
**Northern Districts Baseball Club
Constitution**

Rules and By-Laws

Affiliated with SABL



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1 Name

The name of the club shall be the Northern Districts Baseball Club Inc. hereinafter referred to as "the Club".

2 Objective

The objectives of the Club shall be: -

1. To promote, develop and improve the playing of the game of baseball within its districts as defined from time to time by the South Australian Baseball League Incorporated, or appropriate baseball affiliated bodies.
2. To promote and encourage the playing of the game of baseball by juniors in the schools within its districts and to assist with the training of such juniors in the skills of the game.
3. To promote good fellowship within the Club in its relationship with other Clubs.
4. To provide for the social recreation of its members.

3 Club Colours

The colours of the Club shall be predominantly red and white.

4 Classes of Memberships

The following classes of members defined shall constitute the Club

4.1 Social Membership

Social members shall be persons seventeen years of age and over, who shall apply for admission to membership as social members and who are admitted as such in accordance within the rules. Members accepted by the club will have rights to the use of the clubs facilities and assets. Social Membership as decided by the management committee may be subject to a membership fee. Financial Social Members will be entitled to vote at The Clubs Annual or Special General meetings.

4.2 Senior Playing Members

Any person seventeen years of age or over whom shall make themselves available for selection as players. Financial Senior Playing Members accepted by the club will have rights to the use of the clubs facilities and assets. Playing Membership as decided by the management committee will be subject to a membership fee. Financial Playing Members will be entitled to vote at The Clubs Annual or Special General meetings.

4.3 Junior Playing Members

Any person who is under the age of seventeen and whom shall make themselves available for selection as a player in any teams of the Club. Junior members shall not have the right to vote at the General Meetings of the Club. Financial Junior Playing Members accepted by the club will have rights to the use of the clubs facilities and assets. One nominated parent or guardian of a financial Junior member will be entitled to one vote at the Clubs Annual or Special General Meetings.

4.4 Honorary Life Members

The club at any Annual General Meeting, on the recommendation of the Management Committee, may confer Honorary Life Membership on any one person in each year that has performed distinguished service for or on behalf of the Club. Provided that such recommendation is approved by three-quarters majority of those members present and voting at the Annual General meeting.

4.5 Playing Life Membership

The Annual General Meeting can also confer Playing Life Membership on any Full Member or Senior Playing Member who has participated in an official capacity (playing, scoring, coaching, or umpiring) for either ten consecutive seasons or two hundred senior games for the club.

4.6 Refusal of Membership

The club retains the right to refuse membership at its discretion. The person refused membership does have the right to appear before the Management Committee and appeal against any decision to deny membership.

4.7 Reasons for denying Membership

Reason for denying membership include but not exclusive to are financial, unsatisfactory behaviour whilst in the club or while representing the club in any role.

5 Officers of the Club

5.1 The Offices of the club shall be: -

Patron, President, Vice –President, Secretary, Treasurer, Assistant Secretary/Treasurer, Junior Baseball Co-Coordinator, Equipment/Uniform Officer, and four General Committee Members.

These officers will be responsible for the Management of the Club and will also be referred to as the Management Committee.

5.2 Election of Office Bearers

The Social Members, Senior Playing Members and Life Members – Honorary and Playing present and voting at the Annual General Meeting of the Club, shall elect the officers of the club. The officers of the club shall hold office until the next Annual General Meeting when they shall retire, but shall be eligible for re-election.

No officer shall hold office for a period of greater than six years unless more than 2 other members of the management committee also have reached the end of the six-year term.

5.3 Eligibility for Election

All financial members with voting rights are eligible for nomination for office.

6 Responsibilities of the Management Committee

6.1 Management

The Management Committee shall manage the affairs of the club and shall decide all questions of policy and shall do or cause to be done all things required of it by these Rules. Will ensure club carries out and meets the objectives of the Club.

6.2 Asset management

The Management Committee shall have the care, control and custody of the funds and property of the Club.

6.3 Meeting Schedule

The Management Committee shall meet at least once a month and at anytime when required by the President or the Secretary or any other two members of the Management Committee and in any event not less than once a month.

6.4 Vacating Office

Any member of the Management Committee absenting themselves from three consecutive meetings without leave of absence, granted by the Management Committee, shall be deemed to have vacated the office.

