

# WOODVILLE DISTRICT BASEBALL CLUB INC

## CONSTITUTION BY-LAWS

### AMENDED: JULY 2023

---

1. These By-Laws will form the basis of the day to day operations of the Woodville District Baseball.

They will be reviewed and amended by the Board as necessary in line with Rule 36 of the Constitution as follows:

RULE 36. BY-LAWS: The Board may from time to time make By-Laws consistent with these Rules and may amend or repeal By-Laws at its absolute discretion. Such By-Laws are to be appended to the Club Constitution.

#### 2. GENERAL RULES RELATING TO SUB-COMMITTEES:

- (1) Each sub-committee of the Club shall at its first meeting elect from its numbers;
  - (a) A Chairman who shall preside over all such Meetings.
  - (b) A Treasurer shall be elected if required.
  - (c) A Secretary who shall maintain minutes of meetings.
- (2) In the absence of the Chairman from any properly constituted meeting of the Sub-Committee, the members present shall appoint one of their numbers to preside.
- (3) The Chairman of any Sub-Committee shall be entitled to a deliberate as well as a casting vote.
- (4) A sub-Committee may continue to act notwithstanding the existence of any vacancy provided that the positions designated in paragraph (1) above are filled at all times.
- (5) No Sub-Committee shall incur any expense or make the Club liable for any commitment without the prior approval of the Board.
- (6) Reports of meetings and activities, including financial statements, shall be forwarded to the Board as required, but in any event at least once every three months.

#### 3. DUTIES OF THE BOARD – POSITION DESCRIPTIONS.

It is generally expected that all Members of the Board shall endeavour to attend and participate in all meetings of the Board wherever possible and dispense their obligations in accordance with Rule 7 of the Constitution, NB: Any member who has another direct family household member participating at another Baseball SA club is deemed to have a conflict of interest and will be ineligible to nominate for the board.

# WOODVILLE DISTRICT BASEBALL CLUB INC

## CONSTITUTION BY-LAWS

### AMENDED: JULY 2023

---

#### **(1) PRESIDENT**

##### **The Club President shall:**

- Be elected by the Woodville District Baseball Club Members and is responsible for representing the views of the Members.
- Be the Principal Leader of the Club and is responsible for the overall administration of the Clubs' affairs, management of the Board and/or Executive meetings including the Annual General Meeting.
- Represent the Club at all levels of the Community and Government, including in any official capacity as required by the South Australian Baseball League and the Australian Baseball League.
- Encourage, guide and assist where necessary Members of the Board to fulfil the requirements of their positions.
- Encourage participation by all Members in volunteering time to assist with the general needs of the Club.
- Act as a facilitator for Club activities.
- Ensure that proper reporting, planning and budgeting for the future is carried out in accordance with the wishes of the Members.
- Works with the board in the preparation of the Strategic Planning for the future of the club.

#### **(2) BASEBALL DIRECTOR - OPERATIONS**

##### **The Baseball Director Operations shall:**

- Liaise with the Club Director on any matters concerning playing activities, which overlap into the responsibilities of their positions.
- Be responsible for liaison with and reporting on activities conducted by Sub-Committees placed under their control by the Board.
- Act on behalf of the Board as Delegate to the SABL for all senior competitions.
- Has responsibility for the On-Field operations of the Club.
- The Baseball Director is first point of contact for Senior Coaching staff and Players.
- Liaises with the Equipment Steward in ensuring adequate equipment is available and updated as required.

#### **(3) CLUB SECRETARY**

##### **The Club Secretary shall:**

- Conduct all correspondence pertaining to playing matters, keep records of players and Members names, addresses, dates of birth and any other details as directed by the Board.

