# Emerald City Kickball Bylaws

**Revision Register**

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| **A** | 29th August 2021 | Initial Issue |
| **B** | **15th September 2022** | Changes approved at 2022 AGM |
| **C** | **30th November 2023** | Changes for approval at 2023 AGM |
| **D** | **TBC** | Changes for approval at 2024 AGM |

## I. Introduction

A. Object

1. The object of these bylaws ("**Bylaws**") shall be to govern the way in which Emerald City Kickball (the "**league**") shall be operated and managed in its day to day operations.
2. The league must be always managed and operated in a way that is consistent with the letter and/or spirit of the Bylaws.

B. Enforceability

1. These Bylaws are enforceable by the virtue of their incorporation in the league's Constitution ("**Constitution**").
2. Constitution
    a) The league has established a Constitution, which is the league's supreme governing document for all matters relating to its operation, management and governance.
    b) These Bylaws shall be considered to interpret the Constitution and prescribe any matters that are not governed by the Constitution.
    c) An inconsistency between the Constitution and the Bylaws shall be resolved in favour of the Constitution.
    d) Any ambiguity in the Constitution shall be resolved in favour of the policies and procedures in the Bylaws applicable to that matter.

3. Any documents referenced within these Bylaws (including but not limited to, the league's Rules, Marketing & Communication Guidelines, EC Kickball Ranking & Team Selection Procedures, Standards of Conduct, Complaints Handling Policy, Behavioural Policy, LASC Ways of Working, NMC Ways of Working, and Confidentiality Policy) shall be considered to be part of the Bylaws and any policies or procedures therein shall be given the same force and effect as if they were included in the text of the Bylaws.

C. Publication & Confidentiality

1. The existence of and contents of these Bylaws shall not be considered to be confidential information and may be generally discussed with any Member, unless that information is subject to a more onerous confidentiality regime (the former, "**Non-Confidential Information**" and the latter, "**Confidential Information**").
2. These Bylaws, excluding any Confidential Information, may be shared with or viewed by any Member:
    a) Upon that Member's request in writing; and
    b) Upon majority vote of the Committee.
3. The Committee shall not refuse a request to obtain the Bylaws without reasonable cause.

D. Amendments

1. Amendments to these By-Laws may be made by the committee as they see fit during the financial year, enforceable at that time.
2. All amendments to these By-Laws are to be presented to Members at the following AGM for approval.

## II. League Mission, Purpose & Values

A. Mission

1. To empower and better connect the community through fun, accessible safe spaces and team sports.

B. Objects

1. To provide an inclusive recreational sports club for LGBTQIA+ individuals seeking a safe, fun, and affirming space to create supportive community relationships and break down the stigma of sports
2. To have a positive profile within and give back to the Sydney LGBTQIA+ community
3. To promote the sport of kickball in NSW and Australia

C. Purpose
    1. The league shall operate a recreational kickball league in the Sydney, NSW, Australia and Expansion Cities that is inclusive of and targeted towards players with the following non-exhaustive characteristics relating to sexual orientation and gender identity: lesbian, gay, bisexual, transgender, queer, questioning, intersex, pansexual, asexual, agender, aromantic and gender non-conforming as well as their allies.
    2. The use of the phrase “LGBTQIA+” and the like in these Bylaws and in any aspect of the league’s operations shall be considered to include these and any other characteristics related to sexual orientation or gender identity minorities.

D. Values
    1. The league may establish a list of values (“**Values**”) in accordance with the league’s stated goals of LGBTQIA+ inclusion and community involvement.
    2. Any Player or Referee must assent to the Values in order to participate in the league.
    3. The Values must be published either on the Website or be accessible to all league participants.

E. Standards of Conduct
    1. The league may establish Standards of Conduct (“**Standards of Conduct**”) in accordance with the league’s stated goals of LGBTQIA+ inclusion and community involvement.
    2. Any Player or Referee must assent to the Standards of Conduct in order to participate in the league.
    3. The Standards of Conduct must be published either on the Website or be accessible to all league participants.

F. Complaints Handling Policy
    1. The league may establish a Complaints Handling Policy (“**Complaints Handling Policy**”) in accordance with the league’s stated goals of LGBTQIA+ inclusion and community involvement.
    2. The Complaints Handling Policy must be published either on the Website or be accessible to all league participants.

G. Behavioural Policy
    1. The league may establish a Behaviour Policy (“**Behavioural Policy**”) in accordance with the league’s stated goals of LGBTQIA+ inclusion and community involvement.

