



**GREATER BRISBANE LEAGUE  
COMPETITION COMMITTEE CHARTER**  
1 June 2020



# **GBL COMPETITION COMMITTEE CHARTER**

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## BACKGROUND

This charter governs the operations of the Greater Brisbane League (GBL) Competition Committee. The Board of Management of Baseball Queensland in accordance with Section 3.11 of the Baseball Queensland Incorporated Constitution has established the GBL Competition Committee (GBLCC).

## PURPOSE

The objective of the GBLCC is to administer the GBL Competition in partnership with the affiliated clubs to ensure a fair and balanced competition structure and to maintain a safe playing environment for all participants.

## DUTIES & RESPONSIBILITIES

The GBLCC will be responsible for administering the GBL, which will include but not be limited to the following activities:

- administer the GBL in partnership with the QBUA, QSA, Competition Manager and/ or BQ administration staff;
- administer the GBL By-Laws, Rules and Playing Conditions;
- manage breaches of the GBL By-Laws, Rules and Playing Conditions;
- prepare a program of fixtures and finals (draw) for all GBL competitions;
- be responsible for all amendments and changes to the GBL competition draw; and
- manage the grading of teams as required, to ensure a fair and balanced competition structure.

Other roles of the GBLCC include:

- provide recommendations to Board on improving, promoting and developing Club baseball; and
- work with Baseball Queensland staff to monitor all costs associated with administering the GBL Competition;

## AUTHORITY

The GBLCC may consider any matter which falls within its role and responsibility. Subject to the limits stipulated in the Delegations Manual, the Committee has the power to do all things necessary to perform its duties and fulfil its purpose including:

- a) to make any decision required to ensure a fair and balanced GBL Competition;
- b) on request in writing, to make judgements on Rule interpretations as required;
- c) to authorise changes to the competition fixture as and when requested in writing; and
- d) to determine Competition Award winners where the criteria does not properly determine a clear winner.

The GBLCC does not have the Authority to:

- a) make any decisions that impact Clubs and/ or competitions outside of the scope of the GBL Competition; or
- b) make decisions that are in conflict with those made by the Board of Baseball Queensland.



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The GBLCC shall have reasonable access to:

- a. the Baseball Queensland Board;
- b. the appropriate Baseball Queensland staff; and
- c. any expertise within the membership of Baseball Queensland.

### MEMBERSHIP OF GBL COMPETITION COMMITTEE

The GBLCC consists of a minimum of six (6) and a maximum of ten (10) voting members. The Competition Manager, a QBUA member, and a QSA member may be appointed as non-voting members. The term of an elected Committee member is two (2) years. At the conclusion of each summer baseball season, 50% of the members of the GBLCC must retire from office, but are eligible, on nomination, for re-election.

### ELECTING THE GBL COMPETITION COMMITTEE MEMBERS

At the conclusion of each summer baseball season and no later than end June each season, an election for half (50%) of the GBLCC will take place. The format for elections will be as follows:

- 1) Each GBL Club may nominate one person to be elected to the GBLCC.
- 2) The nomination will be sent to the Returning Officer (Competition Administrator) in writing.
- 3) The list of nominated persons will then be distributed to all GBL Clubs.
- 4) Each Club will then reply to the Returning Officer in writing (email is acceptable) the persons they wish to vote for to fill the available positions.
- 5) The elected members will be those nominations with the most votes necessary to fill the vacant positions
- 6) The nominee with the most votes, but not sufficient to be eligible for a position on the GBLCC, will be the person to fill a casual vacancy should such a situation arise during the next duration of the elected GBLCC.
- 7) If the last two nominees for the final vacant position on the GBLCC cannot be determined, a further vote will be conducted to determine the nominee for the last Committee position.

A member of the GBLCC may only be elected as follows:

- The nomination must be:-
  - in writing via the prescribed form; and
  - signed by the candidate and the GBL Club who nominated him or her; and
  - given to the Returning Officer no later than 14 days after the original call for nominations;
- A nominated member for the GBLCC must be a GBL club member.
- No two members of the GBLCC can be members of the same GBL club.

The GBLCC must ensure that, before a candidate is elected as a member of the GBLCC, the candidate is advised:-

- That public liability insurance is in place; and
- The limit of liability of that insurance.

At the conclusion of an election of GBLCC members, a Chairman shall be elected by the members of the GBLCC by a simple majority vote at the first meeting of the new GBLCC. The Board may remove one or more elected members from the GBLCC at any time in its discretion.



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### MEMBERS' SKILLS AND EXPERIENCE

Members shall have diverse, complementary backgrounds and the GBLCC collectively should have the appropriate skills and experience to undertake its responsibilities. These may include all or some of the following:

- have networks within the wider baseball community that are important for the development of the sport;
- experience in sports scheduling;
- experience in baseball coaching, umpiring, scoring or in GBL Club administration;
- a comprehensive knowledge of the rules of Baseball;
- an understanding of how Clubs operate within the GBL; and
- an understanding of the issues relating to the connections between GBL Clubs and their Regions.

All members shall have, or commit to develop, competence across the above areas within a reasonable period of time after appointment. To be competent, a member should be able to demonstrate an adequate knowledge as well as a satisfactory understanding of a topic (including receiving further explanation of the topic if required) in order to make an informed decision.

