



# **WAGGA WAGGA SOFTBALL ASSOCIATION INCORPORATED**

**INCOPORATION NO: Y087616**

## **CHARTER**

**AS AT 2 AUGUST 2017**

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## **NAME**

1. The name of the association shall be "Wagga Wagga Softball Association Incorporated".

## **ADDRESS**

2. The address of the Association shall be PO Box 387 Wagga Wagga 2650.

## **COLOURS**

3. The colours of the Association shall be black and white.

## **INTERPRETATION**

4. In these Rules unless the context requires otherwise:
  - (a) "The Association" or "WWSA" means the Wagga Wagga Softball Association Incorporated.
  - (b) "Club" means any properly constituted softball club admitted to the Association.
  - (c) "Associate" means any properly constituted non-playing association admitted to the Association.
  - (d) "Officer" means a member of the Executive.
  - (e) "Official" means any person appointed to an official position with a team or party chosen to represent the Association.
  - (f) "Rules" means the rules of this Charter and any amendments currently in force.
  - (g) "AGM" means the Annual General Meeting held as required by these Rules.
  - (h) "NSWSA" means the New South Wales Softball Association Incorporated.
  - (i) "SAL" means the Softball Australia Limited.
  - (j) The singular includes the plural and the masculine includes the feminine and vice versa.
5. The Executive shall be the sole authority for the interpretation of these Rules and any Competition Rules currently in force. In the event of an inconsistency and/or conflict between these Rules and the Competition Rules, the Rules in this Charter shall prevail over the Competition Rules.

## **OBJECTS**

6. The objects of the Association shall be:
  - (a) To encourage, promote, control and manage the game of Softball in Wagga Wagga.
  - (b) To select, control and manage Association representative teams.
  - (c) To control inter-club and inter-association matches played in Wagga Wagga.
  - (d) To be affiliated with an SAL sanctioned body.
  - (e) To encourage and control social functions and other recreational activities within the Association.
  - (f) To provide playing fields, buildings, amenities and equipment considered necessary to meet the requirements of the Association's activities.
  - (g) To adopt such means of publicity considered beneficial to the WWSA.
  - (h) Generally to do all things considered conducive to the attainment or furtherance of all or any of the above objects.

## **CONSTITUENTS**

7. The Association shall consist of:
  - (a) Such softball clubs admitted as a Constituent Club as hereinafter provided.
  - (b) Such non-playing associations admitted as an Associate Association as hereinafter provided.
  - (c) Such persons admitted as Members as hereinafter provided.

## **MEMBERSHIP**

8. Members of the Association shall mean and include all members in the following categories:
  - (a) Senior Members: All registered members of Clubs and Associates who have attained the age of 19 years.
  - (b) Youth Members: All registered members of Clubs and Associates who have attained the age of 16 to 19 years as at 31 December of the season that is to be played.
  - (c) Junior Members: All persons otherwise eligible to be Senior Members but are under the age of 16 years.
  - (d) Committee Members: Any persons elected or appointed to the Executive or any Committee of the Association as hereinafter provided.
  - (e) Subscribing Members: All persons who are financial subscribers to the Association as hereinafter provided.
  - (f) Honorary Members: All persons elected as Honorary Members as hereinafter provided.
  - (g) Life Members: All members elected as Life Members of the Association as hereinafter provided.

- (h) The manner of registration of members shall be determined by the Executive and any person not so registered shall not be recognised by the Association irrespective of any eligibility that may otherwise exist.

#### **REGISTRATION FOR MEMBERSHIP**

9. Only those persons registered each year in accordance with the Competition Rules shall be recognised as members of the Association. All applicants must be registered and pay the subscribed registration fee. Membership is available to :
- (a)
    - (i) Players and team officials of competing teams.
    - (ii) Non-playing members (other than team officials) of clubs and associates.
  - (b) Committee members, that is, any persons elected or appointed to a standing committee of the Association.
  - (c) Subscribing members, that is, any approved persons that do not qualify for membership in any other category.

