



BYFORD BUSHRANGERS INC  
By-Laws

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## Revision Schedule

Date	Section	Changes	Authorised by
March 2021	Full document	Review & amendment	Jeff Ryan
March 2022	Full document	Review and amendment	Jeff Ryan

## 1. Introduction

- 1.1.1. Byford Bushrangers Inc (the club) believes that our sports should be safe, enjoyable, inclusive and maximise individual participation. Our club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.
- 1.1.2. The purpose of these by-laws is to document some local rules that the club have implemented. These by-laws also regulate important elements of the club's operations and place an emphasis on player safety.
- 1.1.3. These by-laws may change from time to time to reflect any change in the club's structure, focus or direction. Any changes must be approved by the club's committee who is current at the time the changes need to be made.

## 2. Our vision

- 2.1.1. To be the premier diamond sports club in the Perth South East corridor.

## 3. Our mission

- 3.1.1. Our aim is to provide a fun, safe, enjoyable environment for families that encourages all participants to develop their fundamental skills no matter what their aspirations may be.

## 4. General club ground rules

### 4.1. Club Colours

- 4.1.1. The club's primary colour is orange.
- 4.1.2. The club's secondary colours are black and grey.

### 4.2. Affiliation

- 4.2.1. The club may affiliate with any other organisation that from time to time, may be deemed beneficial or necessary by the committee.
- 4.2.2. The club is currently affiliated with:
  - Tee-ball Association of W.A. (TBAWA).
  - Baseball WA (BWA)
  - Dale Districts Men's Softball Association (DDMSA)
  - Canning Softball Association (CSA)
  - Southern Districts Softball Association (SDSA)

### 4.3. Registration

- 4.3.1. All players must register with the club before the commencement of their first game.
- 4.3.2. Baseball players must register/renew membership in SportsloMo before the commencement of their first game.
- 4.3.3. Softball players must register with the corresponding association before the commencement of their first game as required

### 4.4. Player Safety

- 4.4.1. The use of protective equipment such as chest plates, hats, helmets are mandatory for ALL teams. Furthermore, where the rules of the sport being played state the need to wear protective equipment, then this must be done. The use of player's gloves, protective cups and mouthguards is also strongly recommended.
- 4.4.2. All batters, base runners and catchers must wear helmets at both games and at training sessions.
- 4.4.3. Coaches are to actively encourage players to wear long pants and shirts with sleeves to training sessions.

- 4.4.4. Players are not allowed to train or go onto the diamond if they are not wearing closed in sports shoes such as sneakers, hard moulded plastic studs. Metal cleats are not permitted on the diamond.
- 4.4.5. Coaches are to ensure that players arrive punctually at games and training sessions to ensure that warm up, and pre-game preparation activities occur.
- 4.4.6. Training is an essential component of our sport and it is expected that players will attend training sessions. The Coach can use discretion on the amount of game time a player can be restricted to should the player continually be absent from training.
- 4.4.7. Exposed jewellery such as wrist watches, bracelets, earrings, neck chains etc. must not be worn during a game. Medic Alert bracelets or necklaces are not considered jewellery and must be worn taped to the body without covering the information they contain.
- 4.4.8. If glasses (including prescription) are worn, it is recommended that they be approved sports glasses (ASTM F803-2003).

#### 4.5. Fees

- 4.5.1. The committee is responsible for setting the player fees each season.
- 4.5.2. A pre-determined deposit fee (if any) which is paid when a player registers, will not be refunded for any reason.
- 4.5.3. All fees must be paid at the time of registration. Payment plans are available through our third party provider for anyone having trouble paying fees.
- 4.5.4. In the case of any KidSport and Department of Child Protection (DCP) payments that are refused, the paying of fees is the responsibility of the person signing the registration form.
- 4.5.5. KidSport and Child Protection Services payments/vouchers must be obtained prior to registration. A player registration will not be accepted until payment is confirmed.
- 4.5.6. Members playing less than three (3) games are deemed a "Casual Player" and will pay a per game rate determined by the committee. Any additional prepaid monies (if any) will be refunded.
- 4.5.7. Members who stop playing during the season for any reason will fall under rules 4.5.6.
- 4.5.8. Any requests for refund of fees must be forwarded to the Treasurer for committee approval. This request must outline the reason and provide supporting documentation for the player not being able to finish the season. The committee may or may not agree to provide a refund based on the information provided.

