

**WILLETTON BASEBALL CLUB (INC.)  
BY-LAWS**

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**A. ROLE OF OFFICE BEARERS: Additional to the constitution**

**Powers and Duties of Office Bearers:**

Whenever possible, any member queries should be dealt with by the committee member responsible for the area pertaining to the query.

Financial benefits to Committee members in any one year will only be provided to those members who attend 75% of the committee's monthly meetings in that same year, at the discretion of the committee.

**1. Chairperson:**

- a. Prepare a budget for upcoming season and adjust along with Treasurer during season. Liaise with President's to ensure their budgets are prepared on schedule.
- b. Book grounds and hall for the season.
- c. Ensure all requirements of Canning Council are met.

**2. Presidents:**

*The Tee-ball President shall:*

- a. Communicate with parents and players to ensure they know what is happening with the teams they or their children are playing in.
- b. Arrange for grading of players by coaches at the end of the season.
- c. Head up Tee-Ball section on Registration Day.
- d. Tee-Ball Team Selection
  - i. Allocate coaches and managers
  - ii. With the help of volunteers, allocate players to teams.
  - iii. Organise and supervise Team Allocation Day for Tee-Ball.
- e. Organise Coaches and Umpires courses.
- f. Either attend or arrange for a delegate to attend TBAWA meetings and report back to the club.
- g. Arrange with sub-committee fundraising, social events, player uniforms, equipment, team photos, team trophies and end of year windup and Tee-ball State Championships. Minutes must be taken at each sub-committee meeting and circulated to the Executive Committee for recordkeeping requirements.
- h. Attend AGM and give Presidents Annual Report.

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*The Baseball President shall:*

- a. Communicate with parents and players to ensure they know what is happening with the teams they or their children are playing in.
- b. Arrange grading of players by coaches at the end of the season.
- c. Head up Baseball section on Registration Day.
- d. Baseball Team Selection
  - i. Allocate coaches and managers.
  - ii. With the help of Junior and Senior VP's allocate players to teams.
  - iii. Arrange with VP's selection to representative teams
- e. Organise Coaches, Scorers and Umpires courses.
- f. Arrange line-up books and scorebooks for all Baseball teams.
- g. Either attend or arrange for a delegate to attend the Charter & BWA meetings and report back to the club.
- h. Arrange with sub-committee fundraising, social events, player uniforms, equipment, team photos, team trophies and end of year windup. Minutes must be taken at each sub-committee meeting and circulated to the Executive Committee for recordkeeping requirements.
- i. Attend AGM and give Presidents Annual Report.

*The Softball President shall:*

- a. Communicate with parents and players to ensure they know what is happening with the teams they or their children are playing in.
- b. Arrange grading of players by coaches at the end of the season.
- c. Head up Softball section on Registration Day.
- d. Softball Team Selection
  - i. Allocate coaches and managers.
  - ii. With the help of VP allocate players to teams.
- e. Organise Coaches, Scorers and Umpires courses.
- f. Arrange line-up books and scorebooks for all Softball teams.
- g. Either attend or arrange for a delegate to attend SEMSA and WASA meetings and report back to the club.
- h. Arrange with sub-committee fundraising, social events, player uniforms, equipment, team photos, team trophies and end of year windup and state

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- i. Attend AGM and give Presidents Annual Report.

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**3. Vice Presidents:**

The Vice Presidents shall execute any part of the President's duties as may be specified by the Presidents and Committee from time to time and in the event of the President's absence due to any cause, perform all of his/her duties. Also the Vice Presidents shall have a vote on all matters of the Executive Committee.

**4. Secretary:**

- a. Perform such other duties as may be assigned by a meeting of the Club and any duties necessary to give effect to the Constitution and,
- b. Maintain files of legal documents such as constitutions, leases and titles.
- c. Arrange order and collect Club Person of the Year, Junior Club Person of the Year and Junior Nominees trophies for AGM.
- d. Arrange and collect life membership badge if awarded.
- e. Be available to assist on Registration Day, Team Photo Days, Carnival Days and Presentation Days.
- f. In the absence of the Treasurer, act as Treasurer to complete payments for the Club.

**5. Treasurer:**

- a. Have a vote on all matters of the Executive Committee.
- b. Be available to assist on Registration Day, Team Photo Day, Carnival Day and Presentation Day.

**6. Registrar:**

- a. Organise and coordinate Registration Day.
- b. Record the fees due for all club members and report any unpaid fees to each division.
- c. Lodge all player registration information - with assistance from each division - with TBAWA, BWA, and SEMSA
- d. Have the power to raise a claim of breach of by-laws with the executive committee through either the scheduled monthly committee meeting or requesting an extra-ordinary meeting to be called. Once a discussion and vote has been conducted the registrar has the ability to invoke penalties, the Committee sees fit, to any member in breach of by-laws. The member involved has the right to appeal the Registrar's decision at the next executive committee meeting.

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**7. Grounds Officer:**

- A. In conjunction with Chairperson liaise with Canning Council as to grounds conditions and maintenance work required on the ovals.
- The council verti-mows the grounds at the end of the soccer season. Keep in contact with the councils Grounds Supervisor to ensure our reserve is verti-mowed as early as possible. The earlier this is done the earlier our season can start.
- B. Organise any maintenance required to the batting cages, practice pitching mounds, home run fences, cut outs, and backstops.
- C. Line Marking
- It is the Grounds Officers role to ensure that all diamonds are prepared for games. If not able to actually mark the lines organise volunteers to do this.
- D. The side storage area of the shed is shared with soccer. At the end of their season move our line marking equipment into the shed.

**Tips**

- Before the start of the season check line marking equipment is fully operational and the batteries are charged.
  - Ensure sufficient paint is on hand to start the season. As a rule of thumb a mixture of 3 litres paint and 10 litres water will do 2 tee ball diamonds, but will just do 1 when marking out for baseball grades.
  - Ensure the machines are well flushed and there are no deposits in the paint reservoir of the line marking machine. The diamonds are usually marked the Sunday before the season starts.
  - A minimum of four people are required, but a crew of eight is most effective. Organise for volunteers a few weeks in advance.
  - During the Christmas break try to corner mark the diamonds to minimise having to start from scratch in the second part of the season.
  - Prevail on VP's and coaches not to use the batters boxes during training to preserve the diamonds.
  - When marking D1,D2, D3 run the dead ball line from each back stop all the way to the home run fence.
- E. Diamond Allocation
- On team allocation day for tee-ball assign diamonds for training. Give preference to any tee-ball coach who is coaching more than one team.
  - There will likely be tee-ball teams that train off site. They must be included in the allocation records so the club is aware of where they are training.

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- Allocate training diamonds for state tee-ball teams after selections. Allocate training diamonds for State Championship Teams for try outs and training once try outs are completed.
  - Discuss with VP of Baseball and Softball their training requirements as early as possible to avoid conflicts. Historically softball has D2, D3 and D7 on Tuesday and Thursday.
- F. Maintain a register of keys for the batting cages and equipment shed. And ensure all keys are collected at the end of the season.

**8. Equipment Officer:**

- a. Have control of all Clubs playing equipment and submit an inventory of such equipment at each Annual General Meeting or as required by the Executive Committee.
- b. Ensure all equipment is serviceable and sufficient to meet the season's requirements – liaise with relevant VPs and sub-committees before season commencement.
- c. Purchase new equipment from Fielder's Choice or other supplier if available at reasonable cost – All non-budgeted purchases must be approved by the Executive Committee.
- d. Ensure all equipment (new and existing) is itemised and a record of which equipment has been provided to each team kept on record. This is to facilitate reconciliation records at the end of the season.
- e. Replace or repair any equipment during the season as the need arises.
- f. Collect all equipment with assistance from each division at the end of the season and organise any repairs to broken equipment.
- g. Check and monitor Shade Tents/Scorers' Umbrellas
- h. Do periodic check during season to ensure that all Shade Tents are in good order and that pegs are not missing.
- i. Arrange for shades, umbrellas, BBQ and other equipment to be moved from the main shed to the storage room in the main pavilion or cage shed on the Saturday prior to first game.
- j. Arrange for all equipment to be returned to the main shed at conclusion of the season.
- k. Have a vote on all matters of the Executive Committee.

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**9. Signatories:**

All cheques are to be co-signed by any two of Chairperson, Secretary or Treasurer.



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**B. OTHER MANAGEMENT MATTERS:**

**1. Emergency Committee:**

An Emergency Committee shall consist of any three (3) officers of the Club, including the Chairperson or a President and shall have the authority to authorise anything to be done in case of an emergency where time does not permit the calling of an Executive Committee Meeting to deal with the matter in question.