#### **GOVERNMENT**

10. The governing body of the Association shall be the Executive which shall consist of the following officers: President, Vice President, Secretary, Treasurer, Representative Manager, Registrar, Publicity Officer, Senior League Manager, Junior League Manager, Male League Manager and Development Officer, who shall be elected at the AGM. A non-Executive position that is also to be elected at the AGM is the Judiciary Convenor. The Judiciary Convenor may or may not be a member of the Executive. The specifications of the role are covered in the Disciplinary Policy.
11. Candidates for election shall be proposed and seconded at the meeting. Retiring officers shall be eligible for re-election.
12. The Executive shall hold office until the incoming Executive takes office at the AGM in the following year.
13. Any vacancy in the Executive shall be filled by either one of the remaining Executive or a member appointed by the remaining Executive. The temporary appointment will continue until all Executive positions are declared vacant at the next AGM.

#### **POWERS OF THE EXECUTIVE**

14. The Executive shall manage the affairs of the Association in accordance with the Rules and shall have power:
- (a) To control the revenue and expenditure of the Association, including the setting of player registration fees.
  - (b) To co-opt any persons, whether members of the Association or not, to advise or act with it on any matter within its powers.
  - (c) To direct the policy of the Association in all matters affecting the control and management of the game of Softball and generally to act in all matters for the Association which are not reserved by these Rules for general meeting.

#### **EXECUTIVE MEETINGS**

15. The executive shall meet immediately following the AGM then at least once every month thereafter or at any time on the President's direction or at the request of any three officers. The following provisions shall apply:
- (a) A majority of members holding at the time shall form a quorum provided every officer has been given notice of the meeting as far as is practicable.
  - (b) The President or in his absence the Vice President shall be Chairman. In the absence of both officers the members present shall elect a Chairman from amongst themselves.
  - (c) All questions shall be decided by a show of hands unless a ballot is requested and approved. The Chairman shall have one vote only and when voting is equal the proposal shall be lost.
  - (d) The business of ordinary meetings shall be:
    - (i) Reading and signing of minutes of last meeting.
    - (ii) Business arising from the minutes.
    - (iii) Reading of correspondence.
    - (iv) Business arising from the correspondence.
    - (v) Reports from members as required.
    - (vi) General business.
  - (e) The business of specially convened meetings shall be limited to that business for which the meeting was convened.
  - (f) Any officer absenting himself without reason from three meetings of which two clear days has been given, may be called upon by the Executive to resign from office.

#### **ANNUAL GENERAL MEETING**

16. The AGM shall be held in the month of May or as near thereto as convenient. The following provisions shall apply:
  - (a) Notices: Not less than 28 days preliminary notice and 7 days final notice shall be given in writing to all Committee and Life Members and the Secretary of each Club and Associate.
  - (b) Attendance: Members in all categories of membership who are not under suspension by the Association shall be entitled to attend.
  - (c) Chairman: The President or in his absence the Vice President shall be Chairman. In the absence of both officers the members present shall elect a Chairman from amongst themselves. The Chairman shall have a deliberative as well as a casting vote.
  - (d) Quorum: Twelve members present and entitled to vote shall be a quorum. In the event of there not being a quorum within half an hour after the scheduled time the Chairperson shall adjourn the meeting to a date not less than seven days or more than fourteen days hence.
  - (e) Voting: All members who have attained the age of 16 years shall be entitled to vote. Voting for the election of Committee Members shall be by ballot when any position is contested. Voting on all other questions shall be by show of hands unless a ballot is requested and approved. Proxy votes shall not be allowed. Unless otherwise stated in the Rules all questions shall be decided by a majority vote.
  - (f) Business: The business of the AGM shall be:
    - (i) Reading and signing of minutes of the previous AGM and/or extraordinary meetings.
    - (ii) Business arising from the minutes.
    - (iii) Receive and adopt the audited annual Financial Statements.
    - (iv) Receive and adopt the Auditor's Report.
    - (v) Transact any business on notice.
    - (vi) Election of Officers, Committee Members and Auditor.
    - (vii) Formal taking of office by incoming Executive.
    - (viii) Consider any business which the Chairman may permit which has been given in writing 14 days prior to AGM.
    - (ix) Closing of meeting.

