



# BRITISH BASEBALL FEDERATION

## Board Roles and Responsibilities

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The British Baseball Federation Board is, as defined in the constitution, made of ten officials tasked with fulfilling the Objectives on behalf of the British Baseball Federation (BBF) and its Membership in whichever way it sees fit (5.1).

As stated under the constitution (8.1) the Board shall publish from time-to-time rules and regulations relating to the governance, operations and playing of baseball. Included in this document are the broad tasks that are pertinent to each Board Official of the BBF. This list includes (and is not limited to) tasks that are appropriate to each Board role and should be reviewed on an annual basis by successive Boards of the BBF.

The Board as a collective will still maintain the ultimate power over the affairs and actions of the Federation and this document.

#### 1 President

- 1.1 As head of the Federation, shall preside at and chair all meetings of the Board.
- 1.2 Shall oversee the Board and its functions.
- 1.3 Shall uphold the constitution.
- 1.4 Shall represent Baseball nationally and internationally.
- 1.5 Shall represent Baseball internationally at WBSC Congresses.
- 1.6 Shall present a written report at the AGM.
- 1.7 Shall, subject to the constitution, oversee the appointment of offices that are vacant within the Board.
- 1.8 Shall be an ex-officio member of all standing and ad-hoc committees.
- 1.9 Shall be the ultimately responsible for the Board and for the affairs of the Federation.

#### 2 Secretary

- 2.1 If there is no elected President, or in the President's absence, shall assume the duties of the president unless the Board appoints an Interim Presiding Officer.
- 2.2 Shall be responsible for the day-to-day running of the Federation: eg handling correspondence and disseminating information to the Board and other relevant persons or bodies etc.
- 2.3 Shall be responsible for publishing rules and regulations relating to the governance, operations and playing of baseball.
- 2.4 Shall uphold the constitution.
- 2.5 Shall be responsible for recording the minutes and motions of every General Meeting and Board meeting.
- 2.6 Shall be responsible for organising and planning meetings of the Board.
- 2.7 Shall be responsible for creating Agendas, Minutes, Resolutions and Motions for meetings of the Board.
- 2.8 Shall be responsible for notifying the membership of the General Meeting and of the motions that are to be presented.
- 2.9 Shall keep an accurate and up-to-date register of members.



2.10 Shall be responsible for dealing with complaints and disciplinaries as outlined in the Federations Rules and Regulations.

### **3 Senior Affiliated Club Leagues Commissioner**

- 3.1 Shall be responsible for the development of an individual player registration database.
- 3.2 Shall be responsible for membership forms reaching the membership.
- 3.3 Shall receive membership forms from Senior Affiliated Clubs and Organisations.
- 3.4 Shall be responsible for the planning, organisation and running of all Senior national tournaments and Championships.
- 3.5 Shall ensure that a Federation representative is present at all Federation tournaments.
- 3.6 Shall create, oversee and manage the Federation's League schedules.
- 3.7 Shall be responsible for booking all Federation activities at Farnham Park.
- 3.8 Shall be responsible for creating the annual senior leagues handbook.
- 3.9 Shall be responsible for receiving and dealing with on the field related complaints and disciplinaries.
- 3.10 Shall be responsible for reviewing and updating the on field disciplinary matrix.
- 3.11 Shall be responsible for co-ordinating appropriate seminars and Workshops at the AGM.

### **4 National Teams Programme Official**

- 4.1 Shall Chair the National Teams committee.
- 4.2 In conjunction with the Board and National Teams Committee, shall be responsible for National Teams Rules, Regulations and Policies.
- 4.3 In conjunction with the Lead Programme Manager, shall lead on the appointment process of Head Coaches.
- 4.4 In conjunction with the Board, shall lead on the appointment process of the Great Britain Lead Programme Manager.
- 4.5 Shall submit a report to the Board when requested on the progress of the National Teams.
- 4.6 Shall promote the creation of National Teams, subject to the approval of the Board.
- 4.7 Shall be responsible for co-ordinating appropriate Seminars and Workshops at the AGM.
- 4.8 Shall work in conjunction with the Development Officer, Performance Management Group and appropriate GB staff on the development of the level of play of all National Team programs.
- 4.9 Shall represent the Board of the BBF as the Management Officer of the Collaboration Agreement
- 4.10 Shall represent the Board of the BBF in the Memorandum of Understanding British Olympic Association Working Group.

### **5 Treasurer**

- 5.1 Shall Chair the Finance committee.
- 5.2 Shall keep full and proper records of all financial transactions of the Federation.
- 5.3 Shall receive all memberships fees on behalf of the Federation.
- 5.4 Shall prepare and present at the AGM a draft budget for the following financial year for the approval of the membership.
- 5.5 Shall prepare the annual report on the accounts including audited financial statements to be presented to the Board and ratified by the AGM.
- 5.6 Shall present up to date financial reports at every meeting of the Board and advise the Board on all financial matters.
- 5.7 Shall be responsible for paying all approved accounts that must be signed by at least two authorised Officers of the Board.
- 5.8 Shall be a signatory to the Federation's bank account.

### **6 Officials Commissioner**

- 6.1 Shall promote and oversee umpire training clinics.
- 6.2 Shall establish a code of conduct for umpires.
- 6.3 Shall interpret the playing rules of baseball.
- 6.4 Shall be responsible for allocating and organising umpires at the appropriate levels.
- 6.5 Shall be responsible for all scoring and umpiring related matters in the Federation.



**7 Development Official**

- 7.1 Shall be responsible for the development of baseball participation at all levels of ability and commitment.
- 7.2 Shall work in conjunction with the Youth Commissioner on the development of participation of baseball by young people at all levels.
- 7.3 Shall work in conjunction with the National Teams Officer on the development of all National Team programs.
- 7.4 Shall work in conjunction with the Coaches Commissioner on the development of coaching baseball by all members at all levels.
- 7.5 Shall establish and consult with BBF and BSUK Officers on the implementation of programmes and policies concerned with baseball development.
- 7.6 Shall research and develop facilities in conjunction with BSUK.
- 7.7 Shall be responsible for co-ordinating appropriate seminars and Workshops at the AGM.
- 7.8 Shall be responsible for creating an annual census report on the number of teams and clubs in British Baseball.

**8 Youth Affiliated Clubs League Commissioner**

- 8.1 Shall work in conjunction with the Development official on the development of participation of baseball by young people at all levels.
- 8.2 Shall consult in the establishment of regional youth programs and policies.
- 8.3 In conjunction with both the National Teams Officer and the Development Officer, shall promote programmes for young players, schools, PE Teachers etc.
- 8.4 Shall be responsible for liaison with youth organisations.
- 8.5 Shall be responsible for the development of baseball participation within schools.

**9 Coaches Commissioner**

- 9.1 Shall be responsible for the National Coaching Programme as defined by the Federation.
- 9.2 Shall be responsible for the development of coaching at all levels and for all types of baseball.
- 9.3 Shall work in conjunction with the Development Officer in developing the number and quality of coaches.
- 9.4 With the National Teams Programme Officer, shall oversee national coaches and assist them in achieving appropriately high standards of performance and excellence.

**10 Marketing & Communications Official**

- 10.1 Shall be responsible for promoting the image and awareness of British Baseball nationally and internationally.
- 10.2 Shall be responsible for building and maintaining the BBF's online assets.
- 10.3 Shall attempt to gain national publicity for baseball.
- 10.4 Shall be responsible for preparing regular news bulletins for the membership.
- 10.5 Shall be responsible for line-managing the appointed Sponsorship Manager.

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