

ESSENDON BASEBALL CLUB INCORPORATED

By Law No. 2

Committee positions and job descriptions

To be read in conjunction with the Club's Rules

1. Position: President
Reports to: Executive Committee

Special skills required:

Good working knowledge of the club policies/philosophy
Understanding Baseball Operations
Ability to delegate
Experience in a leadership role
Good listener
Developed decision making skills
Ability to negotiate successfully between members
Experience with planning operations

Duties:

Ability to manage people and chair meetings
Facilitate planning
Provide guidance and leadership
Chair and manage meetings
Manage and control Annual General Meeting
Monitor budgeting
Represent the club in public
Development and implementation of Essendon Baseball Club business plan (annually)

2. Position: Vice President – as required
These duties should be attached to another committee position (eg Baseball Operations Manager)
Reports to: Executive Committee

Special skills required:

Good Working Knowledge of the club policies/philosophy etc.
Understanding of Baseball Operations
Ability to delegate
Experience in a leadership role
Good listener
Developed decision making skills
Ability to negotiate successfully between members
Experience with planning operations
Ability to manage people and chair meetings

Duties:

Perform President's duties when President is unable to or requires support
Assist in planning
Provide guidance and leadership

Chair and manage meetings when President is unavailable
Represent the club in public

3. Position Title: Secretary
Reports to: Executive Committee

Special skills required:

Good Working Knowledge of the club policies/philosophy.
Understanding of Baseball Operations
Developed communication skills
Ability to delegate tasks
Organisational skills
Ability to liaise with external parties
Report writing and minute taking skills
An understanding of all Baseball Victoria and Essendon Baseball Club policies and
Good Communication and reporting skills
Advocacy abilities
Knowledge of Baseball Victoria and Melbourne Winter Baseball League rules and club policies
Ability to be calm and level headed procedures

Duties

Convene Committee meetings and advise all potential attendees via an Agenda.
Record minutes of meetings.
Liaise with the League on all administrative matters and complete all required Paperwork and documentation.
Liaise with the Moonee Valley City Council and other community organisations
Liaise with and communicate all relevant information to members of Executive Committee, Management Committee, Club Coach Co-Ordinator's and Team Managers.
Ensure compliance with Associations Incorporation Act (2012) and the Associations Incorporation Reform Regulations (2023).
Handle club correspondence and emails.
Sit on policy review subcommittee.
Regularly clear the Essendon Baseball Club Post Box
Working knowledge of Baseball Victoria By-Laws
Attend Baseball Victoria and Melbourne Winter Baseball League meetings
Represent club's views to Baseball Victoria and Melbourne Winter Baseball League
Record and accurately report upon league meetings
Ensure the club is fully informed on league rules/policies and activities
Sit on league sub committees where appropriate
Assist the league in handling minor issues or disputes between clubs by contacting the Director of the other club to clarify what has happened and come to an agreement about how to approach or handle the problem.
Manage any tribunal related matters

4. Position title: Baseball Operations Manager
Reports to: Executive Committee

Skills required

Good Working Knowledge of the club policies/philosophy.
Understanding of Baseball Operations
Developed communication skills
Ability to delegate tasks
Organisational skills

Ability to liaise with external parties

Duties

Manage – Baseball Programs (Juniors, Women's, Seniors & Masters)

Co-ordinate Volunteers, Umpires, Scorers, EO's etc.

Drive and challenge related Sub-Committee's

Drive training and development innovation

Create systems for coaches, assistants etc.

Ensure all coaches are accredited or working towards accreditation

Ensure all volunteers have Working with Children Cards

Seek out development opportunities for Players and Coaches

Manage Umpire rosters

5. Position Title: Facility Manager
Reports To: Executive Committee

Special Skills Required:

Good Working Knowledge of the club policies/philosophy.

