CAMPBELLTOWN 'CASPERS' BASEBALL CLUB INC

CONSTITUTION
AND
BY - LAWS

Accepted and Adopted
Constitution changes as at July 2009
By Laws – June 2012

Table of Contents

Name 1

Membership 2

Objectives 3

Club Colours 4

Definitions 5

Office Bearers 6

Executive Committee 7

General Committee 8

Duties of Office Bearers 9

Life Memberships 10

Meetings & Quorum 11

Funds of the Club 12

General Provisions 13

Fees 14

Defaulters 15

Auditors 16

Amendments & Alterations to the Constitution 17

By Laws 18

Presentation & Award Functions 19

Club Awards 20

Major Awards 21

Code of Conduct 22

1. NAME

1.1 The Club shall be called Campbelltown Caspers' Baseball Club Inc. (Hereafter referred to as the 'Club').

2. MEMBERSHIP

2.1 The constituents of the Club shall be Office Bearers, Life Members and Financial Club members.

3. OBJECTIVES

3.1 The objectives of the Club shall be-

3.1.1 The administration, promotion and development for the game of baseball within the district.

3.1.2 The participation in competitions within the relative district and associations with which the Club is affiliated at the time.

3.1.3 To uphold all competition and administrative rules and regulations of all the relative Leagues and Associations with which the Club is affiliated at the time.

3.1.4 To provide an opportunity to further the abilities of all members and players within the Club.

4. CLUB COLOURS

4.1 The colours of the Club shall be Bottle Green, Gold and White.

5. DEFINITIONS

5.1 CLUB – shall mean 'Campbelltown Caspers' Baseball Club Inc.' (as defined in 1).

5.2 MBL – shall mean Macarthur Baseball League.

5.3 NSWJBL – shall mean the New South Wales Junior Baseball League.

5.4 ABF – shall mean the Australian Baseball Federation.

5.5 **NSWBL –** shall mean the New South Wales Baseball League.

5.6 **ABL –** shall mean Australian Baseball League.

5.7 **AGM –** shall mean Annual General Meeting.

5.8 **MEMBER -** shall mean any member of the Club (see 2).

5.9 **EXECUTIVE –** shall mean the Executive committee (see 7).

5.10 **COMMITTEE –** shall mean the Executive, General Committee (see 8), Delegates, Team Management, and elected or appointed sub-committee personnel.

5.11 **DELEGATES –** shall mean elected Club Representatives to the relevant Leagues and Associations that the club is affiliated with.

5.12 **VOTING MEMBERS** – shall mean the Committee, active Life Members and financial members of whom have attended at least three (3) meetings if the club in one (1) calendar year of the Club.

5.13 **FINANCIAL MEMBERS** – shall mean fully paid up member of 18 years of age or one parent per family for any member(s) under the age of 18 years.

5.14 **IN WRITTING -** shall mean by either paper or electronic correspondence.

6. OFFICE BEARERS

6.1 Office bearers of the Club shall be-

6.1.1 Patron(s).
6.1.2 President*
6.1.3 Vice President*
6.1.4 Secretary*
6.1.5 Treasurer*
6.1.5a Assistant Treasurer
6.1.6 Coaching Director*
6.1.7 Registrar/Recorder
6.1.8 Events Manager
6.1.9 Equipment Manager
6.1.10 Uniform Manager
6.1.11 Health and Safety Manager
6.1.12 Publicity Manager
6.1.13 Grounds Controller
6.1.14 Canteen Manager
6.1.15 Child Protection Manager
6.1.16 Web Master
6.1.17 Team Management
(* Executive Committee Member - see 7).

6.2 All Office Bearers shall be elected (except 6.1.1) at the A.G.M. or when a vacancy occurs. If insufficient nominations for a position, that position may be held over to a general meeting.

6.3 A nomination for a person of Office Bearer, as listed in 6.1 (Patron(s) accepted), other than for a position on a sub-committee, will only be accepted if either:-

6.3.1 Such nomination is in writing, signed by both the nominator and the nominee and received by the Secretary of the Club twenty one days prior to the A.G.M. and where practical the nominee should be present at the meeting.