#### 4.6. Uniforms

- 4.6.1. All club provided uniforms must be returned in good condition at the end of the season and prior to the wind up, as directed by the committee.
- 4.6.2. Allowing for fair 'wear and tear', if the committee believes that a uniform has not been returned in good condition, then, the member responsible for the care of the uniform during the season will be required to pay for the cost to replace the item.
- 4.6.3. If the club's uniform is damaged, lost during the season or not returned within one week of the end of the season, then, the member responsible for the care of the club's uniform will be required to pay for the cost to replace the item. Trophies will be withheld until all payments have been received by the club.
- 4.6.4. All Tee-ball players are to wear long black socks, long black pants, the club's cap and provided team shirt during their games.
- 4.6.5. All Baseball players are to wear long black socks, grey baseball pants with a black belt, or black pants with orange belt (Machine Pitch only), the club cap and team shirt during their games.
- 4.6.6. All Softball players are to wear long black socks, black baseball pants.
- 4.6.7. When representing the club in interclub competitions such as carnivals or State Championship competitions, players are required to wear current club uniform, including club cap, black pants with orange belt and Black socks. State Championship uniforms are only permitted to be worn during associated activities, such as sanctioned games and training session.

## 4.7. Game Milestones

- 4.7.1. The club Registrar keeps a record of all junior and senior sport games played.
- 4.7.2. Game Tally is not carried over from junior into senior sports. When a player progresses into either adult softball or senior men's baseball, a new count will be initiated.
- 4.7.3. The Tee-ball game tally is worked out from the names listed on the Player Game Register form which is completed by the team coach/manager. It is essential that both teams present these forms at the completion of each game, and then deliver them to the store shed at the end of the game. If a form is not returned left at the canteen, then the Registrar will be unable to add the player's games to the tally and subsequently a player may miss out on a trophy.
- 4.7.4. If a player moves from Tee-ball to Junior Baseball or Junior Softball, their game tally will be carried over.
- 4.7.5. The Junior Baseball game tally is worked out from the player's names listed on Baseball WA's website for each game played.
- 4.7.6. The Softball game tally is worked out from the names listed on the Player Game Register form which is completed by the team coach. It is essential that the coach makes sure the Registrar receives this form as soon as possible after each game.
- 4.7.7. At their discretion, the committee may choose to present either a medallion, trophy, certificate and/or gift voucher as participation awards.
- 4.7.8. The game milestone trophies or awards are presented for 30 games, 50 games and then every 50 games after. These awards are only available for the junior sports and will be presented to the players at the end of the season.
- 4.7.9. The club will honour game counts from previous clubs, it is the members responsibility to email the club registrar requesting the previous club game count and to provide contact details of the previous club.

## 5. Insurance

### 5.1. Junior player insurance

- 5.1.1. This insurance program covers the Australian Baseball Federation (BA), Australian Baseball League and all affiliated State, Territory and Regional Associations including all clubs, all registered members, temporary / trailing members, regional boards, first aid personnel, administrators, officials, coaches, umpires, scorers, executives and voluntary workers.
  - Tee-Ball Association of Western Australia (TBAWA) is affiliated through Baseball WA (BWA)
  - This Program incorporates six covers;
    - Public Liability & Professional Indemnity
    - Personal Accident
    - Management Liability (Directors and Officers Liability)
    - Group Travel
    - Cyber Liability and Privacy Protection
    - Property and Equipment
  - Please review the relevant insurance group Product Disclosure Statement, for coverage levels.
- 5.1.2. Softball insurance for a junior player is provided Westside Insurance Specialists.