Understanding of Baseball Operations

Developed communication skills

Ability to delegate tasks

Organisational skills

Ability to liaise with internal and external parties

Understanding of Council requirements

Duties

Lead teams relating to:

Grounds

Equipment

Facilities

Canteen

Identify and develop volunteers

Manage sub-committees and relevant managers

Ensure Essendon Baseball Club facilities remain league leading and the envy of grass roots sporting clubs in Australia

6. Position Title Treasurer
Reports to Executive Committee

Special skills Required:

Good working knowledge of the club policies/philosophy.

Certified Accounting or qualified financial person

Developed communication skills

Strong management & leadership experience

Ability to delegate tasks

Organisational skills

Ability to liaise with internal and external parties

Good bookkeeping skills

Duties

Co-ordinate and present budgets

Track Income & Costs versus budget

Manage functions of Social Committee, Social Media, Advertising, Uniforms and sponsorship

7. Position Title: Finance Manager

Reports to: Treasurer

Special skills required

Financial background and awareness of accounting procedures

Understanding of GST and related practices

Honesty

Ability to keep accurate records

Attention to detail

Ability to work in a logical manner

Duties

Maintain up to date records of all income and expenditure and prepare monthly income and expenditure reports and monthly bank reconciliations to be presented to committee meetings

Ensure all money received is recorded, banked promptly and receipts issued where required

Prepare and distribute invoices for services rendered

Maintain the clubs cash flow and level of petty cash

Manage payments of invoices and monies owed and ensure suppliers issue valid invoices

Prepare all necessary financial statements for the annual report

Invest surplus funds in an appropriate manner

Ensure compliance with the Essendon Baseball Club Purchasing procedure

8. Position Title Director of Coaching (paid position)
Reports to: Baseball Operations Manager

Special skills required

Good Working Knowledge of the club policies/philosophy etc.

Sound understanding of baseball in general

Level 3 accreditation

Experience coaching in Baseball

Good communication skills

Good organisational skills

Working knowledge of Baseball Victoria By-Laws

Duties

Develop and implement skills development programs and strategies including liaison with all coaching staff

Develop and implement strategies to recruit new players to the club

Liaise with coaches and the Junior coordinator and the Senior/Women's Rep to provide a bridge between them and the management committee including attendance at monthly coaches' meetings and other relevant sub committees.

Develop and maintain good working relationships with all clubs, and BV Operations Team.

Ensure coaches are provided with effective and adequate resources

Ensure coaches adhere to the policies and philosophy of the club and develop and implement a procedure whereby grievances of and about coaches can be heard and acted upon if necessary

Ensure all coaches are accredited (in liaison with the Junior Co-Ordinator and Women's Representative)

Organise training schedules for all teams in conjunction with coaches

Note:

Director of Coaching will organise training schedules for all teams in conjunction with coaches, be the resource person on all technical matters relating to coaching and to not coach a team.

Success is not to be measured solely on the performance of one team

9. Position title Junior Co-Ordinator

Reports to Baseball Operations Manager

Special skills required

Good Working Knowledge of the Baseball Victoria and Essendon Baseball Club policies/philosophy etc.

Sound understanding of Baseball matters

Extensive coaching experience and qualifications (Level 2 accreditation where possible)

Duties

Set agenda for (in conjunction with the Baseball Operations Manager) and chair monthly junior program meetings

Provide advice, coaching strategies, resources and mentorship to all junior coaches

Ensure all junior coaches achieve necessary accreditation (minimum level 1 coaching) and assist them to do so

Assist at junior training where possible

Manage Parents, complaints, and injury insurance claims

Assist in identifying Volunteers and Development Opportunities

10. Position title Junior Secretary
Reports to: Junior Co-Ordinator

Special skills required

Good Working Knowledge of the Baseball Victoria and Essendon Baseball Club policies and philosophy etc.

Sound understanding of baseball matters

Extensive coaching experience and qualifications (Level 2 accreditation where possible)

Good communication skills

Duties

Convene Junior Committee meetings and advise all potential attendees via an Agenda.

Record minutes of meetings.

Liaise with the Committee on all administrative matters and complete all required paperwork and documentation

Communicate all relevant information to junior members via Co-Ordinator's and Team Managers.