6.3.2 Such nomination is taken from the floor by nominee or nominator and the nominee must be present at the meeting.

6.4 Office Bearers and Members of the committees shall be elected by a secret ballot if more than one nomination is received and second, scrutineers will be used for all such ballots.

6.5 Each Office Bearer shall hold their position until the following A.G.M. unless:-

6.5.1 A written letter of resignation is received by the Club from the Office Bearer,

6.5.2 They are dismissed by resolution of the Club in accordance with the constitution, under rule 6.

6.5.3 They become a defaulter with the Club,

6.5.4 They die,

6.5.5 is absent without consent of the Committee from all Club meeting held during a period of three consecutive months.

6.6 The Club at a general meeting may, by resolution of two thirds majority, dismiss any Office Bearer from office before the expiration of the member's term of office and may, by resolution, appoint another person to hold that position until the expiration of the term of office. The Office Bearer must be informed in writing of this course of action, within seven days, by the Secretary of the Club prior to their dismissal. In the case of the dismissal of the Secretary, they shall be informed by an appointed Executive Member.

6.7 Where an Office Bearer (in 6.6) is duly advised of the proposed dismissal, they may, in writing, prior to the next meeting, request that they be allowed to address the Club with an explanation and must produce any documentation to support their explanation as to their action, which was the cause of the pending dismissal.

6.8 Where an office Bearer is dismissed all club property will be required to be returned to the club within 48hrs

7. EXECUTIVE COMMITTEE

7.1 The Executive Committee shall consist of: -

7.1.1 The President,

7.1.2 The Vice President,

7.1.3 The Secretary,

7.1.4 The Treasurer,

7.2 Any member of the Executive Committee of the Club shall be ineligible to hold any other Executive position of the Club.

7.3 The Executive Committee shall attend to any urgent business of the Club which may arise between meetings of the Club.

8. GENERAL COMMITTEE

8.1.1 Registrar,

8.1.2 Assistant Treasurer

8.1.3 Events Manager

8.1.4 Equipment Manager

8.1.5 Uniform Manager

8.1.6 Health and Safety Manager

8.1.7 Publicity Manager

8.1.8 Grounds Co-ordinator

8.1.9 Canteen Manager

8.1.10 Child Protection Manager

8.1.11 Web Master

8.1.12 Team Management.

9. DUTIES OF OFFICE BEARERS

9.1 President

9.1.1 At all annual, general and special meetings the President shall 'occupy the chair'. In absence of the President the Vice President shall preside and in their absence the meeting shall elect a Chairperson.

9.1.2 The President shall (if possible) give an interpretation of the Club rules if called upon to do so.

9.1.3 Shall not be permitted to stand on any Executive position for any affiliated body whilst in this Club position.

9.2 Vice President

9.2.1 Shall assist the President as may be required.

9.2.2 Shall take the chair should the President be unavailable.

9.2.3 Shall not be permitted to stand on any Executive position for any affiliated body whilst in this Club position.

9.3 Secretary

9.3.1 The Secretary shall attend to the business of the Club receiving and replying to all correspondence.

9.3.2 Shall record and maintain the minutes of all meetings held by the Club.

9.3.3 Shall keep an attendance record for all meetings held by the Club.

9.3.4 Shall perform all clerical duties of the Club.

9.3.5 Shall keep a registrar of the names and all proper contact details of the Office Bearers, Life Members and Patrons of the Club.

9.3.6 Shall keep a register of the names and all proper contact details of all Committee members, Club members and Executive of the Club.

9.3.7 Shall keep custody of all records and receive all written correspondence of the Club including copies of all official email messages.

9.3.8 Shall not be permitted to stand on any Executive position for any affiliated body whilst in this Club position.

9.4 Treasurer

9.4.1 The Treasurer shall receive all monies on behalf of the Club and issue receipts for same, as well pay all accounts, for which receipts must be produced and to keep such books necessary to show the financial affairs of the Club.

9.4.2 Shall submit a financial report once a month to the General meeting.

9.4.3 Shall submit to the Committee a list of all amounts owing by unfinancial constituents of the Club.

9.4.4 Shall present accounts for payment to the Executive Committee for approval and shall draw cheques for payment on approval.