# **WOODVILLE DISTRICT BASEBALL CLUB INC**

## **CONSTITUTION BY-LAWS**

### **AMENDED: JULY 2023**

---

- Act as the Public Officer of the Club as required by the Associations Incorporation Act 1985.
- Ensure accurate minutes are taken of all meetings of the Board.
- Responsible for score/data entries of all Senior Mens and Womens competitions are entered on the relevant Baseball SA database weekly during competitions.
- Manage correspondence.
- Maintain membership records of the club
- Provide the club statistician with score books and any other relevant information to ensure accurate game statistics and playing records are maintained.
- Works with the Junior Director - Administration to Compile and prepare the Club's Annual Report for distribution at the AGM.
- Assist the Marketing Director with any relevant Social Media publication.

#### **(4) JUNIOR DIRECTOR - OPERATIONS**

##### **The Junior Director Operations shall:**

- Participate in discussions at Board meetings, contributing opinions and suggestions re all decisions to be made.
- Be on the membership of the Junior Sub-committee for the club.
- The Junior Director Operations and Junior Director Administration are responsible for ensuring that the club is able to field the maximum number of junior teams each and every season with the guidance of the WDBC Board.
- Promotion of the club and co-ordination to local schools in a concerted effort to recruit schools and individuals to the club, every year, to under pin the junior program and the future success of the Club in a joint working effort with the Junior Director Administration.
- The Junior Director Operations is also responsible for ensuring that all teams have a Coach, a Manager and a Scorer and will assist the Coach in recruiting the Manager and Scorer where applicable.
- Assist in the planning of training for Junior teams in conjunction with the head coach.
- Organise and Co-ordinate the annual Junior Senators program and any other preseason coaching clinics or activities in a joint working effort with the Junior Director Administration.
- Where applicable at HOME GAMES will ensure that the ground is set up, teams, scorers and umpires have the required equipment to play.
- All communication with Umpires co-ordinator and umpires.

**WOODVILLE DISTRICT BASEBALL CLUB INC**  
**CONSTITUTION BY-LAWS**  
**AMENDED: JULY 2023**

---

**(5) JUNIOR DIRECTOR - ADMINISTRATION**

**The Junior Director Administration shall:**

- Participate in discussions at Board meetings, contributing opinions and suggestions re all decisions to be made.
- Organise and Chair Junior Sub-committee for the club.
- The Junior Director Administration will call for applications annually and submit names for Coaching positions to the Board for ratification in conjunction with the Junior Director-Operations.
- The Junior Director Administration and Junior Director Operations are responsible for ensuring that the club is able to field the maximum number of junior teams each and every season with the guidance of the WDBC Board.
- Promotion of the club and co-ordination to local schools in a concerted effort to recruit schools and individuals to the club, every year, to under pin the junior program and the future success of the Club in a joint working effort with the Junior Director Operations.
- Organise and Co-ordinate the annual Junior Senators program and any other preseason coaching clinics or activities in a joint working effort with the Junior Director Operations.
- Responsible for the co-ordination of Junior events held during the baseball season.
- Ensure Coaching Accreditation and relevant Police Checks are in place, inclusive of the Working with Children Check requirements.
- Is the responsible Child Safety Officer of the club.
- Report to the Board on progress of all of the above junior activities in conjunction with the Junior Director Operations and suggest changes and enhancements.
- Responsible for score/data entries of all Junior competitions are entered on the relevant Baseball SA database weekly during competitions.
- Provide the club statistician with score books and any other relevant information to ensure accurate game statistics and playing records are maintained.
- Assist the Marketing Director with any relevant Social Media publication.

**(6) FINANCE DIRECTOR**

**The Finance Director shall:**

- Manage the Financial affairs of the Club
- Prepare a Budget and expenditure framework of the Club for approval and ratification by the Board

# WOODVILLE DISTRICT BASEBALL CLUB INC

## CONSTITUTION BY-LAWS

### AMENDED: JULY 2023

---

- Report on and explain the financial position of the club at each monthly board meeting by presenting:
  - Copy of recent Bank account balance statements,
  - Copy of complete reconciliations of the Bank balances,
  - Copy of Profit and Loss Statement for the Financial Year to Date,
  - A summary of accounts to be paid,
  - A summary of Playing fees and other amounts outstanding,
  - Any other relevant information, for example the income and expenditure relating to special events.
- The accounts will be recorded on and reported from an MYOB accounting software suite, The Finance Director shall also:
  - Manage, reconcile and secure cash funds earned and held at the Club,
  - Prepare receipts for all funds received by the Club, this includes cash register roles,
  - Properly record and post to MYOB all receipts and outgoings,
  - Prepare the accounts for, and organise the annual audit.

