

## 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
- Attracts sponsorship
- Signatory for cheques and approval for monies/transfers
- Understand the club's 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 withdrawal, leave or unavailable
- Management of the seniors competitions within the club (in consultation with Head umpire, Head coach and assigned coaches for each grade)
- 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)

#### Vice President - Juniors;

- Management of the juniors competitions within the club (in consultation with Head umpire, Head coach and assigned coaches for each grade)
- Liaise with LLWA regards competitions management (fixturing, complaints and/or queries)
- Understand and implement LLWA competition regulations, constitution and by-laws
- Liaise with fundraising, canteen, property and equipment with regards to additional duties (as required)
- Be apart of the charter committee (Southern Titans)

#### 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;

- Keeps financial records of club in order
- Prepares monthly financial report for committee
- Ensures all signatories are current
- Oversees the functioning of the canteen and bar liaises with the canteen/bar manager
- Collects and reconciles all registration monies
- Signatory for cheques

#### Registrar;

- Register all players in accordance with the relevant Association procedures (BWA and LLWA)
- Maintain all relevant documentation for registered members
- Arrange registration days including local advertising (in consultation with media and advertising coordinator)
- Provide updated lists of players to code secretaries and all coaches and managers

### Additional Roles

#### Fundraising and Events Coordinator;

- Organise 3 events per season (start, middle and end of season)
- Arrange additional social functions throughout season
- Coordinate presentation day for both codes in consultation with Vice President/s
- Organise 2 x fundraising events throughout the year (minimum)
- Liaise with treasurer regards expenditure and monies ensuring all receipts are handed in for reconciliation
- Liaise with Media and Advertising coordinator regards notification of events and fundraising dates
- Supply all ideas to committee prior to organising event/fundraising

<p>Media and Advertising Coordinator;</p> <ul style="list-style-type: none"> <li>- Maintain KBJBC Website</li> <li>- Produce flyers as required throughout season including local newspapers</li> <li>- Promote club activities on various social media platforms</li> <li>- Write any articles for publications throughout season to promote club</li> <li>- Liaise with Fundraising and events coordinator, sponsorship and grants coordinators and Vice President/s for information required to be communicated to the wider public</li> </ul>
<p>Sponsorship and Grants Coordinator;</p> <ul style="list-style-type: none"> <li>- Actively source sponsorships in line with KBJBC sponsorship package</li> <li>- Actively seek grants in the area in which the club can apply and complete all required information for submission</li> <li>- Organise any signage, advertising (in consultation with media) regards sponsors</li> <li>- Advise committee of all sponsors approached, received and grants applied for</li> </ul>
<p>Canteen and Bar Manager;</p> <ul style="list-style-type: none"> <li>- Order items for match day on weekly basis (or as required)</li> <li>- Undertake weekly stocktake (Sunday afternoon)</li> <li>- Stock canteen and bar prior to game day</li> <li>- Provide all monies from canteen to Treasurer (and receipts)</li> <li>- Undertake an end of season stocktake</li> <li>- Liaise with and coordinate canteen helpers</li> <li>- Prepare team roster for canteen duty in consultation with Vice President/s</li> </ul>
<p>Merchandise Coordinator;</p> <ul style="list-style-type: none"> <li>- Source playing shirts for all grades</li> <li>- Liaise with suppliers to order and receive club apparel and merchandise</li> <li>- Liaise with sponsorship and grants coordinator to order apparel for team sponsorship (in consultation with President)</li> <li>- Organise sale of club apparel (through a documented/managed process)</li> <li>- Liaise with treasurer with regards to all payments and monies received and required</li> <li>- Liaise with treasurer regarding suppliers (setting up of credit etc as required)</li> <li>- Take stock of club apparel annually</li> </ul>
<p>Property and Equipment Manager;</p> <ul style="list-style-type: none"> <li>- Source equipment required for game days in consultation with Vice President/s</li> <li>- Complete stocktake at season ends</li> <li>- Maintain an equipment register for all property and equipment belonging to KBJBC</li> <li>- Organise quotes for new/replacement equipment for proposal to committee</li> <li>- Liaise with treasurer regards new supplies, payments, invoices and receipt of equipment and property</li> <li>- Set-up gear bags for all teams at start of season and arrange for sign out of all gear with gear list</li> </ul>
<p>Head Coach and Development Coordinator;</p> <ul style="list-style-type: none"> <li>- Must hold BWA coaching accreditation</li> <li>- Be actively involved in the club</li> <li>- Have knowledge of current coaching and training methodologies</li> <li>- Pick coaches for all grades in consultation with Vice President/s</li> <li>- Monitor, mentor and train club coaches as required to develop skills</li> <li>- Liaise with BWA/LLWA regards upcoming training dates and communicate to Vice President/s</li> </ul>
<p>Head Umpire;</p> <ul style="list-style-type: none"> <li>- Hold current BWA umpire accreditation</li> <li>- Liaise with Vice President/s regarding umpiring duties for game days and in consultation arrange for all grades</li> <li>- Liaise with BWA/LLWA regards upcoming training dates and communicate to Vice President/s</li> <li>- Monitor umpiring schedule from associations and communicate accordingly</li> <li>- Conduct in-house training for members as required</li> <li>- Monitor, mentor and train club members/umpires as required</li> </ul>
<p>Head Scorer;</p> <ul style="list-style-type: none"> <li>- Hold current accreditation from scorers association WA</li> <li>- Organise all scoring equipment prior to commencement of season for scorers association (score book, line up book)</li> </ul>

- Monitor, mentor and train club members/scorers as required
- Input score results and stats into the relevant platforms
- Give updated stats spreadsheet to applicable coaches prior to next game (unless agreed with coach)