9.4.5 Shall deposit all monies received by the Club in the approved account with a bank or building society.

9.4.6 The Club's Financial Year shall be based on the fiscal year of 1 July to 30 June.

9.4.7 The Treasurer shall present a financial statement, together with an audited balance sheet and statement of income and expenditure for the preceding year to the AGM.

9.4.8 Shall not be permitted to stand on any other Executive position for any affiliated body whilst in this Club position.

Note: Monies to be withdrawn from the approved accounts shall require the signatures of two (2) members of the Executive Committee who have been properly authorised to sign. The President, Vice President, Treasurer, Secretary Where more than one member of a family are on the Executive Committee, only one will be authorised to sign cheques and/or official documents on any one occasion.

9.5 Assistant Treasurer

9.5.1 Shall assist the Treasurer in his/her duties as requested and/or as instructed by the Executive Committee.

9.5.2 Shall deputise for the Treasurer to submit reports in his/her absence at Club meetings (including Executive meetings), functions or business meetings as required.

9.6 Events Manager

9.6.1 Shall plan and coordinate the Club's social activities in conjunction with the Executive.

9.6.2 Shall organise and supervise all Club social activities with the assistance of an elected sub-committee and/or volunteers with the approval of the Executive.

9.7 Registrar/Recorder

9.7.1 Shall keep a record of all the names and proper contact details for all members and players throughout the playing season under the adopted system of the Club.

9.7.2 Shall not add, alter or delete any entry made on a registration record, but shall immediately bring to the notice of the Committee any irregularity or discrepancy within.

9.7.3 Shall maintain up to date member and or player information on the My Club Data base.

9.7.4 Shall collect all game sheets, and forward results to the register of the league Within the required time.

9.8 Equipment Manager

9.8.1 Shall be responsible for all equipment belonging to the Club and shall keep records of all such equipment to the satisfaction of the Executive Committee.

9.8.2 Shall not purchase any equipment other than emergency and/or necessary items without first obtaining approval at a Club meeting.

9.8.3 Shall report on all matters related to Club equipment at each and every Club meeting.

9.9 Uniform Manager

9.9.1 Shall establish and maintain a true record of the Club's stock of uniforms including those issued to players.

9.9.2 Shall measure and seek quotations from reliable suppliers for the purchase of new uniform items as and when required.

9.9.3 Shall report to the Committee at each meeting on the status of stock and quality of Club uniform items.

9.9.4 Shall report any losses or potential losses of uniform items by defaulters or potential defaulters to the Committee immediately.

9.10 Publicity Manager

9.10.1 Shall use any available media form to provide favourable publicity concerning Club members, activities and/or events subject to approval of the sport's district governing bodies if required.

9.10.2 Shall report to the Committee at each meeting on publicity items presented.

9.10.3 Shall liaise with the Publicity Officer of the league

9.11 Canteen Manager

9.11.1 Shall organise and supervise the profitable operation of any canteen facilities allocated to the Club by affiliated sporting bodies.

9.11.2 Shall arrange to purchase all necessary items to operate a canteen facility at the most economical costing to the Club.

9.11.3 To arrange or seek assistance to arrange suitable volunteers to operate such canteen facilities as required.

9.11.4 To supply monthly reports to the Committee on the operation of such canteen facilities including profit and loss and stock count reports.

9.11.5 To maintain an appropriate cash float as approved and provided by the Committee and maintain a permanent written record of all transactions.

9.11.6 Shall hand over all monies to be banked to the Treasure and or assistant Treasure on a weekly basis.

9.12 Child Protection Manager

9.12.1 Shall collect and maintain current child protection forms signed by all members,
playing or non-playing that are required under child protection laws.

9.12.2 Shall contact required government departments when an audit is required under current laws.

9.13 Webmaster

9.13.1 Shall maintain, update and upgrade where or when necessary, the Club's website at the request of the Executive and in liaison with the Publicity Officer and Events Manager.

9.13.2 The Webmaster must supply and/or surrender ALL intellectual property of the Club at the request and/or insistence of the Executive of the Club within 7 days written notice.

9.14 Coaching Director

9.14.1 Shall maintain current level one or above coaching accreditation.

9.14.2 To plan and co-ordinate, structured and standardised coaching clinics in all facets of the game of baseball for all ages and levels for players, coaching staff and volunteers of the club and provide ongoing support.