2. Any Player or Referee must assent to the Behavioural Policy in order to participate in the league.
3. The Behavioural Policy must be published either on the Website or be accessible to all league participants.

## III. Governance

**A. All location's Sub-Committee positions are voted on by local membership between 30 and 60 days of the AGM. The results of this are then submitted for the AGM.**

**B. National Committee should approve the sub-committee as voted by the local membership, except in extraordinary circumstances (that they must publish a reason for).**

C. **For new location Sub-Committees, positions are appointed as casual vacancies as a starting sub-committee. These positions are up for AGM in the calendar year following the first season. (e.g. start of season in June 2024, first election in EOY 2025).**

D. Leadership

1. The league shall be managed by an executive committee ("**Committee**") comprising seven members, who have final authority over the management and operation of the league.
2. The league shall also have partners ("**Partners**") whom upon incorporation shall comprise the league's founding members.
3. Partners may serve as Committee members.

E. National Management Committee

1. The National Management Committee shall consist of the following members:
    a) Secretary (Samantha Ballantyne)
    b) Chief Finance Officer (Erik De Jager)
    c) Chief Brand Officer (Jamarr Mills)
    d) Chief Sports Officer (Anna Longwood)
    e) Chief Growth Officer (James E. Shields III)
    f) Chief Diversity Equity and Inclusion Officer (Jemma Young)
    g) Chief Events Officer (Benjamin Woodlock)
    h) Philanthropy and Stewardship (Hamilton King)
    i) Strategic Partnerships (Alexander Webb)
    j) National Area Representative Perth (Curtis Ward)

k) National Area Representative Sydney (Steven Ariansen)

2. The seven position holders are the Office Bearers and the Voting Members are Ordinary Members.
3. The National Management Committee and its members have full authority to manage the league in accordance with the enumerated powers included within these Bylaws.
4. National Management Committee members may delegate work as appropriate.
5. Any action not authorised by these Bylaws, and the authority to take any such action, may be exercised upon majority vote of the National Management Committee (50% +1).
6. Voting
   a) The National Management Committee shall vote on any matter required for the operation or management of the league or that is not expressly authorised by these Bylaws.
   b) Each National Management Committee member shall have one vote in a matter before the National Management Committee.
   c) National Management Committee members shall be permitted to vote in person or remotely. By-proxy Committee member voting is not allowed.
7. National Management Committee Meetings
   a) The National Management Committee shall meet at least three times per Season.
   b) The National Management Committee shall endeavour to schedule meetings at a convenient time for all National Management Committee members.
   c) The Secretary shall take minutes of each meeting.
8. National Management Committee Member terms
   a) Office Bearers shall serve on a term of three years, expiring immediately prior to election during the AGM.
   b) Ordinary Members (not including National Area Representatives) shall serve for a term of two years, expiring immediately prior to election during the AGM.
   c) Ordinary Members who are National Area Representatives shall serve on a term of one year, expiring immediately prior to election during the AGM.

d) There is a two term limit on the number of consecutive National Management Committee member terms any individual may serve. There is a five consecutive term limit for National Area Representatives.

e) Terms shall begin immediately following that Committee Member's election at the AGM. Outgoing National Management Committee members shall retain responsibility to reasonably assist in transition obligations for 30 days following the conclusion of their term.

f) Outgoing Committee members are expected to conduct transition obligations considering the best interest of the league.

g) Newly-elected Committee Members should refrain from making operational changes to the league within the first 30 days of their term.

9. Casual vacancies. Committee members may appoint an individual to serve in a vacant position by majority vote. Casual vacancy appointees shall remain in their position until the next AGM, at which point a special election would be held for the remaining period of the term, if applicable.

10. Elimination of Committee positions. Committee members may eliminate any position eliminable by the Constitution by majority vote.

F. Partners

1. The four Partners shall be David Parsons, James E. Shields, III., Jamarr Mills and Steven Shuldman. The Partners' rights and obligations are as follows:

   a) To execute a tie-breaking vote in any tie votes of the Committee; and

   b) To approve or reject the candidacy of any Prospective Candidates.

2. A Partner is always a Member and does not lose Partner status or any rights thereunder for failure to actively participate in the league.

G. Expansion Council Members

1. The Committee may appoint members to serve on an Expansion Council who shall administer kickball in an Australian or New Zealand city other than Sydney ("**Expansion City**").