Liaise with and communicate all relevant information to club coach, coordinators and team managers.

Working knowledge of Baseball Victoria By-Laws

11. Position title Senior Men's Program Representative
Reports to: Baseball Operations Manager

Special skills required

Good Working Knowledge of the Baseball Victoria and Essendon Baseball Club policies/philosophy etc.

Sound understanding of Baseball matters

Extensive coaching experience and qualifications (Level 2 accreditation where possible)

Good communication skills

Duties

Be the interface between the Senior Program and key stakeholders

Represent the program to internal and external parties

Assist Club Coach in implementing best practice initiatives and development concepts

12. Position Title Women's Program Representative
Reports to: Baseball Operations Manager

Special skills required

Good Working Knowledge of the Baseball Victoria and Essendon Baseball Club policies/philosophy etc.

Sound understanding of Baseball matters

Extensive coaching experience and qualifications (Level 2 accreditation where possible)

Good communication skills

Duties

Be the interface between the Senior Program and key stakeholders

Represent the program to internal and external parties

Assist Club Coach in implementing best practice initiatives and development concepts

13. Position Title Registrar
Reports to Secretary

Special skills required

Good organizational skills

Developed communication skills

Good Working of the club and league registration rules

Duties

Develop and maintain an accurate database of all players and members

Regularly provide an updated version of this database to the club secretary and Communications Manager

Ensure that all players are registered and have paid their membership prior to playing for the Essendon Baseball Club.

Process all membership and player registration transactions

Maintain all registration paperwork as required by the league and provide this to the league as and when required

Become the first contact for all players regarding enquiries about their registration

Always encourage new members and players to join the club

Liaise with Secretary and the Baseball Victoria Contact regarding and Baseball Victoria related matters (eg. Clearances)

14. Position Title Communications Manager
Reports to: Finance Manager

Specialist skills required

Highly organized

Good report writing and presentation skills

Sound knowledge of publishing software

Good time management skills

Enthusiastic

Creative

Sound Computer Skills

Sound knowledge of publishing software

Duties

Produce and edit clubs weekly 'TBA' publication

Manage Social Media Platforms and website

Look for and evaluate Marketing/Advertising opportunities in liaison with Sponsorship Mgr.
Prepare and present proposals around advertising, marketing and Socials in liaison with Sponsorship Mgr.
Liaise with team managers to ensure match reports are received in time each week
Maintain and keep up the Essendon Baseball Club website/Facebook up to date
Explore other social media platforms that may assist in communications and promoting Essendon Baseball Club

15. Position title Sponsorship and Grants Manager
Reports to Treasurer

Special skills required

Well Organised
Innovative
Creative
Well-developed
Enthusiastic
Good communication skills

Duties

Review, develop and implement a sponsorship plan for the club on an annual basis
Attract and secure sponsorship
Work with Communications Manager to make sure correct sponsors details appear in club publications
Work with Communications Manager to identify and promote advertising opportunities on/in club media assets
Provide treasurer with details of sponsorship so invoices can be raised and follow up outstanding payments
Organise sponsorship recognition
Assist committee with marketing and new business ideas
Maintain regular communications with key sponsors to build perceived value of sponsorship packages
Coordination of Family Night event including sourcing of raffle items
Source and provide to Team Managers vouchers / player recognition awards
Manage all club merchandising activities
Submit reports to the management committee on sponsor functions that have taken place
Lead team (eg. Treasurer (or nominee) Senior Rep, Women's Rep and Junior Co-Ordinator) in relation to seeking out and applying for Grants and Funding for all departments within the club

16. Position title Social Manager
Reports to: Treasurer

Special skills required

Well organized
Developed communication skills
High ability to liaise with external parties
Energetic, enthusiastic and creative

Duties

Develop and submit proposals of social events and functions to the management committee for approval
Co-ordinate and conduct (with a support team) social events for club members and their parents (a social subcommittee should be formed where possible)
Liaise closely with people from within the club and external organizations to ensure the smooth

running of social functions.