9.14.3 To research and implement innovative coaching disciplines to ever improve the standard of both playing and coaching skills for the immediate and long term benefits of the club.

9.14.4. Shall assist and encourage all members to engage in coaching accreditations from level O upwards.

9.14.5 Shall collect and maintain all club coaches' accreditation information

9.15 Coaching Staff

Head Coach – responsible for the arranging and conducting of training, match player selection, on-field coaching and development of players' skills and attitude in each sport. Setting the standard and maintaining excellence in on-field behaviour and sportsmanship on the playing fields. Shall be in full uniform (or an approved alternative) as directed by the League/Association.

Assistant Coach(s) – to assist the Head Coach as required and to deputise in his/her absence. Shall be in full uniform (or an approved alternative) as directed by the League/Association.

Manager – responsible for the administrative duties of the team including collection of fees, distribution of uniforms and equipment, maintenance of playing equipment and assisting the coaching staff with disciplinary matters and general management. Shall be in full uniform (or an approved alternative) as directed by the League/Association.

Ensuring ancillary duties such as field maintenance, umpiring, and canteen rosters by members are satisfactorily carried out and/or reports on as required. Seeking assistance from or working with the Head Coach.

Scorer – maintain correct playing records of all matches the team participates in and make score books available to the coaching staff and Committee as requested. The Scorer is also responsible to ensure the governing bodies results recording criteria is followed preferably via the Secretary or a specially appointed nominee.

The scorer is also responsible for the obtaining and recording of the team's match MVP point's award each round and advising the Registrar/Recorder as soon as possible after the completion of the match.

The Manager and/or Head Coach should attend Committee meetings and table written reports on the teams/groups activities and results for the previous month.

9.16 General Conditions for Delegates

9.16.1 Should any Office Bearer neglect or refuse to perform any duty required of him/her under this constitution, or any duty determined by the Club and Committee, another Club member may be appointed in their place at the next Special or Executive Meeting.

9.16.2 Should any Office Bearer be absent from his/her duties, the Executive Committee shall have the authority to appoint another member to the office during the absence.

9.16.3 Should any Office Bearer see fit to disagree or propose an amendment to a decision ratified by the Executive Committee of this Club after that decision has been executed or is an agreed proposal to be put to a higher body e.g. NSWBL, then that Office Bearer shall be in breach of his/her position on the Committee and shall resign or be terminated.

9.16.4 Should any Office Bearer fail to attend three (3) consecutive meetings without a written apology by that Office Bearer either by letter, email, telephone call or text message to the Secretary, the Executive Committee shall have the right to dismiss and replace said Office Bearer.

10. LIFE MEMBERSHIPS

10.1 Any member of the club whom has rendered distinguished continuous service to the club as a committee member for a minimum of five (5) consecutive years, twenty (20) consecutive years membership along with regular volunteered service, five (5) consecutive years coaching along with regular volunteered service, ten (10) years extra- ordinary service to the club (requires at least 2 separate nominators within a two (2) year period) may be eligible for nomination for life membership of the club for recognition for those years and or service.

10.2 Nominees are to be proposed and seconded by financial Members.

10.3 An approved nominee must then obtain the consent of at least three fourths (3/4) of the eligible voting members present at the AGM.

10.4 A notice of nomination for the Life Membership must be in writing and signed by at least three (3) members of the Club. Such nomination must be in the hands of the Club Secretary at least twenty eight (28) days prior to the Club AGM.

10.5 All voting for the election of Life Membership shall be by a show of hands after the nominee has vacated the meeting room.

10.6 All Life Members shall be presented with a Club jacket and commemorative plaque. Design will be as per the logo or as approved by the Executive Committee.

10.7 In order for Life members to have voting rights they must be ACTIVE in Club activities. To be considered an active Life Member he/she must be either/or:

a) An active registered player/coach/manager or scorer
b) A committee member
c) Attend more than 50% of scheduled Club general/committee/executive meetings annually.
d) Attend 3 or more consecutive scheduled Club general/committee/ executive meetings.
e) Be recognised by the Executive as a regular volunteer or contributor to Club activities.

11. MEETINGS & QUORUM

11.1 Meetings

The meetings of the club shall be the AGM, Executive, Club and Special meetings. All meetings shall conform to the following requirements.

