

ESSEX REDBACKS BASEBALL CLUB

ESTABLISHED 2009



CLUB CONSTITUTION 2012

Essex Redbacks Baseball Club Constitution

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1 NAME

- 1.1 The club shall be called Essex Redbacks Baseball Club (hereafter referred to as the Essex Redbacks).
- 1.2 The club name shall be used for both Adult and Youth teams and where more than one Adult or youth (at same playing age) team exists then that team shall have a moniker added to the team name in order to provide a playing identity as per BBF rules.

2 AFFILIATION

- 2.1 The Essex Redbacks will be affiliated to its National Governing Body - the British Baseball Federation (BBF). The affairs of the Club shall be conducted under BBF laws and all competing members shall be eligible competitors as defined in BBF laws.
- 2.2 The Essex Redbacks may wish to affiliate with other baseball governing bodies in special circumstances (e.g Little league for youth). As such the Club Committee will be empowered to take such decisions as benefits the club. Members will be advised at the time of the decision and formal approval at AGM will be sought by members at the AGM following such affiliation

3 AIMS AND OBJECTIVES

- 3.1 The aims of the Essex Redbacks will be:
 - To offer coaching and competitive opportunities in baseball
 - To promote the club within the local community and baseball community
 - To ensure a duty of care to all members of the club
 - To provide all its services in a way that is fair and equal to everyone
- 3.2 The Essex Redbacks shall consist of a adult programme with one or more teams playing in the BBF leagues, a youth programme for players aged between 7 and 16 years old that will play either in the BBF or Little League youth leagues or locally organised leagues as deemed appropriate by the club committee.
- 3.3 In addition the Essex Redbacks shall run schools and community baseball programmes to promote the club and baseball at local schools and community groups.
- 3.4 Overall the club will look to achieve as best as possible its aims and vision as defined within the current version of the club's ongoing development plan.

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4 CHILD PROTECTION

- 4.1 The club shall adopt the BSUK recommended Child Protection Procedures.
- 4.2 The members of the Club shall comply with the BSUK Child Protection requirements.
- 4.3 Players under the age of 8 cannot take part in organised fixtures (league) only Tee Ball events and fun games only.
- 4.4 All Club Committee and Youth coaches must be subject to a Criminal Record Bureau (CRB) check. Any Club Committee member or Youth club coach who is not in possession of cleared and valid CRB check cannot carry out either their elected position or coach children within the club.

5 MEMBERSHIP

- 5.1 The Essex Redbacks shall consist of officers and members.
- 5.2 Membership of the Essex Redbacks shall be open to any person who accepts and supports the Essex Redbacks objectives, constitution and club rules.
- 5.3 Membership shall not be restricted on the grounds of gender, sexual orientation, race, political or religious opinion.
- 5.4 Membership will be comprised of the following categories:
 - Full member
 - Associate (coaching) member
 - Associate (non playing) member
 - Youth member (under 16 years of age)
- 5.5 Full and associate members shall have the right to vote at meetings. Youth members shall not have the right to vote at meetings but their parents or guardians are entitled to vote on their behalf. For clarification on voting rights, Full membership means members who have fully paid membership fees for the year in which they wish to vote, similarly for youth membership parents or guardians only have a right to vote if full fees appertaining to the youth member have been paid for the year I which they wish to vote.
- 5.6 All club members shall be given a copy of the Club Rules and relevant Code of Conduct to which the club expects adherence. Should any member not adhere to said Club Rules and Code of Conduct club disciplinary procedures may apply.

6 MEMBERSHIP FEES

- 6.1 Membership fees for each membership category will be set annually by the Club Committee and advised to the membership at the Annual General Meeting. Members will be advised of what the membership fees cover.
- 6.2 Membership fees will be paid annually before the start of the league season.
- 6.3 The Club Committee may decide upon other charges or subscriptions at its discretion.

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7 CLUB RULES

7.1 A copy of the Club Rules shall be distributed to all club members.

8 OFFICERS OF THE CLUB

8.1 The Officers of the Essex Redbacks shall be:

- Members of the Club Committee (see 9 below)
- Adult Head Coach
- Youth Head Coach
- Adult Team manager(s)
- Youth Team manager(s)
- Child Welfare Officer
- Social secretary
- Marketing / advertising Officer
- Fundraising / sponsorship Officer
- Media / press officer

8.2 The Officers of the club shall hold office for a calendar year. All officers shall retire annually but shall be eligible for re-appointment.

8.3 Club officer positions (excluding positions on the Club Committee) can be filled by separate individuals for each position or one individual (including anyone on the club committee - Chairman, Hon. Secretary, Treasurer, Youth Officer and Adult Officer) can fill a number of these positions.