2. The persons serving on an Expansion Council ("**Expansion Council Members**") will initially serve upon appointment by Committee vote.

3. Each Expansion City shall have its own Expansion Council.

4. Expansion Council Members will ideally serve in similar roles as those on the Committee pertaining to the administration of the kickball league in their Expansion City.
5. Expansion Council Members will serve by Committee appointment until completing an initial two year cycle of administering kickball in an Expansion City, at which point Expansion Council Members will become elected positions.
6. The Expansion Council shall have the rights and obligations to administer a league of kickball in an Expansion City that are consistent with the rights and obligations in these Bylaws (and incorporated documents) provided to the Expansion Council by the Committee.
7. The Expansion Council may only deviate from the Bylaws by vote of the Committee.

H. General Meetings

1. The league shall hold at least one annual general meeting ("**AGM**" or "**General Meeting**") within six months following the conclusion of the league's financial year.
2. All individuals holding the status of Member as of the date of the General Meeting shall be invited to attend.
3. Agenda. At a minimum, the general meeting shall comprise the following:
    a) A summary of the year's activities, including presentation of the league's financial reports for the recently completed year.
    b) To confirm the minutes of the immediately preceding AGM.
    c) Any votes required by, or to amend, the Constitution.
    d) To conduct any business requested by a Member during the preceding financial year.
    e) Any Committee elections as necessary in that year, depending on the termination of any Committee members' terms.
4. Voting.
    a) The Committee shall preference in-person voting.
    b) The Committee shall act on the presumption that remote voting is permissible, subject to a reasonable showing for why remote voting should not be used.
    c) The Committee may require any remote votes be cast on the same day, and ending upon, the in-person voting.

d) The existence of, the outcome of, and individual votes cast in any particular vote may generally be discussed with or disclosed to any Member.

I. Elections

1. In a year in which a term of a Committee member is ending, the secretary shall publish by 30 days prior to the date of the AGM in a location accessible to current Members the available positions, the dates of the term, and brief description of the duties of the position.
2. Members who are interested in running for a position ("**Prospective Candidate**") shall submit by 7 days prior to the AGM a candidacy packet, which must contain:
    a) Signatures (or electronic showing of support) of 10 Members supporting the candidacy of the Prospective Candidate;
    b) A list of the Prospective Candidate's seasons played or participation in the league; and
    c) A written statement of the Prospective Candidate.
3. The Partners shall review the candidacy packet of each Prospective Candidate and determine, by majority vote, whether to approve or reject the candidacy.
    a) The Partners must approve or reject the candidacy within 72 hours of the Prospective Candidate's submission of their candidacy packet.
    b) The Partners will communicate their decision to the secretary, who shall inform the Prospective Candidate, of the acceptance of their candidacy (at which point that person becomes a "**Candidate**") or rejection.
4. The secretary shall publish prior to the AGM, in a location accessible to current Members, the slate of Candidates and their written statements.
5. The election shall be conducted during the General Meeting. Members who are unable to vote in person shall be able to cast their vote to the secretary prior to the meeting.
6. A Candidate wins an election by winning more than 50% of the total vote. If no Candidate wins 50% of the total vote, the top two vote earners shall advance to a runoff election held at the AGM.

## IV. Participants

A. The league has various participants in its management and operations, summarised below:

1. **Player.** A Player is a league participant who is actively playing in a particular Season.
    a) A participant becomes a Player upon their successful registration.
    b) A participant ceases to be a Player:
        (1) Upon the conclusion of the Season Tournament in the Season for which they are registered;
        (2) Upon their voluntary withdrawal from playing during a Season; or
        (3) Upon their removal by majority vote of the Committee.
    c) The league shall have no Players between the conclusion of the Season Tournament of a previous Season and Registration of the following Season.
2. **Referee.** A Referee (also referred to as an Umpire) is a league participant who is acting as a game referee.
    a) The group of participants who are Referees at any one time is the Referee staff. The Referee staff shall be refreshed by the Director of League Operations at the beginning of each Season.
    b) A participant becomes a Referee:
        (1) If a first-time Referee upon their completion of Referee training; or
        (2) If a returning Referee, upon their acceptance onto the Referee staff of a Season.
    c) A participant ceases to be a Referee:
        (1) Upon their notification to the Committee that they intend to withdraw as a Referee;
        (2) Upon their exclusion from the Referee staff at the beginning of a Season; or
        (3) Upon their removal by majority vote of the Committee.
    d) The league shall have Referees and a Referee staff at all times (including between Seasons) in order for Referees to referee non-Season games or assist with other league events.
    e) The Director of League Operations shall be responsible for managing and training the Referees and re-establishing the Referee staff at the beginning of each Season.
3. **Committee Member.** Committee Members include individuals serving terms in accordance with Section III.B.

a) A person becomes a Committee Member upon the beginning of their term or their appointment, if filling a casual vacancy.

b) A person ceases to be a Committee Member upon the completion of their term, their resignation, or their removal from the Committee upon majority vote of the Committee.