#### **EXTRAORDINARY GENERAL MEETING**

17. An Extraordinary General Meeting may be summoned for any date that will permit 7 days' notice in writing. The following provisions shall apply:
  - (a) An Extraordinary Meeting shall be summoned by direction of the President or resolution of the Executive, or:
    - (i) Within 14 days of a requisition signed by any three officers. A meeting so called shall lapse unless two such officers attend.
    - (ii) Within 14 days of a requisition signed by any twelve members of the Association entitled to vote. A meeting so called shall elapse unless ten such members attend.
  - (b) The notice shall state the business of the meeting and no other business shall be transacted.
  - (c) The provisions of Rule 16 as to addresses of notices, attendance, Chairman, quorum and voting shall apply equally to Extraordinary General Meetings.

#### **FINANCE**

18. Income and Assets: All income, assets and funds shall be applied solely to the promotion of the objects of the Association and no portion thereof shall be transferred directly or indirectly by way of profit to members or members organisations.
19. Financial Account: All income shall be deposited in a financial institution selected by the Executive and all accounts shall be paid by cheque or electronic transfer signed or electronically authorised by any two of the following Officers: President, Vice President, Treasurer or Secretary.
20. Disbursement of Funds: Disbursement of Association funds shall only be made with the approval of the Association or Executive, unless in the ordinary course of business in which case the Treasurer and the Officer responsible for the expense can approve payment.
21. Special Accounts: All monies set aside by the Association for specific purposes shall be accounted for separately and shall be utilised only for such specific purposes.
22. Discharge of monies: A receipt signed by an Officer shall be the only sufficient discharge of monies paid to the Association.
23. Fees: The Executive shall prescribe all fees, subscriptions and levies for the ensuing year.
24. Liability: The Association shall not be liable for any debts incurred by any member or member organisation and no person shall incur any expense to the Association unless with the prior approval of the Executive.
25. Annual Audit: The Treasurer shall prepare annual Financial Statements and submit them for audit.
26. Financial Year: The financial year of the Association shall close on the 30th of April each year.

## **AUDITOR**

27. An Auditor who shall not be an Officer (but may be a member) shall be elected at the AGM. The Auditor shall audit the accounts of the Association and submit a report in writing prior to the AGM.

## **DUTIES OF EXECUTIVE**

28. The President shall:
- (a) Preside at all meetings of the Association and Executive and preserve order so that business may be conducted with propriety and in due form.
  - (b) Present the Annual Report to the AGM.
  - (c) Be ex-officio a member of any Committee convened by the Association other than the Selection Committee.
  - (d) Represent the Association in public as required from time to time.
  - (e) In the absence of the Secretary, the President shall liaise with local government authorities in matters pertaining to ground facilities.
  - (f) Prepare, submit and present (if required) an Annual Report to Softball NSW.
  - (g) Carry out any other duties as directed by the Executive.
29. The Vice President shall:
- (a) Attend meetings of the Association and Executive and in the absence of the President assume the duties of the President.
  - (b) Be a delegate to meetings of any local government authorities as required.
  - (c) Carry out duties as directed by the Executive.
30. The Secretary shall:
- (a) Attend all meetings of the Association and Executive and record the minutes of such meetings.
  - (b) Distribute notices of meetings as requires and arrange and prepare venues for Associate and Executive meetings.
  - (c) Conduct the Association's correspondence.
  - (d) Maintain a register of all Committee, Life and Honorary Members and the office bearers (as submitted), of Clubs and Associates.
  - (e) Be the liaison with local government authorities in matters pertaining to ground facilities.
  - (f) Assist the Registrar maintain the Working With Children Check database.
  - (g) Carry out any other duties as directed by the Executive.
31. The Treasurer shall:
- (a) Attend all meetings of the Association and Executive.
  - (b) Keep an account of all monies received and expended by the Association.
  - (c) Receive all monies and pay the same into the Association's financial account.
  - (d) Pay all expenses that have been duly approved.
  - (e) Keep a record of all monies due to the Association and render accounts for the same.
  - (f) Submit unaudited financial statements of the Association to meetings of the Executive.
  - (g) Submit the accounts and records to the Auditor at the end of the financial year.
  - (h) Submit the audited annual Financial Statements and the Auditor's Report to the AGM.
  - (i) Carry out any other duties as directed by the Executive.
32. The Representative Manager shall:
- (a) Attend all meetings of the Association and Executive.
  - (b) Conduct the administration associated with inter-club competitions and representative matches or tournaments conducted by the Association.
  - (c) Make preliminary arrangements for away tour by representative teams and liaise with the appointed General Managers of such teams.
  - (d) Call for nominations for General Managers for representative parties on away tours.
  - (e) Liaise with the Convenor or the Selection Committee, provide registration lists and reports from previous tours as required.
  - (f) Make all necessary arrangements for transport, accommodation, and kitting of teams. Bookings of accommodation shall be in conjunction with the managers of each team.
  - (g) Carry out any other duties as directed by the Executive.
33. The Publicity Officer shall:
- (a) Attend all meetings of the Association and Executive.
  - (b) Be editor of any newsletter of the Association and manage all aspects of its compilation, printing and distribution.
  - (c) Arrange publicity of the Association's activities through local media sources.
  - (d) Maintain all the Association's social media.
  - (e) Carry out any other duties as directed by the Executive.