8.4 Adult and Youth team managers, and adult and youth head coaches and the Child Welfare Officer shall be appointed by the Club Committee

8.4.1 Committee members cannot cast a vote on a Team Management position they also wish to fulfil.

8.4.2 Should there be a tie the casting vote for the team manager appointment will be made by Executive Members so long as there is no conflict of interest (ie the Chairman also wishes to be a Adult Team manager and is in a tie voting position with another team manager candidate). Should this occur the team manager position in question will be determined by the casting vote through the hierarchy defined by Executive member voting precedent

8.5 All other officers of the club shall be elected annually at the Annual General Meeting.

Officers shall report to the club committee on progress in their areas of responsibility as required. Officers shall also provide an annual report at the club AGM where appropriate.

9 CLUB COMMITTEE

9.1 The Club shall be managed by a Committee comprised of: the following positions

- Chairman
- Hon. Secretary

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- Treasurer
- Youth Officer
- Adult Officer (Adult Head Coach or Adult Player Representative)

- 9.2 The Committee Members positions Chairman, Hon. Secretary, Treasurer, Youth Officer and Adult Officer, must be filled by 5 individuals (i.e. one person can't be both the Chairman and Hon. Secretary or any combination of the above 5 positions).
- 9.3 The position of Treasurer cannot be filled by any individual who is a relation or have a relationship (ie partner or family) to another member of the Club Committee.
- 9.4 The position of Treasurer can only be filled by club members or associates that have either served for one year in a club committee position or have been a club member or known to the club for a minimum of three years.
- 9.5 The Club Committee shall meet at such times as it considers necessary and not less than quarterly. The meetings will be convened by the Hon. Secretary. The quorum for the Club Committee shall be 3 members and must include the Chairman or the Treasurer or the Secretary.
- 9.6 Each decision at a meeting of the Club Committee shall be determined by a majority of the vote of the members present, with every voting member having one vote. In the event of an equality of votes then the Chairman shall have a casting vote if present. If the chairman is not present and there is an equality of votes the most senior Committee Member present shall have the casting vote.
- 9.7 Order of precedent for casting vote for Committee Members is Chairman, then Secretary, then Treasurer (one of whom will be present at the meeting).
- 9.8 All Club Committee members must be hold a valid CRB check for Essex Redbacks.
- 9.9 The Club Committee shall have the power to:
- Fill casual vacancies among Officers
 - Co-opt persons for a special reason
 - Appoint delegates to represent the Club at other bodies meetings
 - Deal with any matters not covered in the Club Rules
 - Declare any member of the Club Committee who has been absent from 3 consecutive meeting of the Committee, without offering a reasonable explanation, as having forfeited his/her seat.
 - Call an Extraordinary General Meeting (EGM) outside the AGM. Procedures for EGMs shall be the same as for the AGM.
 - Appoint Club Committee members to a disciplinary panel should such a panel need to meet.
 - Veto the nomination of Club members wishing to be Club Officers who have not fully paid their club fees.
 - Appoint Adult and Assistant Coaches and Team Managers who may speak and vote on any matter concerned with facilities, team selection and fixtures, if such a post falls vacant during the year.
- 9.10 The Club Committee shall act for the club members and is to implement the Constitution and Club Rules as far as reasonably practical, without exception.
- 9.11 The Club Committee can appoint additional club officers as it sees fit, and such club officers will report to the Club Committee for their respective club responsibility.
- 9.12 There shall also be Youth sub Committee that will meet as it considers necessary and not less than quarterly to discuss youth matters. The Youth sub Committee shall comprise the youth coaches and the club Youth Officer. The meeting will be convened by the Youth Officer and decisions made by the

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Youth sub Committee on youth baseball related matters shall be reported to the main club committee by the Youth Officer.

10 FINANCE

- 10.1 All monies raised by or on behalf of the Essex Redbacks shall be applied to further the objectives of the Essex Redbacks and for no other purpose.
- 10.2 The Treasurer is responsible for the finances of the Essex Redbacks.
- 10.3 The funds of the Essex Redbacks shall be lodged at a bank or building society in an account in the name of the Essex Redbacks Baseball Club, and all cheques, drafts etc drawn on this account shall be signed by any two of the following officers: Chairman, Hon. Secretary, and Treasurer.
- 10.4 The club shall maintain separate accounts for the adult and youth.
- 10.5 The financial year of the Essex Redbacks runs from 1st November to 31st October each year.
- 10.6 Proper accounts shall be kept of all sums of money received and paid out by the Essex Redbacks.
- 10.7 A statement of accounts that has been examined by an independent member of the committee shall be presented by the treasurer at the club Annual General Meeting.
- 10.8 Should it be requested by either the Club Committee or at the AGM, the club accounts should be made available for independent external audit.
- 10.9 In the event of the Club being dissolved or ceasing to exist, the funds remaining shall be devoted to objects similar to those of the club or to charity. No claims of assets will be accepted unless members have receipts for assets and provide proof of ownership or is known to be owned by an individual or member.

