

# **CAPE TOWN BASEBALL FEDERATION**

## **2021 ADDENDA TO BAWP BYE-LAWS**

BAWP Bye-Laws were adopted by the members at the Annual General Meeting held in September 2018.

All points in this addendum shall replace the referred BAWP Bye-Law points

The referred points are highlighted in grey in the BAWP Bye-Laws document.

On full review and revision of the BAWP Bye Laws, all ratified and adopted Addenda shall replace the BAWP Bye-Laws

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**CAPE TOWN BASEBALL FEDERATION  
ADDENDUM TO THE PREAMBLE OF THE BAWP BYE LAWS**

**PREAMBLE**

These Bye-laws constitute a complementary annex to the Articles of Constitution of the Cape Town Baseball Federation (the Federation).

**1. AMENDMENTS, ADDITIONS AND DELETIONS**

Amendments, additions to, or deletion from these Bye-laws shall be adopted on a single majority of votes by a General Meeting of the Federation, provided that the applied procedures shall conform with the article of said Articles of Constitution pertaining to the adoption of Bye-laws.

**2. DEFINITIONS**

The terms used in these Bye-laws shall have the same meaning as ascribed to such terms under the article pertaining to the definitions of terms of, or as described in said Articles of Constitution, with the addition of the following:

- 2.1. The term "Constitution" shall mean the Articles of Constitution of the Federation.
- 2.2. The term "SABU" shall mean the South African Baseball Union.
- 2.3. The term "WCBF" shall mean the Western Cape Baseball Federation
- 2.4. The term "Federation" shall mean the Cape Town Baseball Federation
- 2.5. The term "Affiliated Club" shall mean
- 2.6. The term "days" shall mean
- 2.7. The term "Fixtures" shall mean

**3. AFFILIATION**

3.1. An affiliated Club shall adhere to the following minimum requirements for affiliation:

- 3.1.1. All affiliated Clubs entered in the major league shall enter and maintain at least one (1) additional team which shall be entered no lower than the second league.
- 3.1.2. All affiliated Clubs, with the exception of Universities and Colleges, are to be encouraged to maintain at least one (1) junior team.

3.2. An affiliated Club that defaults three (3) times by not fulfilling fixtures with any of its minimum teams so entered may be disaffiliated and its members shall then be free to join other affiliated Clubs provided they have discharged their liabilities to the defaulting Club.

3.3. Each affiliated Club shall register with the Federation its Colours as specifically incorporated in its uniform and shall not be entitled to change such Colours without the consent of the Executive Committee.

3.4. Each affiliated Club shall forward in writing to the Executive Committee within fourteen (14) days of its Annual General Meeting the name, address and telephone number(s) of all the members of its Executive Committee. Any changes to the submitted details shall be notified in writing within fourteen (14) days of any such change.

3.5. If the affiliated Club does not inform the Federation of its official address, then the address of the secretary of the affiliated Club shall be considered to be the official address of that Club.

**CAPE TOWN BASEBALL FEDERATION  
ADDENDUM TO BAWP BYE-LAWS ITEM 4**

**FEES AND LEVIES**

**1. AFFILIATION FEES**

Annual fee to be ratified at the AGM and invoiced in the first week of the second half of each season, due for payment by the end of the same month.

Clubs are exempt from affiliation fees for the first season they are affiliated.

**2. TEAM REGISTRATION FEES**

Team registration fees to be ratified at the AGM and invoiced in the first week of the season, due for payment by the end of the same month.

Late entries shall be invoiced upon registration and payable immediately.

Team withdrawals after the first official fixture are not refundable.

**3. PLAYER REGISTRATION FEES**

Each team shall at the commencement of the season be considered to have 14 players.

Fees shall be ratified at the AGM and invoiced in the first week of the second month of the season, due for payment by the end of the same month.

Players under the age of 18 are considered juniors, notwithstanding which league he/she competes in.

Accounts shall be adjusted in the first week of the second half of the season to align with player registrations and will be due for payment / refund by the end of the same month.

Player withdrawals after the first official fixture are not refundable.

**4. STATISTICIAN FEES**

Fee per club is to be ratified at the AGM and invoiced in the first week of the season.

Clubs wishing to receive official stats from scoresheets submitted as per the Scorers Commissions directive will need to pay the fees on invoice.

Fees are however payable by the end of the first month in the second half.

Players included in the official statistics database will be considered for district selection.

**ALL ITEMS UNDER FEES ARE MANDATORY FEES AND ARE PAYABLE AS LISTED.**

**LEVIES**

Any levies ratified by CTBF by vote at official meetings or remote voting polls will be payable by all clubs.

**CAPE TOWN BASEBALL FEDERATION  
ADDENDUM TO BAWP BYE-LAWS ITEM 7**

**REGISTRATION**

1. Each affiliated Club shall submit for the CTBF Executive Committee's consideration, the number of teams to be entered for that season no later than the deadline stipulated timeously.

Same submissions are to be confirmed to the Executive Committee two weeks prior to season commencement to be referred to the Competitions/Fixtures Committee.