6.5 Casual Vacancies

The Management Committee may appoint any member with voting rights to fill any casual vacancies as they occur, provided that such appointee/s shall only hold office until the next Annual General Meeting.

6.6 Sub-Committees

The Management Committee shall have the power to appoint sub-committees and delegate to such sub-committees any powers it deems necessary for the efficient organisation of Club affairs.

6.7 Member Co-Operation

The Management Committee shall have the power to request the services of any member to assist it in the exercise of its duties.

6.8 Legal Counsel

The Management Committee may initiate and conduct all actions, proceedings, and claims and appoint agents, solicitors or counsel to appear for and to represent the Club in any legal or other proceedings. Members may request similar assistance from the Management Committee for matters involving the Club.



6.9 Selection of Coaches and Match Officials

The Management Committee shall advertise for coaching vacancies in a local or statewide Newspaper. The Management Committee will then appoint coaches as required for the club to operate efficiently. Assistant Coaches, Scorers and team managers' vacancies will require their appointments endorsed by the Management Committee.

6.10 Record of Attendance

The Management Committee shall provide a record of attendance of the Management Committee members at the Management Committee Meetings which is to be included in the Secretary's report at the Annual General Meeting

6.11 Player Behaviour

The Management Committee shall have the authority to suspend playing rights if a playing member fails to maintain the objectives, constitution, rules or by-laws of the Club.

6.12 Annual or Joining Fees

The Management Committee shall determine the annual subscriptions and or match fees. The Management Committee may require that a joining fee be paid by New Members and may set such a fee at its discretion from time to time

6.13 By-Laws

The Management Committee may, from time to time make, alter, amend or repeal any by-laws or regulations, (consistent with these rules) as required for the efficient management of the Club. Such by-laws or regulations are included from Item 14 of this document.

6.14 Delegates to the South Australian Baseball League

The Management Committee shall appoint any delegates as required to the SABL or affiliated associations. Eg Scorers or Umpires Associations.

7 Subscriptions

7.1 Due Date

All fees as set by the Management Committee are due by the first day of November in each year. A financial member is deemed to be financial until the 30th day of September of the following year.

The Treasurer is the only member of the Club authorised to extend or vary methods of payments. The Treasurer is required to have the Management Committee ratify all variances at the next Management Committee meeting.

7.2 Deemed unfinancial

Any member who has not paid their fees within two months of the due date shall not be entitled to vote at any meeting or to play baseball in any Australian Baseball League affiliated Association

7.3 Hardship

The Management Committee at its discretion may waive the whole or part of any subscriptions if as a result of some unforeseen circumstances a member shall have suffered hardship. Any member who has had the subscriptions waived shall retain all voting and playing rights during the year in which such a decision was made.

8 Annual General Meeting

8.1 Date

The Annual General meeting of the club shall be held at least two weeks prior to the Annual General Meeting of the South Australian Baseball League Inc.

8.2 Notice and Notification

Fourteen days notice is required of such a meeting and the business to be brought before it. The notice can be in the form of a member newsletter or Newspaper advertisement.

To have business raised at an Annual General Meeting the Secretary must receive written notification not less than seven days prior to the date of the meeting.

8.3 Agenda for Annual General meeting

- i. Minutes of Previous AGM
- ii. Business arising out of minutes
- iii. Secretary's Report
- iv. Treasurer's Report
- v. Election of Officers
- vi. Election of Auditor
- vii. Amendment of Constitution and Rules where appropriate notification has been given
- viii. General Business for which written notice has been received in accordance with the constitution.

9 Special General Meetings

9.1 Criteria

Special General Meetings shall be held whenever the Management Committee directs, or upon written request received by the Secretary from at least ten of the financial members. A meeting will be held within twenty-one days after the Secretary has received such a request.

9.2 Meeting requests and notification

Must state the purpose of, and the business to be transacted at such meeting. No other business shall be dealt with at any Special General Meeting other than that stated in the notice.



10 Quorums

10.1 For Annual General Meetings

Twenty of the members with the right to vote present at the Annual General Meeting or at any Special General Meeting shall constitute a quorum.