A member attending an Emergency Committee meeting must document any items discussed and decisions made. The documents and decisions must be presented to the next Committee Meeting to be ratified by the Executive Committee.

**2. Misconduct Reporting:**

After the ejection of a player if the umpire wishes to report that player for misconduct, it is necessary for the umpire to submit a written report to any member of the Executive Committee within 72 hours of the incident.

**3. Life Members:**

A nomination for Life Member is to be submitted to the Executive Committee and if 80% of the committee present agree to the nomination, then Life Membership will be bestowed at the Annual General meeting or Annual Wind-up.

Life members will be presented with a plaque upon confirmation of life membership. They will thereafter be accorded full voting rights at the Club's Annual General Meeting (each year). Financial benefits to Life Members in any one year will only be provided when that life member is actively involved with the club during the current or last playing year. The approval and nature of financial benefits will be at the discretion of the committee.

To become eligible for Life Membership a member shall;

- a. have provided exemplary service to the club for a period of ten (10) years of which at least five (5) years must have been served on the Executive Committee. That service should be more than the duties expected of the role performed by the nominee.

OR

- b. have given outstanding service to the Club other than on the Executive Committee for a period of at least fifteen (15) years.

The nomination must be submitted to the Executive Committee and should clearly demonstrate the nature of the service provided to the club by the person being nominated, should include the length of time that service was provided and should outline the benefits obtained by the club because of that service.

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**4. Division Sub-Committee:**

The President may select a Divisional Sub-Committee unless a formal Sub-Committee for the whole season has been selected.

**5. Representative Teams:**

The uniform of any Club Representative Team will be chosen by the Executive Committee of the Club in conjunction with the President of that division. The Coach shall be the decided by the President of that division.

**6. Annual Fees:**

Fees for Existing, Social, New Members and/or Member Clubs or Teams including nomination fee shall be determined by the Executive Committee.

No person will be allowed to play unless they are a financial member.

**7. Fund Raising:**

Fund Raising shall be subject to approval by the Executive Committee. Not less than seven (7) days notice is to be given in writing by those wishing to raise funds.

Each division is entitled to run its own fundraising, with the balance banked to the Willetton Baseball Club and the funds raised place into divisional revenue to offset future divisional costs.

**8. Guests:**

The maximum number of guests per member per day for the purposes of Section 48(4)[b] of the Liquor Licensing Act 1988 is four (4).

All guests must adhere to the Club's Code of Conduct and By-laws and will be the responsibility of the invited member to ensure they behave accordingly.

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**C. GENERAL:**

**1. Code of Conduct:**

All coaches must have a current Working with Children card.

All members, parents, supporters and spectators must abide by the Codes of Conduct and any other policies relevant to member protection, by either TBAWA, Baseball WA, Baseball Australia, SEMSA, Softball WA or Softball Australia.

**2. Smoking & Drinking:**

Smoking is not permitted at anytime on the grounds at Willetton Reserve.

Any member or non-member of the club reported for consuming alcohol outside the designated area or for bringing their own alcohol to the grounds (on both playing and training days) will receive one (1) warning in writing from the committee. Further breaches will result in penalties being imposed at the discretion of the committee. The team supported by a non-member that breaches this by-law will be responsible for that person/s actions and will incur the same penalty as if that person/s were a member.

**3. Anti Doping:**

All playing members must abide by the Anti Doping policy held to every other division of the club, be it either TBAWA, Baseball WA, Baseball Australia, SEMSA, Softball WA or Softball Australia.

**4. Registration of Members**

All players must be registered.

Team coaches must ensure all players that are listed on the line-up and scorebooks are listed under their own name and are registered with WBC at least 24 hours prior to the commencement of the game. If coaches are unsure they must confirm with the Club Registrar.

**5. Transfer of Members Between Clubs:**

The Club will allow and provide clearance for any member of the club to transfer to another club. However, if the member is un-financial, all monies owed the club must be paid prior to transfer being accepted.

**6. Suitable Conditions For Games:**

When the conditions for the commencement of play are doubtful due to inclement weather or other reason, the Executive Committee, after consultation with team representatives, shall make a decision whether the games shall commence.

Once a game has commenced, the Plate Umpire and two Coaches shall decide whether the game shall continue.