### 5.2. Senior player insurance

- 5.2.1. Softball – Dale Districts Softball Association, Softball WA – Westside Insurance Specialists
- 5.2.2. Canning Softball Association – Sports Cover Australia.
- 5.2.3. Southern Districts Softball Association – Softball WA – Westside Insurance Specialists

### 5.3. Injury management

- 5.3.1. Players that are injured during associated games or training sessions, and deemed in need of medical assistance, the club official will refer to the attending guardian for direction, in the event no guardian is present, the club is permitted to call for an ambulance to attend. The cost of the medical assistance and transport will be the responsibility of the player/ players guardian.
- 5.3.2. Ensure that any injuries during the games or training sessions are recorded on an Injury Reporting Form which is then handed to the Sport Safety Coordinator who will take any necessary action.
- 5.3.3. Any player who has had an illness or serious injury is to seek a medical clearance before returning to training or competition. The medical clearance is to be sighted by the player's team coach.
- 5.3.4. It is recommended that each team has at least one qualified first aid officer at training sessions and games.

## 6. Working with Children

- 6.1.1. Western Australian State legislation applies to working with Children requirements for all volunteers and officials of the club. The club Working with Children policy applies to all volunteers and officials as per the category 12 description. <https://workingwithchildren.wa.gov.au/about/categories-of-childrelated-work>

## 7. Volunteer Management

### 7.1. Team Responsibilities

- 7.1.1. All teams (including for senior sports) are responsible for providing their own volunteers and officials. These include, but are not limited to:
  - Coach or Assistant coach;
  - Scorer;
  - Umpire (base umpire for away games and plate umpire for home games);
  - Team manager;
  - Base coaches;
  - Canteen Duty (if applicable);
- 7.1.2. All families of the players are required to volunteer for at least one position stated in 7.1.1. It is not the responsibility of the committee to find people to fill these positions.
- 7.1.3. If a team is unable to provide an umpire for a game when required to do so, then it is the team's duty (not committee's) to find an umpire from outside the team before the game is due to commence.
- 7.1.4. Each team will be responsible for various volunteer duties such as canteen duty as rostered in the fixture books.
- 7.1.5. Parents and players at the first games of the day are responsible for setting up the games by putting out the bases and any other relevant equipment (back nets, shades, etc.). Sunshades **MUST** be set up for each game unless deemed not safe by the committee
- 7.1.6. Parents and players from the last game on the diamond are to pack everything away after their game and return all equipment to the storeroom. It is not the responsibility of the committee to do this.

### 7.2. Fees and payments relating to volunteering

- 7.2.1. Any costs or fines involved for umpiring or other duties is to be paid by the team and not the club.
- 7.2.2. Qualified Umpires are available for hire, the cost is to be paid by the team directly to the umpire.
- 7.2.3. A volunteer levy may apply if a family cannot fill a position stated in 7.1.1 and cannot assist the club in any other form (such as Committee or Sponsor).

### 7.3. Volunteer safety

- 7.3.1. All volunteers are required to wear any required safety equipment including hats and closed-in shoes at both games and training sessions.

- 7.3.2.The club has no tolerance towards harassment of our officials. Officials as well as committee members are within their rights to remove anyone from a game who treats or addresses an official in an aggressive (physical, verbal or implied) manner. For more information, read our Codes of Behaviour or speak to a committee member.
- 7.3.3.To ensure coaches are not over-worked, a volunteer can only coach a maximum of 2 teams per sport per season (Tee-ball including State Championships, Baseball or Softball) and 3 teams across all sports.
- 7.3.4.If a volunteer requests to coach more teams than outlined in 7.3.3, the request must be in writing and addressed to the committee. The committee can decide to overrule 7.3.3 based off sufficient reasoning.