10.2 Management Committee Meetings

Five members of the Management Committee present shall constitute a quorum.

10.3 Absence of a Quorum

No business shall be transacted and the Secretary shall make a record to that effect in the Minute book.

11 Finance

11.1 Expenditure

The Management Committee shall be the only authority with the power to incur or authorise expenditure for or on behalf of the club.

The financial affairs of the Club shall be managed in accordance with the By-Laws.

11.2 Payment of Accounts

All accounts shall be authorised by the Management Committee before payment is made. Cheques will require the signature of any two of the following officers President, Secretary, Treasurer or Assistant Secretary Treasurer

All pre-approved expenditure can be paid for by cheque signed by two authorised members of the Management Committee.

11.3 Auditor

One Auditor shall be appointed at the Annual General Meeting and who shall not be members of the Management Committee.

12 Voting

12.1 Manner

The manner of voting at all meetings of the Club, the Management Committee and all other committees appointed under these Rules shall be as prescribed by the Chairperson presiding at the meetings, unless any three members in attendance at such meetings or committee meetings demands a secret ballot be held.



12.2 Eligibility

To be eligible to vote at any meeting the person must be financial and be classified as a member according to the constitution.

13 Dissolution

13.1 Dissolve the Club

A decision to dissolve the Club can only be made at a Special General Meeting called specifically for that purpose and the motion must be passed by at least two-thirds of those present and entitled to vote

13.2 Remaining Assets

In the event of dissolution of the Club, all available assets remaining after the payment of outstanding debts shall be transferred to other non-profit sporting organisations situated in South Australia and committed to the advancement of identical or similar objectives. Selection of those organisations must be passed by at least two-thirds of those present at the Special General Meeting and entitled to vote.



14 By-Laws

14.1 Position Descriptions for Office Bearers

The by-laws will identify the duties of all elected positions for the club.

14.1.1 President

- The President shall chair all meetings of the club unless the Management committee appoints a chairman/woman in the case of a specialist subcommittee
- The President shall have a deliberate as well as a casting vote at all meetings. The casting vote may only be used when there is an equality of votes after the President has cast the deliberate vote.
- The President shall represent the club and be the public voice of the club unless otherwise decided by the Management Committee.
- The President shall be the initial Management Committee contact for the Club Coach or Division 1 and division 2 Coaches.
- Attend all Management Committee meetings

14.1.2 Vice-President

- The Vice President shall chair all meetings of the club where the President is not present and the Management Committee has not appointed another chairperson.
- The Vice President shall be the initial Management Committee contact for Coaches of Division 3 to 7 and for player grievances that need to be discussed at the Management Committee.
- The Vice President shall recommend to the Management Committee changes and support functions that will enhance senior baseball in the club.
- Attend all Management Committee meetings

14.1.3 Secretary

- The Secretary shall be the Public officer of the club and hold and secure the official seal.
- The Secretary shall maintain an accurate register of current members, their contact details and addresses.
- The Secretary shall ensure minutes of Management Committee meetings are distributed within two weeks of the meeting.
- The Secretary shall keep a record of all incoming and outgoing correspondence and forward it to the appropriate officers. All correspondence is to be reported to the Management Committee at their next meeting.
- The Secretary shall make and ensure delivery of whatever reports are required for the South Australian Baseball League or the Council of the City of Salisbury, as approved by the Management Committee.
- Attend all Management Committee meetings

14.1.4 Treasurer

- The Treasurer shall receive money and issue receipts
- The Treasurer shall keep accurate records of club finances and submit these to the Management Committee monthly and to the Auditor Annually.
- The Treasurer will provide Monthly Financial Statements that shall consist of a minimum of a balance sheet, updated with current assets and liabilities, and a statement of income and expenditure.
- The Treasurer will produce Annual reports that shall consist of a minimum of a Balance Sheet and a Statement of Income and Expenditure.
- The Annual Financial Statements shall show the figures for the current financial year and those of the previous year, and the figures can be rounded to the nearest \$ for ease of presentation.
- Attend all Management Committee meetings

14.1.5 Assistant Secretary/Treasurer

- The Assistant Secretary/Treasurer is to assist the Secretary or Treasurer as directed by the Management Committee.
- Attend all Management Committee meetings

