



## Baseball New Zealand Club Affiliation

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### Policy

Baseball New Zealand is the governing body of baseball in New Zealand. It leads the sport of baseball across the country, as the registered National Sport Organisation (NSO). As such, and based on the current structure of the sport, it calls for a collaborative relationship between itself and its member clubs in the form of official affiliation.

#### **Affiliation to Baseball New Zealand brings a number of direct benefits to club members:**

- Member clubs can enter teams in national and regional competitions
- Member clubs will have tournaments listed on the Baseball New Zealand annual event calendar
- Member clubs can access support resources via the Baseball New Zealand website
- Member clubs can apply to host Baseball New Zealand sanctioned events
- Registered members of affiliated clubs are eligible to participate in national programmes
- Member clubs can access the Baseball New Zealand development staff for support
- Member clubs and registered members of affiliated clubs are eligible for national awards and prizes
- Member clubs can vote at the Annual General Meeting and any Special General Meeting
- Member clubs have access to national scoring platform
- Member clubs have access to reduced insurance premiums to cover events, liability and equipment
- Member clubs have access to a hosted website/webpage that promotes their club and contact information
- Registered members of affiliated clubs can access coach, umpire and scorers training courses
- Member clubs can display the annually awarded Baseball New Zealand “Affiliation Badge” on their website, for the purpose of being recognised as officially associated with the NSO
- Registered members of affiliated clubs are eligible for talent development programmes run by Baseball New Zealand
- Registered members of affiliated clubs can be selected in national representative teams
- Baseball New Zealand can also help member clubs in supporting KiwiBall in schools
- Baseball New Zealand undertakes general promotion of the game of baseball across the country and can work directly with member clubs on promoting particular initiatives
- Baseball New Zealand selects teams (from member clubs and registered members of affiliated clubs) to participate in international competition

**In order to be an affiliated Baseball New Zealand Member Club and gain access to the benefits noted above, a club must (on an annual basis) meet the following requirements:**

- Pay their annual Baseball New Zealand affiliation fees\* before the date specified by Baseball New Zealand
- Operate as a registered Incorporated Society
- Have submitted a signed constitution to Baseball New Zealand (that has been approved by Baseball New Zealand and registered on the Incorporated Societies website) – along with any updates as and when required
- Provide Baseball New Zealand with a signed copy of their AGM minutes
- Provide Baseball New Zealand with a signed copy of their approved annual financial statements
- Register all players, coaches, managers, scorers and umpires on the Baseball New Zealand chosen registration platform

Should any of the affiliation requirements noted above go unmet for a period of 30 days or more, all affiliation/member benefits will be suspended, subject to separate negotiation with Baseball New Zealand and any formal waivers. Clubs should also keep in mind that by not meeting the noted affiliation requirements, may result in an Affiliated Baseball Club's insurance cover under Baseball NZ's Club wide cover being adversely affected.

***\*Affiliation Fees***

An affiliation (fee) is traditionally the cost to belong to an umbrella organisation.

In a sporting context, an affiliation fee is often an investment in the future of the NSO overseeing the broader operations of the sport, across New Zealand and internationally. Affiliation fees are set by the NSO on an annual basis and reflect the costs associated with the provision of the benefits outlined above. Affiliation fees will be set ahead of, and advised at, the Baseball New Zealand AGM each year.

*N.B. Clubs within established regions may also be required to affiliate to their local regional body as well as Baseball New Zealand (as the NSO). Clubs should contact their associated regional body for information.*

## Procedure

Baseball New Zealand Affiliation is awarded on an annual basis. Upon providing evidence of the above noted affiliation criteria, a club will be issued with an annual affiliation letter (acknowledged and returned to Baseball New Zealand), acknowledging and subject to the ongoing compliance of the following:

- The Club abiding by the Constitution, by-laws, regulations and resolutions of Baseball NZ; including, in particular the requirements for Baseball Clubs set out at Schedule 2 of the Baseball NZ Constitution
- The Club abiding by the requirements of its own constitution
- The Club working constructively with Baseball NZ at all times and provide any information Baseball New Zealand requests in connection with its on-going affiliation to Baseball NZ
- The Club rectifying any matters of non-compliance in a timely manner The Club consents to a review or audit of its financial information if requested by Baseball NZ (at Baseball NZ's cost; with the Club providing all necessary assistance)
- The Club electing a committee to manage the affairs of the Club (with the Committee holding regular meetings and taking minutes of such meetings)
- The Club complying with applicable New Zealand law; in particular, the Privacy Act 2020 and the Health and Safety at Work Act 2015

## Baseball New Zealand Constitution: Extension of Schedule 2 (Clause 3a)

Section 2, Clause 3a of the Baseball New Zealand Constitution states that affiliated clubs must:

*Administer, promote and develop baseball in accordance with the Objects of Baseball New Zealand and the Objects of any Regional Baseball Association in which the club is situated*

Outlined in the table below are the **minimum** requirements Baseball New Zealand expects from an affiliated Baseball Club, so as to be in compliance with Clause 3a. Many of these requirements reconfirm and further expand upon the expectations noted above.

<p style="text-align: center;"><b>General Compliance</b></p> <ul style="list-style-type: none"> <li>• Adherence to the Club Constitution</li> <li>• Adherence to the Baseball New Zealand Constitution</li> <li>• Adherence to any relevant Baseball New Zealand Policies</li> <li>• A current list of members must be maintained</li> <li>• Club bank accounts are regularly maintained meaning: <ul style="list-style-type: none"> <li>○ two authorised signatures are required to approve payments</li> <li>○ only currently authorised members can operate the account</li> </ul> </li> <li>• The financial records of the Club are maintained using accounting software</li> </ul>
<p style="text-align: center;"><b>Club Management Meeting</b></p> <ul style="list-style-type: none"> <li>• Conducted in accordance with the Club constitution</li> <li>• Meeting regularly, but not less than 8 times per year</li> <li>• Notice of meeting is published on club social media and websites</li> <li>• Meeting minutes must be maintained</li> <li>• Meeting agenda must include: <ul style="list-style-type: none"> <li>○ Approval of minutes</li> <li>○ H&amp;S and member welfare</li> <li>○ Current Financial information, principally being <ul style="list-style-type: none"> <li>▪ A statement of financial position</li> <li>▪ A statement of financial performance</li> <li>▪ A detailed report of bank transactions since the previous meeting</li> </ul> </li> </ul> </li> </ul>
<p style="text-align: center;"><b>Annual General Meeting</b></p> <ul style="list-style-type: none"> <li>• Conducted in accordance with Club constitution</li> <li>• Notice of meeting is published on club social media and websites</li> <li>• Meeting minutes must be maintained</li> <li>• Meeting agenda must include: <ul style="list-style-type: none"> <li>○ A Written report of the Executive Committee</li> <li>○ Annual Financial Statements, principally being: <ul style="list-style-type: none"> <li>▪ A statement of financial position</li> <li>▪ A statement of financial performance</li> <li>▪ A statement of accounting policies</li> <li>▪ Notes to the financial statements</li> <li>▪ A summary of assets</li> <li>▪ Annual Financial Statements, prepared with the assistance of a chartered accountant</li> </ul> </li> </ul> </li> </ul>