11.1.1 Meetings shall commence at 7.30pm and conclude no later than 10.30pm

11.1.2 Chairperson may call one break (refreshment) during the duration of the meeting. Such break shall be no longer than 15 minutes.

11.1.3 Voting shall be confined to voting members only (see 5.12) unless otherwise decided upon by special resolution.

11.1.4 Voting shall be by show of hands, except where a secret ballot is required under this constitution.

11.1.5 The chairperson shall only have a casting vote.

11.1.6 The President or Vice President must be a member of any four member quorum meetings held by this club (exclusive of Patron(s) and Life Member(s).

11.1.7 The chairperson at all meetings shall be the President. In the absence of the President, the meeting shall elect as the chairperson the Vice President. In the absence of both the President and the Vice President, the meeting shall elect as a chairperson the Secretary of the Representative Body

11.1.8 Business from the Committee shall take precedence over other business at any Club meeting.

11.1.9 The chairperson may, with the concurrence of the meeting, alter the order in which business shall be taken.

11.1.10 Any meeting may be adjourned to such a day and hour as a majority of members may determine.

11.1.11 In the event of any meeting lapsing or adjourning, the business as remains undealt with shall take precedence at the next meeting.

11.1.12 No Business shall be dealt with at any adjourned meeting which was not on the business paper for the original meeting.

11.1.13 When a motion has been moved and seconded, nay voting member shall be at liberty to move an amendment therein, which will not be discussed until it is seconded.

11.1.14 No member or visitor shall make any offensive personal comments or remarks to or about any other member of the Club. Any such offending comments or remarks shall be deleted from the minutes and/or the offender requested to apologise as deemed fit by the Chairperson and the voting members. Members acting in an unruly and/or intoxicated state will be ejected from the meeting.

11.1.15 The Chairperson shall if possible give an interpretation of the rules of the Club if called upon to do so.

11.1.16 All official business of the Club shall be conducted in writing, unless granted permission by the Chairperson.

11.1.17 No correspondence, including applications, will be dealt with at any meeting unless in the hands of the Secretary prior to the commencement of such meeting.

11.2 Annual General Meetings

The Annual General Meeting shall be held, prior to the MBL AGM, if practical in the 2nd week of May each year or a date to be decided upon by the Executive. At least twenty one (21) days written notice of the time and place of the holding the Club AGM shall be given by the Club Secretary to every Club member. A copy of the Committee's Annual Report and the Treasurer's Financial Statement for the previous year must be completed prior to the last Executive meeting and tabled at the Club AGM. All annual financial reports are to be audited by an independent auditor and report submitted prior to the AGM.

11.2.1 The order of business at each AGM shall be:-

a) The reading and confirmation of the minutes of the preceding AGM.
b) Notice(s) of motion (including Life Membership nominations) as tabled.
c) Correspondence, relating to the Club AGM only.
d) Consideration and adoption of the Annual reports of the executive Committee and the Treasurer's financial statement.

e) Recommendation(s) from the Executive Committee.
f) Election of Life Members.
g) election of Office Bearers as per 6.2
h) Business arising out of the AGM.

11.2.2 Nominations for the Club Executive, Committee and Team Management Positions

11.2.2.1 Nominations to be in writing by the nominator and seconder and in the hands of the Secretary 21 days prior to the AGM.

11.2.2.2 Nominations accepted from the floor only when there is no written nomination for that position.

11.2.2.3 Nominee must be present at the meeting, unless a reasonable excuse, preferably in writing is provided by the nominee and accepted by the Chairman.

11.2.2.4 All nominations for vacant positions within the Club must be in writing and in the hands of the Secretary 7 days prior to the meeting at which the election is scheduled to take place. This excludes 11.5.1.

11.3 Executive Committee Meetings

May be convened at any time by the Secretary on instructions from the President at the request of any Executive member as required provided a quorum of at least three-fourths majority of Executive members are able to attend.

11.4 Club Meetings

11.4.1 The Club meetings are to convene on the first Monday following the monthly meeting of the league or where practicable. Private dwellings are to be used for meetings only when no other suitable venue is available.