14.1.6 Equipment Officer

- The Equipment Officer shall store, record, maintain, and issue equipment owned by the club.
- The Equipment Officer shall recommend to the Management Committee what equipment purchases the club should make.
- Attend all Management Committee meetings

14.1.7 Coordinator of Junior Baseball

- The Coordinator of Junior Baseball shall oversee all aspects of the club's junior sporting program.
- The Coordinator of Junior Baseball shall be the initial Management Committee contact for Coaches of Junior teams, and junior players or parents for grievances that need to be discussed at the Management Committee.
- The Coordinator of junior sport shall recommend to the Management Committee changes and support functions that will enhance junior baseball in the club.
- Attend all Management Committee meetings

14.1.8 General Committee Members

- Four Club Members will be elected to assist with the running of the club
- Attend all Management Committee meetings
- Complete duties as assigned by the Management Committee

14.2 Specialist Non Committee Positions

These positions report to the management committee and are appointed by the Management Committee

14.2.1 Equipment Officer

14.2.1.1 Duties

- To attend Committee meetings as required (normally monthly)
- To issue keys and equipment and ensure their return at the end of the season
- To organise and control the equipment store for safe and effective use
- To maintain or organise maintenance of club equipment as required
- To recommend purchases of equipment to the Management Committee, or in urgent cases, and with the approval of the President, Secretary and Treasurer, purchase equipment on behalf of the club

14.2.1.2 Time Required

- 3-4 hours per month to attend Management Committee meetings
- 2 hour per week maintaining the equipment store
- .5 hours per week checking equipment
- 4 hours at completion and start of the summer season issuing or returning equipment
- 2 hours at start and completion of the Annual general meeting receiving/issuing keys

14.2.1.3 Qualifications/Skills/Training Opportunities and Rewards

- Ability to organise
- Enthusiasm
- Ability to work with a diverse group of people to maintain club equipment and store at a suitable standard
- Ability to work with players and club members to gain willing assistance and cooperation to ensure that club equipment and the equipment storeroom are maintained in a useable condition
- Various management workshops for committee volunteers are available on an occasional basis every year
- Personal satisfaction
- Respect for your efforts from club members

14.2.2 Umpire Coordinator

14.2.2.1 Duties

- To find a group of people willing to Umpire games if required
- To organise training of club Umpires
- To assist Pee Wee and Tee Ball by organising umpire training
- To coordinate and organise Umpires for club games as required during the summer baseball season.
- To liaise, on behalf of the club, with the Baseball Umpires Association as required.

14.2.2.2 Time required:

- 1 hour per week in the 2 months prior to the start of the summer season finding and organising training for club umpires
- 1 hour per week in the 3 weeks prior to Pee Wee/Tee Ball start organising and training Pee Wee and Tee Ball Umpires
- .5 hours per week checking Umpire requirements and organising Umpires during the summer baseball season. This will normally be Thursday evening as this is when the Umpire cards arrive.

14.2.2.3 Qualifications/Skills/Training/Rewards

- Preferably have some Umpiring practice or have been or currently are a player
- Enthusiasm
- Ability to work with a diverse group of people who want to Umpire for different reasons.
- Ability to cooperate and ensure cooperation of a diverse group of individuals and players for the betterment of Baseball and the assistance of the Club.
- BUASA training each year
- Pre season games
- Personal satisfaction
- Respect for your efforts from club members
- Financial assistance for those who actually umpire.

14.3 Junior Elite Support Policy

14.3.1 Player involved in a representative side that plays overseas

- Direct payment of \$50 from the club to players family
- An amount of \$30 be deducted from the current seasons fees*
- An amount of \$70 from the following seasons fees.

14.3.2 Player involved in a representative side

- Direct payment of \$50 from the club to the players family
- An amount of \$30 be deducted from the current years fees*
- An amount of \$50 be deducted from the next seasons fees

14.3.3 Player undergoing SASI or other elite training program

- An amount of \$30 be deducted from the current seasons fees*
- An amount of \$30 be deducted from the next seasons fees
- If current season fees are paid in full, the committee will be deducted from the following season's fees.

14.4 Safe Sports Policy

The Club believes all players have the right to play in as safe an environment as possible, with this in the Club Management Committee has agreed that the following safety guidelines are in the best interests of club, player and the sport in general. An, exciting, safe sport will keep payers longer and encourage new players into the sport.