4. **Partner.** See III.C.

5. **Member.**

a) Individuals are Members for the purposes of league governance and voting purposes, as established in the Constitution.

b) The status of Member does not confer any benefits or status apart from those expressly enumerated in the Constitution or Bylaws.

c) Participants become Members as follows:

(1) Players become Members beginning upon becoming Players and remain as Members for one calendar year following their most recent successful registration.

(2) Referees become Members beginning upon their most recent acceptance onto the Referee staff at the beginning of a Season and remain as Members for one calendar year.

(3) Committee members remain as Members for the entirety of their term.

(4) Partners are always Members.

(5) The Committee may add or remove any individuals as Members at any time upon majority vote. Individuals should not be removed as Members except for good cause.

(6) Individuals who voluntarily terminate their status as Player of Referee do not automatically lose the status of Member by virtue of their termination.

B. The Director of Stakeholder Management and Engagement shall oversee the effective communication and engagement among the league's participants.Roles and responsibilities of the Director of Stakeholder Management and Engagement of the association are as follows:

1. The role will focus on delivering strong stakeholder management and engagement within the Club for the club and with the community. Additionally, there will be an emphasis on conveying strategic messaging, establishing best practice communications and engagement practices and

guiding policy direction. Some of the key responsibilities will include but are not limited to:

a) Improving business efficiency and player satisfaction by establishing and maintaining effective and sustained relationships with internal and external stakeholders and developing an understanding of their business needs and aspirations.

b) Develop and maintain a network of reliable contacts with teams and other external stakeholders to assist in the delivery and achievement of the communication goals and objectives of the Club.

c) Lead, contribute and develop communication strategies and briefings relating to major projects and high profile events.

d) Providing authoritative and expert advice regarding community needs and project outcomes as part of the project planning and development process

e) Partnering with Directors and providing direction to the teams and the Club on management of community and stakeholder engagement

f) Developing and implementing project-specific community engagement programs and stakeholder management plans in order to clearly communicate outcomes and benefits, and to minimise issues during the project.

g) Effectively planning, organising and coordinating the Club activities to ensure objectives are achieved to the highest standard within agreed timeframes.

h) Key stakeholder groups include, but are not limited to:

    (1) Players

    (2) Captains

    (3) Social leads

    (4) Community groups

        (a) The Director of Stakeholder Management and Engagement is responsible for all discussions with sponsors including, by proxy, committee appointment, or delegation.

    (5) Sponsors

(a) The Director of Stakeholder Management and Engagement is responsible for all discussions with sponsors including, by proxy, committee appointment, or delegation.

## V. League Operations

A. Seasons

1. The league shall manage and execute the playing of a season of kickball ("**Season**") comprising a Regular Season and a Season Tournament.
2. The league shall operate three Seasons every financial year, corresponding with the following seasons: spring, summer and autumn ("fall").
3. The Seasons shall take place during the following approximate timeframes:
    a) Spring Season: October through December
    b) Summer Season: January through April
    c) Fall Season: May through July
4. The league may elect to hold events comprising the playing of kickball in addition to the Seasons, such as tournaments and open play days.

B. Season Format

1. Season Games.
    a) The games played during the Regular Season and the Season Tournament are collectively known as Season Games.
    b) The league shall administer the playing of Season Games in accordance with the league's Rules.
    c) The only players in the league's Season Games shall be Players who are on the playing team's roster.
    d) The only referees in the league's Season Games shall be Referees, although the Director of League Operations may substitute as a Referee any Player not playing in the game if necessary.
2. Rules.
    a) The league shall create and maintain a set of rules ("**Rules**").
    b) The Rules shall dictate or clarify where the league's playing of kickball diverges from commonly accepted rules of kickball, softball and/or baseball as appropriate. The Rules need not explain every rule of the playing of kickball and can be reasonably

gap-filled with commonly accepted rules of kickball, softball, and/or baseball.

c) The Rules shall be posted on the league's Website.

d) Revision

(1) The Rules may be amended (making a change to a rule) or clarified (refining language in the Rules without changing a rule) from time to time upon majority vote of the Committee.

