



PSL Winter Competition Management Committee Terms of Reference

Background

The Perth Softball Leagues Winter Management Committee is the competition management arm for Softball WA's (SWA) winter softball competition. The Smarter than Smoking Perth Softball Leagues Winter Competition, is the primary competition for the male gender and commences in April and concludes in September each year. Age groups begin at Under 13's to Seniors for formal competition, and may include other participation activities that are facilitated in conjunction with the SWA Participation and Development Officer to boost participation.

Function

The role of the PSL Winter Competitions Management Committee is to oversee the winter competition that is facilitated by Perth Softball League (PSL) under the guidance of SWA Chief Executive Officer (CEO).

Members are to be appointed on a two-year term by participating Clubs at the end of each season in preparation for the upcoming season, in-line with the SWA Constitution.

Objectives

- Oversee the efficient and effective conduct of the winter competition.
- Ensure the grading of teams within the competition provides for the best opportunities for a balanced competition, whilst always considering player development.
- Support the clubs to maximize the benefits of utilizing the facilities (grounds, canteen, bar) at the Mirrabooka International Softball Stadium, while balancing fixtures at club home grounds.
- Ensure participants comply with the rules of the competition.
- Actively investigate opportunities to increase participation, including new competitions for juniors and other segments of the community.
- Review the delivery of the competition in conjunction with the participating clubs.
- Develop expertise by way of a volunteer program to address the full functions required to run independently (see Roles below).
- Work co-operatively with other committees as required.

Authority

- The committee will function as an advisory body to SWA Board.
- The committee will not commit the SWA to any agreement to a third party, either, financially, contractually or in other manner.
- The committee will operate in accordance with all recommendations of the SWA CEO and/or Board.
- The Chair of the Committee will report directly to the SWA CEO (or delegated person/s).

Membership

- Nominations will be sought from affiliated clubs participating in the competition.
- The Management Committee will comprise a minimum of 5 people, with no more than 1 person per club (unless approved by SWA).
- The Management Committee will include the roles outlined below, and one person may be appointed to more than one individual role.
- The SWA Board has the power to recommend, assist, participate or take over the role of the Management Committee in the event it sees this is necessary.

Meetings

- Four compulsory meetings with involved clubs in the season of play are required as a minimum. This includes a pre-season and post-season meeting, with all clubs participating in the season of play invited to attend. The purpose is to inform as required at the pre-season meeting and to review and develop a lessons learnt and recommendations log to include in your report back to SWA CEO at the post-season meeting.
- Management Committee meetings require a quorum of at least 50% of members present.
- Minutes are to be taken and reported to CEO within a reasonable timeframe.
- Agenda and notice of meetings are to be provided at least 5 days before meeting (both Club Compulsory Meetings and Management Committee Meetings).
- Management Committee business may be conducted by electronic methods, (email, text) and must be documented.

Evaluation of Committee Effectiveness

At the end of the season the Management Committee will undertake an evaluation of its effectiveness. The following topics will be considered:

- These Terms of Reference.
- The composition of the committee.
- The performance of respective members of the committee.
- A review the Lessons Learnt register for recommendations for the following season.

The evaluation and recommendations will be provided to SWA CEO within a reasonable timeframe of the season being complete.

Roles

The following committee roles are the minimum to be filled for each season of play. One person on the committee may cover more than one role. The Chairperson may appoint other positions as required.

- Chairperson
- Registrar
- Secretary
- Record Keeper
- Competitions Manager
- Communications Officer
- Youth Coordinator