#### **(7) FACILITIES DIRECTOR**

##### **The Facilities Director shall:**

- Manage the upkeep and presentation of Playing fields, Batting Tunnels, Spectator areas and associated outdoor areas and facilities.
- Develop strategies with available volunteers and set guidelines for Coaching Staff to ensure adequate presentation of facilities at all times as required for the on-field activities of the Club.
- Manage any major works projects required for all such facilities including the preparation of or assisting with the preparation of Grant applications and ensure compliance with any necessary reporting.
- Assist with hosting special events at the Club.
- Liaise with and maintain an effective working relationship with Council to ensure the needs of the Club are met and its assets protected.
- Delegation of any ground duties to relevant coaches and other members
- Co-ordination of any ground protection against wet weather to ensure matches are able to proceed ie: tarping of grounds etc.
- Co-ordination of game day set up and delegation to relevant coaches and other members to assist.

**WOODVILLE DISTRICT BASEBALL CLUB INC**  
**CONSTITUTION BY-LAWS**  
**AMENDED: JULY 2023**

---

**(8) CLUB DIRECTOR**

**The Club Director shall:**

- Conduct all correspondence pertaining to matters concerned with running the Club, as required by the Rules of the Club and licensing Court.
- Be responsible for the efficient running of bar and catering facilities and be responsible for liaison with and reporting on activities conducted by Sub-Committees placed under their control by the Board.
- Direct line reporting to the club "Canteen Manager" and "Bar Manager" and co-ordinates both areas in conjunction with these positions.
- Be responsible for running of Club functions, management of bar and canteen, pricing and stock control.
- Ensure the Club complies with relevant Liquor Licensing Laws in co-operation with the Licensee. Hiring of Club facilities to Members and outside interests.
- Assist with hosting special events at the Club.
- Act as a general first point of contact with Council.
- Responsible for the security of the premises, including the co-ordination and delegation of club lockdown each time the club is open.
- Apply or assist with applications for Grants with respect to Clubroom facilities. Ensure compliance with any necessary reporting required by such Grants. Manage resulting projects to ensure agreed outcomes are achieved.

**(9) MARKETING DIRECTOR**

**The Marketing Director shall:**

- Maintain and co-ordinate a comprehensive sponsorship program. Actively pursue and assist others in their pursuit of new Sponsors for the Club.
- Co-ordinate and encourage all efforts to retain Sponsors with effective communication and looking to 'value-add' to encourage their continued involvement.
- Guide the setting of Sponsorship and Donations Budget.
- Produce, promote and distribute Sponsorship Packages and related materials.
- Organise, co-ordinate, facilitate and assist with catering for Sponsors and Life Members functions.
- Organise and Chair Fundraising and Social Events sub-committee, including:
  - Family Fun nights
  - Major Fund Raisers
  - Off site Fund Raising
  - Major and Minor Raffles

# WOODVILLE DISTRICT BASEBALL CLUB INC

## CONSTITUTION BY-LAWS

### AMENDED: JULY 2023

---

- Ensure proposed events will be profitable and promote pre-selling of tickets where possible
- Ensure Club is Marketable and maximise attendance at home games
- Responsible for organising in conjunction with the Finance Director Merchandising opportunities for the club.
- Responsible for updating of the club webpage and Social Media outlets, in conjunction with the Club Secretary and Junior Director(s) Administration.
- Report to the Board on progress of all of the above and suggest changes and enhancements.