11 ANNUAL GENERAL MEETINGS

- 11.1 There shall be an Annual General Meeting of the Club for the election of the Officers and Committee and the approval of the examined accounts. This meeting shall be held on a date no more than two months after the end of the club financial year. Members will be notified of the time, date and place of the meeting and sent an agenda and officer nomination form not less than 14 days prior to the meeting.
- 11.2 The AGM will receive a report from officers of the Club Committee and a statement of the accounts.
- 11.3 Nominations for officers of the club shall be sent to the secretary prior to the AGM. All members of the Club Committee shall have been properly nominated, with their nomination papers received by the Secretary, duly proposed and seconded by members of the Club prior to the AGM
- 11.4 Elections of officers are to take place at the AGM.
- 11.5 Quorum for the AGM will be a minimum of 3 officers of the club plus 10% of the club membership.
- 11.6 At an Annual General Meeting all full and associate members are entitled to vote.
- 11.7 Youth Members under the age of 16 are not entitled to vote. Members under 16 are represented by their parents or guardians and are entitled to vote on Youth matters and also the membership of the Club Committee including those of the Executive namely President, Vice President, Chairman, Hon. Secretary and Hon. Treasurer. Parents / guardians of U16 members do not have the right to vote on Adult team matters, similarly Adult team members do not have the right to vote on Youth matters.
- 11.8 Members who are 16 and play regularly in either the Adult or Youth teams shall only have the right to vote on matters to the group that they are registered as club members. ie If Registered as an adult

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player the member has the right to vote only on Adult matters, if registered as a Youth player then the member does not have the right to vote on Adult matters.

- 11.9 All Club Committee members are entitled to one vote only. The Chairman of the meeting is entitled to vote. The Chairman of the meeting is entitled to vote on any motion. In the event of equality of votes the Chairman shall have a casting vote.

12 CLUB REPRESENTATION

12.1 Members of the Club Committee shall represent the club at any official functions and/or meetings that the club is either invited to or has representation at, to oversee or manage the sport of baseball in the UK or abroad. This includes meetings of representative bodies such as the British Baseball Federation (BBF) and Baseball/Softball UK (BSUK). Such attendance by club officers in the capacity of their position in the club shall only express those views of the club.

12.2 Club Officers shall only represent in their official capacity.
e.g. Youth Officers and Youth Coaches may only attend and represent the club at Youth meetings / functions and that other club officers or Executive Committee members shall only attend such Youth functions or meetings at the invitation of the Youth Officer. This ruling shall also apply to adult league BBF, or BSUK representation where Adult representation is required the Youth Officer should not attend unless invited by the representative Executive Committee member.

13 MERCHANDISE

13.1 Any merchandising is to be produced by the Club only, or by licensed agreement from the Club Committee/Directors.

13.2 Any designs or artwork submitted for Club use will be owned by the Club.

14 AMENDMENTS TO THE CONSTITUTION

14.1 The constitution shall only be changed through agreement by majority vote at an AGM or EGM.

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15 DISCIPLINE AND APPEALS

15.1 All concerns, allegations or reports of poor practice / abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

15.2 Serious offences (violence, fraud etc) will be referred directly to the police for investigation.

15.3 In the event of an incident or dispute of the following nature by a club member:

- Compromising the interest of the club (ie breaches of law, fraud, other serious acts against the club) or
- Behaviour or actions including un-gentlemanly behaviour, descent (ie against team captain or team manager) violence, libellous, slanderous, racist, sexist, discriminatory or indecent acts of behaviour

the following disciplinary procedure will take effect. (See also appendix A)

- A disciplinary panel elected by the Club Committee of 3 club officers. This panel to be independent of the incident or dispute.
- The member concerned shall be notified by the committee no less than 2 weeks after the issue/dispute in writing and by registered post or recorded delivery by the committee. Dependent upon the criteria above the committee may feel that a written warning would be sufficient or that the member should attend a disciplinary hearing.
- The member should submit to the committee their response (ie accepting the written warning or wishing to raise the issue to a disciplinary hearing or in the case of more serious issues (not including those directly dealt with by the police authorities) confirming they will attend a disciplinary hearing.
- If the member accepts the written warning, in the case of less serious issues, then the matter is complete although the committee should be advised in writing within 10 working days.
- If the member has to and or requests to attend a disciplinary hearing then they have to respond to the letter with 10 working days of receipt of the committee letter to advise they will attend.
- If the member fails to respond to any Committee warning letter or request to attend a hearing (within 10 days) then the member's membership is suspended until they respond.
- The member attending the Disciplinary hearing can represent himself and or bring with him the club player representative and or club captain as required.
- The outcome of the disciplinary hearing is final there is no appeals process.
- The disciplinary hearing panel should be made up of 3 members of the Club Committee and where possible the members of the panel will be those who with no involvement in the incident directly themselves. The 3 members of the Hearing Panel should not be related in any way to the club member who is attending the panel for a hearing.
- The disciplinary panel cannot issue financial penalties unless club property has been damaged by the member.

