



Preston Pirates Baseball Club Inc

ABN 33 748 326 714

FINANCE, COMMERCIAL & RISK COMMITTEE

TERMS OF REFERENCE

1. Purpose

The Finance, Commercial & Risk Committee (“the Committee”) is established by the Board of Preston Pirates Baseball Club (“the Club”) to assist the Board in fulfilling its governance responsibilities relating to:

- Financial oversight and reporting
- Budgeting and financial sustainability
- Commercial activities and revenue generation
- Risk management and compliance
- Governance and internal controls
- Oversight of the Ganbu Djila Sports Park Lease Agreement
- Oversight of major events and championships hosted or co-hosted by the Club
- Review of grant funding proposals and applications
- Oversight of coaching agreements and associated financial commitments

The Committee acts in an advisory capacity to the Board and does not replace the responsibilities of the full Board.

2. Objectives

The objectives of the Committee are to:

- Support the long-term financial sustainability and growth of the Club
- Ensure responsible financial management and strong governance practices
- Provide oversight of commercial operations and strategic partnerships
- Monitor and manage key strategic, operational and financial risks
- Oversee obligations and opportunities arising from the Ganbu Djila Sports Park Lease Agreement

- Support successful planning, delivery and financial oversight of major events hosted or co-hosted by the Club
- Support the identification and pursuit of grant funding opportunities
- Ensure appropriate governance and oversight of coaching agreements and commitments
- Promote accountability, transparency and compliance across Club operations

3. Authority

The Committee is authorised by the Board to:

- Review financial, commercial and operational information
- Seek any information required from Club officers, members, volunteers or contractors
- Make recommendations to the Board
- Establish working groups where required
- Obtain external professional advice, subject to Board approval where costs are involved

The Committee does not have delegated authority to make decisions binding on the Club unless specifically authorised by the Board.

4. Responsibilities

4.1 Financial Oversight

The Committee will:

- Review annual budgets prior to Board approval
- Monitor financial performance against budget
- Review monthly and quarterly financial reports
- Monitor cash flow, reserves and liquidity
- Review banking arrangements and financial controls
- Review capital expenditure proposals
- Assist with preparation of annual financial statements
- Oversee audit or independent financial review processes where applicable
- Monitor financial sustainability of Club operations and strategic initiatives

4.2 Commercial Activities

The Committee will:

- Review sponsorship, partnership and funding opportunities
- Support revenue generation initiatives

- Monitor commercial agreements and obligations
- Provide oversight of canteen, merchandise, events and fundraising operations
- Review major procurement and supplier arrangements
- Identify strategic commercial growth opportunities
- Review commercial opportunities linked to facility usage and event hosting

4.3 Ganbu Djila Sports Park Lease Oversight

The Committee will:

- Monitor the Club's obligations under the Ganbu Djila Sports Park Lease Agreement
- Review compliance with lease conditions and reporting obligations
- Monitor financial commitments associated with the lease
- Review facility maintenance, capital works and asset management planning
- Support long-term facility sustainability and development opportunities
- Monitor risks associated with venue operations and occupancy
- Make recommendations to the Board regarding lease strategy and negotiations where required

4.4 Major Events & Championships Oversight

The Committee will:

- Provide financial and risk oversight of major events hosted or co-hosted by the Club
- Review event budgets, funding agreements and commercial opportunities
- Monitor event-related financial performance and reporting
- Oversee risk management planning for major events
- Support governance and compliance obligations associated with events
- Monitor contractual obligations with governing bodies, partners and suppliers
- Assist the Board in ensuring successful delivery of events including, but not limited to:
 - Australian Youth Championships
 - Baseball Victoria events
 - National and State Championships
 - Community and development tournaments

4.5 Grant Funding & Proposals

The Committee will:

- Review strategic grant funding opportunities
- Provide oversight of major grant applications and funding proposals
- Monitor grant budgets and financial compliance requirements
- Review risks and obligations associated with grant funding agreements
- Support governance and reporting requirements associated with funded projects
- Make recommendations to the Board regarding significant grant submissions and acquittals

4.6 Coaching Agreements

The Committee will:

- Review financial and commercial aspects of coaching agreements
- Monitor coaching remuneration and contractual commitments
- Review risks associated with coaching appointments and agreements
- Support development of consistent governance and contractual standards for coaching arrangements
- Make recommendations to the Board regarding significant coaching appointments and agreements where required

4.7 Risk Management

The Committee will:

- Oversee the Club's risk management framework
- Review operational, financial and strategic risks
- Monitor compliance obligations
- Review insurance coverage and claims management
- Monitor child safety, workplace safety and integrity risks
- Review cybersecurity and data management risks where applicable
- Ensure risk mitigation strategies are implemented and monitored
- Monitor risks associated with facilities, events, volunteers and contractors

4.8 Governance & Compliance

The Committee will:

- Support sound governance practices
- Monitor compliance with Club policies, lease obligations and relevant legislation
- Review financial and governance policies periodically
- Support Board education and governance capability where appropriate
- Ensure appropriate record keeping and reporting standards are maintained

5. Membership

The Committee shall consist of:

- Treasurer
- President
- At least one other member Board Director
- Assistant Treasurer
- Additional members with relevant financial, commercial, legal, facility management, governance or risk expertise may be appointed by the Board

The Board shall appoint:

- A Committee Chair
- Committee members

6. Chair Responsibilities

The Committee Chair will:

- Lead Committee meetings
- Approve agendas
- Ensure effective discussion and participation
- Report Committee recommendations to the Board
- Ensure actions are followed up appropriately

7. Meetings

- The Committee will meet at least four times per year
- Additional meetings may be convened as required
- A quorum shall be a majority of appointed members
- Meetings may occur in person or electronically

- Minutes shall be recorded and provided to the Board

8. Reporting

The Committee will provide:

- Meeting minutes to the Board
- Recommendations requiring Board approval
- Regular updates on key financial, commercial, lease and risk matters
- Updates regarding major events and championships
- Updates regarding grant applications and coaching agreements
- An annual summary of Committee activities

9. Confidentiality & Conflicts of Interest

Committee members must:

- Maintain confidentiality of all Committee discussions and documents
- Declare any actual, potential or perceived conflicts of interest
- Act in the best interests of the Club at all times

10. Review of Terms of Reference

These Terms of Reference shall be reviewed:

- Annually by the Committee; and
- Approved by the Board following any amendments

11. Adoption

These Terms of Reference were approved by the Board of Preston Pirates Baseball Club on 22 May 2026 to then be reviewed on an annual basis.