14.4.1 General

- Collision plays are to be avoided in all youth grades, runners must slide if a collision play is likely.
- No batter may fling or throw the bat after batting the ball
- Metal cleats are not allowed in under 16, under 14, under 12, Pee Wee or T-Ball grades
- Under 14 and Under 12 pitchers are not allowed to throw curve balls/sliders
- Bat maximum barrel size for Under 14 and Under 12 is 2 ¾ inch diameter maximum length 32. For bats with barrel diameter less than 2 ¾ inch maximum length doesn't apply.

14.4.2 Education

- The Club Newsletter will regularly reinforce safety messages such as fluid replacement and sunscreen etc.
- The Club newsletter will introduce new safety initiatives to the membership when they are introduced.
- The Club newsletter will provide information to parents in a timely and useful way.

14.4.3 Protective Equipment

- Players are encouraged to wear protective boxes at all times during training and match days
- Catchers are required to protective box, mask and helmet at all times when warming up pitchers and during a game. A throat guard must be attached to the catchers mask at all times
- Batters and Runners are to wear batting helmets

14.4.4 Skills and fitness

- Team Coaches are to be accredited to Level 1
- All assistant coaches to be accredited level 0 or players
- Players are to be taught appropriate skills and safe practices.
- Acceptable levels of fitness are to be obtained through suitable training methods

14.4.5 Playing Areas and Facilities

- All non-participating personnel are to stay out of the marked playing areas and, where possible, behind the backstop.
- All teams to have access to their own first-aid kit
- Equipment used by players is to be inspected for safety at least monthly by the equipment manager.
- Ice to be available at the clubrooms whenever training or games are scheduled at home.

14.4.6 Drugs, Alcohol and Smoking

- The use of drugs and alcohol in sport is potentially dangerous to players, teammates, opposition and officials. It is the policy of the Club that any player found using illegal substance in, or in the immediate vicinity of the clubrooms or playing diamonds will be expelled from the club.
- The Clubrooms are a totally smoke free area
- All Players and Coaches are to refrain from smoking in the vicinity of the playing diamond during games or when in uniform as per the SABL By-Laws
- Coaches and Managers are to refrain from smoking in the presence of youth players at training sessions and game venues.

14.4.7 Infectious disease

- Any club member with an infectious disease is to report it immediately to the appropriate club person (coach, manager etc.) and refrain from contact that would infect other club members.

14.4.8 Bleeding

- Each team must have a first aid kit that must have the appropriate bandages and disposable gloves in it.
- A bleeding player is to be removed from the game and is not to return until the bleeding has ceased.

14.4.9 Fluid Replacement

- Fluid replacement is encouraged, especially during hot weather. To this end the club will supply large water containers and individual cups to each team at all games.

14.4.10 Warm Up, Stretching and Cool Down

- All Players are to warm up and stretch prior to games and practice.
- Cool down practices is to be carried out by players as appropriate.

14.4.11 Playing Areas

- Playing areas are to be inspected by coaches prior to training and games to ensure that the area is free from glass, broken sticks and other dangerous objects.
- All home plates are to be of the bevelled type and secured to the ground.

14.5 Racial Vilification Policy

In South Australia racial discrimination is unlawful in the areas of education, employment, goods and services, accommodation, disposal of land, superannuation, clubs and associations and conferral of qualifications. Under the South Australian Act, "race" means skin colour, nationality, country of origin and ancestry. The South Australian Act also makes it unlawful to discriminate against a person on the ground that the person has a relative or associate who is of a particular race.

Racial vilification is also unlawful in South Australia. The Act makes it an offence to racially vilify a person and unlawful to racially victimise a person. (Equal Opportunity Act (1984) and Racial Vilification Act (1996).

14.5.1 Racial Vilification Policy

For this reason the club will not tolerate any members who discriminate against other club members or opposition because of race as described under the Act. The Club will also not tolerate any club member that racially vilifies another club member, SABL official or opposition club member. The Club will investigate and take appropriate action against any club member who is accused of racial vilification whilst representing the club.

14.5.2 Investigation of a Claim

The Club will investigate any claim made in writing and the accused will be requested to appear before a committee selected by the Management Committee. The accused is entitled to representation at their own expense at any such hearing.

14.5.3 Reconciliation

The Club where appropriate will attempt to assist with a reconciliation process that can establish an agreed resolution to any such claims.

14.5.4 Penalties

Any club member found guilty of committing such offence might be suspended, expelled or reprimanded by the club. The offender will be expected to provide the victim with a written apology.

Serious or repeat offences may be referred to the authorities for further investigations

14.5.5 Education

The Club will attempt to ensure all members are aware of the Act and provide education material to members as part of this process.

14.6 Coaches

Coaches for the current year of appointment shall be entitled to

- Pay 50% of the Annual Subscription and thus be deemed to be financial members
 - Any member is only entitled to receive one discount benefit per annum
- Have Club Uniform and Accessories supplied on request and returned at the end of the Playing Season.

14.7 Management Committee Playing Members

Office bearers who are senior playing members are still required to pay uniform and match fees.

14.8 Season Fees and Uniform Hire

The Management Committee shall set the cost of annual fees and uniform hire.

Any senior or junior playing member who has not paid fees by November 1st of the current season shall be deemed by the management committee to be unavailable for selection until such time as all monies owing are paid.

14.9 Life Membership Benefits

- Pay 50% of Annual Subscriptions
 - Any member is only entitled to receive one discount benefit per annum



14.10 Softball

14.10.1 Membership

The Management Committee has agreed to extend the Senior Playing Membership Rights to the Ingle Farm Falcons Softball Club until the end of the 2003-04 Season excluding voting rights.

14.10.2 Financial Obligations

The Ingle Farm Falcons Softball Club will be responsible for all its own expenses and will run these teams separately from the Management Committee of the Club. The players will pay a fee as nominated by the Management Committee for use of the grounds and club facilities for training and storage.

14.10.3 Insurance

The Ingle Farm Falcons Softball Club will provide its own public liability insurance or will pay a fee to the Club to cover the expenses of insuring the Softball players while using the facilities of the Club.

14.11 Risk Management

14.11.1 Playing and Training

Coaches and Senior Members of the Club will ensure inexperienced players are not exposed to situations where physical harm can occur.

Eg Batting Drills, Infield Drills, Warm-ups, Fielding Drills

Inexperienced Players should be encouraged at all times but during such drills every attempt should be made to ensure no physical harm will occur. Commonsense will apply when hitting or throwing balls at inexperienced players.

14.11.2 Junior Players training/playing with Seniors

Permission is required from both the Junior Co-Ordinator and Parents before any junior player is allowed to train or play with senior teams.

It is the Junior Co-Ordinator's responsibility to ensure junior player has the sufficient skill and strength to safely compete in a senior game or training session.

14.11.3 Players Grading

Club Coaches are responsible for ensuring any Player selected to play in any grade has the skills and fitness to complete the game safely at the level selected. In most circumstances players should rise through the grades one level at a time.

14.11.4 Spectators

All Spectators are encouraged to be aware of the ball during the game and to ensure children avoid playing in 'hotspots' where the child may be put at risk from injury from flying balls.

14.11.5 First Aid

Visitors and Spectators should be made aware that First Aid facilities are available and where to find them. The Club will have First Aid equipment in the clubhouse and qualified First Aiders should be encouraged to assist when required.

NORTHERN DISTRICTS BASEBALL CLUB

JUNIOR ELITE PLAYER SUPPORT POLICY

1. Player involved in a representative side that plays overseas
 - (a) Direct payment of \$50 from the Club to player's family
 - (b) An amount of \$30 be deducted from the current season's fees
 - (c) An amount of \$70 from the following season's fees.

2. Player involved in a representative side that plays anywhere in Australia
 - (a) Direct payment of \$50 from the Club to the player's family
 - (b) An amount of \$30 be deducted from the current season's fees
 - (c) An amount of \$50 be deducted from the following season's fees

3. Player undergoing SASI or other elite training program for which the player has been selected
 - (a) An amount of \$30 be deducted from the current season's fees
 - (b) An amount of \$30 be deducted from the following season's fees

**If season's fees are paid in full, the committee will use the amount to complete the following season's fees.