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16 DECLARATION

Essex Redbacks Baseball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED:

SIGNED:

DATE:

DATE:

NAME:

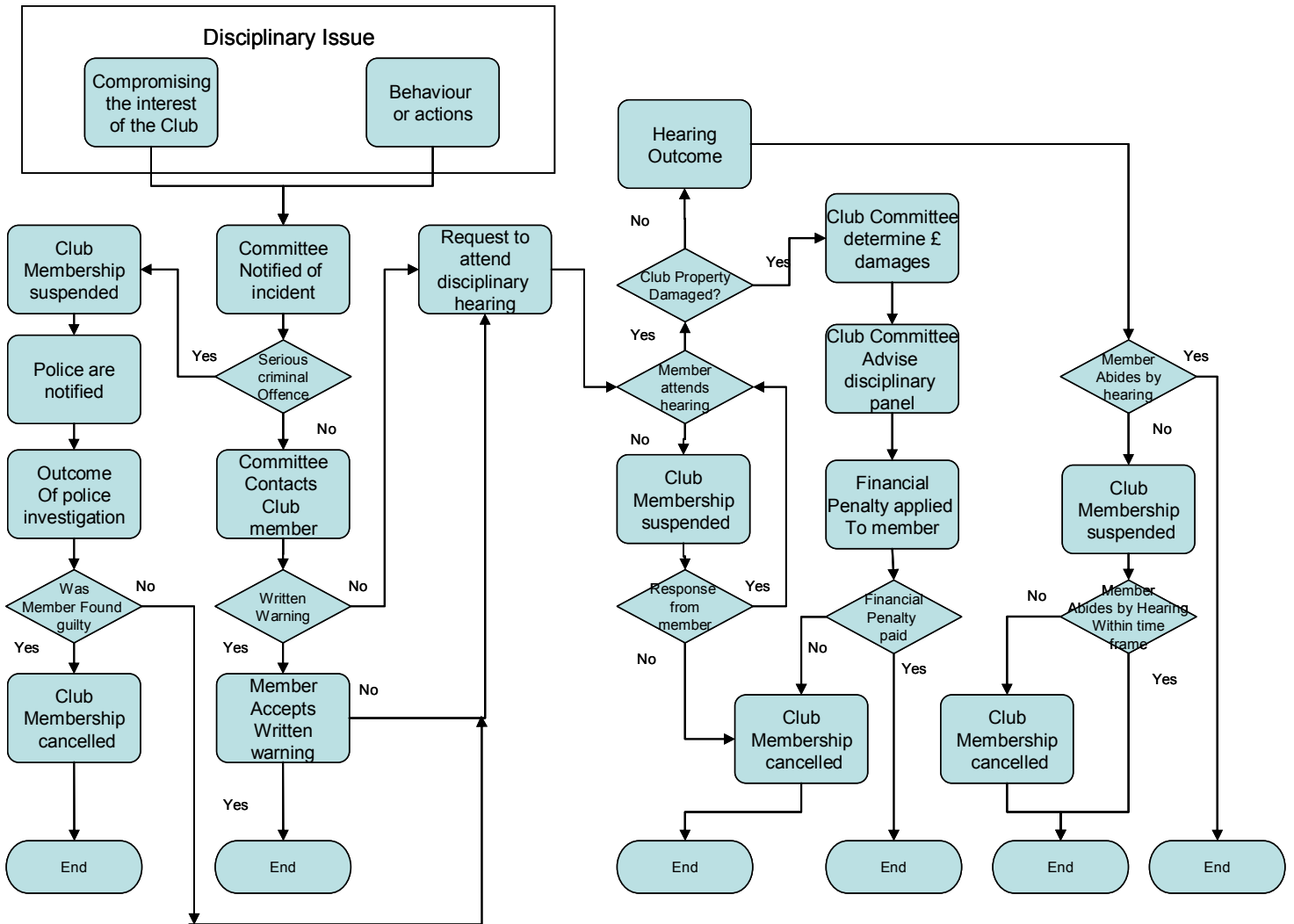
NAME:

POSITION: Club Chairman

POSITION: Club Secretary

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Appendix A Club Disciplinary Procedure Flow chart



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Appendix B Club Committee and club officers - 2012

Club Committee

Chairman:

Secretary:

Treasurer:

Adult Officer:

Youth Officer:

Officers of the Club

Adult Head Coach:

Youth Head Coach:

'AAA' Adult Manager:

'AA' Adult Manager:

'Pony' youth manager(s):

'Bronco' youth manager(s):

Club Welfare Officer:

Fundraising / Sponsorship Director: