



Perth Softball Leagues Competitions Committee (PSLCC) Terms of Reference

Introduction

The Board of Softball WA has re-established the Participation and Competitions Committee to be now called Perth Softball League Competitions Committee (PSLCC) and will replace the three Perth Softball League sub-committees (Summer, Vets & Winter).

Function

The role of the PSLCC is to facilitate the summer, vets and winter competition under the guidance of Softball WA (SWA).

Members are to be appointed by SWA and shall consist of representatives from each competition and specific seconded positions for fixturing and Registrar Duties.

Objectives

- Oversee the efficient and effective conduct of the Summer, Vets & Winter competitions.
- Develop consistent ground rules for the three competitions.
- Ensure the grading of teams within the competition provides for the best opportunities for a balanced competition, whilst always considering player development.
- Actively investigate opportunities to increase participation, including new competitions and opportunities for other segments of the community.
- Coordinate reviews of competition structures that will increase and/or support athlete and official pathway development in conjunction with the Talent Development Committee.
- Review the delivery of the competition in conjunction with the participating clubs.
- Work co-operatively with other committees and the SWA Office as required.
- To communicate and speak as one collective committee.

Authority

- The sub-committee will function as a management body for SWA.
- The committee will not commit SWA or the SWA Office to any agreement to a third party, either, financially, contractually or in other manner.
- The committee will report directly to the SWA CEO (or delegated person/s or body).

Membership

Softball WA will appoint the members of the Committee and the Chair of the Committee. The Committee will comprise of:

- One members of the Board
- The Sports Development & Operations Manager
- Up to four independent members at the discretion of the Board who:
 - Are independent of SWA and the Board;
 - The Committee determines has the skills, expertise or experience that are of benefit to the Committee, having regard to the Committee's purpose and responsibilities
- Seconded positions to fill the Fixturing and Registrar duties for each competition.
- The committee will provide a Secretary – SWA Officer.

Members will be appointed for the duration of the competition they are representing.

The Board may, in its discretion, remove members of the Committee from time to time if the Committee Member:

- a) Dies;
- b) Becomes bankrupt or makes any arrangement or composition with their creditors generally;
- c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law;
- d) Resigns from their position in writing to the Association;
- e) Is absent without the consent of the Chair of the Committee from all meetings of the Committee held during a period of six months;
- f) Without prior consent or later ratification of the members of the Association in General Meeting holds any office of profit under the Association;
- g) Is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of their interest;
- h) Has been expelled or suspended from membership (without further recourse under the rules of the Association or rules of Softball Australia);
- i) In the opinion of the Board in its discretion:
 - i) Has acted in a manner unbecoming or prejudicial to the objects and interests of the Association and/or softball; or
 - ii) Has brought the Association, any Affiliated Body or Softball into disrepute.

Meetings

- The Committee will meet every four to six weeks at the discretion of the chair
- Two meetings which involve 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 clubs as required at the pre-season meeting and to review and develop a register of 'lessons learnt' and recommendations log to include in a report back to the Softball WA CEO at the post-season debrief meeting.
- Committee meetings require a quorum of at least 50% committee members present.
- Minutes are to be taken and reported to the Softball WA CEO within a reasonable timeframe.
- Agenda and notice of meetings are to be provided at least 5 days before meeting.
- Committee business may be conducted by electronic methods, (email, text) and must be documented.
- Committee members must disclose any conflicts of interest at the commencement of each meeting and the disclosure may be a standing one. Where conflict of interests are disclosed or identified, the member will be requested to leave the meeting whilst the conflict of interest conversation occurs. This will be at the discretion of the chair.

Evaluation of Committee Effectiveness

At the end of the season the committee will undertake an evaluation/debrief of its effectiveness. The following topics will be considered:

- Terms of Reference.
- Composition of the committee.
- Performance of respective members of the committee.
- A review of the lessons learnt register which will inform future competitions.

A post-season evaluation will be conducted by the CEO and the Chairperson of the committee. Recommendations will be provided to Board within a reasonable timeframe of the season being complete.

Roles

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

- Chairperson
- Vice Chairperson
- Registrar – (Seconded position)
- Fixturing (Seconded position)
- Game Day Officer
- Webmaster/Social Media (Facebook)