In addition to the above skills and experience, the Chairman should have the following skills in order to effectively lead the GBLCC:

- a. individual qualities (a commitment to good governance, personal and professional integrity, sound independent judgment and sound business acumen);
- b. meeting management skills (agenda creation, foster an atmosphere of balanced challenge and debate, encourage participation, ensure that Committee decisions are reached through consensus and are properly clarified and recorded, time management skills);
- c. leadership skills (ability to bring the Committee and GBL community together to work effectively as a team, ability to ensure stakeholders are adequately informed, deals appropriately with conflicts, addresses differences of opinion); and
- d. a highly proficient or specialist level of knowledge of Junior and Senior competition activities and requirements.

### COMMITTEE MEMBER DUTIES

Once the GBL Competition Committee has been elected, at the first meeting, the following positions need to be determined by the members:-

	PORTFOLIO	COMMITTEE MEMBER RESPONSIBLE
a	Minutes of meetings	Secretary
b	Scheduling/Fixtures	
c	Judiciary	
d	Fines determination, advice to Clubs & invoice raising	
e	Member services & Registrations	
f	By-Laws, Rules & Disputes Panel	
g	Governance	
h	Juniors Competition	
i	Seniors Competition	
j	Women's Competition	
K	Marketing	



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## ATTENDANCE AT MEETINGS

The GBLCC will invite members of the GBL community, including BQ Board Members and BQ staff, as and when required to be able to use individual skills to achieve the best outcome for the GBL Competition. These invited persons will attend but will not be eligible to vote on any matter.

## MEETINGS

The Committee will meet as often as is reasonably required but no less frequently than quarterly. In addition, the Chairman will call a meeting if so requested by any Committee member. The Committee may convene Committee member-only sessions, and decide on attendees to these sessions.

The Committee may hold meetings, or permit Committee members to take part in meetings, by telephone, video conference, or any other form of communication that allows reasonably contemporaneous and continuous communication between the Committee members taking part in the meeting.

A quorum for the Committee is a majority of the elected voting Committee members. If a quorum is not present within 15 minutes after the time set for a meeting, the meeting is adjourned and may be convened to such place and time as the Committee members present decide. The Committee members will be advised of the new time and place of the meeting.

If the Chairman is unavailable to attend a meeting, those Committee members present shall elect a Chairman for the duration of the meeting. The alternate Chairman must possess the attributes of the Chairman outlined above.

Committee members are required to act responsibly and declare any real, potential or perceived conflicts of interest at each Committee meeting.

The Chairman will determine the manner in which a meeting of the Committee will be conducted. A decision of the Chairman on any matter relating to the conduct of a meeting is final.

All resolutions are to be carried by at least a quorum of members. A resolution may be made by the Committee, other than at a Committee meeting, if a quorum of Committee Members gives written agreement to the resolution. The resolution is taken to have been made on the day that sufficient affirmative responses are received to reflect a quorum.

## RESIGNATION, REMOVAL OR VACATION OF OFFICE OF GBL COMPETITION COMMITTEE MEMBER

A member of the GBL Competition Committee may resign from the committee by giving written notice of resignation to the secretary.

(1) The resignation takes effect at:-

- (a) the time the notice is received by the secretary; or
- (b) if a later time is stated in the notice - the later time.

(2) At the next GBL Competition Committee meeting, following the non-attendance of any Committee Member for three (3) consecutive meetings, the GBL Competition Committee shall consider the removal from office of the Committee member that has failed to attend meetings, in the absence of a satisfactory reason.

(3) Any GBL Competition Committee member may be removed from office on an Ordinary member's resolution at any general meeting of the GBL Competition Committee provided that there is seventy five percent (75%) or greater vote in favour of that resolution.

(4) The Chairman shall, within seven (7) days of the GBL Competition Committee meeting at which a Committee member's continuing status was resolved, advise the Committee member concerned of the GBL Competition Committee's decision.



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## CASUAL VACANCIES ON THE GBL COMPETITION COMMITTEE

A casual vacancy on the GBL Competition Committee means a vacancy that happens when a Committee member resigns, dies or otherwise stops holding office.

If a Committee member resigns, is removed or becomes unable to act, a registered member of a GBL Club may be appointed to a casual vacancy on the GBLCC. The position filled on a casual vacancy basis will be one of the elected positions to be filled at the next election of the Committee.

## POLICIES

The GBL Competition Committee will create and follow policies as and where required.

1. The GBL Competition Committee will review the GBL By-Laws annually and make changes where required. Once these changes have been discussed with GBL Clubs and agreed upon, the By-Laws will not be altered for the entirety of that season. Any mooted changes during the season will be recorded and discussed and reviewed for possible implementation for the following season.

## REPORTING

The Committee shall ensure that the GBL members receive any information relating to competition matters which the members require in order to make informed decisions.

Minutes of the GBLCC shall be forwarded to the Board Secretariat for noting and inclusion in the next Board meeting pack.

## SECRETARIAT MATTERS

A Secretary will be appointed by the Committee and shall be responsible for keeping minutes of meetings of the Committee and circulating them to Committee members. The Secretary shall also be responsible for keeping records of the Committee's reports and recommendations.

The Chairman must ensure that minutes of the meetings and records of the Committee's reports and recommendations are kept, and a copy of any of them signed by the Chairman is taken to be a true record unless the contrary is proved.

The Secretary, in conjunction with the Chairperson, will draw up an agenda that will be circulated with the papers at least five working days prior to each meeting. All material must be in a form stipulated by the Committee.

## SUBCOMMITTEES

The Committee has full authority to form and delegate authority to one or more subcommittees consisting solely of one or more members of the GBLCC as it deems appropriate.

## CHARTER REVIEW

At a minimum, the Charter will be reviewed each calendar year and proposed amendments to the Charter will be submitted to the Board for its consideration.