

## **TERMS OF REFERENCE - WYCNA SUB-COMMITTEE (LEAGUE)**

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1. The Sub-Committee will be known as the League Committee.
2. The League Committee will be responsible for the management and administration of the WYCNA League which will include:
  - 2.1. League entries;
  - 2.2. Organisation of fixtures and venues;
  - 2.3. Publication of the League Handbook;
  - 2.4. Collating and publishing results;
  - 2.5. Dealing with correspondence relating to the League;
  - 2.6. Dealing with league complaints and grievances:
    - 2.6.1. Any complaint or grievance is to be dealt with by the appointed officer(s) or Committee, as deemed appropriate for a decision;
    - 2.6.2. Following any appeal against a decision referred to under 2.6.1, the League Committee will pass the appeal to the Investigation Committee to investigate and make recommendations back to the League Committee who will either confirm or rescind their original decision.
    - 2.6.3. Any further appeal will be passed to the County Appeals Committee for a final decision to be made.
3. The League Committee will consist of a Chairman, Vice-Chairman, League Secretary, Minutes Secretary, Treasurer, Fixtures Secretary, Results Secretaries and one Ordinary Member plus a representative from the County Committee. ***N.B. The League Committee shall have the right to co-opt additional members as necessary.***
  - 3.1. The Committee members shall carry out their roles as stipulated in the League Handbook.
4. The League Committee shall meet as and when required and copies of all meeting minutes must be sent to the County Chairman and the County Secretary.
5. The voting procedure will be as follows:
  - 5.1. A simple majority vote is required to pass any motion;
  - 5.2. With the exception of the Chairman each member is entitled to one vote;
  - 5.3. The Chairman shall have only one vote which may only be used in the event of an equality of votes.
6. The League Committee will liaise with the WYCNA County Committee as specified in the role descriptions.
7. The League Committee will liaise with the appropriate County Officers with regard to umpiring and coaching requirements, e.g. courses, tests.
8. The League Committee will be responsible for the organisation of the League AGM:
  - 8.1. The League Chairman will preside;
  - 8.2. All teams in the membership of the League are entitled to one vote;
  - 8.3. The Chairman shall have only one vote, which may only be used in the event of an equality of votes.
9. Any matter not covered by the above should be referred to the County Committee.
10. In the event of the dissolution of the League Committee, any assets remaining after discharging all debts and liabilities shall be absorbed by the County Committee.