11.4.2 The order of business of all Club meetings shall be:-

a) Reading and adoption of the previous Club meeting's minutes.
b) Correspondence, in and out.
c) Executive Committee Reports (member reports as required)
d) Office Bearer Reports
1. Assistant Treasurer
2. Registrar
3. Events Manager
4. Equipment Manager
5. Uniform Manager
6. Grounds Controller
7. Publicity Manager
8. Canteen Manager
9. Coaching Director
10. Web Master

11. Child Protection Manager
12. Health and Safety Manager
13. Delegates
14. Team Management

f) General Business

11.5 Special Meetings

11.5.1 A Special meeting shall be convened by the Secretary when so instructed to do so by the Executive Committee, or upon receipt of a Notice of Motion, signed by the proposer and seconder, and in agreement by fifty percent (50%) of the Club members present.

11.5.2 At least seven (7) days (or at the discretion of the Committee) notice, in writing, of a Special Meeting, shall be given by the Secretary to the Voting Members of the Club.

11.5.3 The date, time and place shall be determined by the Executive and the meeting shall only deal with the specific matter for which the meeting was convened.

12. FUNDS OF THE CLUB

12.1 The funds the Club may be expended or invested and its assets disposed of as directed by the members of the Club, or failing such directions, according to the instructions of the Committee.

12.2 The funds and assets of the Club shall be solely used for the furtherance of the sports and social activities for the constituents of the Club.

12.3 Should the Club cease to function, all the property of the Club which includes all monies, equipment, uniforms and assets, shall be passed on to the Association or League.

12.4 All the Accounts for the Club must be kept true for income and expenditure.

12.4.1 Subject to any reasonable restriction, all books of the accounts of the Club may be inspected by any constituent of the Club, after permission is granted by the Committee.

12.4.2 The books of accounts for the Club shall be kept at such other places as the committee may direct.

13. GENERAL PROVISIONS

13.1 If it is the belief of the Executive, that the Club or Club team is disadvantaged in any manner, no constituent shall play with any other club during the current season, without first obtaining written consent from the Committee.

13.2 No player shall receive any pecuniary or monitory considerations other than out of pocket expenses, for participating in any sport or activity of the Club.

13.3 The Club shall not refuse permission for a clearance of a member during the off season, to his/her choice of Club. Providing that the member has met all his/her financial obligations to the Club, and returned any equipment and uniforms of the said Club.

14. FEES

14.1 Each member shall pay an annual Club membership fee to the club as directed by the Committee. Said fee is to be paid to the Club by the member before the AGM each year, or as directed by the Executive Committee at the time.

14.2 Fees for registration and club membership shall be fixed from time to time as required by the Committee.

14.3 Any Club member failing to pay 'set' fee before the commencement of the season, shall forfeit all their rights and privileges as afforded by the Club, until such fees are paid. (Unless the Executive direct otherwise). Any unfinancial player shall not be permitted to play until such time as all outstanding monies are paid.

15. DEFAULTERS

15.1 The defaulter shall be:-

15.1.1 Any constituent who has not paid within fourteen (14) days written demand by the Club, Affiliated Association or League, monies owing.

15.1.2 Same as rule 15.1.1 regarding the return of equipment, uniforms or any Club property.

15.2 The Club Secretary should inform the relative district, association or league, under which the player is affiliated, of the offence, after which his/her name, will be registered as a defaulter with that body.

15.3 The Club must not knowingly register or play any person who is either disqualified, or registered as a defaulter by the state and national bodies that the person is affiliated under.

15.4 Penalties such as suspension, fines and disqualifications shall be as per the By-Laws.

16. AUDITORS

16.1 Official auditors shall conduct an audit of the accounts of the Club no later than the last day in February each year, which shall be presented at the Club AGM.

17. AMENDMENTS & ALTERATIONS TO THE CONSITUTION

17.1 Any proposed amendment or alteration shall be notified in writing to all financial members at least twenty one (21) days prior to such a meeting being held.

17.2 A Constitution meeting for additions or changes can only be held within 60 days of an AGM being held except where the existing document opposes current laws and regulations.

17.3 This constitution shall not be added to or amended except by the consent of two thirds (2/3) majority of voting members, present at a Special General Meeting called for this purpose only.

18. BY - LAWS

18.1 The Executive shall have the right to set penalties such as fines, suspensions and disqualifications as deemed necessary under the Code of Conduct.