34. The Development Officer shall:
  - (a) Attend all meetings of the Association and Executive.
  - (b) Institute methods of encouraging and improving coaching, umpiring, scoring and team management, and arrange courses and clinics as required.
  - (c) Arrange player coaching courses and talent identification programs.
  - (d) Appoint, convene and direct the work of any special committees required to implement any coaching or development programs.
  - (e) Be the liaison with the sanctioned SAL body on matters pertaining to coaching.
  - (f) Conduct the administration associated with any talented/state player assistance grants.
  - (g) After liaison with the Selection Committee, nominate players for state selection trials and coaching camps. Liaise with such players and their parents as required.
  - (h) Advise and assist with the formation of new clubs.
  - (i) Carry out any other duties as directed by the Executive.
35. The Senior, Junior and Male League Managers shall:
  - (a) Attend all meetings of the Association and Executive.
  - (b) Arrange and supervise Senior, Junior and Male competitions respectively
  - (c) Record results of matches and other relevant statistics.
  - (d) Maintain a competition register of players and team officials.
  - (e) Provide the Press with competition details.
  - (f) Convene meetings of the Match Committee as required and direct the work of the Match Committee.
  - (g) Maintain a register of perpetual trophies, obtain annual awards and arrange engraving as required.
  - (h) Ensure that all competition results are updated on the Association's social media.
  - (i) Carry out any other duties as directed by the Executive.
36. The Registrar shall:
  - (a) Attend all meetings of the Association and Executive.
  - (b) Compile and maintain the registration system of the Association and register members with the sanctioned SAL body as required by that body and liaise with relevant competition managers.
  - (c) Reconcile the registrations of all players and officials to ensure the database is accurate. Liaise as appropriate with the various League Managers regarding this.
  - (d) Liaise with the Treasurer to ensure:
    - (i) Each Club has paid the correct registration fees.
    - (ii) The correct registration fees have been paid to Softball NSW.
    - (iii) The correct ground hire fee has been paid to Wagga Wagga City Council.
  - (e) Maintain the Working With Children Check database and ensure that every official has the appropriate certifications. Responsibility for all related reporting matters.
  - (f) Furnish the Executive with players' and officials' details as required.
  - (g) Carry out any other duties as directed by the Executive.