(2) The Committee should only amend the Rules in between Seasons, unless there is a clear need for correction or revision. If the Committee amends the Rules during a Season, the revision comprising the amendment shall be specifically identified (eg bolded) for the remainder of the Season.

(3) The Committee may clarify the Rules at any time.

e) The Director of Kickball Operations is responsible for the maintenance, publication, application and revision of the Rules.

3. Teams & Players.

a) There shall be 15 Players on a team.

b) Players who withdraw from the league can be replaced with persons on the waitlist until the start of that team's game in the third week of the Season.

c) Players who register for a season however have not made contact (either verbally or in writing) with their selected Captain or a member of the Committee (including attendance at the Season opening event) 3 days prior to their teams second scheduled game may have their season Registration canceled without refund at the discretion of the Committee. A new Player will be permitted to join the team, with selection occuring in accordance with any waitlist procedures.

4. Captains.

a) Teams will select amongst themselves a Player (or Players) to serve as a team captain ("**Captain**") for the length of the Season.

b) Any non disqualified Player who has completed one previous Season as a Player is eligible to serve as a Captain.

c) Captain responsibilities include:

(1) Tracking attendance;

(2) Creating a lineup before each game;

(3) Administering any COVID check-in procedures;

(4) Funneling communication from the Committee to Players (e.g. game postponements);

(5) Demonstrating an example of league values, sportsmanship and leadership;

(6) Helping to promote safety; and

(7) Completing the player ranking assessment at the conclusion of the season.

d) Captains must assent in writing to their responsibilities and to the league's Bylaws.

e) The Committee may, by majority vote, disqualify any Player from serving as Captain in a current or future Season.

5. Social Chairs

a) Teams will select amongst themselves a Player (or Players) to serve as a social chair ("**Social Chair**") for the length of the Season.

b) Any non disqualified Player is eligible to serve as a Social Chair.

c) Social Chair responsibilities include:

(1) Fostering cohesion and inclusivity within that Social Chair's team and within the league;

(2) Helping to plan, coordinate and execute appropriate social events that are consistent with the spirit and value of the league; and

(3) Demonstrating an example of sportsmanship and leadership.

d) The Committee may, by majority vote, disqualify any Player from serving as Social Chair in a current or future Season.

6. Schedule

a) The Regular Season and Season Tournament game schedule shall be prepared by the Director of League Operations.

b) The season schedule should avoid play during weeks with bank holiday long weekends and during Sydney's Gay & Lesbian Mardi Gras.

7. Postponements

a) Games may be postponed due to weather conditions, darkness, field availability or public health order.

b) The league shall endeavour to play all postponed games.

c) Games will be postponed prior to the game due to weather by majority vote of the Committee. A Committee members shall vote to postpone a game due to weather only under the following circumstances:

(1) Substantial precipitation forecasted during game time;

(2) Water accumulation on the field, comprising standing water on the surface of the field, or on a natural grass field, if water rises to the surface upon walking, suggesting the soil has been saturated; or

(3) A circumstance creating a significant safety issue to league participants.

d) Cancellations and Season Terminations. In extenuating circumstances in which there are a significant number of postponed games that it is unreasonable or infeasible to schedule their postponement, the Committee may, by majority vote, elect not to play the games.

(1) In that circumstance, final season rankings are calculated in the same manner without regard to teams having played a different number of games.

(2) If a season is terminated before half of the total Regular Season games have been played ("**Terminated Season**"), final season rankings are calculated in the same manner as (1) above except there shall not be a winner of that Season. A Terminated Season shall conclude upon majority vote of the Committee, at which time participants shall cease to be Players.

C. Season timeline. Each Season shall comprise the following events:

1. <u>Registration.</u> The league shall administer a period of registration ("Registration") in which prospective players shall register for the upcoming Season of play. Registration shall optimally take place at least three weeks before the Regular Season and proceed in accordance with section V.C.6, below.

2. <u>Ranking & Team Selection.</u> The Committee shall meet between the close of Registration and the Season Opening Party in order to formalise the

player rankings of every returning player and perform player ocation in accordance with the league’s Ranking & Team Selection Procedures.