Liaise with the EBC, wider community and CL40 to ascertain the club's social requirements.

Submit reports to the management committee on functions that have taken place

17. Position: Safety, Wellbeing and Integrity Manager
Reports to: Secretary

Special skills required

An understanding of all Baseball Victoria, Melbourne Winter Baseball League and Essendon Baseball Club policies and procedures

An understanding of risks associated with junior sport and the running of voluntary incorporated associations

Effective communication/leadership skills

Motivated

Flexible

Common Sense

Duties

Raise awareness of issues associated with risk within the club

Develop a risk management plan

Develop policies and procedures that will address risk issues

Ensure club insurance policies are in place and understood by Committee members

Promote player insurance cover to players and parents

Keep an up-to-date record of any risk management issues and incident reports

18. Position Title Clubhouse Manager
Reports to Facility Manager

Special skills required

Well organised

Innovative

Good communication skills

Duties

Ensure all buildings and facilities are clean and in good condition

Maintain inventory and order supplies

Report any maintenance issues to Facility Manager

Keep an up-to-date record of incident reports within the clubrooms

19. Position title: Equipment Manager
Reports to Facility Manager

Special skills required

Effective organisational and time management skills

Good knowledge of all club/baseball equipment

Good knowledge of all club procedures

Duties

Ensure all club property is safe and secure

Ensure team managers kit is fully stocked at start of season

Ensure all teams are provided with match balls.

Ensure each team is allocated a game/training kit as required

Ensure each team is allocated a first kit as required

Ensure each team is allocated adequate training equipment

Arrange for the purchase of any other equipment required as required

Co-ordinate equipment maintenance and repair
Manage Supplier relationships

20. Position title Grounds Manager
Reports to Facilities Manager

Special skills required
Effective organizational and time management skills
Good knowledge of grounds and buildings
Ability to supervise others
Working knowledge of all ground marking and maintenance equipment

Duties

Liaise with team managers to ensure a roster of weekly helpers is organized
Ensure grounds are marked in accordance with league requirements
Supervise weekly volunteers to ensure grounds and surrounds are clear of any rubbish or graffiti
Ensure match day checklist is completed and any issues are addressed.
Ensure scoreboard is displayed and in working order
Ensure the clubrooms and spectator areas are cleaned and clear of any clothing after each week's play
Responsible for the co-ordination of maintenance and repair:
 Dug-outs
 Hitting Facility
 Diamonds
 Sheds
Overseer of the facility lock-up procedure

21. Position title Canteen Manager
Reports to Facility

Special skills required
Qualified in food safety and food safety supervisor
Well organised
Energetic
Enthusiastic
Responsible and trustworthy
Hold a current RSA Certificate

Duties

Ensure the canteen operates in a safe and hygienic environment and meets council/health department requirements.
Arrange orders by prior agreement with the management committee (according to sponsorship arrangements), safe storage and display of stock.
Ensure cash float is sufficient to commence the operations of the canteen at the start of each day's operation
Provide treasurer with the days takings and provide a summary of such takings including all receipts etc for any cash outlays
Provide the treasurer with any invoices which need to be paid in a timely manner
Ensure all canteen helpers abide by food handling requirements and
Co-ordinate shopping list and purchasing of weekly stock
Co-ordinate volunteers
Overseer of the pavilion lock-up procedure

22. Position title Team coach

Reports to Club Coach

Criteria

Baseball experience

Level 2 Accreditation or working towards obtaining accreditation

WWCC

Duties

Provide the link between the players and the management committee and

Ensure all players have a great experience

Represent the club in public

Provide leadership and guidance to the players of all ages

23. Position title Assistant Team coach

Reports to Team Coach

Criteria

Baseball experience

Level 1 Accreditation or working towards obtaining accreditation

WWCC

Duties

Assist the Team Coach where required

Ensure all players have a great experience

Provide leadership and guidance to the players of all ages