#### **MATCH COMMITTEE**

37. The Match Committee shall consist of an Executive member, who shall be Chairman, and:
  - (a) Members selected at the AGM to the positions of Senior League Manager, Junior League Manager, Male League Manager, Grounds Manager, and all Club Coaches.
  - (b) One member appointed by the Executive as Umpire In Chief ("UIC").
  - (c) Such other members as the Executive may determine.
38. Powers: The Match Committee is empowered to carry out all business and to do all things necessary to conduct and facilitate the running of inter-club and representative matches during the playing season.
39. Meetings: The Match Committee shall meet at least once every month during the playing season or at any time at the direction of the Manager or Executive. The following provisions shall apply:
  - (a) The quorum for meetings shall be five.
  - (b) In the absence of the Executive member, the members present shall elect a Chairman from amongst themselves. The Chairman shall have one vote only and when voting is equal the motion shall be lost.
  - (c) Minutes shall be recorded by a member appointed at each meeting and a copy of the minutes to be provided to the Executive and Head Coaches of each club.
  - (d) Any other provisions as to the conduct of meetings shall be as approved by the Executive.
40. Duties of Members: Members shall attend all meetings of the Match Committee and in addition to any other duties which may be assigned, carry out the following duties:
  - (a) The Senior, Junior and Male League Managers shall refer to Rule 37.
  - (b) The Senior, Junior and Male League Assistants shall assist the respective League Manager with their duties as required.
  - (c) The Umpire In Chief shall:

- (i) Appoint umpires to matches controlled by the Association and any umpire required to accompany representative teams.
- (ii) Be the liaison with the sanctioned SAL body on matters pertaining to umpires.
- (iii) Select and prepare umpires for examination and arrange and conduct such examinations.
- (iv) Maintain a record of badged umpires and a seasonal register of umpires and matches umpires.
- (v) The Umpire In Chief may, as required, co-opt senior umpires to assist with any duties.
- (d) The Grounds Manager position is a paid position of the Association. As such, they have sole responsibility to:
  - (i) Personally undertake (or supervise if appropriate to do so) the maintenance, storage and availability of the Association's ground equipment.
  - (ii) Undertake the marking of diamonds for competition matches and any representative matches or tournaments.
  - (iii) Set up the ground equipment for competition matches and any representative matches or tournaments.

## **FUNDRAISING**

- 41. Any Club wishing to conduct a fund raising activity at the playing fields must obtain the prior written approval of the Executive. Clubs rostered for canteen duty shall have first rights to fund raising on that day. Contact must be made with the Clubs that have duty that day before another Club is given rights to fund raise. Any proposed fund raising activity is not to be in competition nor conflict with the business of the canteen nor any fund raising being undertaken by the Association.

## **CANTEEN MANAGER**

- 42. Powers: The Canteen Manager is empowered to carry out all business and to do all things pertaining to the running of the Association's canteen.
- 43. Duties of the Canteen Manager:
  - (a) Manage all aspects of the Association's Canteen including: buying, stocking, selling, supervision, maintenance and complying with all associated accounting procedures (notably those required by the Auditors).
  - (b) Work closely with the Treasurer to count and verify the canteen takings for banking by the Treasurer.
  - (c) Review and approve all purchase invoices and sign as correct before promptly passing to the Treasurer for payment.
  - (d) Carry out an annual stocktake of the canteen as required by the Treasurer and/or the Auditors.
  - (e) Coordinate with the Executive and the Clubs for Clubs to be rostered on to assist in the canteen each game day as required.
  - (f) Open and close the canteen and supervise the rostered canteen helpers during trading hours.
  - (g) Carry out any other duties as directed by the Executive.

## **SELECTION COMMITTEE**

- 44. The Selection Committee shall consist of:
  - (a) Five members elected at the AGM.
  - (b) The Selection Committee Convenor is elected by the Selection Committee members.
  - (c) Any vacancy in the Selection Committee shall be appointed by the Executive.
- 45. Powers: The Selection Committee is empowered to carry out all business and to do all things to facilitate selection of representative teams and to select the players and officials of such teams.
- 46. Meetings: The Selection Committee shall meet at the direction of the Convenor or Executive. The following provisions shall apply:
  - (a) The quorum for meetings shall be three.
  - (b) In the absence of the Convenor, the members present shall elect a Chairman from amongst themselves. The Chairman shall have one vote only and when voting is equal the motion shall be lost.
  - (c) Minutes shall be recorded by a member appointed at each meeting.
  - (d) An appointed coach shall have the right to attend meetings and vote on the final selection of the team to be under his control. Final selection meaning; the deciding vote when two or more players cannot be clearly separated, by the selectors, for the final position(s) in the team. Such right shall be forfeited when the coach is not present at any special trials associated with selection of the team.
  - (e) Any other provisions as to the general conduct of meetings shall be as approved by the Executive.
- 47. Duties of Members:
  - (a) All Members shall regularly attend and view Senior, Junior and Male competition matches, attend meetings of the Selection Committee and carry out duties as assigned.



- (b) The Selection Committee Convenor shall:
  - (i) Liaise with the Manager as required.
  - (ii) Arrange pre-selection of players.
  - (iii) Call nominations for team officials.
  - (iv) Arrange and conduct selection trials when necessary.
  - (v) Submit selected teams to the Manager and Press Reporter and announce teams as appropriate.
  - (vi) Notify all players and officials in writing within 7-14 days of the trials the outcome of the selection process both successful and unsuccessful.

#### **OTHER COMMITTEES**

- 48. Special, or Sub-Committees, may be appointed at any time by the Executive to consider and report on any question that may be referred to them, or to assist in the organising, preparing and controlling of any activities of the Association. The members appointed and general conduct of such committees shall be determined by the Executive when the committees are convened.

#### **INVALIDATION OF ACTIONS**

- 49. No act or resolution of the executive shall be invalidated or questioned merely:
  - (a) By reason of a vacancy in its membership.
  - (b) By the disqualification or any irregularity in the appointment of any member.
  - (c) By reason of the accidental omission to give any member due notice of any meeting, or by the non-receipt of such notice.
- 50. No resolution passed by a General Meeting of the Association shall invalidate any prior act of the Executive which would have been valid if such resolution had not been passed.

#### **HONORARY MEMBERS**

- 51. The Executive may, at its discretion and in the interests of the Association, elect Honorary Members to the Association. Honorary Membership shall terminate at the next AGM and may be reviewed at any time thereafter. Honorary Members may be appointed to a committee but, if so appointed, their Honorary Membership shall terminate forthwith.

#### **SUBSCRIBING MEMBERS**

- 52. Membership by subscription may be granted to approved persons to whom membership in any other category is unavailable. Upon payment of a fee prescribed by the Executive, Subscribing Members shall assume all rights and privileges of the Association.

#### **LIFE MEMBERS**

- 53. The Association may elect Life Members, such membership to be awarded to members who have rendered distinguished services to the Association in an Executive position over a cumulative period of not less than ten years. On election, a Life Member shall be presented with a Life Member's Medallion. Life Members shall be eligible to serve on any committee of the Association.
- 54. Written nominations for Life Membership shall be put to the Executive at least 21 days prior to the WWSA Presentation Night.

#### **ASSOCIATION REPRESENTATIVES**

- 55. All players, officials and umpires registered as members of the Association in accordance with the Rules, shall be eligible for representative selection or appointment.
- 56. Members selected or appointed to represent the Association shall:
  - (a) Hold themselves at the disposal of the Association when called upon.
  - (b) Comply with the requirements of the Executive as to transport, accommodation and general conduct of the official party.
  - (c) Wear the uniform of the Association as determined by the Executive.
  - (d) Be responsible for all expenses associated with the tour (unless the Executive determines otherwise), and pay any portion of such expense as may be required by the due date.
  - (e) Return as directed, and in good order and condition, any property hired or borrowed from the Association.
- 57. All members of the official party shall be under the sole jurisdiction of the appointed General Manager whilst on tour.
- 58. Selected players shall be subject to withdrawal from a team for:

- (a) Failure to comply with instructions given by the team Manageress or the General Manager of the official party.
  - (b) Failure to follow instructions given by the Coach of the team in respect of training or fitness.
  - (c) Any reason which the Executive may decide is in the best interests of the player or team.
59. Any Club with members participating in representative matches shall make available, at Association risk, any equipment that may be required by such members.
60. Nominations: Player nomination forms shall, as far as practicable, show details of the tour and commitments of selected players. All candidates under the age of 18 years must have the nomination form signed by a parent or guardian.
61. Selection and appointment:
- (a) Teams: Team selection shall be carried out by the Selection Committee Team Captains and Vice Captains shall be appointed by the respective team officials. Such appointments are to be approved by the Executive.
  - (b) Officials: The Coaches, Managers and Scorer of each team shall be appointed by the Selection Committee.
  - (c) Umpires: Umpires required to accompany representative teams shall be appointed by the Umpire In Chief.
62. General Manager of Official Party: The General Manager of each official party shall be appointed by the Executive. The appointment shall continue until the satisfactory completion of all business associated with the tour. The General Manager shall:
- (a) Attend meetings of the Executive when called upon, and arrange meetings with team officials and the Association Uniform Manager as required.
  - (b) Be in charge of the official party and enforce the Association's rules in respect of social arrangements and general conduct of the teams.
  - (c) Collect monies, to pay any on tour expenses, submit a statement of accounts and balance of monies collected to the Treasurer.
  - (d) Carry out any duties that may be required by the sanctioned SAL body, or the body, in relation to the tournament.
  - (e) Submit a report of the tour to the Executive.
  - (f) Carry out any other duties, in respect of the tour, as directed by the Executive.

#### **ASSOCIATION UNIFORM MANAGER**

63. The Association Uniform Manager shall be appointed by the Executive. The Uniform Manager shall:
- (a) Be responsible for the storage, repair, replacement, issue and return of Association uniforms.
  - (b) Attend meetings of the Executive and representative teams management when called upon.
  - (c) Carry out an annual stock take and submit a report to the Executive at the end of the financial year of the Association.
  - (d) Carry out any other duties, in respect of uniform management, as directed by the Executive.

#### **ADMISSION OF CLUBS AND ASSOCIATIONS AS CONSTITUENTS**

64. Any softball club or non-playing association may, with the approval of the Executive, be admitted to the Association as a Constituent Club or Associate Association provided that:
- (a) It submits with its application, a copy of its charter and, if required, amends such charter to the satisfaction of the Executive and submits for endorsement any subsequent alteration to its charter.
  - (b) It can satisfy the Executive that it has adequate senior members to conduct its administration, and that its members have shown genuine interest in the promotion of Softball and the Association.
  - (c) It pays an affiliation fee as prescribed by the Executive.
65. Termination of Membership: Any Club, Associate or Member failing to meet their obligations to the Association and to Softball in a manner befitting a Constituent of the Association may have their membership terminated by the Executive and, as a result of such action, its members shall forfeit all related rights and privileges as members of the Association.

#### **REGISTERED PLAYERS**

66. All players shall be registered under the name of their respective Club and, on being so registered, shall not play with any other Club without the approval of the Match Committee this provision shall also apply when any Club enters a period of recess.
67. Any Club which has not fielded a team for a period of one year may be declared defunct by the Executive. The players of any such Club may then register with another Club without the approval of the Match Committee.
68. A registered player shall not represent any other association affiliated with a sanctioned SAL body while such registration is current, or until two years have elapsed since the registration expired, without the approval of the Executive.

69. Any player registered with another association affiliated with an SAL body must first obtain the approval of that association before being eligible to represent the Association any match under the direct control of the SAL body.

#### **AFFILIATION WITH AN SAL SANCTIONED BODY**

70. The Association shall affiliate with an SAL sanctioned body and shall continue such affiliation until a General Meeting of the Association determines otherwise. The Association herewith acknowledges that the authority of the SAL sanctioned body with which WWSA is affiliated shall extend to, and be recognised by, its members and member organisations.
71. All members of the Association registered as either an Officer, Coach, Manager, Scorer, Umpire or Player shall be registered with the SAL sanctioned body in accordance with the requirements of that body.