3. Season Opening Party.
   a) The league shall hold a social event, to which all Players are invited.
   b) The team rosters will be announced at the event.
   c) The Committee will endeavour to hold the Season Opening Party no more than fourteen days before the beginning of the Regular Season.
   d) Players will be asked to begin the selection process for their Captains and Social Chairs. Selections must be finalised by the day of the Clinic.
4. Theme Ideation & Theme Week Selection.
   a) The Director of Marketing and Communications will collaborate with the Social Chairs, once selected, to gather suggestions for the season’s themes.
   b) The social chairs will vote on the final list of theme options.
   c) The order of themes, descriptions, and number of theme weeks will be at the discretion of the Director of Marketing and Communications.
5. Clinic.
   a) The league shall host a clinic between the conclusion of Registration and the beginning of the Regular Season.
   b) The clinic should include a rules explanation and a practice game to which all Players are invited but targeted at Players who are new to the league.
   c) The clinic may also take place contemporaneously as training sessions for Captains and Referees.
6. Regular Season.
   a) If a Season has 10 or less teams:
      (1) The league shall play games corresponding to one less week than the number of teams in the Season (“**Regular Season”**).
      (2) Every team shall play every other team once.
   b) There shall be no bye weeks.

c) The Director of League Operations will publish the Standings on a weekly basis (see Standings, below).

d) Timing. The Regular Season shall begin upon the first game of the season and conclude upon the beginning of the Season Tournament.

7. <u>Season Tournament.</u> The league will hold a one-day, single elimination tournament in which all teams will participate ("**Season Tournament**").

    a) After the conclusion of the Regular Season, the Director of League Operations will calculate the final standings and seed the tournament according to those rankings.

8. <u>Season Closing Party.</u>

    a) The league shall hold a social event, to which all Players and Referees are invited.

    b) The league may award any superlatives at the event. The superlatives will further the league's stated goals of LGBTQIA+ inclusion and community involvement.

9. <u>Outgoing Captain Player Ranking.</u>

    a) The Director of League Operations will facilitate the process of collecting player rankings according to the league's Ranking & Team Selection Procedures.

D. Registration

1. Registration shall proceed in the following order:

    a) Women and gender minority pre-registration. The league shall open registration to players who identify as women or as gender minorities, including gender non-conforming.

    b) Veteran registration. Players who have achieved the status of veteran shall be permitted to register. Veteran registration will be open for a particular window of time and shall close prior to Open registration.

        (1) Veteran registration may be suspended upon majority vote of the Committee.

    c) Open registration.

        (1) Any individual shall be permitted to register during Open registration.

(2) The Committee may, by majority vote, disqualify any individual from participating in any league activity, including Registration.

2. Season dues. The league shall assess Season dues upon Registration.
    a) The league shall assess dues deemed reasonable in order to cover:
        (1) the league's costs of play;
        (2) an approximate proportional share of any expenses that are not Seasonal (eg insurance); and
        (3) a reasonable overhead to cover timing of expenses.
3. Timing. Registration shall begin upon the opening of women and gender minority pre-registration and be deemed closed upon the filling of every available Player spot in a Season.
4. Management. The Director of Finance and Membership shall ensure all registered players are added to a membership database to meet the requirements of the Constitution.

E. Player Team Allocation
1. At the conclusion of Registration, the Committee shall meet and be responsible for allocating registered Players among team rosters.
2. Team Allocation shall be conducted in accordance with the league's EC Kickball Ranking & Team Selection Procedures.
3. The team rosters shall remain confidential until their release to the entire league.

F. Standings: Teams will be ranked in a Season according to their win percentage.
1. Win percentage shall be calculated as the number of wins divided by the total number of games played.
2. Tiebreakers for team standings shall be calculated according to the following descending methodology:
    a) Fewest number of losses; then
    b) Total runs scored; then
    c) The win-loss record of the teams' head-to-head record; then
    d) The number of runs scored in the team's head-to-head game(s); then
    e) A coin flip.

3. Interim standings are calculated according to the same methodology without regard to teams having played a different number of games.
4. The Director of League Operations will update and publish the ongoing league standings after the conclusion of every week of play.
5. The published standings should list each team's:
    a) Number of wins;
    b) Number of losses;
    c) Number of ties; and
    d) Cumulative total runs scored.

G. Non-Season Events

1. The league may also administer activities outside of a Season of play.
2. These may include tournaments, open play days or any other event upon majority vote of the Committee.
3. Any games that are not played during a Season are referred to as non-Season games.
4. Non-Season games should be referred by the Referee staff in place at the time.
5. Charity tournament:
    a) The league may administer a charity tournament from time to time.
    b) Charity tournaments should not take place during a Season.
    c) The Committee may determine to allow teams (as opposed to individual players) to register and play in a charity tournament.
6. Participants in non-Season events do not become Members.

H. Equipment

1. The Director of League Operations shall purchase any equipment reasonably necessary and budgeted for in the administration of a Season or Non-Season Event costing under A$1,000.

I. Field Permits

1. The Director of League Operations shall be responsible for securing field permits.
2. The Committee shall separately vote to approve the league's execution of any field permit costing A$500 or above.

## VI. League Finances + Membership

A. Responsibility

1. The Director of Finance and Membership shall manage all aspects of the league's finances, including the preparing of annual and season budgets and the league's end of year financial statements and issuing reimbursements.

B. Financial Year

1. The league's first financial year begins upon the approval of the league's Constitution by the applicable New South Wales regulatory authority and shall conclude upon the following 31 August.
2. Each subsequent financial year shall begin on 1 September and end on 31 August of the following calendar year.
3. The financial year end has been designed to coincide with the league's annual winter pause in active play and, if the number of or timing of Seasons is amended, the Committee should consider amending the financial year to prevent it from occurring in the middle of a Season.

C. Financial Statements

1. The Director of Finance and Membership shall prepare annual financial statements within 30 days of the close of the league's financial year. Financial statements should be presented to Members for review at least 14 days prior to the AGM and in line with the Constitution's requirements.
2. The Director of Finance and Membership shall present the financial statements to the Committee in the Committee's first meeting following the preparation of the financial statements.

D. Record Keeping

1. The Director of Finance and Membership shall maintain a spreadsheet record for each financial year which should include the following:
    a) Copy of bank statement line items itemised noting the season the debit/credit relates to, account item is to be coded to and any invoice numbers associated with the line item.
    b) Account summary noting balances for account type (ie equipment, incidentals etc).
    c) Account summary for each playing season in the Financial year.
    d) Any amounts owed to members of the committee for reimbursement.

e) Any creditor/debtor invoices should be saved into the google drive under the relevant financial year in case of auditing.

E. Budgets

1. In advance of every Season planning Committee meeting, the Director of Finance and Membership shall prepare a draft budget for approval in consultation with other Committee members as appropriate (eg, consulting with the Director of League Operations with respect to field and equipment costs). The budget should reflect anticipated player numbers based on the number of teams proposed and a minimum and maximum registration fee based on registration numbers (10 min and 15 maximum per team).

F. Player Registration

1. The Director of Finance and Membership is responsible for the management of the Shopify membership registration portal, including the setup of all relevant membership ‘products’ on the portal for different membership levels, and physical products sold by the League.
2. The shopify portal shall be configured to deposit (or withdrawal) funds into the league bank account (see Banking).
3. The Director of Finances and Memberships shall coordinate with the Director of League Operations to ensure membership products are made live at the correct date and time, with correct pricing based on any budget for the season presented and approved by the Committee. (refer League Operations)
4. For seasons in which the Committee has approved the use of Veteran Status, the Director of Finance and Memberships shall coordinate with the Director of League Operations to ensure any players from previous seasons that have achieved Veteran Status have been confirmed by team captains. Veteran Status players are to be logged in a separate database for upload into the Shopify platform and tagged in the format ‘Fall2021Veteran’ (noting correct season/year). The ‘EasyLockdown Access Management’ App’ shall be used to lock the Veteran Status product to only those contacts tagged.
5. A player waitlist may be implemented at the discretion of the Committee after season registration closes to provide a backup list of interested members that may be drawn upon in case of any player discontinuations.
6. The Director of Finance and Membership is responsible for managing player registrations throughout the Season. If any player discontinues their registration due to injury, illness or unavailability before the third

game of any Season, a new player shall promptly be found to fill the open position. The new player may be selected from any current waitlist database. The Shopify site shall be used for replacement player payments. If no player merchandise can be returned by the discontinuing player a pro-rata payment will be charged at the discretion of the Committee based on the merchandise costs.

7. Refunds shall be offered to any Player who discontinues their registration prior to game three of the season, if a replacement player can be sourced. If player merchandise cannot be returned a partial refund will be offered at the discretion of the committee based on the season budget.