#### 4. SELECTION COMMITTEE:

The full Selection Committee shall meet at the discretion of the Board or in any case at least every eight weeks during season.

#### 5. ELIGIBILITY FOR TROPHIES.

1. Player must have played in 60% of games in that division. An exception will apply to a Division 1 or 2 pitcher who does not play in any other positions in which case 50% of games shall apply.

| <u>Examples taken from 2004/2005 season</u> | <u>Eligibility</u> |
|---|--------------------|
| Div 1            60% of 30 = 18             | 18 games           |
| Div 2            60% of 16 = 9.6            | 10 games           |
| Div 4            60% of 17 = 10.2           | 11 games           |
| Div 5            60% of 17 = 10.2           | 11 games           |
| Under 18       60% of 16 = 9.6              | 10 games           |
| Under 16       60% of 16 = 9.6              | 10 games           |
| Under 14       60% of 18 = 10.8             | 11 games           |
| Under 12       60% of 17 = 10.2             | 11 games           |

#### 2. BATTING:

In addition to 5.1 above the player must have total plate appearances as per calculation below:

1. Div 1 – Number of scheduled 9 innings games multiplied by 2.7 PLUS number of 7 innings games multiplied by 1.8.
2. Div 2 to Div 7 plus Under 18, 16 & 14 – (Time limited games averaging 6 innings) Number of games multiplied by 1.8.
3. Masters & Under 12 – (Time limited games averaging 5 innings) Number of games multiplied by 1.5.
4. All calculations in Rule 5 to be rounded up to the next whole number.

# WOODVILLE DISTRICT BASEBALL CLUB INC

## CONSTITUTION BY-LAWS

### AMENDED: JULY 2023

---

#### 6. AWARD CRITERIA:

##### (1) LIFE MEMBERSHIP:

- Life Membership shall be considered by the Board and awarded in accordance with Rule 26 of the Constitution.
- Each January-Board calls for nominations from members closing 31<sup>st</sup> January
- February Board meeting to review members nominations received & that they meet the criteria to be considered for life membership (see criteria below)
- Inductee presented life membership at Senior presentation night March/April. Inductee and partner guests of the club for the evening.
- Criteria to be taken into account:
  - Length of time as a member of WDBC.
  - Service on Board or other committees.
  - Voluntary work whether within the clubrooms (e.g. canteen and/or bar) or on the field (e.g. marking diamonds, ground maintenance).
  - Service to the club as delegate to the SABL.
  - Long term personal sponsorship of the club or players.
  - Assistance with the efficient running of the team structure of the Club (e.g. coaching, team manager, equipment manager).
  - Any long term support which may be regarded as outstanding service to the Club.

##### (2) KLAEBE CLUB:

- The Klaebe Club was created to honour the exceptional contribution Don Klaebe made to the Club since its inception.
- Nominations are submitted, considered and voted on by current Members of the Klaebe Club *ONLY* at a meeting convened annually for this purpose.
- The Board of the Baseball Club shall ratify new inductees from this process, to be announced at Senior Presentation.
- The contribution may be by way of 'Passion, Inspiration, Physical assistance, Kindness, Friendship, Donations and general contribution on and off the field over a number of years.
- Nominated persons need not be a Member of the Club.
- Nomination for membership of the Klaebe Club shall not require any previous award, such as Life Membership, nor should any previous award preclude nomination or consideration for membership.



# WOODVILLE DISTRICT BASEBALL CLUB INC

## CONSTITUTION BY-LAWS

### AMENDED: JULY 2023

---

- Current Board Members of the Baseball Club shall not generally be considered for nomination in a particular year.
- Maximum of two Inductees per annum. It is generally envisaged nominees would be adult, however extraordinary contributions by youth may be considered.
- Talent or ability do not form part of the criteria.

#### (3) MARK BIGGINS MEMORIAL AWARD:

- Nominated by the Coach of each senior team.
- Nominations shall be discussed, shortlisted if necessary and then voted on at a meeting convened near the end of the season for this purpose.
- Generally awarded to one recipient per annum, however, equal winners may be awarded at the discretion of the Coaches.
- Coaches decision shall be ratified by the Board with the winner announced at Senior presentation.
- Consideration shall be given to the following attributes:
  - On and off field contribution.
  - Team orientation – being a ‘team player’.
  - Attendance at training.
  - ‘Coachability’.
  - Being a ‘Club person’.
  - Though individual talent or ability is not a prime consideration, it would be generally expected that the recipient had enjoyed a reasonably successful season for themselves.
  - Generally awarded to a Senior player, however Juniors playing in Seniors may be considered.

#### (4) GEOFF ROGERS MEMORIAL AWARD:

- The Geoff Rogers Memorial was created by the Board of the Baseball Club in 2012/13 to honour Geoff’s outstanding contribution to the general running of all aspects the Clubroom operations over many years.
- This award has replaced the Arthur Sewell Award.
- Awarded to the person found to have made an exceptional contribution to the Club in an off-field role in any one season.
- While a Member’s on-field exploits shall not be considered in this award, Playing Members are in no way exempt from consideration, should they have also contributed in an off-field role.
- Voted by conscription by any and all Members of the Club via ballot

**WOODVILLE DISTRICT BASEBALL CLUB INC**  
**CONSTITUTION BY-LAWS**  
**AMENDED: JULY 2023**

---

box provided throughout the year.

- Votes tallied by the Board at the end of the season and announced at Senior presentation.

(5) 200 CLUB:

Membership of 200 Club is attained by playing 200 or more games in accordance with Rule 9 below. Non-playing coaches with previous playing experience with the Club may be credited with a maximum of 15 games per season until 200 games are achieved. Under 12's, Under 14's and Under 16's games played to be registered as 1 game.

(5a) CALCULATION OF GAMES PLAYED.

A player will be credited with a game played in any grade that the club enters a team in a SABL competition (T-Ball excepted) provided one or more of the following criteria are met:

1. Has at least one plate appearance.
2. Takes the field in a defensive position.
3. Is the starting or relieving pitcher for whom a designated hitter is used and pitches to at least one batter.
4. Is a designated hitter in the starting lineup (even if the player does not come to bat because of a change of pitcher causing the abolition of the role for the remainder of the game. This situation also prevents the player from entering the game in any other capacity).
5. Is used as a designated runner from the bench and at some stage replaces a player in a defensive or offensive role (A player used solely as a designated runner under the SABL speed up rules will not be credited with a game).

(6) JUNIOR PLAYING TROPHIES:

(1) TONY HARRIS AWARD:

- Awarded to the most outstanding Junior player across all divisions.
- Decided by consensus among all Junior Coaches.

(2) MAX BEHRENDT JUNIOR ENCOURAGEMENT AWARD:

- Awarded in recognition of continued effort and improvement by a junior player in any division.

**WOODVILLE DISTRICT BASEBALL CLUB INC**  
**CONSTITUTION BY-LAWS**  
**AMENDED: JULY 2023**

---

- Not based on pure talent or ability, rather coach-ability and application.
- Decided by consensus among all Junior Coaches.

(3) DIVISIONAL AWARDS:

- U19 MVP Adam Lodge Trophy
- U17 MVP Grant Behrendt Trophy
- U15 MVP Don Klæbe Trophy
- Intermediate League U14 MVP Tim Fawcett Trophy
- LITTLE LEAGUE MAJOR MVP Ian Marsland Trophy
- LITTLE LEAGUE MINOR MVP Lawrie Moore Trophy

7. CODES OF CONDUCT:

(1) COACHES:

These principles are considered practicable and are within the aims and objectives of the Woodville District Baseball Club Inc.

