

Job Description

ASSOCIATION/LEAGUE DELEGATE

Objectives

Represent the club at relevant League/Association meetings, as appointed by the club and provide detailed reports back to the Club.

Duties Profile

1. Possess a good working knowledge of Association/League Rules and Bylaws.
2. Attend all League/Association meetings, as relevant. These leagues may include:
 - TBAWA
 - Southern Hills Charter
 - BWA Presidents meetings
 - SEMSA
 - Canning Softball Association (senior winter competition)
 - Dale Districts Men's Softball Association (junior winter competition)
3. Represent the club at all meetings, including voting on behalf of the club, as advised for notices of motion, or as required for general procedures. If delegates are unable to attend they should advise the relevant VP/Registrar and arrange a proxy, as permitted by the League/Association rules, and/or submit their apologies accordingly.
4. Report back to the Club on the proceedings of the Association/League, including discussions held and decisions made, so the committee have enough information to exercise their duty of care and due diligence, and implement the outcome. A Report template has been devised to provide guidance. This includes, but is not limited to:
 - competition and team requirements
 - game, participation and competition requirements to qualify for representative team selection, finals, etc
 - changes to seasonal fixtures/events

Additional Information

1. TBAWA
 - Council Meetings are held on the last Wednesday of every month, with the exception of December (Christmas/New Year), May (AGM) and June.
 - Each Club is permitted up to two delegates. Proxy votes are not accepted, unless endorsed by the TBAWA committee prior.
 - Only the nominated Club Delegate is able to be involved in any TBAWA Meeting. This includes submitting a motion/notice of motion, submitting a request to the Committee, voting on a resolution/motion.
 - AGM is held in May each year.
2. Southern Hills Charter:
 - Meetings are held nominally on the third Tuesday of every month commencing at the AGM and continuing until all charter commitments are complete (anywhere from April through to July each year, subject to team qualifications at national/international tournaments).
 - Each club is permitted up to two delegates. Proxy votes are not accepted.
 - Delegates may be asked to vote via email regarding urgent issues, the subject of which should be tabled at the next meeting.
 - AGM is held nominally July/August each year.
3. BWA Presidents' Meetings
 - Meetings are held as and when required, and information will be sent out by BWA as required.
 - AGM is held as notified, nominally September to November each year.



Teeball – Baseball – Softball

**Where the Whole
Family can Play**

Last Reviewed: 11 July 2022

4. SEMSA (South East Metropolitan Softball Association)

- Meetings are held on the third Wednesday of every month excluding April and December.
- Voting is open to any member (club representative), a player of a member club, associated members or life members.
- AGM is held in June each year.

5. CSA (Canning Softball Association)

- Meetings are held early April and middle of June each year.
- Each team is required to send a delegate to each meeting.
- AGM is held nominally in August/September each year.

6. DDMSA (Dale Districts Men's Softball Association)

- Meetings are on the fourth Wednesday of every month commencing February, and are suspended at the end of the season until the AGM.
- AGM is held in January each year.

Working Relationships:

Vice-Presidents (Teeball / Baseball / Softball)

Registrars (Teeball / Baseball / Softball)

Sporting associations (as listed in 1 above, as relevant)

Related Documents:

Meeting Report [template](#)

[Club Constitution and Bylaws](#)

Association Constitution and Bylaws, including, but not limited to:

- [TBAWA](#)
- [Southern Hills Charter](#)
- [Baseball WA](#)
- [SEMSA](#)
- [CSA](#)
- [DDMSA](#)