



**WANNEROO JOONDALUP
TEE BALL CLUB**

CLUB BY-LAWS

(As at 30 September 2010)

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DEFINITIONS:

In these By-Laws:

"WJTBC" means Wanneroo Joondalup Tee Ball Club.

"Committee" means Committee of Management of WJTBC.

"P&D Committee" means Protest and Disputes Committee.

"TBAWA" means Tee Ball Association of Western Australia.

WJTBC BY-LAWS

(The WJTBC Committee deserves the right to alter these By-Laws as necessary providing a unanimous vote is reached at the meeting where the alteration is discussed.)

1.0 GENERAL ADMINISTRATION

1.1 ALTERATION OF BY-LAWS

Alterations to the By-Laws may only be made at Committee meetings and only by an affirmative vote more than 50% of the elected committee.

1.2 MINUTES

Full and accurate minutes are to be kept of all Committee, Executive and Special meetings. Minutes are to be distributed as soon as possible after the meeting.

1.3 CONFIDENTIALITY OF THE WJTBC RECORDS

No official information on players or parents may be divulged to persons for interests outside of running the WJTBC. In discarding records the documents must be destroyed to ensure continued confidentiality.

1.4 SUB-COMMITTEES

Pursuant to the WJTBC Constitution Serial 13.3.1, the following Sub-Committees are recommended as portfolios:

- Equipment
- Uniforms
- Grounds
- Trophies
- Social
- Protests and Disputes
- Umpire
- Coach
- Photos
- Newsletter
- Webmaster
- Recruitment
- Sponsorships
- Development Officer
- Junior Umpires

1.4.1 Recommendations

Sub-committees are to have the power to make recommendations to the Committee for endorsement. **Any post out material by any sub-committee must be first approved by the Executive.**

1.5 RING-A-ROUND SCHEDULE / EMAILS

To facilitate the rapid deployment of messages across each of the Committee, a ring-a-round schedule is to be maintained. The members at the foot of the columns are to report the message back to the President immediately. Messages can also be passed on by emails.

1.6 LIFE MEMBERSHIP

Nominations for life membership should be compiled using the following criteria -

- the nominee has been a member of the WJTBC for at least five years (not necessarily as a committee member)

- the nominee has assisted the WJTBC through any or all of the following activities –
 - coaching
 - umpiring
 - working bees
 - displaying attributes promoting the four "F's" of teeball;
 - the nominee has always been a willing contributor and the work efforts have been of an exceptional standard;
 - at all times the nominee should have held the WJTBC in a high regard and always acted in the best interest of the WJTBC.

In accordance with the WJTBC Constitution 5.3 it is not necessary to nominate a life membership each year and a maximum of four (4) nominations may be made in any one year.

1.7 PROTEST AND DISPUTES COMMITTEE

All complaints **must** be in writing to be acknowledged and acted upon. Letters of complaint are to be photocopied and presented directly to the Chairperson of the P&D Committee.

The Chairperson of the P&D Committee shall be the WJTBC President.

The Chairperson will review the complaint with the relevant member of the P&D Committee, e.g. if a complaint against a coach then the Chairperson will review the matter with the Chief Coach. The P&D Committee is to consist of the WJTBC President (or his proxy), one Vice President, Chief Coach and Chief Umpire. Where there is a conflict of interest with any member of the Protest and Disputes Committee the member in conflict is to be replaced by a Vice President, or another member of the Executive Committee. The sub Committee shall not enforce any penalty unless agreed unanimously.

Both the author of the complaint and the person against whom the complaint is levelled **MAY BE** called before the P&D Committee. P&D Committee decisions are to be reported in brief to the Committee or minutes of the P&D Committee meeting tabled at the next Committee meeting.

In the event that, during a teeball game, any team official be found to be knowingly disregarding the principles of fair play (e.g. Non player rotation, bias or intimidation), the Disputes Sub Committee may at its discretion, and upon ratification by the General Committee, adjust the result of the game and/or reallocate championship points to reflect what would have been a fairer outcome of the game in which the offence occurred.

Records are to be kept of all written complaints and of action taken. P&D Committee recommendations to the Committee are to stand, but may be subject to appeal to the Committee in writing.

1.8 COMMITTEE DRESS

All committee members are to wear W.J.T.B.C. Club shirts and Caps, where appropriate. Where appropriate Club jackets to be worn to all the WJTBC official functions. Exceptions to this rule are as follows:

- a committee person is NOT permitted to wear the Club's shirt while team coaching or base coaching a Saturday morning team;
- a committee member may be requested to witness a Saturday game incognito;
- it is at the discretion of each committee member whether or not he or she wears the Club's shirt or jacket to committee meetings, working bees or events of a social nature.

1.9 DONATIONS

Upon written request a once only donation of \$80 is to be given to former WJTBC teeballers who gain selection to play baseball or softball representing Western Australia.

1.10 RETENTION OF ADMINISTRATION COSTS FROM REGISTRATION FEES

A fee determined by the Treasurer and ratified at each AGM is to be retained by the WJTBC on refund of registration fees. The charge is to cover administration costs and each situation is to be reviewed by the Treasurer for approval. (Current fee - \$10). Refund of monies only available to the date specified at the bottom of the registration form.

1.11 SALE OF USED EQUIPMENT

Schools which allow the WJTBC to use their ovals for training are to be offered first opportunity to purchase surplus teeball equipment. Equipment sold is not to be handed over until payment in full has been received by the WJTBC. From time to time, upon recommendation of the Equipment Officer and ratified by the Committee, teeball equipment may be donated to schools or to other tee ball clubs just starting.

2.0 RECOGNITION OF GAMES PLAYED

2.1 REGISTERED PLAYERS AND DIVISIONS

The first season a child is eligible to play tee ball shall be the season which commences in the same 'school intake' as the child enters Pre-Primary. A 'school intake' being 1st July to 30 June (i.e. for the 2007/2008 season children born from July 1st 2001, were eligible to commence playing tee ball in the 7's divisions*).

** Children who join the club at pre-primary age must play 2 years at a 7's grade. No child is allowed to play up an age group until that child qualifies to play at 9's level or above.*

The club will provide the following playing divisions as long as there is a minimum of 4 teams or as determined by General Committee from time to time for that division:- 7's, 8's, 9's, 10's, 11's, 12/13's. Divisions can be Boys or Girls or Mixed. Playing divisions will be approved by the General Committee based on the Registrar's recommendations based on player numbers.

All requests to **play below an age group** are to be submitted in writing **each year** to the Registrar accompanied by documentary substantiation of the medical or other disabilities which have led to the request. **No child will be allowed to play tee ball in a higher age group (9's and up) unless authorised by the parent(s)/guardian by a written and signed request renewed yearly;** (except as provided at 2.3.6 or in exceptional circumstances to play in their school year, which will be decided by a majority vote of the full elected management Committee on recommendation by the Registrar).

2.2 CRITERIA FOR TEAM SORTING

2.2.1 Registration Forms

Registration forms to be used in the following manner when sorting players into Teams:

- In the case of a returning player requesting:
 - same Team as previous Year
 - play with school mates / friends
 - coached by same coach as previous year
 - school consideration
 - suburb consideration
- In the case of a new player:
 - play with school mates / friends
 - school consideration
 - suburb consideration

2.2.2 Number of players per Team

Teams in each division should have a minimum of 9 and a maximum of 12 players. Where the team has less than 9 players, the team may borrow from the other team providing there are more than 9 players in that team or Rule 2.3.6 may apply

2.2.3 State Players

There is to be no limit on the number of current State A (Orange) or B (Black) Players in a team providing that no other State Players are added to the team from any other team, such that the number of State Players in the side then exceeds:

- 3 State Players in a competition with 10 or more teams;
- 4 State players in a competition with less than 10 teams.

The only exception to this rule (*especially at 12/13's level*) is if a team has been together from the previous year and more kids than the allowable have attained State level for the following year. If this case occurs, the teams are put together at the Registrar's discretion when merging teams, etc. (The idea is not to create super teams)

2.3 GAME ACCREDITATION AND TEAM NUMBERS

2.3.1 Game Credits

The registrar will maintain a record of the number of games of teeball each child plays with the WJTBC. One credit will be awarded per each game played on a Saturday morning or Wednesday afternoon during the Club's normal season. A maximum of 31 credits can be earned in a Season (More than 31 credits can be received if the child is in the TBAWA Supersquad). Game credits are given as follows:

- Season	16	One per Game
- HBF Carnival (Yokine)	5	One per Game*
- WJTBC Carnival	3	One per Game**
- WJTBC Sanctioned Carnivals	4	One per Game++
- State Teams Mini Carnival / Photo	1	One Game Played
- State Championships	5	One per Game*
- TBAWA Super Squad	1	One Credit per Game Played

* For those children participating

** Only for those kids **not** going to Yokine

++ One Carnival only per division

Examples:

	Season	HBF Yokine	WJTBC Carnival	WJTBC State Carnivals	States Mini Carnival	State Championships	Total
Child 1	16	5	-	4	1	5	31
Child 2	16	-	3	4	1	5	29
Child 3	16	-	-	4	1	5	26
Child 4	16	5	-	-	-	-	21
Child 5	16	-	3	-	-	-	19
Child 6	16	-	-	-	-	-	16

2.3.2 Players selected to represent the WJTBC at the State Championships are to be credited with one game for each game played. * Any child that has completed two full innings is deemed to have played a game (in case of Injury – See 2.3.3.1)

2.3.3 Players are awarded one credit for each game played at Club's State Championship teams' mini carnivals which are sanctioned by the WJTBC as official entered carnivals. Those State Teams wishing to enter other carnivals may do so at their own expense and **NO** game credits will be awarded for these.

2.3.3.1 At the said sanctioned Carnivals it is up to the Coach in consultation with the child's Parent and a member of the WJTBC committee (if available) to decide if a child is fit to play in case of illness or sickness. If the decision is made to allow

the child to play to gain a game credit, the child needs to complete two full innings to receive the credit. However the child's safety is number one priority and the decision whether the child can play should not be taken lightly. Discussion points between all parties are to be written down in the appropriate score sheet and signed by Parent and Coach. Children who are injured prior to a game **WILL NOT** participate in any further games until a clearance certificate is provided by a Doctor.

2.3.4 All players that represent WJTBC in demonstration games approved by the Committee (such as TBAWA Supersquad) will be awarded one credit per game.

2.3.5 Players representing the Club at Lightning Carnivals (i.e. Yokine) to be credited with one game for each half-hour game played.

2.3.5.1 Players who represented the Club at Lightning Carnivals and participate at the WJTBC intra Club carnival will **NOT** be awarded an extra game credit.

2.3.6 To assist a team to achieve nine players, during a Saturday or Wednesday game a child is permitted to play in a higher age group (*9's and up only*) subject to the following:

- a child may play a maximum of three games in a higher age group in any one season for which the child will be given one credit for each game played;
- a child may play more than three games in a higher age group, but **NO** game credits will be given;
- **no child can play up more than one age group.** (*12/13's are combined therefore are considered one group*)
- the child's safety is considered at all times;
- the Coach of the requesting team must get the Parent of the child playing up, to sign* the front of the game score sheet in the space provided. ***If a player plays up and the parent signature does not appear, then the game is forfeited 9 – Nil.**

****NO CHILD IS ALLOWED TO PLAY DOWN AN AGE GROUP TO ASSIST A TEAM ACHIEVE NINE PLAYERS****

2.3.7 Any team with ten or more players that plays a team with eight or less players is required to lend that team one or more players for that team to achieve nine players, whilst they still maintain nine players themselves. The criteria for selecting the player to be lent are as follows:-

- as each innings occurs, the last player on the batting line-up is to field for the team that has less than nine players;
- as each innings occurs, a child sitting on the bench is to bat for the team that has less than nine players.;

2.4 GAMES

All games are to be played at the designated time and place provided in the season's fixtures. Teams must be in attendance in accordance with the fixtures or they will forfeit the game. (Refer to paragraph 2.4.2 for the rules of forfeiture.) A game shall be deemed legal and added to the player's record of games played where a minimum of **two innings per team** have been completed and a fully completed score sheet has been placed in the orange score box.

2.4.1 Cancellation of Games

A game may be cancelled where the following conditions prevail:-

- wet weather: Game cancelled at the discretion of the President or Ground Co-ordinator;
- adverse ground conditions: Game cancelled at the discretion of the Ground Co-ordinator;

Games will be cancelled only as a last resort.

The Ground Co-ordinator will attempt to relocate the bases to make the diamond safe and allow the game to commence. Games may be played without marked lines.

In all the above cancellations, the following rules will apply. Where one or two time slots, or part of any time slot is lost:-

- those games where two innings have not been completed shall be deemed cancelled and shall not be added to the player's record of games played;
- those games where two or more innings have been completed shall count for individual player game credits;
- no championship points will be awarded unless all fixtured games in that age group are played as per the fixtures.

In all other cases, teams that are not in attendance or do not wish to play shall forfeit the game.

2.4.2 Forfeiture of Games

A game can be forfeited if, after 15 minutes from the scheduled start time:-

- a team is not in attendance;
- OR
- has less than seven players and is unable to borrow a player;
- OR
- does not wish to participate in the game.

The coach of the team present or the team that has seven or more players should locate the Ground Co-ordinator and have the Ground Co-ordinator complete the score sheet and sign it. The Ground Co-ordinator will mark on the score sheet the players of the non-forfeiting team who are present and dressed ready to play. These players **ONLY** will be given a game credit and the score will be 9-0 in favour of the legal team.

2.4.2.1 Where both teams are:-

- not in attendance 15 minutes from scheduled start time;

OR

- have less than seven players per team;

OR

- do not wish to participate in the game;

then the game result will be 0-0 and no game credits will be awarded to any player.

The Club recommends that the coaches of each team should take all steps possible to avoid forfeiting a game. Coaches should communicate with each other either before the day or at the diamond and agree to modified rules for the day so as to allow play to commence amongst those players who are able to play.

2.5 CERTIFICATE PRESENTATION

2.5.1 In accordance with the Registrar's records as per By-Law 2.3 where a player reaches the following number of games at any time within the current Season a Certificate will be presented as follows:-

Games Played

Presenter

50 games

Umpire or committee person.

75 games

Committee person.

100 games and above

100 games and above to be presented by

the highest level committee person available at the ground.

Certificates will be presented at the game following the game at which the milestone was achieved if Certificates are available or as per the Registrar's discretion.

2.5.2 Present Life Members to present 100 and 125 Medallions to recipients on Trophy Day. Patron to present 150 and 175 Medallions on Trophy Day.

2.6 GAME MERIT BADGES

2.6.1 The WJTBC will present a game merit badge to all players achieving the levels as described in By-Law 2.5. Badges are to be worn on hats/caps only, not on shirts.

2.6.2 Game badges issued for lost or destroyed badges to be charged to the recipient at a cost of two dollars (\$2.00) per badge.

2.7 HONOUR BOARD

2.7.1 Players receiving certificates for 100 games or more as presented in By-Law 2.5 will be included on the WJTBC Game Honour Board at one of the following appropriate levels -

- 100 games
- 125 games
- 150 games
- 175 games
- 200 games

3.0 PLAYERS' UNIFORMS

3.1 SATURDAY GAMES

All players shall wear the following uniform at Saturday games -

- pants and shirt as provided by WJTBC.
- hat / cap that meets the following criteria:

3.1.1 Official club approved hat / cap. (Note – 9's and younger to wear white Club hat – 10's and higher have option to wear a hat or to wear black Club cap; the whole team must be the same – either /or.**

- Long white socks which must cover the leg between the bottom of the pants and footwear unless otherwise approved by the WJTBC Committee;**
- Footwear as approved by the official rule book of the Tee Ball Association of W.A.;**
- The flaps on the Clubs' white hats must be worn in such a manner as to protect the player's neck from sunburn throughout the duration of Saturday games and at Club representation games.**

****Umpire to check each team at the start of the game and one (1) run will be deducted per every infringement. If the infringement is corrected by the start of the second innings, then the points will not be deducted from the final score.**

3.2 HELMETS / CHEST PLATES

Helmets shall be worn by the pitcher and the catcher, in accordance with the rule book of the TBAAWA, in teams where helmets have been provided by the Club.

Additionally, where the Club provides helmets above the requirements, they must be worn in consideration of duty of care to the children by the club, umpires and coaches

Pitchers in the 10's mixed Division and higher are allowed to wear a chest plate and this will be at the Coach's Discretion.

3.3 FACE GUARDS

No child shall be allowed to wear a helmet with a face guard or visor while fielding except at pitcher.

3.4 UMPIRES AND TEAM COACHES

All umpires and coaches (including base coaches and managers) of games in all age groups **must wear enclosed shoes. (I.e. No thongs, sandals or open toe footwear)**

4.0 SAFETY BASES

That TBAWA rule A.3 (Appendix A) be modified for Wanneroo Joondalup Tee ball Club use as follows:-

“The batter/runner should use the yellow section when running to first when there is a play at that base. If they don't, and cause interference with the fielder fielding the ball as in 12.2, they shall be out”.

5.0 SELECTION OF TEAMS TO REPRESENT THE WJTBC

5.1 TBAWA LIGHTNING CARNIVAL

Eligible age groups to represent WJTBC are defined by TBAWA and normally consist of U9, U10, U11 Mixed Gender and U12/13 single gender. Or Teams as nominated by Club Registrar.

5.1.1 Team Selection

ONE team from each age group **ONLY** is required or as determined by Committee from time to time.

5.1.1.1 Teams will be selected by a draw of eligible teams at a time and date to be set by the Registrar. Usually a few days before nominations are required by TBAWA.

5.1.2 Rules of the Draw

- Teams must have won all games in their division up to the date of the draw. If no team has won all games, the next most successful teams will be contacted and asked to attend the draw.
- Teams must have 11 or 12 registered players at time of draw.
- A representative of the team must be present at the draw and be able to guarantee that a minimum of 11 players are able to attend the carnival.

Players of winning teams at the carnival will be presented with medallions by the WJTBC.

5.2 STATE CHAMPIONSHIP TEAMS

5.2.1 Team Nominations

Where provided by TBAWA, the WJTBC should nominate teams in the following categories -

1. A – Orange Socks
2. B – Black Socks
3. C – White Socks

5.2.2 Coach Selection

- Applications for the position of State Championship Team Coaches are to be opened and closed on dates determined by the Chief Coach;
- Applications are to be collated by the Chief Coach and forwarded to the Executive Committee;
- The short-listed applicants may be invited to address the Executive Committee in support of their application.
- The Executive Committee puts forward their recommendation.
- A secret vote is held by the Committee.
- Applicants are informed of the Committee's decision.
- Successful coaches are to be presented with their shirts as a vote of thanks from the WJTBC.

5.2.3 Player Selection

- All eligible Saturday players can nominate if they believe are capable of playing at State Championship level.
- Selection in each age group is to be completed by a formalised Try-outs system over a two week period. The format of the try-out will be determined by the Chief Coach.
- Full statistics should be kept on all players to allow free and unbiased comparison of players.

- Players may be allocated to more than one group to assist in early selection
- All players should be offered at least two trials before being culled.

5.2.4 State Teams Lightning Carnivals

- State Teams will attend Lightning Carnival nominated by the Committee as official Carnivals with the objective of providing players with match experience prior to the State Championships. A game credit for every game played will be given to the players
- Other Carnivals that Coaches would like to participate is at the discretion of the Teams to organise. No game credits will be allocated for these.
- All State TBAWA rules and other relevant WJTBC By-Laws will apply.
- Teams shall play a minimum of 9 players.
- Training uniforms (if available) and WJTBC hats are to be worn.
- Score sheets are to be provided and Team sheets shall be sent to the Club Registrar for game credits.

5.2.4.1 WJTBC Carnival

Those teams (9's and above only) that are not elected to participate in the TBAWA Yokine Carnival will participate in the WJTBC Carnival to be played during a normal Saturday morning during the season.