2. A member is only deemed eligible if registered with the club on the federation EPG and is in possession of a member card. Member registration is completed once, and is carried over seasonally, except in the case of a member transfer.
3. Where an affiliated club desires to register a new member:
  - 3.1 Such registration must take place within the period that the CTBF Executive Committee allows the online registration portal to remain open.
  - 3.2 The member must be registered with the club on the federations EPG and be in possession of a member card where applicable.
  - 3.3 Should the member be registered with another club within the federation, a clearance certificate signed by the said club is to be submitted to the federation's member liason officer. The member may only be re-registered on authorisation from the member liason officer.
  - 3.4 Should the member be registered with an organisation outside of the federation's jurisdiction, the relevant clearance certificates duly signed are to be submitted to the federation's member liason officer. The member may only be re-registered on authorisation from the member liason officer.
    - District within the Western Cape Baseball Federation jurisdiction – District organisation clearance
    - Province within the South African Baseball Union jurisdiction– Province organisation clearance
    - Areas outside the South African Baseball Union jurisdiction – National organisation clearance
4. Affiliated Clubs shall be required to, at least once during every season, verify the contents and validity of all the registrations at that time on record for all members of that club.
5. A member transferring to areas outside the district / province / national jurisdiction, the relevant club / district / provincial /national clearances are to be requested via protocol through the club the member is registered with.
6. Where a member represents a club without being registered the club shall be deemed guilty of a misdemeanour and will be disciplined within protocol. Where the member represents on the field of play, the defaulting team shall forfeit to the opposing team all fixtures in which said player participated. Failure to register a player in time shall further result in a fine as per paragraph 4.1 of Schedule "A" attached hereto.
7. A member who changes his residential area during season sufficiently to make play for his present club impracticable may request a 'Residential Clearance' from the club. This clearance will be granted only at the discretion of the CTBF Executive Committee.
8. Affiliated Clubs may only withhold a Clearance Certificate for the following reasons:
  - 7.8.1 Monies payable to the club supported by proof in the financial records.
  - 7.8.2. Club assets signed for and not returned
9. When a member has not been actively representing the club for a period of 3 (three) years or more, the requirement of paragraph 7.8 above shall not apply, unless there is communication between the parties.



**CAPE TOWN BASEBALL FEDERATION  
ADDENDUM TO BAWP BYE-LAWS ITEM 7**

**CAPE TOWN BASEBALL FEDERATION  
ADDENDUM TO BAWP BYE-LAWS ITEMS 19-27**

**OFFICIALS ROLES & RESPONSIBILITIES**

**1. PRESIDENT**

***The President shall be an elected official and will be overall in charge of the Federation***

- a. Leadership and Governance
- b. Leader of the Federation
- c. Leads all delegations
- d. Final oversight over all portfolios especially matters of internal appeals (grievance and disciplinary, compliance & transformation)
- e. Will serve as the Chairperson of the Disciplinary Committee
- f. Attend all meetings and preside over same
- g. Be part of the decision-making body and the management team
- h. Ensure the aims and objectives of the Federation are implemented
- i. Be responsible to the Executive Committee for the carrying out of duties
- j. Be ex-officio on all sub-committees of the Federation as and when necessary
- k. Be a signatory, as necessary on all matters pertaining to the functions of the Federation
- l. Represent the Federation at all meetings in the province and all levels i.e. government, business etc.
- m. Act as spokesperson for the Federation
- n. Ensure all activities of the Federation are established and updated in a timely manner

Presidents Team: Compliance & Transformation  
Internal Appeals – Grievances and Disciplinary Committee

**1.2 Compliance and Transformation**

**a. Compliance**

***This is an appointed position and the appointee will be responsible for all compliance matters***

- Ensures that the CTBF Constitution is followed by all parties connected to it and all compliance issues are timeously adhered to.
- Reports directly to the President.

**b. Transformation**

- For the purpose of the Charter transformation its defined as a process of holistically changing the delivery of sport through the actions of individuals and organisations that comprise the sport sector to ensure:
  - Increased access and opportunities for ALL South Africans, including women, persons with disabilities, youth, children and the elderly to sport and recreation opportunities.
  - The socio-economic benefits of sport are harnessed.
  - The constitutional right to sport is recognised.
- Draws up a budget related to the activities
- Ensure that upskilling of youth and females are planned and executed through several workshops.
- Keep the transformation scorecard current and updated.

## 2. VICE PRESIDENT BASEBALL

***The VP Baseball shall be an elected official and will be overall in charge of the baseball matters of the Federation***

- a. Presides and exercises oversight over all commissions related to baseball matters
- b. Oversees a budget related to the position
- c. Oversees all standing committees and commissions under the portfolio
- d. Ensure that all Committees and Commissions inform the Executive Committee in writing of the details of their members and Representatives, respectively, and include the approved Minutes of their meetings where such decisions were made.
- e. Put plans and objectives in place for the portfolio
- f. Table a monthly report to the executive committee including your committees and/or commissions

VP Baseball Team:      Director Senior Baseball  
                                 Director Junior Baseball  
                                 HoC: Junior Baseball  
                                 HoC: Schools Baseball  
                                 Director Masters Baseball  
                                 HoC: Competitions, Fixtures & Results  
                                 Players Representative  
                                 Director Women's Baseball  
                                 HoC: Selections – Junior & Seniors  
                                 Elite Programmes & High Performance