- Supervise the behavior of the team at all times.
- Do not criticize players in front of spectators, parents or other teams. Review constructive criticism with a player or the team in private.
- Accept decisions of the umpire as being fair and called to the best of their ability. Do not abuse or ridicule the umpire nor allow your players to do so.
- Develop team respect for opponents, spectators and officials. Do not criticize other teams, supporters or officials by words or gestures.
- Set a good example in personal appearance and behavior.
- Encourage sportsmanlike behavior among the players.
- Encourage players to work together as a unified group (teamwork).
- Keep yourself informed of sound coaching principles and seek more skilled advice.
- Encourage your team to hustle on and off the playing field at all times.
- Place the welfare and development of the individual above a winning or losing record.
- Do not embarrass or demoralise your opponents.
- Do not use any form of tobacco or alcohol on the field, in the dugouts, bullpens or while in uniform.

# WOODVILLE DISTRICT BASEBALL CLUB INC

## CONSTITUTION BY-LAWS

### AMENDED: JULY 2023

---

- Whenever possible, provide assistance with coaching expertise and knowledge to developing teams.
- Abide by the rules and regulations of the Australian Baseball Federation.
- Be aware of any player with medical problems and manage the situation appropriately.
- Strive to develop a positive image and self-sufficient attitude with each player.
- Present the sport of baseball in a positive image.
- Ensure your accreditation is current and updated regularly.

#### (1a) JUNIOR SPECIFICS

- Satisfactory completion of the Coaching General Principles Accreditation online course.
- Provide leadership by example in behaviour at all times.
- Ensure whenever possible all players have equal time on the diamond.
- Avoid overplaying the talented players. Developing players need and deserve equal game time.
- Wherever possible provide assistance with coaching expertise and knowledge to develop youth teams and coaching staff.
- Ensure you are the holder of a current Police Clearance to interact with children.

#### (2) PLAYERS:

- Always promote the Woodville District Baseball Club and its sponsors in a positive image.
- Respect the club officials, administrators and supporters, and understand they are an important part of the club.
- No bad mouthing of your team mates, coaches or club personnel.
- Report all injuries to the coach.
- Always advise your coach when unable to attend training, prior to that training.
- Promptness for meetings, training sessions and games is mandatory.
- No one will attend meetings, training or games "under the influence".
- Show respect for your opponents and their skills.

**WOODVILLE DISTRICT BASEBALL CLUB INC**  
**CONSTITUTION BY-LAWS**  
**AMENDED: JULY 2023**

---

- Control your temper, no criticism by words or gesture.
- Verbal abuse against umpires, opposing players or fans will not be tolerated.
- Abuse of equipment will not be tolerated.
- Refrain from profanity at all times.
- Anyone involved in an on-field fight will be left to their own means and face disciplinary action from the club. (Players are liable to SABL by way of fines and suspensions for any involvement in altercations. Involvement means leaving your position).
- No eating or drinking on the baseball field unless provided officially.
- Always play to the team's game plan and philosophies.
- Always project a strong, positive attitude.
- Understand and embody the philosophy that "The Club is greater than the individual."
- Non Smoking Policy. All club facilities, all playing facilities and in designated outdoor areas in accordance with legislation and the Club's stated "Good Sports" philosophy.
- Illegal substances are prohibited within 100 metres of club facilities and car parking

9. MEMBER PROTECTION POLICY:

The Member Protection Policy, incorporating Child Protection, is maintained as a separate document forming part of the By-laws of the Woodville District Baseball Club.

**WOODVILLE DISTRICT BASEBALL CLUB INC  
CONSTITUTION BY-LAWS  
AMENDED: JULY 2023**

---

10. CLUB SONG:

*Give a call, give a call, for the boys who play baseball,  
We are the boys from the ol' Senators.  
Pitch 'em fast, pitch 'em fast and the other will not last,  
We are the boys from the ol' Senators.  
Innings after innings and we're still in the lead,  
Just what the coaches always need....more runs!  
As the umpire calls it game and we've won it once again,  
We are the boys from the ol' Senators.*