The format of the Carnival is determined by the number of teams. However each team will play three games for which game credits will be given as per serial 2.3.1.

A separate set of fixtures provided by the Registrar will be used. 7's and 8's will play their normal Saturday fixtures in their timeslot. The Carnival is to commence at the second time slot.

9's, 10's 11's and 12/13's will play an extra Wednesday game to compensate for the Carnival in order to achieve 16 season games.

NOTE: Teams going to Yokine are not allowed to play in the WJTBC Carnival. Players from the teams going to Yokine are not allowed to "sub" or play in the WJTBC Carnival.

NOTE2: Players "borrowed" to play in teams at Yokine and also playing in their team at the WJTBC Carnival will only get one set of credits only.

5.3 SUPER SQUAD

Squad members are to be selected as follows:

1 player to be selected from Under 10 Boys and 1 player selected from Under 11 Girls who were State Championship representatives the previous season. These players to be nominated by the State Coach of that season and considered to be the strongest players in the Club.

State Coaches of the respective Teams are to put forward the nominations to the Chief Coach.

Maximum of 3 players per age group ranked in order of overall skill level.

Committee to give final approval of Super Squad representatives.

5.4 TROPHIES AND SHIELDS

All trophies or shields won by teams representing the WJTBC at Carnivals are to be handed to the Trophy Co-ordinator at the next Committee meeting following the event. Winning Teams Shields from Saturday competitions are to be handed to the Trophy Co-ordinator before the end of the day.

5.4.1 Shields for Saturday competitions would be awarded to the overall winners of the 10's, 11's and 12/13's competitions.

6. UMPIRE ACCREDITATION

To fulfil the requirements of an accredited Plate Tee ball Umpire, the following guidelines need to be met:

- Attendance at a Level One Umpiring Clinic run by TBAWA.
- Satisfactory performance on a written test.

- Satisfactory performance in the game situation. At the Chief Umpire's discretion, this may require more than one practical assessment.

Accredited umpires' hats are not to be worn by either coaches or base coaches during their games.

7. GROUND CO-ORDINATOR/S (Saturday Games)

A ground co-coordinator/s (orange shirt Committee people) is/are to be appointed for each of the grounds at which Saturday fixtures are played. The ground co-coordinator/s is/are responsible for:

- * Ensuring that everyone is playing within the spirit of the game.
- * Ensure bases, tees are set up correctly by the coaches.
- * Answer any queries that Coaches, Umpires or any parents may have.
- * Report on ground condition to Committee.
- * Any other duty as deemed necessary for the smooth running of the games.

8. TRAINING GROUNDS

Approval from the appropriate school or shire authority must be obtained for the use of training grounds. The ground co-ordinator must be advised of the grounds being used by each team and the times of their use.

- No training is permitted on the Saturday playing diamonds unless authorised by the Club Ground Coordinator through the ground request form.
- Teams are not permitted to use either the batting box or in-field areas for Saturday morning pre-game warm ups.

9. PLAYER ROTATION – Saturday Games

To enhance the four "F's" of teeball, no player can:

- **field in the same position twice during a Saturday game;**
- **cannot field more than two times in a row in an infield position;**
- **cannot field more than three times in a row in an outfield position;**
- **cannot sit out two consecutive innings**

All players of the Saturday teams are to be given equal opportunity to play all positions during a season. Coaches please use the rotation form in the Coach's Folder. There are different rotation rules for State Games.

10. INJURIES

"In the event of an injury that requires medical attention, either during, before or after a game or training then the child must present a Doctors certificate to be allowed to resume playing teeball. If the injury occurs outside of teeball then a Doctors certificate will also be required. A certificate from a Physiotherapist is not a Doctors certificate."

11. DISCLAIMER

The Committee and members of the WJTBC make every effort to apply these rulings in an impartial manner. If the membership of the WJTBC has any cause for complaint, they are invited to submit their complaint in writing to the Committee of the WJTBC for discussion.

At no point may individual members of the WJTBC be held responsible for the decisions of the WJTBC as an incorporated body.

Approved

General Committee WJTBC