#### **CONDUCT, VIOLATIONS AND PENALTIES**

72. Enforcement of Charter: The authority of the Association shall extend to and be recognised by, all members and member organisations.
73. All disciplinary matters are covered in the Association's Disciplinary Policy and are enforced by this Charter (this includes the enforcement of any penalties imposed under the Disciplinary Policy). The Disciplinary Policy is subject to change from time to time by the Executive to suit the requirements of the Association.
74. The Association has adopted the Codes of Conduct as specified by Softball Australia. Any person acting outside of these Codes of Conduct will be subject to penalties which may be imposed by the Association.
75. The Association has adopted the Match Fixing Policy as specified by Softball Australia.
76. Endorsement of penalty: The Executive shall have power to endorse any penalty imposed by any other body controlling Softball, provided the Association has been given notification in writing of such penalty.
77. Forfeiture of rights and privileges:
- (a) Any member or member organisation which is under suspension or disqualification shall forfeit all rights and privileges held under or in the Association or in its property. Members shall be debarred from attending any meetings of the Association and from taking part on any match played under the control of the Association.
  - (b) Any member knowingly taking part in any match in which a suspended or disqualified person takes part, shall also be liable to suspension or disqualification, or other penalty.

#### **DISPUTES**

78. If a member or member organisation be in dispute with another member or member organisation, any party to the dispute shall have the right to appeal to the Executive to have the dispute settled. The appeal must be lodged in writing with the Secretary. The decision of the Executive shall be final and binding on all parties to the dispute.

#### **PLAYING RULES AND PROTESTS**

79. All matches shall be played in accordance with the rules and interpretations of SAL, subject to any alterations or additions which may be made from time to time by the Executive to suit the requirements of the Association. Any such alterations or additions shall be contained within the separate Competition Rules document.
80. Any protest concerning the rules of Softball or rules of competition as conducted by the Association shall be dealt with by the Match Committee. The decision of the Match Committee on any such protest shall be final.

#### **UNFINANCIAL CLUBS**

81. Any Club failing to pay its fees or any other monies by the due date may be declared unfinancial by the Executive and, on being so declared, shall be debarred from taking part in any competition, and members thereof, shall not be eligible to take part in any activity of the Association until all outstanding monies have been paid.

#### **RESPONSIBILITY FOR INJURY**

82. The Association and any Executive Committee member shall not accept responsibility for any injury to any player, coach, umpire or other official arising from any game or any other activity under the control of the Association.

#### **INTER-ASSOCIATION MATCHES**

83. A club shall not arrange, or take part in, any match with any organisation that is not a Constituent of the Association without approval of the Executive. Such approval will only be granted when all requirements (if any), of the SAL sanctioned body have been met.

#### **DELEGATES MEETINGS**

84. A Delegates Meeting shall be held when required. All members of the Executive and two senior members of each Club and Associate shall be entitled to attend and exercise a vote. Any other members of the Association may attend but shall not have voting powers. The President, or in his absence the Vice President, shall be Chairman. In the absence of both Officers, another Officer shall be appointed as Chairman.

#### **AWARDS**

85. Member of the Year Award: At the conclusion of the active season the Executive shall select a member of the Association receive an award in recognition of outstanding service to the Association during the year. The following provisions apply:
- (a) The recipient shall not be a member of the Executive.
  - (b) The award shall not be made should the Executive consider a worthy recipient cannot be chosen in any year.
  - (c) The type of award, and the manner of presentation, shall be determined each year by the Executive.
86. Team and Player Awards: Awards made by the Association in recognition of team and individual achievements attained during the season shall be determined by the Executive. Donations of perpetual trophies or other awards offered to the Association shall not be accepted without the approval of the Executive.

#### **COMPETITION RULES**

87. The Executive may make Competition Rules (consistent with the Charter) in respect of any matter within the powers of the Executive and may amend or cancel any Competition Rules so made. Unless otherwise stated in the motion, all such Competition Rules, amendments or cancellations shall take effect immediately the motion is approved.

#### **ALTERATION OF THE CHARTER**

88. No part of this Charter shall be altered except with the approval of a three fourths majority of those present and entitled to vote at a General meeting of the Association. Particulars of the proposed alteration shall be included on the final notice calling the meeting. Proposed alterations must be received by the Executive at least 28 days prior to their submission to any General Meeting of the Associate.

#### **DISSOLUTION**

89. If, on the dissolution of the Association, there remains after the satisfaction of all debts and liabilities any money or property whatsoever, the same shall be given to some other association or body having similar objects to the objects of the Association. Such other association or body shall be determined by the members of the Association at or before the time of dissolution, and if effect cannot be given to the aforesaid provision, then to some charitable object determined as foresaid.