G. Banking

1. The league shall hold a bank account ("**Bank Account**") in the name of the Incorporated Association (Emerald City Kickball Inc).
2. The Director of League Operations and Director of Finance and Memberships shall be named account signatories and have access to the Bank Account via internet banking and Visa Debit card for payment of league related costs as agreed by the Committee.
3. Generally items below $100 shall be purchased as required by any Committee member. Costs above this shall be approved by the committee unless already included in the season budget.
4. Where items have been purchased with personal funds by committee members, invoices shall be presented to the Director of Finance and Membership for prompt reimbursement.
5. Newly elected Committee members and outgoing Committee members should endeavour to update the signatories on the Bank Account promptly following an election.

H. Merchandise

1. The Director of Finance and Membership will be responsible for lead times, ordering and payment of league merchandise (including but not limited to jerseys, socks, shorts).
2. Merchandise shall be held by the Director of Finance and Membership in a secure location for distribution to members as required.
3. Merchandise will be tracked by the director of finance and Membership using a spreadsheet which shall be updated on a seasonal basis.

## VII. Marketing

A. Channels

1. The league shall operate a website at https://kickball.com.au, which is directed to by https://emeraldcitykickball.com.au and https://eckickball.com.au ("**Website**").
2. The league shall operate, a Facebook page, a Facebook group, and an Instagram account ("**Social Media Channels**").
3. The league shall operate an email account at emeraldcitykickball@gmail.com ("**Email Account**").

B. Email Account

1. Committee members shall be allowed to use the Email Account as appropriate for the scope of their responsibilities.
2. Committee members shall not permit anyone not on the Committee to access or use the Email Account.
3. Any emails written on behalf of the league for internal or external communications shall be reviewed and approved by the Director of Marketing and Communications before distributing; including but not limited to communication about schedule updates, special event announcements, or new team introductions.

C. Google Drive & Documents

1. The Committee shall use a shared Google Drive folder ("**Google Drive**") for documents created for the purpose of or used in the management of the league ("**Documents**").
2. Committee members may share access/editing authority to Documents to Members as is necessary to enable those Members to perform delegated duties in the league's management.
3. Under no circumstance shall Committee members share access to view or edit, copies of, or permit the dissemination of any player ranking document, including the information stored therein.

D. Branding

1. The league has established a high-resolution set of logos and insignias ("**Logos**").
2. The Logos contain a silhouette of the Sydney skyline alongside the league's name or a kickball alongside the league's name. Any work approved by the Director of Marketing and Communications imitating or mimicking these design elements shall be considered part of the Logos.

3. The Logos may be used by or disseminated to the Committee only.
4. The Logos may be used only in the following circumstances: in Documents, in league communications (including those sent from the Email Account), on the Website, on Social Media Channels and on league approved merchandise and collateral.
5. No Committee member shall allow the use of any Logo on any other document or other location without approval from the Director of Marketing & Communications.

E. Marketing Governance

1. The Emerald City Kickball Marketing & Communications Guidelines governs the approved language and brand persona for the league. This governance applies to all league owned content, channels, press, internal and external stakeholder engagement.
2. The Director of Marketing & Communications shall serve as the league's designated media contact, ensure consistent, unified articulation of Organization's desired image, and assure communication of image to all constituencies, both internal and external

## VIII. Stakeholders

A. The Director of Stakeholder Management and Engagement shall manage the league's relationships with its stakeholders in the greater Sydney or Expansion City communities, including community groups, grants, sponsorships and pride/Mardi Gras.

## IX. Miscellaneous

A. COVID-19

1. The league shall operate at all times in accordance with all applicable government public health orders, rules or regulations established due to the ongoing COVID-19 pandemic.
2. Any policy or procedure should be amended as necessary in accordance with any applicable government restriction.

## X. Expansion

A. The league may choose to expand to other cities in Australia or New Zealand. Expansion Cities will be administered by an Expansion Council in each location.

B. The Expansion Council shall have the responsibility for the day-to-day administration of a league in an Expansion City ("**Expansion League**").

C. The Expansion League shall be administered according to the Bylaws.

D. Expansion Council shall be empowered to take the actions necessary to administer an Expansion League under the supervision of the Committee.

## XI. Amendment/Circumvention

A. Initial Application

1. These Bylaws shall become effective and in force upon majority vote of the Committee.

B. Amendment & Circumvention

1. These Bylaws may be amended or circumvented by majority vote of the Committee, except:
    a) if a particular policy or practice expressly requires a different vote; or
    b) If a particular policy or practice is in the Constitution, in which case amendment or circumvention must follow the Constitution's amendment procedures.
2. The Bylaws need not be amended in order to conform to a purported circumvention for that circumvention to be effective.