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**7. Trophies/Awards:**

All trophies won by any member of the club and are perpetual, remain the property of the Club unless the Executive Committee has given prior consent.

**Committee Awards**

Junior Club Person of the Year Award.

Senior Club Person of the Year Award.

**Baseball**

*Little Leaguer of the Year Award:* For the player/s with the most outstanding contribution to the Little League division. Must not be selected based on any element of playing performance, stats or skill level.

**Note:** Little League team awards - Must not be awarded based on performance or skill level, but can be awarded for such things as fair play, mateship, being a good team person, volunteering, etc.

*Junior Leaguer of the Year Award:* For the player with the most outstanding contribution to the Junior League division.

*Colt of the Year Award:* Player with the most outstanding contribution to the Colts division.

*Don Barratt Medal:* Overall MVP of the Senior Club

*Tiger of the Year Award:* For outstanding contribution to Senior Baseball

**Softball**

Junior Wildcat of the Year Award.

Senior Wildcat of the Year Award.

**Grand Final Trophies and Flags**

Any team winning the Grand Final will receive a trophy and banner for their division. The trophy and banner will remain the property of the Club and must be given to the relevant Vice-President in the division in a displayable condition as soon as practical.

**8. Equipment Distribution by Club to Teams:**

All equipment distributed to teams belongs to the Club. It is the team's responsibility to account for all equipment distributed and ensure adequate maintenance.

All Catchers and Umpires must wear throat guards.

Helmets are compulsory for all batters, base runners and base coaches.

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**D. DIVISION SPECIFIC BY-LAWS/GROUND RULES:**

**1. Tee-Ball:**

**All Tee-Ball Grades**

- 1) The team named first in the fixtures:
  - a) Sits on the first base line
  - b) Provides the bases, plate, tee and ball
  - c) Supplies the plate umpire
  - d) Fields first and bats second
  
- 2) The team named second in the fixtures:
  - a) Sits on the third base line
  - b) Supplies the first base umpire
  - c) Bats first and fields second
  - d) Is responsible for placing the game score card in the box provided at the canteen
  
- 3) Games are nine innings or 1 hour, whichever comes first, except Under 6's, where games go for 45 minutes. A game that starts late shall be reduced in length so as to finish at the scheduled finishing time. Once an innings has commenced it must be played out (ie both teams must bat) unless the team batting second is already ahead, with the provision that all games **MUST** end no later than 5 minutes after the scheduled finishing time. If a game is ended part way through an innings for this reason, the score reverts back to the last completed innings.

**Note:** Please clear the diamond immediately after your game is finished as the teams for the next game need to use the area.

- 4) The plate umpire is the sole arbiter in any game and shall resolve all disputes.

The UMPIRE'S DECISION IS FINAL in all judgement decisions and not subject to appeal. Enquiries on matters arising from interpretation on the rules may only be made by the coach. The coach must respectfully approach the plate umpire. There are to be **NO APPEALS** and **NO TIME** calls by coaches unless an injury has occurred or could occur. Umpires cannot be approached by anyone else but the coach to question a call.

- 5) All players must be in full uniform at all times during the game; this includes club caps, socks pulled up and shirts tucked in. Coaches, Managers and Umpires are also to be dressed appropriately according to their position. For example; an umpire must wear an official umpire's vest, closed in shoes and it is preferred for a coach and manager to wear the team shirt.
- 6) Helmets must be worn by all teams for batters, base runners, pitchers and catchers. Pitchers must also wear a pitchers chest plate.
- 7) Safety bags (yellow) at first base are to be used in **ALL** grades.
- 8) The interference rule should be applied with common sense in all grades except for Under 13's. Remember we are here for the children, so a call of time and recommending the

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play may help everyone learn about sportsmanship and foster more enjoyment for the players.

- 9) Team having less than 9 players

There may be occasions throughout the season when a side may only have 7 or 8 players. In these situations the rules state the 8th and 9th batters are automatically counted as outs, after the 7th or 8th batter has batted. Due to the possibility of some sides only having 7 or 8 players from time to time and the fact that this club exists for the children to enjoy themselves whilst developing skills, the committee has resolved to waive this rule.

*Please note the following if your team or the team you are playing has less than 9 players:*

If a team has less than 9 players, it is highly encouraged that teams share players in order to create an even number of players. In the event a team has less than 9 players, the team shall be permitted to bat the normal 9 per inning. For example: If a team has 8 players, the first batter is permitted to hit twice in that inning to make up the 9 batters.

**Under 6's**

- 1) It's desirable and the clubs preference to only have Under 6's teams with a maximum of 8 players. Teams may be adjusted or extra teams created to achieve this desired team number.
- 2) There will be a minimum of 6 players (infield positions only) and a maximum of 8 players (6 infield and 2 outfield). The whole team will field in each innings.
- 3) Players **MUST** be rotated each innings; No player will sit off for consecutive innings (unless injured).
- 4) Where one team has been reduced to 5 players, coaches will even the teams by sharing players.
- 5) Teams will field equal numbers for both teams, but may bat up to 9. For example, if one team has 7 and the other 8 then both teams will field with 7, however, the team with 8 will bat all 8 before side away is called.
- 6) The 3 out, side away & the 3 strikes and the batter is out rules do not apply for nippers. Umpires are encouraged to allow the batter to hit the ball.
- 7) Umpires will call **TIME** usually when an infield player has control of the ball and the base runners are in proximate vicinity to the bases. For example; if an outfield hit is fielded by the outfielder and thrown and fielded by an infield position with a runner in the vicinity of any base then **TIME** will be called to stop play. Umpires are instructed to **STOP** suicide running and **STOP** chasing runners around the bases.

Note: In field players should be encouraged to throw the ball to attempt to make an out rather than "holding up the play". Base coaches must be mindful not to abuse the fielders attempt to make plays.

- 8) Each team must have a coach and a manager. The game is scored although the scores don't count. A parent will be a batting coach at each base (first, second & third) however, these batting coaches must not block the view or interfere with the ball or the players.

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Batting coaches are encouraged to support both teams and assist where possible with the team's batting as well as guiding the other teams fielding.

- 9) The fielding team may have their coach in the field with them, but the coach must be in the outfield and not interfere with the ball or players.
- 10) The foul ball circle in the batting box does not apply. Any hit off the tee is considered a fair hit.
- 11) Common Sense should be applied at all aspect of the Under 6's game as we are trying to teach these kids how to play and understand the game whilst having fun.

**Under 8's**

- 1) During the course of the innings, 3 outs should not constitute side away. Each team will bat 9 batters per innings regardless of the number of outs made. This rule shall only apply for the first 4 rounds. From round 5 onwards, normal tee-ball rules regarding outs apply.
- 2) The usual manner of making an out shall apply and each runner that is put out shall return to the bench.
- 3) The maximum number of outs in a single play with be 3.
- 4) The innings will change after time is called following the ninth batter hitting the ball or being struck out.
- 5) Umpires are asked to be lenient with batters and runner, always giving them the benefit of the doubt.
- 6) Remember there is no ladder and winning does not matter.

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**2. BASEBALL:**

- 1) One (1) delegate from each team (Coach or Manager preferred) is to attend the monthly baseball sub-committee meeting.
- 2) Mandatory Play - All Grades: Mandatory play requirements within each division as determined by Little League WA and/or Baseball WA must be met. In addition, the club expects every player to have a minimum of 3 consecutive defensive outs in each game.
- 3) Senior Grade's playing under the 14 batter line-up must ensure all players bat through each offensive innings (i.e. no benched players – unless injured) and participate in the defensive innings by fielding through, at least, 3 consecutive outs.
- 4) Coaches of Little League and Junior League club teams (All-star teams excluded) are to ensure that every player has equal playing time and that players have adequate opportunity to play in a number of different positions. No player is permitted to sit on the bench for longer than 2 consecutive innings (unless ill or injured).
- 5) Club hats and training shirts are to be worn at all club training sessions. Uniforms and equipment from representative teams (Charter, WA Heat etc) are not permitted to be worn or used at trainings or games. Long pants are preferred at all training sessions.
- 6) Home run fences must be erected on diamonds where they are available. Teams will be rotated in the attempt to provide equal game time on diamond 1. Where no home run fence is available, cones must be used.
- 7) On game days, Benches, Foul Poles, Homerun Fences/Cones, L-Screens and Mounds must be returned to the Storage area.
- 8) The Council Hall Tables & Plastic Chairs are to be returned to the storeroom within the Clubrooms.

- END -