### 2.1 Director Senior Baseball

- a. Will be responsible for the senior baseball matters of the Federation
- b. Will represent and report back on senior baseball at Executive Meetings
- c. Reports directly to the Vice President Baseball
- d. Serves on all commissions related to Senior Baseball
- e. Draws up a budget related to the commissions served on
- f. Table a combined plan of all commissions and a calendar of events by end November to the Executive Committee

### 2.2 Director Youth baseball

- a. The Director Junior Baseball shall be an elected official
- b. Will be responsible for the junior baseball matters of the Federation
- c. Reports directly to the Vice President Baseball
- d. Setup and serves on the junior baseball commission
- e. Will represent and report back on junior baseball at Executive Meetings
- f. Liaise with the head of Schools Baseball
- g. Will formulate the Schools Committee and the Schools representative will report to the Director Junior Baseball
- h. Draws up a budget related to the commissions served on
- i. Write a combined monthly report highlighting all your commissions in time for monthly Executive Committee meetings
- j. Table a combined plan of all commissions and a calendar of events by end November to the Executive Committee

#### 2.2.1 HoC: Junior Baseball

- a. Reports directly to the Junior Baseball Director
- b. Assist with setting up including identification of members for the commission
- c. Minute all meetings of the junior commission
- d. Assist with junior planning for the season
- e. Take charge in the absence of the Junior Director
- f. Write a monthly junior commission report and hand over to the Junior Director in time for CTBF monthly Executive Committee meetings

### **2.2.2 HoC: Schools Baseball**

- a. Reports directly to the Junior Baseball Director
- b. 2. Assist with setting up including identification of members in schools and CTBF for the commission
- c. 3. Minute all meetings of the school's commission
- d. 4. Assist with planning for school's baseball
- e. 5. Organise workshops, activities, and leagues at school level
- f. 6. Identify schools in all communities that clubs can piggyback off
- g. 7. Forge relationships with sport coaches and principals
- h. 8. Work closely with the Development and Junior Director's to capacitate schools with technical and playing affairs of baseball
- i. 9. Write a monthly schools commission report and hand over to the Junior Director in time for CTBF monthly Executive Committee meetings

### **2.3 Director Masters Baseball**

- a. Reports directly to the VP Baseball
- b. Will represent and report back on master's baseball at Executive Meetings
- c. Write a combined monthly report highlighting all your commissions in time for monthly Executive Committee meetings
- d. Setup and serve on the master's baseball commission
- e. Draws up a budget related to the commission
- f. Table a plan and a calendar of events by end November to the Executive Committee

### **2.4 HoC: Competitions, Fixtures & Results Committee**

- a. The Competitions Committee (a standing committee), shall consist of at least three (3) members
- b. The Fixtures Officer shall be the chairman of this committee.
- c. CTBF shall at the specific Special General Meeting held in September, elect two (2) of the members.
- d. This committee shall meet or consult as and when necessary and the quorum shall be two (2) members.
- e. The functions and duties of this committee shall be to draft various competitions and represent the same to CTBF Executive Committee meeting for approval
- f. A final fixture lists, playing rules and bye-laws handbook for the various competitions to be handed to CTBF Executive Committee for distribution
- g. The form and dates of all competitions and leagues in jurisdiction of the Federation shall be determined on the recommendation of the Competitions committee.
- h. The various competitions with other relevant information shall be issued as a document to be known as the Fixtures Handbook. The games so played shall be known as the Fixtures.
- i. The order of importance or rank of leagues shall be as defined in the Fixtures Handbook as issued at the beginning of each season. This rank shall at minimum make provision for major league (a higher rank), major league reserve (a medial rank) first league, second league and third league (lower rank) games.

#### **2.4.1 Results & Fixtures Committee**

- a. The Results & Fixtures Committee (a standing committee), shall consist of at least three (3) members, one of whom shall be the Fixtures Officer. The Fixtures Officer shall be the chairman of this committee.
- b. Results of all divisions to be formulated weekly and a full report tabled at monthly Executive Committee meetings.

## **2.5 HOC - Players Representative Commission**

- a. Will formulate the Players Commission and the Players representative who reports to the Director Senior Baseball.
- b. The Players Representative Commission will be acting on behalf of the players of CTBF.
- c. The Players Representative is to act as a spokesperson for the players on any issues and to communicate these to CTBF.
- d. The Commission will also have the responsibility for developing strategies to ensure that players at all levels can provide input into the direction of baseball.
- e. The Players' Commission is composed of players who compete or have competed Provincially, Nationally and or internationally.
- f. Members can serve on the Players' Commission for no longer than 3 (three) years.
- g. The Commission shall comprise of a clubs and inclusive of women.
- h. The Players' Commission shall elect from amongst themselves 2 (two) persons, who shall represent them at the Ordinary General Meetings of CTBF and 1 (one) person who shall have a seat on CTBF Executive Committee.
- i. The Players' Commission is a group of players within CTBF.
- j. Some of the Activities and Inputs into CTBF Operations (Rules & Regulations/Policies, etc.) Rights and Obligations of Players (Interest of players); Link between Players and CTBF Mentorship role; Social Responsibilities; Substance abuse; Code of Conduct; Conflict Resolution and Women in Sport.

## **2.6 Director of Women's Baseball**

- a. Will be responsible for all women and girl's baseball matters of the Federation.
- b. Will represent and report back on all women baseball at Executive Meetings.
- c. Reports directly to the Vice President Baseball.
- d. Serves on all commissions related to women's baseball.
- e. Draws up a budget related to the commissions served on.

## **2.7 Selection Committee - Seniors & Juniors**

- a. The Selection Committee will not have a representative on the Executive Committee.
- b. The Federation shall at the specific Special General Meeting held in September, elect the five (5) members for each of the committees.
- c. One of these members being appointed the convenor and as such the chairman of each Committee.
- d. Each of the two Selection Committees (a standing committee), shall consist of five (5) members none of whom shall be eligible for selection as a player in that division.
- e. The Selection Committee shall meet independently as when they are required to select teams as set out below. The quorum of each committee shall be four (4) members.
- f. The functions and duties of a Selection Committee are to select representatives for CTBF teams(s) or any other team(s) the Executive Committee may require.
- g. The assemblage, congruity and size of the team being selected to be governed by the directives prescribed by the Executive Committee and/or rules of SABU.
- h. These committees are also to make recommendations as to the selection of the manager and coaches for the representative team(s).
- i. All team selection or recommendations for selection shall be ratified by the Executive Committee.
- j. In the absence of an Executive Committee Meeting the President of the Federation may, after consultation with the Executive Committee members, approve the selected team. Only the Executive Committee, or the member designated to do so, may make announcements as to any selection.
- k. Present a calendar of events and a plan for selection of teams by the end of November

## **2.8 Director Elite Programmes & High Performance**

- a. The Elite Program Director is an appointed position and the appointee will be responsible for the management of the elite programme.
- b. This appointed position will be based on a contractual agreement between the parties. The person works independently
- c. Prepare and train the athletes with a purpose and focus, Pick an event on the baseball calendar and train the athletes
- d. Meet yearly goals
- e. A full spectrum (everything that makes you an elite athlete) of the athlete to be considered – player psychology, conditioning, skills development, nutrition etc.
- f. Have definitive targets – weekly, monthly, yearly
- g. Consider a full team to work with the athlete – Specialised coaches, Biokinecist, Physiotherapist, Talent identification, Sport psychologist, Recruitment
- h. Plans with timeframes and resources
- i. Budget

### 3. VICE PRESIDENT - TECHNICAL

***The VP Technical shall be an elected official and will be overall in charge of the technical matters of the Federation.***

- a. Presides and exercise oversight over commission and committees dealing with technical issues.
- b. Oversees a budget related to the position.
- c. Oversees all standing committees and commissions under the portfolio.
- d. Ensure that all Committees and Commissions inform the Executive Committee in writing of the details of their members and Representatives, respectively, and include the approved Minutes of their meetings where such decisions were made.
- e. Put plans and objectives in place for your portfolio.
- f. Table a monthly report to the executive committee including your committees and/or commissions.

VP Technical Team:   HoC: Umpires  
                          HoC: Scorers  
                          Grounds & COVID Compliance Committee  
                          Protest Committee  
                          HoC: Coaching  
                          HoC: Development

#### 3.1 HoC: Umpires

- a. The Umpire Commission shall be an official appointment and will be responsible for all matters related to umpiring.
- b. The umpires commission reports directly to the VP Technical
- c. Assist with setting up of the commission
- d. Minute all meetings of the umpire's commission
- e. Assist with umpires planning
- f. Present a plan and a calendar of events by the end of November to the Executive Committee
- g. Write a monthly report on the umpire's commission. Hand to the VP President Technical in time for CTBF monthly Executive Committee meetings
- h. Ensure the umpire(s) of any game, in which any player had been ejected, in which there was any disorderly conduct, or which was played under protest, shall submit a written report via the VP President Technical to reach the Federation within forty-eight (48) hours of such an occurrence.
- i. Ensure these umpire(s) shall be at hand to attend, when summoned to do so, any committee meeting convened to investigate the matter raised. Failure to comply shall be considered a misdemeanour resulting in disciplinary action.

#### 3.2.1 HoC: Scorers

- a. The Scorers Commission shall be an official appointment and will be responsible for all matters related to scoring.
- b. The Scorers Commission shall be responsible for and in control of all scoring duties at all representative games played within the area of jurisdiction of the Federation.
- c. Information processed by the scorers and as required from time to time, shall be made available to the Selection Committees of the Federation.
- d. Affiliated Clubs shall provide one eligible scorer for each team registered in leagues higher than second league, for duty throughout the season. Failure to do so will result in a fine as per CTBF by-laws.
- e. Any person officially scoring any Fixture played under the auspices of the Federation shall be registered by their Club with the CTBF.
- f. The scorers' commission reports directly to the VP Technical.
- g. Assist with setting up of the commission.
- h. Minute all meetings of the scorer's commission.
- i. Assist with scorer's planning.
- j. Present a plan and a calendar of events by the end of November to the Executive Committee.
- k. Write a monthly report on the scorer's commission. Hand to the VP President Technical in time for CTBF monthly Executive Committee meetings.

### **3.3 Grounds and Health Regulations Committee**

- a. The Grounds Committee (a standing committee), shall consist of three (3) members, one of whom shall be the Grounds Officer of the Executive Committee.
- b. The Grounds Officer shall be the chairman of this committee.
- c. This committee shall meet or consult as and when necessary and the quorum shall be two (2) members.
- d. The functions and duties of this committee shall be to compile the system for the grading of grounds, to inspect and measure the playing fields of affiliated Clubs, to advise generally in regard to the construction or condition of fields, to declare a field unsuitable for specific Fixtures and shall make recommendations in regard thereto to the Executive Committee.
- e. The Grounds Committee to ensure that all grounds are graded according to a grading system as approved by the Executive Committee. The grading system shall be used to determine which league games may be played on said grounds.
- f. The Grounds Committee to ensure that affiliated Clubs shall indicate in writing thirty (30) days before the start of the season exactly how many and the period for which, any playing fields will be available. All playing fields shall be ready and shall pass inspection by the Grounds Officer at least thirty (30) days before that field can be used as a venue for Fixtures.
- g. Grounds will be inspected throughout the season to ensure that minimum prescribed grading requirements are maintained. Clubs failing to meet the minimum requirements shall not be allowed to make use of that facility as a venue for any Fixtures under the auspices of the Federation, until the requirements are met.
- h. The Grounds Committee (a standing committee), shall consist of three (3) members, one of whom shall be the Grounds Officer of the Executive Committee.

### **3.4 Protest Committee**

- a. The Protest Committee (a standing committee) shall consist of five (5) members, one of whom shall be the Chairman.
- b. Not more than two (2) of the members may be members of CTBF
- c. The Federation shall elect four (4) of the members, each duly qualified as to his knowledge of the official rules of baseball.
- d. One of these members being appointed as the Convenor and as such the chairman of this Committee.
- e. Protests against umpires' decisions shall be confirmed in writing by the affiliated Club concerned and shall contain particulars of the protest and the rule being allegedly breached.
- f. Two copies of the protest including a copy of the duly completed score-sheets, accompanied by a to reach the Association within seven (7) days of the game concerned.
- g. The deposit shall be forfeited to the Federation the event of the protest not being bona fide.
- h. The Protest Committee shall adjudicate said protest within fourteen (14) days after receiving the protest.

### **3.5 HoC: Coaching**

- a. The Coaches Commission shall be an official appointment and will be responsible for all matters related to scoring.
- b. The coaches commission reports directly to the VP Technical
- c. Set and collate the functioning of the commission
- d. Minute all meetings of the coach's commission
- e. Together with commissioning team put a coaching plan together
- f. Present a plan and a calendar of events by the end of November to the Executive Committee
- g. Write a monthly report on the commission and hand to the VP President Technical in time for CTBF monthly Executive Committee meetings
- h. All matters pertaining to coaches and coaching shall be governed by the Constitution of the Federation
- i. Ensure that all affiliated Clubs register their major league coach(s) with CTBF. Only coaches registered as per the above shall be considered for selection for representative games and/or teams.

### **3.6 HoC: Development**

- a. Reports directly to the VP Technical.
- b. Will represent and report back on development, players, and women in baseball commissions at Executive Meetings.
- c. Write a combined monthly report highlighting all your commissions in time for monthly Executive Committee meetings.
- d. Setup and serve on commissions for development, players, and women baseball.
- e. Responsible for development across CTBF commissions including all administrators.
- f. Research and look at development programmes for all CTBF portfolios.
- g. Network and engage with other sport and federations regarding development programmes.
- h. Workshop with the commissions a vision, objectives and put development plans in place.
- i. Draw up a budget related to the commission.
- j. Table a plan and a calendar of events by end November to the Executive Committee.

#### 4. VICE PRESIDENT – GOVERNANCE & ADMINISTRATION

***The VP Administration shall be an elected official and will be overall in charge of the administrative matters of the Federation***

- a. Presides over, coordinates and exercise oversight over administrative commissions and committees.
- b. Attend all meetings.
- c. Be responsible to the Executive Committee for the carrying out of duties.
- d. Prepare, distributes an agenda for each meeting of the Federation, in liaison with the President.
- e. Ensure an accurate record, in the form of minutes, of all meetings is documented and distributed within seven days of each respective meeting.
- f. Distribute minutes of all General meetings, to Executive, Club Secretaries, Club Delegates and other relevant members, within fourteen days of each respective meeting.
- g. Maintain, in a timely manner, the ongoing file of all minutes and relevant attachments.
- h. Receive all written material, present same to meetings and reply to relative correspondence as directed.
- i. Ensure all correspondence and responses are filed in the Federation's records in a timely manner (in the cloud).
- j. Compile a list with incoming and outgoing correspondence in preparation for various meetings.
- k. Immediately upon receipt of any written material, relative to other personnel, disseminate for information and/or action.
- l. Be a signatory, as necessary to matters pertaining to the functions of the Federation.
- m. Liaise with appointed personnel regarding the conduct of specific events hosted by the Federation.
- n. Deals with all correspondences from members and redirects to the responsible executive member.
- o. Ensure that the administrative procedures pertaining to representative teams of the Federation are carried out in accordance with the Policies pertaining to the CTBF teams.
- p. Issue copies of the Federation Rules & Byelaws to all affiliated members.
- q. Act as a liaison between the Executive, Clubs and their members, and the reverse.
- r. At the commencement of each season's administrative process, but not later than 15 September, each affiliated Club shall submit for the Executive Committee's consideration, the number of teams to be entered for that season.
- s. Affiliated Clubs shall further indicate the league that they wish each team to play for verification by the Competitions/Fixtures Committee.
- t. Oversees the portfolios Member Liaison, Public Relations, Project Communications, Local Organising Committee and Women in Sport.

VP Admin Team:           Recording Secretary  
                                  Registrar  
                                  Public Relations Officer  
                                  Project Communication  
                                  Head of LOC  
                                  Women in Sport  
                                  Grievances and Disciplinary

4.1 Recording Secretary and Registrar to be confirmed

#### 4.2 Public Relations Officer

***The PRO will be responsible for building the image of baseball with existing and potential stakeholders.***

- a. To provide efficient and cost-effective services, which meet the varying needs of participants, and which encourage increased participation numbers in Baseball.
- b. To develop a culture of co-operation and support between SABU, WCBF, Support Organisations, Funding Organisations, other Sports Codes and Sponsors by establishing effective partnerships for delivery of services.
- c. To develop multi-dimensional concepts which enhance the marketability of the game and attract a wide range of participants.
- d. Communication and negotiation with potential sponsors.
- e. Sale of branding at the facilities.
- f. Planning and initiating PR campaigns.
- g. International events promotion.
- h. Organising conferences, press briefings, exhibitions, visits, and tours in conjunction with the President.
- i. Pursue every opportunity to secure sponsorship support.
- j. Maximise potential for Baseball's profile to be lifted.

- k. Preparing press releases, articles, handouts, direct mail leaflets and photographs in conjunction with the President.
- l. Using a wide range of communication techniques to inform and influence our target audience.
- m. Produce Publications.
- n. Newsletter/In-house journals.
- o. Maintain CTBF Website.

#### **4.3 Project Communications Officer**

***The PCM is an appointed position and the appointee will be responsible for all projects assigned by the VP Administration.***

- a. This appointed position will be based on a contractual agreement between the parties.
- b. Chairperson of Clubs Forum.
- c. Prepares a budget related to the position.

#### **4.4 Local Organising Committee**

- a. Reports to the VP Administrator.
- b. Liaison with controlling bodies such as SABU, WCBF CTSC regarding tournaments.
- c. The organisers managing the tour or tournament shall at all times be held responsible for the conduct and discipline during the tour or tournament and upon completion, shall report verbally and in writing to the Executive Committee regarding all matters pertaining to the tour or tournament.
- d. Prepares a budget related to the position.

#### **4.5 Women in Sport**

- a. Reports directly to the VP Admin.
- b. Assist with setting up including identification of members for the commission.
- c. Minute all meetings of the women's commission.
- d. Assist with development and planning for women baseball.
- e. Present a calendar of events together with a plan by the end of November.
- f. Network and attend women in sport programmes.
- g. Be the voice and eyes for women in baseball.
- h. Work closely with PRO to profile women in baseball on all platforms.
- i. Engage with women in baseball understanding the challenges and how to overcome them.
- j. Write a monthly report on the development commission. Hand to the Development Director in time for CTBF monthly Executive Committee meetings.

#### **4.6 Disciplinary Committee**

***At a specific Special General Meeting, elect five (5) members to constitute the Disciplinary Committee (a standing committee)***

- a. The Convener of this Committee shall be the Vice-President of the Federation.
- b. Any member of the Executive Committee of the Federation serving on the Disciplinary Committee shall recuse him/herself from any Appeal Procedure.
- c. The said Disciplinary Committee shall deal with all cases of misconduct, misdemeanour, breach of Constitution, Byelaws or resolutions by players, umpires, scorers, officials, spectators, or affiliated Members both on and off the field of play.
- d. The Disciplinary Committee shall also deal with enquiries and other like matters referred to it by the Federation or the Executive Committee and shall have the powers referred in the article of the Constitution pertaining to the powers of the Federation specific to misdemeanours and other infringements.
- e. The Disciplinary Committee may recommend life bans or termination of membership. Such recommendations are to be ratified by a two-thirds (2/3) majority of the Affiliated Members of the Federation.
- f. The decision of the Disciplinary Committee may be subject to an appeal to the Appeal Board only.
- g. A record of all cases to be kept on file and handed to the President for inclusion in his/her report for the Annual General Meeting.
- h. All outcomes of all cases to be escalated immediately to the Executive Committee.

## 5. TREASURER

***The Treasurer is an elected official and will be in charge of all the financial matters related to the Federation.***

- a. Collates all the budgets forecasts for all Executive Members.
- b. Prepares and submits funding proposals.
- c. Conducts the finances as set out per constitution.
- d. Conduct oversight over the effective and efficient financial management of the Federation.
- e. Ensure that the Federation's financial transactions are conducted by means of a bank account held with a registered bank in terms of the applicable legislation.
- f. Keep a correct account of all the income and expenses as per acceptable accounting practices and only disburse money as per the approved budget of the Federation.
- g. Provide an account of moneys received, paid out, bank balance and cash at hand at Executive Committee meetings or when required by the Executive Committee to do so.
- h. Submit a written report and Annual Financial Statements to the Annual General Meeting, accompanied by correspondence from the Accounting Officer in terms of the NPO Act.
- i. Submit statements which shall be due by 31 October of each year. The accounts shall, after 31 October, be adjusted to reflect the actual number of players registered by a Club.
- j. Propose Affiliation Fees, Subscription Fees, Team Registration and Player Fees.
- k. Ensure all Fines for various offences shall be levied to affiliated clubs.
- l. Submit a monthly financial statement at all EXCO meetings.
- m. Determine the income and financial wellness of CTBF.
- n. Ensure all income and expenses are accounted for.
- o. Interest at current bank prime plus two (2) percent overdraft rates may be charged on overdue accounts.
- p. Accounts to affiliated Clubs shall be adjusted during the season to allow for the registration of new team(s) and/or player(s) or for any fines payable.

Treasurers Team:        Fundraising Committee  
                                  Trustee

### 5.1 Fundraising Committee

- a. The Entertainment Committee (a standing committee), shall consist of at least five (5) members, one of whom shall be appointed by the Executive Committee to be the chairman of this committee.
- b. The Federation shall at the specific Special General Meeting held in September, elect four (4) of the members.
- c. This committee shall meet as and when necessary and the quorum shall be three (3) members.
- d. This committee shall be responsible for:
  - Fund raising activities, shall assertively pursue avenues for raising funds and shall arrange for the entertainment and social activities of the Federation.
  - The entertainment and transportation of visiting teams or visitors and shall make recommendations in regard thereto to the Executive Committee.

### 5.2 Trustee – To be discussed, drafted and ratified

**CAPE TOWN BASEBALL FEDERATION  
ADDENDUM TO BAWP BYE-LAWS SCHEDULE B**

The specific rules of the game of baseball applicable to all games within the area of jurisdiction and under the auspices of the Cape Town Baseball Federation (the Federation) shall be recorded in this Schedule.

This schedule shall be considered an extension of the Bye-laws and as such an integral part of the Constitution of the Federation. The procedures to apply any changes to this Schedule shall be in conformance to the procedures, in the Constitution of the Federation, to change any bye-laws.

**1. PLAYING AFFAIRS**

The Federation shall apply the rules of the game of baseball as adopted by the South African Baseball Union (SABU), provided that the Federation may adopt interpretations and modifications of such rules as it may deem expedient.

**2. FIXTURES AND TEAMS**

**2.1 Team Returns**

2.1.1 Only the team returns as issued by the Federation may be used. All written information shall be in printed form. All signatures shall be identified by a printed surname and initials. All changes on the team returns shall be initialled.

2.1.2 Before the commencement of each fixture the head coach / manager shall hand the plate umpire and the opponents head coach / manager a carbon copy of the official team return completed in full.

2.1.2.1 A member whose name does not appear in the batting order column or as a substitute on the team return shall not be permitted to participate in the game.

2.1.2.2 The order in which the player's names appear in the batting order column on the team return shall be considered as the official batting order.

2.1.2.3 Before the commencement of each fixture, the umpire is to confirm the eligibility of each member on the team return by player card identification during a mandatory line up. Late arrivals of members are to be communicated by the head coach/manager to the plate umpire, who shall confirm eligibility on the said members' arrival.

2.1.3 The final result of any fixture is signed by the plate umpire on the book copy of the team return. This result is submitted to the Federation within 3 calendar days of the fixture by the home team.

**2.2 Teams – All Leagues**

2.2.1 An affiliated Club which cannot fulfil its obligations as per the Fixtures Handbook as issued by the Federation shall notify the Fixtures Officer or his representative and the opponents before 12H00 on the day prior to the Fixture. Failure to do so three times in one season will result in log points deductions for all registered teams of the club

2.2.2 Both teams for a Fixture shall be ready on the field at the scheduled time. The plate umpire shall call "Play ball" at the latest **15** minutes after the scheduled time.

**2.3 Legal Fixtures**

2.3.1 As per Rule 2.2.2, if after 15 minutes elapses, a team is still not able to take the field, the fixture is considered forfeit awarding points to the opposing team accordingly.

If both teams are not eligible to take the field, both teams forfeit.

2.3.2 Where the rule needs to be applied to a junior fixture, coaches are to collectively field teams so a friendly fixture replaces the official fixture in the interest of promoting the game.

**3. SPEED UP RULES**

These will be included in the relevant leagues' season rules accordingly as ratified.

#### **4. PLAYERS' GEAR**

4.1 No player shall be allowed to participate in a game unless properly equipped with players' gear. This particularly applies to catchers who, for their own protection, shall play in proper masks and body protectors. Furthermore catchers should be encouraged to wear a throat protector and leggings.

4.2 Each team is to have minimum 2 balls for senior fixtures, and 1 ball for junior fixtures.

4.3 No player shall bat, nor run bases unless he wears an approved batting helmet  
These helmets shall have flaps protecting both ears

All other players on the field of play shall wear a cap, which shall be considered to be part of the registered uniform of his Club.

4.4 Bat boys shall wear an approved batting helmet, which helmet shall have flaps protecting both ears.

#### **5. COLOURS AND UNIFORMS**

5.1 All members listed on the team return are to be dressed in full baseball attire, representing his club.

5.2 All players in senior divisions shall wear numbers on their uniforms. These numbers shall be on the rear of the playing tops and shall be of sufficient size, width and colour to be legible.

#### **6. GROUNDS**

##### **6.1 The Playing Area**

6.1.1 The officially appointed Grounds Committee shall inspect all fields, taking into account the specific divisions fixtures the grounds are to be eligible for.

6.1.2 Inspections will take place twice per season, once within the month prior to season opening and where necessary during the season.

6.1.3 Inspections will be carried out according to a checklist submitted by the Grounds Committee and ratified by Clubs.

##### **6.2 The Playing Field**

These will be included in the relevant leagues' season rules accordingly as ratified.

##### **6.3 Facilities**

6.3.1 Clubs shall provide for the scorers of a game, facilities such that two scorers have an uninterrupted view, have seating and table top area near the plate umpire but behind the backstop and be generally protected from player and spectator interference.

6.3.2 Clubs shall provide suitable ablution facilities for players, officials and spectators.

6.3.3 A standard first aid kit shall be available at all times during a game; this kit shall be presented for inspection upon request by the Grounds Committee.

#### **7. PROTESTS**

7.1 A protest shall only be lodged on the question of the interpretation of the rules of the game and the plate umpires' decision shall be final and shall be acted upon on the field although under protest.

7.2. Such protests shall be formally intimated to the plate umpire and the manager of the opposing team at the time of the alleged violation or when the protestable incident is discovered during the game. Providing further that the protest is initiated and then signed by the plate umpire. The protest shall be recorded in the remarks column of the score-sheet by both scorers of the game and shall be signed by the plate umpire.

7.3. Written protests as prescribed (refer item 20 of Bye-Laws) shall be lodged within seven (7) days of the game, failing which it shall be deemed to have lapsed.

## **8. UMPIRES AND UMPIRING**

- 8.1 Umpires shall be appointed by the Umpires Commission to designated fixtures. For all other fixtures the home team shall appoint the plate umpires, and the away team the base umpire, unless otherwise agreed. The officially appointed umpire(s) shall have jurisdiction over the game.
- 8.2 The umpires shall have sole authority to determine whether the playing field and/or facilities comply with the minimum requirements as stated in the rulebook **(OFFICIAL BASEBALL RULES)** The game shall be "called off" or as per the seasonal CTBF rules of baseball if the minimum requirements are not met; the plate umpire shall then issue a written report to the Grounds Committee of the Federation.
- 8.3 No person under the age of sixteen (16) years shall be allowed to umpire in any senior fixture of the Federation.
- 8.4 Should an officially appointed umpire not arrive, the home team is to appoint a competent registered club member.
- 8.5 All umpires officiating in any game shall be properly attired as guided by the CTBF Umpires Commission
- 8.6 The plate umpire must at the end of the game sign the official team return.
- 8.7 Every club to have a CTBF recognised club umpire and / or umpire representative. Failing this, the club will not be allocated a federation umpire for their home fixture as well as a fine of R250 per fixture."
- 8.7.1 The responsibility of the club umpire / umpire representative will be:
- a. Ensure that the club has an umpire for the senior fixture, should federation umpire not be available.
  - b. Allocate umpires for junior fixtures when hosting junior games.
  - c. Identify potential junior and senior umpires within club.

## **9. SCORERS AND SCORING**

- 9.1 Team managers / coaches shall report to the scorers with their team line-ups not less than fifteen (15) minutes before the scheduled start of the game.
- 9.2 Only scorers registered with the Scorers Commission may officiate in designated fixtures. All teams should have a designated person to score / record scores, and all scoresheets / score recordings are to agree.
- 9.3 Within 48 hours after completion of the game, scoresheets for all fixtures shall be submitted to the statistician designated by the Scorers Commission to the division.
- 9.4 All scorers officiating in any game shall be properly attired as guided by the CTBF Scorers Commission.

**ADDENDA ACCEPTED AT CTBF PRELIMINARY AGM ON 13 SEPTEMBER 2021**  
**ADDENDA TO BE ADOPTED AT CTBF AGM ON 9 OCTOBER 2021**  
**PROPOSED AMENDMENTS ACCEPTED AT CTBF PRELIMINARY AGM ON 31 AUGUST 2022**  
**ACCEPTED AMENDMENTS RATIFIED AT AGM 26 SEPTEMBER 2022**