## 7.4. Incentives

- 7.4.1.Incentives may be available to reward volunteers for their commitments. These can be outlined in 7.4.3 below.
- 7.4.2.The incentives listed in 7.4.3 and 7.4.4 and any additional incentives may be available as determined by committee.
- 7.4.3.Committee volunteer incentives:
- Club hat and Club Supporter Shirt as required
  - Discounted Tee-ball fees
  - Reimbursement for any club-related expenses
  - Coaching and Umpiring Accreditation costs covered by Club.
- 7.4.4.Coach volunteer incentives:
- All: Coaching accreditation costs covered by club;
  - Second year: Basic club cap;
  - Third year: Club supporter shirt;
  - Fifth year: Embroidered jacket;
- 7.4.5.Umpire volunteer incentives:
- Umpiring accreditation costs covered by club.
  - Free bottled water for game days.

## 7.5. Junior Volunteers

- 7.5.1.A person under the age of 16 is deemed a “Junior Volunteer”.
- 7.5.2.A Junior Volunteer is to be identified by blue vests which are to be worn over their regular clothing on game days and events.
- 7.5.3.A Junior Volunteer cannot coach or umpire where players involved are aged 2 or less years below the volunteer’s age.
- 7.5.4.A Junior Volunteer is to be supervised at all time by a parent or guardian over 18 years of age. Eg. A Junior Volunteer coach must have an over 18, assistant coach. A Junior Volunteer umpire must have an over 18, accredited umpire as either the base or plate umpire.
- 7.5.5.There is a maximum of 1 junior umpire per 2 umpire game, or 2 junior umpires for 3 umpire games. In both scenarios the other umpire must be over 18 and accredited.
- 7.5.6.All incentives outlined in 7.4 are available for Junior Volunteers.

## 8. Tee-ball

- 8.1.1.The club emphasises Tee-ball is about participation, not competition. Tee-ball teams will abide by the Official Tee-ball Rules as published by the Tee-Ball Association of WA (TBAWA) unless the rule is overridden as detailed below.



## 8.2. Tee-ball Grading Levels

- 8.2.1. Tee-ball grades are designed to match junior players with others of their own ability. Rules and equipment may be modified to include children and young people of all abilities and encourage their participation.
- 8.2.2. Tee-ball grading levels are based on the player's school grade as of the first game of the season 2022. For example, children attending Kindy in 2022 are graded in the u7 competition. If your child is not yet attending a minimum school grade of Kindy (four year old) they are not eligible to play.
- 8.2.3. Players or their parents/guardians can request to play at a higher level. This request must be in writing to the registrar prior to team placement and must contain valid reasons for the request. The registrar will discuss with the committee and assess the player's suitability to play at a higher level and make the final decision.
- 8.2.4. Players cannot request to play at lower levels for safety reasons.
- 8.2.5. Grades are only a guideline and may change season to season depending on player registrations in each group.
- 8.2.6. All State championships grading are determined on age. Please refer to the relevant association for more information.

## 8.3. Length of games

- 8.3.1. Unless otherwise decided, the game should last for a maximum period of one (1) hour.
- 8.3.2. Games must finish on an even innings.
- 8.3.3. If the innings are even, further innings should not commence within five (5) minutes of the scheduled finish time.

## 8.4. Team numbers

- 8.4.1. There is to be no more than twelve (12) players on a team.
- 8.4.2. Only if the team has less than nine (9) players, may they utilise other registered players as fill-ins as described in rule 8.8.
- 8.4.3. When batting with less than nine (9) players, the team shall repeat batting line up until either three (3) outs or nine (9) batters have had turns at bat each innings.
- 8.4.4. State Championship teams may have more than twelve players. Only 12 players can be active players, players can be substituted for reserve players during the game. Once a player is substituted from the game they are not permitted to return for the remainder of the game

## 8.5. Team placement

- 8.5.1. Teams will be determined by the Tee-ball sub-committee after the formal registration closure date.
- 8.5.2. Players registering after the formal closure date will be placed in the first team deemed suitable regardless if the player has friends or siblings in other teams.
- 8.5.3. Teams will be a mixture of new and experienced players. To keep the competition fair for everyone, former state players will be mixed amongst all teams.
- 8.5.4. Teams are formed on the below order;
  - Gender balance
  - Siblings
  - State players
  - Friend requests
- 8.5.5. Players may note a maximum of 2 friends on their registration form, however there is no guarantee that these players will be placed on the same team.

## 8.6. Training

- 8.6.1. All teams should train for a minimum of one (1) hour each week.

- 8.6.2. All players are expected to attend training for any team they are on. Players in state championship teams must attend their in-house team training as well as their state championship team training. Intra club team training take priority over state team.
- 8.6.3. It is up to the discretion of the coach as to how they manage players who do not attend training sessions. Coach needs to advise the committee of issues before action.
- 8.6.4. All training is recommended to be held at the club home grounds, if an alternate ground is used you must notify the club as soon as possible.
- 8.6.5. Due to many teams wanting to train on a smaller number of diamonds, all training days and times must be communicated with the ground's person or chief coach.

### 8.7. Forfeit

- 8.7.1. A team is permitted to play with a minimum of seven (7) players. Fill-in players are permitted (see 8.8).
- 8.7.2. If a team has less than seven (7) players, the team will forfeit with the score reflecting the opposing team win 9 runs to nil. A "fun" game can be played incorporating siblings and/or parents.
- 8.7.3. Players that are available to play on a forfeit team will be credited with a completed game count.

### 8.8. Fill-in players

- 8.8.1. Fill-in players are permitted if a team has less than nine (9) rostered players available.
- 8.8.2. A fill-in player can be used no more than three (3) games throughout the season. After this time other registered players must be utilised.
- 8.8.3. A fill-in player must be registered on a team in the same grade or a lower grade.
- 8.8.4. The fill-in player's name and their regular team name must be recorded on the Player Register Sheet.
- 8.8.5. Fill-in players will be accredited one (1) game towards their total season game count, per fill-in game played.

### 8.9. Coaches on diamond

- 8.9.1. In competitions where ALL players are under nine (9) years of age, a coach may stand behind the line of the outfielders while the team is fielding, but they must not interfere with the play.
- 8.9.2. Under 9 division are permitted a maximum of 2 coaches assisting as per 8.9.1
- 8.9.3. Under 7 division are permitted a maximum of 3 coaches assisting as per 8.9.1, with the third coach positioned behind the pitcher.
- 8.9.4. In all other competitions, no coaches are to stand in the outfield while the team is fielding except in the situation where a child may require assistance. In this situation, both umpires and opposing coach must agree to allow it and only one (1) coach may stand in the outfield while their team is fielding. They must not interfere with the play.

### 8.10. Under 7 Competition

- 8.10.1. Under 7 competitions must follow standard Tee-ball rules with the exceptions listed below.
- 8.10.2. The bases are moved in by a maximum of three (3) meters.
- 8.10.3. Scores are recorded and win / loss results announced
- 8.10.4. Outs are made and players leave the field.
- 8.10.5. Rule exceptions;
- On the third strike batter runs to first base.

### 8.11. Weather conditions

- 8.11.1. Hot weather ruling will be made the day prior at 5 pm to the commencement of each round.
- 8.11.2. Should the forecasted temperature according to the official Bureau Of Meteorology be predicted to reach over 39.2°, the round will be cancelled. All games will be declared a draw and all players credited a 1 game toward their personal count.

- 8.11.3. Any planned round where games have commenced and the actual temperature exceeds the forecast, the committee will monitor the temperature and if the temperature rises above 39.2°, the game will be stopped at the end of the current even innings, and the results will stand. Any remaining games not yet started will be cancelled and declared a draw.
- 8.11.4. A makeup round can be considered at the discretion of the committee.
- 8.11.5. In the event of rain, games will continue unless declared unsafe or visible lightning in close proximity to the ground, as determined by the committee.

## 9. Baseball

### 9.1. Baseball ground rules

- 9.1.1. The club is part of the Southern Hills Charter and abides by all their rules, by-laws and policies for all junior and senior baseball games. All players, parents and volunteers associated with Baseball should make themselves familiar with these regulations.
- 9.1.2. In accordance with Baseball WA Regulations, all bats used by Little League players must be stamped as being an approved Little League bat. A Little League player is not to use any bat that does not have this approval stamp on it.
- 9.1.3. Coaches taking infield / outfield warm up must be in uniform.
- 9.1.4. Any person warming up a pitcher must wear a face mask and a helmet regardless of where they are doing the warming up. The face mask will have a throat guard attached to it unless the throat guard forms part of the mask.
- 9.1.5. The team manager or the team scorer is responsible for getting the game results to Baseball WA in accordance with Baseball WA's requirements.

### 9.2. Baseball competition

- 9.2.1. All male baseball players are recommended to wear protective cups.
- 9.2.2. As baseball games are played against other clubs, Byford Bushrangers baseball players are to wear the club's colours.
- 9.2.3. All players must wear the club's cap during games.
- 9.2.4. The coach will advise players what time they need to arrive at games. Players (and their parents/guardians) must ensure they abide by this instruction. It will be at the discretion of the coach to manage any players that are continually arriving late.
- 9.2.5. The baseball players and their parents are responsible for setting up the diamond and packing everything away afterwards. They are also responsible for the maintenance of the baseball diamonds. Although they may choose to assist, it is not the responsibility of the committee, the coach or the team manager to do this.

### 9.3. Baseball club clearance

- 9.3.1. All Baseball players transferring to the Byford Bushrangers must request a club clearance from the departing club. This request is made to the Bushrangers Registrar.
- 9.3.2. All Baseball Players transferring away from the Byford Bushrangers must request a club clearance from the club, this request is made to the new registering club.
- 9.3.3. Clearance requests must meet the following criteria;
- No outstanding financial payments pending.
  - All club uniforms cleaned and returned in suitable condition,
  - All club equipment returned in suitable condition
  - Clearance requests must be made prior to the start of the season.
  - Mid-season transfer/clearance requests must be discussed with the president or Baseball Vice president prior to the request being made.
  - Request must be made prior to 31<sup>st</sup> December each year.

- Mid-season transfer request must not have a detrimental effect to the team ability to play.

## 10. Softball

### 10.1. Softball ground rules

- 10.1.1. Byford Bushrangers abide by the rules of the Association, By-laws and policies where the games are being played.

### 10.2. Softball competition

- 10.2.1. The use of casual softball players is permitted. If a casual player must play to make up the team's numbers, then they must complete a club player registration form and pay the insurance costs, and a per game amount as agreed to by the committee, direct to the club or to their Team Manager. The Team Manager is responsible for ensuring the form has been completed and the pay to play amount collected from the casual player. Both items should be handed to a committee member as soon as possible after the game.
- 10.2.2. As softball games are played against other clubs, Byford Bushrangers softball players are to wear the club's colours mentioned in 4.6.6 The official uniform is decided by the committee prior to the start of the season.

### 10.3. Softball club clearance

- 10.3.1. All softball players registering with the Byford Bushrangers must request a club clearance from the departing club. This request is made to the Bushrangers Registrar.
- 10.3.2. All softball Players leaving the Byford Bushrangers must request a club clearance from the club, this request is made to the new registering club
- 10.3.3. Clearance requests must meet the following criteria;
- 10.3.4. No outstanding financial payments pending.
- 10.3.5. All uniforms cleaned and returned in suitable condition,
- 10.3.6. All club equipment returned in suitable condition
- 10.3.7. Clearance requests must be made prior to the start of the season.
- 10.3.8. Mid-season transfer/clearance requests must be discussed with the president or Softball Vice president prior to Request being made.
- 10.3.9. Request must be made prior to 31<sup>st</sup> December each year.
- 10.3.10. Mid-season transfer request must not have a detrimental effect to the team ability to play.

## 11. Responsibility

- 11.1.1. The committee is responsible for the maintenance of all by-laws, policies & guidelines. This document is effective once approved at a committee meeting.