E.g. Failure to attend meetings, failure to return equipment, failure to declare their ineligibility to be granted clearance from their previous club, dismissal from the game or ground by an official of the League, Association or Club.

18.2 Said penalties, shall be decided prior to if possible, or during the course of the current season, relative to the rules/constitution of any league or association that the Club teams are to compete in and be supplied in writing to all members/constituents of the Club at the time.

18.3 The Club will supply all awards to players competing in the sports in which the Club is participating on a seasonal basis.

18.3.1 Only grand finalist's senior teams will receive awards

18.3.2 Junior team members will receive no less than participation acknowledgement awards.

18.4 The Club will always attempt to provide all necessary uniforms and equipment for all players and officials. However, if due to financial difficulties, failure to comply shall not be cause for complaint by members.

18.5 All members and constituents shall be bound by those rules regulations, constituents and penalties that the Club is subjected to by the relative League/Associations that the Club is affiliated to in regards to the sport that the member or constituent is involved with within the Club.

18.6 All members and/or constituents who have given continuous service to the Club for a period of five (5) years (or in multiples of five years), shall be given five (5) years (or multiples of five years) recognition.

18.6.1 Five years continuous service shall mean unbroken, with the exception that if they miss one year due to circumstances beyond their control (e.g. unavailability of age group, major illness etc). It shall be regarded as unbroken service. The Executive of the time shall decide on the format of the recognition, i.e. embroidered patches, certificates etc.

18.6.2 The design and/or style of the ten (10) year jacket will be in keeping with that of current jackets.

18.6.2 Any Club uniform/jacket equipment owned by the Club or bought by Club members comes under the Club Constitution. Any alteration to the uniform/jacket or equipment may only be allowed with the permission of the Club Committee. Any offender may be de-registered from the Club without any financial reimbursement.

18.7 Coaches shall use their own judgement in regards to the following:-

18.7.1 Coaches must try and develop all players within their team so that players receive a fair share of playing time relatively to their standard ability and are not sitting off each match.

18.7.2 Positions in the team either fielding or batting etc.

18.7.3 Any Player, parent, coach or official may, if they feel that there is unjust or discriminatory action; make an official written appeal to the Executive Committee, via the Coaching Director after they have tried to resolve the problem themselves by negotiation.

Note: Confrontation will not be tolerated especially at official match venues and offenders may be cited to show cause why they should not be disciplined, expelled from and/or fined by the Executive.

18.7.4 All Team Management members shall be, within reason, responsible for the conduct of all parents and/or supporters of the team at all training sessions or games. If the Team Management cannot obtain cooperation from the offender, the coach or manager must bring the matter to the attention of the Executive Committee via the Coaching Director at the earliest convenience. Failure to do so may cause the coach or manager to be cited by the Committee if they feel he/she has not taken sufficient precaution or action on the matter.

18.8 Committee shall make sure of the following

18.8.1 Number of players per baseball team is to be a maximum of fourteen (14) not including player/coach.

18.8.2 Executive will produce a calendar with updates as required with planned upcoming events and seasonal deadlines. This will be circulated to all financial members and parents.

18.8.3 Executive requires the Secretary Registrar to receive all team registrations/details and documentation, including team management details no later than 72 hours prior to the League/Associations deadline for submissions.

18.8.4 Disciplinary action, without exception, shall NOT be under any circumstances, even if the coach/manager is a parent or a relative of the person or persons being disciplined, any form or corporal or any other type of physical punishment.

18.8.5 Disciplinary action by a coach or team official shall be confined to such things as missing part, whole game or several games. Disqualification from playing or officiating as part of the team shall ONLY be at the direction of the Executive Committee.

18.9 Liability

The Club or its Executive accepts no responsibility for players, spectators and/or officials hurt or injured. All participating members and parents must be self insured or participate at their own risk.

18.10 All areas of Mary Brookes Reserve are to be no smoking in accordance to NSW Government Legislation.

19. PRESENTATION & AWARD FUNCTIONS

19.1 Presentation or Award Functions will be set for dates as soon as practicable after completion of the respective summer and winter seasons. All sports played during these periods will combine for these two semi-annual events e.g.: Summer = October/March, winter = April/September. Junior presentations may be a separate function to seniors to cater for the needs of either group.

Dates, times, venues, type of function (i.e. outdoors, formal, adult etc) will be at the discretion of the Executive and will be planned, arranged and supervised by the Events Manager and Social Committee in conjunction with the Executive, and where possible in consultation with a cross section of members.

Expenditure and member contribution and/or Club subsidy is subject to Club finances at the time of the event. The Club where possible will arrange the best possible value with least cost to members.

20. CLUB AWARDS

20.1 To standardise presentations and avoid controversy the following list outlines awards that will be supplied and presented by the Club at Presentation Functions. Any other special or novelty team or individual wards must first have the approval of the Executive and be funded by individuals or groups other than the Club. Special one-off presentations may be excluded subject to Executive approval.

20.1.1 **Senior & Junior Baseball** (each team)

Most Valuable Player (MVP) – based on cumulative match award points for baseball skills, performance and expertise. Points must total no more than six (6) points per round and any one player can receive a maximum of three points per round. Team Management may opt not to award some or all of the points in certain circumstances however this is discouraged and only to be used in the extreme.

Most Improved – Team Management selection.

Coaches Award – coach's selection with consultation of Team Management members if desired.

Batting Award – based on batting statistics only.

21. MAJOR AWARDS

21.1 Divisional and Seasonal – Perpetual

21.1.1 Senior Baseballer of the Year (U'10s to U'16s) based on overall statistical performances and observed all round playing skills, attitude and team member performance. Selection by the Executive on a nomination submission by Team Management.

21.1.2 Junior 'T' Baseballer of the Year (U'7s to U'9s) based on overall statistical performances and observed all round playing skills, attitude and team member performance. Selection by the Executive on a nomination submission by Team Management.

21.1.3 Life Membership – all Life Membership honouring will take place at the summer season presentations after the AGM as a natural consequence unless extenuating circumstances prevail in which case the Executive will decide on a venue, date and time for such an event to occur. In addition to constitution clause 10.1, said nominee must either have provided a minimum of ten (10) years continuous coaching service, seven (7) years committee service, twenty (20) years continuous membership or twenty (20) years extra-ordinary service to the club. All nominations to be open for scrutineering by the executive committee if passed must then attain a unanimous decision by financial members eligible to vote.

21.1.4 Club Citizen of the Year

Formerly known as Club Person of the Year this award will be decided by secret ballot by all eligible voting members after circulation of the nominees resume and ballot paper. Scrutineers to be used.

Refer 20.1.1 clause referring to MVP awards and nomination only on written formal nomination submission by member or members detailing their reason(s) for such nomination such extraordinary dedication to the Club activities be it playing, administration, coaching, work effort, fundraising etc which is above the member's (or supporter's) normal duties and/or responsibilities. This person does not necessarily have to be a financial member however is preferred to encourage members to seek to attain this is our most prestigious award.

22. CODE OF CONDUCT

22.1 All players and officials registered with the affiliated sport's governing body by the Club must sign and comply with the Code of Conduct as set down by the Committee of the Club. ***Refer Addendum II.***

22.2 Any Club Member (committee member, life member, volunteer, team management or player) proven to have been bringing the club into disrepute or verbally attacking any Club Member or Member of the MBL or using any social media, text message, phone call or email to make any personal attacks will be given one written warning from the Club Executive Committee. Any further complaints regarding said activities will result in instant dismissal from any held positions.

22.2.1 Any life member found guilty of bringing the club into disrepute may only be stripped of their title with a unanimous vote from all committee members and no less than two (2) active life members. Said life member may be given no more than one (1) month to appeal their dismissal, any time after this the dismissal will be deemed as final.

22.3 Any club player, coaching staff member or committee member that uses any social media network, email, text message or phone call to abuse or criticise any other club member, opposing club member, umpire or club official will be stood down immediately pending a meeting with club executive.

22.4 Any name that a player or supporter wishes to have printed on any uniform must first gain the approval of the Caspers Committee. Any proposed name which may appear to be offensive or inappropriate for our club which involves junior players will be denied.

22.5 Any team or individual who wishes to buy any type of uniform item which includes the Caspers name or logo must do so through the Uniform Manager, under no circumstances can teams or individuals purchase items through companies not officially recognised by the Caspers Committee.