

Kwinana Blue Jays Baseball Club

Roles and Responsibilities

President;

- Chairperson of Committee Meetings and AGM
- Set agenda items for monthly committee meetings
- Club representative for official functions related to Associations
- Manage grievances and complaints from members, other clubs or the general public
- Signatory for cheques and approval for monies/transfers
- Understand the clubs constitution and implement at all times
- Liaison with applicable stakeholders (BWA, Council etc)
- Assist with all other club roles as required/requested

Vice President - Seniors;

- Completes the role of president in the event of withdraw, leave or unavailable
- Management of the seniors competitions within the club (in consultation with Head Trainer and assigned coaches for each grades)
- Liaise with BWA regards competitions management (fixturing, complaints and/or queries)
- Understand and implement BWA competition regulations, constitution and by-laws
- Liaise with fundraising, canteen/bar, property and equipment with regards to additional duties (as required)

Secretary;

- Public Officer ensures all documentation related to the club that is required by the Office of Fair Trading is in order
- Takes minutes at monthly committee meetings
- Manages all correspondence
- Arranges for all bookings with relation to KBJBC for fundraising, games and events

Treasurer;

- Keep financial records of the club in order
- Prepare financial reports for monthly committee meetings
- Collect and reconcile all receipts
- Manage Registration monies and arranges payment plans if required

Registrar;

- Manage and assist all players to register with BWA approved Registration Portal
- Maintain all relevant documents for registered players
- Collect and reconcile all receipts
- Arrange registration days, including local advertising (in consultation with Media)

Media and Advertising Coordinator;

- Maintain KBJBC Website
- Produce flyers as required throughout season including local newspapers
- Promote club activities on various social media platforms
- Write any articles for publications throughout season to promote club
- Liaise with events coordinator, sponsorship and grants coordinators and Vice President/s for information required to be communicated to the wider public

Sponsorship and Grants Coordinator;

- Actively source sponsorships in line with KBJBC sponsorship package
- Actively seek grants in the area in which the club can apply and complete all required information for submission
- Organise any signage, advertising (in consultation with media) regards sponsors
- Advise committee of all sponsors approached, received and grants applied for

Events Coordinator;

- Organise and work with all KBJBC members and families to host 3 fundraising events
- Arrange additional social functions throughout the season
- Coordinate with Executive Committee on end of year events
- Liaise with treasurer with regards to all payments and monies received and required

Canteen and Bar Manager;

- Order items for match day on weekly basis (or as required)
- Undertake weekly stocktake (Sunday afternoon)
- Stock canteen and bar prior to game day
- Provide all monies from canteen to Treasurer (and receipts)
- Undertake an end of season stocktake
- Liaise with and coordinate canteen helpers
- Prepare team roster for canteen duty in consultation with Vice President/s
- Hold appropriate RSA (responsible service of alcohol)
- Ensure license requirements are in place, implemented and adhered to at all times

Merchandise Coordinator (Executive Committee Managing);

- Source playing shirts for all grades
- Liaise with suppliers to order and receive club apparel and merchandise
- Liaise with sponsorship and grants coordinator to order apparel for team sponsorship (in consultation with President)
- Organise sale of club apparel (through a documented/managed process)
- Liaise with treasurer with regards to all payments and monies received and required
- Liaise with treasurer regarding suppliers (setting up of credit etc as required)
- Take stock of club apparel annually

Property and Equipment Manager;

- Source equipment required for game days in consultation with Vice President/s
- Complete stocktake at season ends
- Maintain an equipment register for all property and equipment belonging to KBJBC
- Organise quotes for new/replacement equipment for proposal to committee
- Liaise with treasurer regards new supplies, payments, invoices and receipt of equipment and property
- Set-up gear bags for all teams at start of season and arrange for sign out of all gear with gear list

Head of Training and Development Coordinator;

- Be actively involved in the club
- Have knowledge of current coaching and training methodologies
- Pick coaches for all grades in consultation with Vice President/s
- Monitor, mentor and train club coaches as required to develop skills
- Liaise with BWA regards upcoming training dates and communicate to Vice President/s

Head Umpire;

- Hold current BWA umpire accreditation
- Liaise with Vice President/s regarding umpiring duties for game days and in consultation arrange for all grades
- Liaise with BWA/LLWA regards upcoming training dates and communicate to Vice President/s
- Monitor umpiring schedule from associations and communicate accordingly
- Conduct in-house training for members as required
- Monitor, mentor and train club members/umpires as required

Head Scorer;

- Organise all scoring equipment prior to commencement of season for scorers association (iPad, score book, line up book)
- Monitor, mentor and train club members/scorers as required
- Give updated stats spreadsheet to applicable coaches prior to next game (unless agreed with coach)