.

2.2 Agendas for committee meetings must be provided to committee members 36 hours prior to the committee meetings to which the agenda relates.

2.3 Agendas for annual general or special general meetings must be provided to all members no later than 21 days prior to the annual general or special general meeting. Samples are as follows

See Appendix 4 - General Meeting agenda

See Appendix 5 - AGM Meeting Agenda

3. Portfolio Duties Descriptions

3.1 The Secretary shall keep Duties Descriptions of each Committee Portfolio and distribute them to all incoming Committee Members prior to the first general meeting after the AGM.

3.2 At the first general meeting after the AGM all incoming committee members shall indicate which portfolio they wish to oversee.

3.3 If an incoming committee member has an interest in performing a specific portfolio they may inform the secretary prior to the first general meeting on a first come basis.

Part C - BASEBALL AFFAIRS

1. Registration

1.1 All playing members of the club shall register using the prescribed form or forms as shall from time to time be determined by the Club.

1.2 All players shall pay minimum of \$100.00 for registration to be accepted

1.3 If a player wishes to make suitable arrangements with the Club Registrar to pay off fees in instalments, each payment must be made on time. The maximum number of repayments shall be ten (10) on a fortnightly basis.

1.4 Registration forms are updated on a yearly basis, samples are as follows

See Appendix 6 - Senior Player Registration form

See Appendix 7 – Youth Player Registration form

2. Appointment of Coaches

2.1 Any member wishing to make application to coach must do so on the prescribed application form and return it to the club Secretary by the fixed date for closure of Applications.

See Appendix 8 - Coaching Application form

2.2 Selection of all coaches will be made by a sub-committee and presented to a general meeting for final approval. The Sub-committee shall be: President, Vice President (of respective team) and Head Coach/Development.

2.3 Where the same person holds more than one role within the selection sub-committee, or is the applicant for the position, another member from the executive committee shall be take his/her place.

2.4 Coaches must be selected by the sub-committee within 7 days of the date fixed for the closure of applications. The sub-committee shall then notify the Club's Secretary of the selection of the coaches within 24 hours of the coaching selection meeting. In turn, the Secretary shall notify all applicants of the result of their application within 24 hours of notification of the results by the subcommittee.

2.5 All successful applicants must accept or withdraw their appointment within 48 hours of notification by the Club's Secretary. Unsuccessful applicants may appeal the decision of the sub-committee by following the Club's grievance procedures.

2.6 Coaches selected in this position are to complete their level 1 coaching course prior to season commencement, and within the season (if not currently held) obtain at a minimum level 2 coaching accreditation.

3. Grading of Players

3.1 Senior Grades are teams formed mostly by friends wishing to play baseball together and are therefore not graded. There maybe some movement of players between grades to find a more suitable level. Where practicable, playing with friends will be the first and foremost priority of the KBJBC.

3.2 All Juniors are invited to training sessions prior to the season as part of the Club's Youth Development Program. Senior coaches and players run skill drills and game situations to test junior players on their ability. After completing 3 weeks of Skill sessions all Junior players in JL, IL, SL & BL are graded into teams for the season.

There maybe some movement of players between Teams in the first 3-4 weeks of competition to find a more suitable level.

3.3 All Little League players are not graded but placed into teams based on playing baseball with friends. All players are invited to the Training skill sessions as part of the Club's Youth Development Program.

4. Player Eligibility & Selection

4.1 Un-financial Players WILL NOT be eligible to play after round 3 of fixtures unless the player has entered into a payment plan with the Club Registrar.

4.2 All payment plans must be finalised prior to the 1st fixture in December.

4.3 All players in Senior Grades and Youth Grades **ARE** entitled to play a minimum of ½ a game of baseball each week. Coaches and managers must be vigilant in rotating the playing group such that the same players do not start on the bench each week.

4.4 Junior players playing up in senior grades shall not start on the field where that team has the minimum 9 players unless :

- a. Senior player in the team requests to start on the bench.
- b. the youth players has paid Senior Grade registration fees.

5. Team Trophies

5.1 All Senior Grades have the following team trophies.

MVP (BEST & FAIREST TROPHY)

This trophy is based on votes given each week, (being 3, 2 and 1) recorded at that time and placed in a sealed envelop and then placed in the appropriate box in the clubhouse. The votes are counted after the completion of the regular season. In the absence of a public count, the head scorer shall tally the votes.

BATTING TROPHY

This trophy shall be awarded to the person with the highest batting average at the end of the regular season as shown in the team stats. To qualify for this trophy a player must have achieved a number of Plate Appearances no less than (the internationally accepted formula of) 2.1 times the number of games the team has played. If no player has the required number of plate appearances, the trophy is awarded to a player nominated by the team coach. The coach should however justify his reasons for awarding such trophy.

COACHES AWARD or PLAYERS PLAYER

Coaches Award - Awarded at the complete discretion of the applicable team coach. The coach should however justify his reasons for awarding such trophy and point these reasons out on Presentation Night.

Players Player – Awarded on the discretion of all members of the team who conduct a vote at seasons end based on the player they believe plays fair, communicates and talks, upholds team morale, and a good team man

Choice of which award is chosen should be based on consultation with the coach and the committee.

5.2 Youth Grades have the following team trophies.

Little league – All players receive participation trophy/medallion

Intermediate League – As per Senior Grade Trophies

Junior League - As per Senior Grade Trophies

Senior League - As per Senior Grade Trophies

Big League - As per Senior Grade Trophies

8. MATTERS NOT DEALT WITH.

Any matter of any kind whatsoever not dealt with or provided for in these By-Laws of the KBJBC may be dealt with in such manner as the committee may deem appropriate.