



POSITIONS AVAILABLE TO INTERESTED MEMBERS

PROPOSED OPERATIONAL COMMITTEES POSITIONS

POSITIONS	TIME COMMITMENT	OPERATIONAL PERIOD	REPORTS TO	POSITION DESCRIPTION / TASKS / SKILL SET REQUIRED	REWARD
PRESIDENT				REFER TO PD ON WEBSITE	Band 2
SECRETARY				REFER TO PD ON WEBSITE	Band 2
TREASURER				REFER TO PD ON WEBSITE	Band 2
BASEBALL OPERATION MANAGER				REFER TO PD ON WEBSITE	Band 2
CLUB OPERATIONS MANAGER				REFER TO PD ON WEBSITE	Band 2
REGISTRAR	As required	All year – a heavier load is expected during sign-on and marketing period before the start of the season	TREASURER	<p>POSITION DESCRIPTION</p> <p>The role of the Club Registrar is to supervise and be responsible for the proper registration of all players within the club. This involves all elements of the registration process, including the preparation and management of sign-up days and the proper recording of individual details. The Registrar is expected to have good planning and organization skills and should be able to communicate with a wide range of people. One of the main duties of the Club Registrar involves developing and preparing team lists, which requires a sound understanding of Baseball Queensland and Brisbane South Rules and Regulations.</p> <p>TASKS</p> <ul style="list-style-type: none"> • Maintenance of the membership database and other club records pertaining to current players. • Team list management • Organisation of Sign-On Day/Shopping Centre Recruitment Days • Report to committee (via the Treasurer) required each fortnight during the season and monthly outside of this period. • Assist the Treasurer in ensuring that the correct fees are paid to the governing bodies 	Band 3

				<ul style="list-style-type: none"> • Liaise with the Treasurer to ensure the correct player and membership fees are paid. • Ensure all game cards are submitted in a timely manor <p>SKILLS</p> <ul style="list-style-type: none"> • Data base management (IMG) • Basic office software including excel and word • Must be well organised. • Have a sound understanding of the league / region / BQ rules and By Laws. • 	
GROUNDS COORDINATOR	As required	July-June	CLUB OPERATIONS MANAGER	<p>POSITION DESCRIPTION</p> <p>The head groundskeeper works with the team managers and Club Operations Manager to keep the turf on the field in optimum condition, regardless of the weather. This means applying fertilizer and pesticides as needed and within the state, local or federal guidelines and restrictions for use of these chemicals. The head groundskeeper will be required to hold any necessary permits for the application of pesticides or herbicides required by the government in the area. He or she may contract with outside sources to complete the fertilizer or chemical application or may oversee grounds workers that are employed by the facility while they complete the application.</p> <p>TASKS</p> <ul style="list-style-type: none"> • Determine the availability of fields for play in the event of bad weather • Overseeing the mowing, fertilizing, treating and maintenance of both the grass areas of the ballpark as well as the infield areas. Following all federal, state and local regulations with regards to the application of fertilizers, herbicides or pesticides. • Ensuring that the fields are cut and ready to use on game day, free from irregularities in the ground that may pose safety issues for the players. • Overseeing the game day preparations even in the less than favourable weather conditions. • Ordering supplies and equipment as necessary and within the budget restrictions or guidelines. • Training and evaluation of the grounds keeping volunteers • Using and troubleshoot problems with mowers, tractors, irrigation systems, fertilizer or chemical applicators or other equipment used in maintaining the field in the best possible condition 	Band 3

				<ul style="list-style-type: none"> • Recommending appropriate changes and overseeing the replanting or repair of the field during the off-season. • Arrange maintenance and repairs of the batting cages as required • Implement and manage a volunteer's roster for maintenance and preparation of the grounds as required. • <p>SKILLS</p> <ul style="list-style-type: none"> • Good knowledge of baseball grounds maintenance requirements. • Ability to co-ordinate volunteers to form a regular roster for maintenance and working bees. 	
CANTEEN COORDINATOR	As required	August – April and Events	Treasurer	<ul style="list-style-type: none"> • Work within the guidelines and procedures set down by the Management Committee • Provide food and drinks of a high standard for all club playing times and other times as may be deemed necessary. • Manage Canteen Supervisors and volunteers when necessary. • Maintenance of all equipment and canteen facilities. • Monthly report to committee (via treasurer) any concerns or suggestions. • Control the complete operations of the canteen including the following: <ul style="list-style-type: none"> ○ Keep accurate stock records ○ Order Food and Drink stock to suit game weekends and Tournaments. ○ Ensure that the Canteen area, freezer and fridge are cleaned and maintained to a high standard. ○ Work with the Club Operations Manager to ensure all canteen equipment is in good working order. ○ Organise Canteen Roster with the Assistance of the Canteen Supervisors, Team Managers, Volunteers made up of parents and players to ensure good service at all times. (either the Canteen Co-Ordinator or Canteen Supervisor to be in the canteen at all times.) ○ Ensure all Volunteers working in the Kitchen and serving at the canteen follow the club rules and food safety guidelines. ○ Ensure the cleanliness of the canteen. This includes but is not limited to a thorough clean before the start of the season, at the XMAS break and at the end of the season. Also at the beginning and end of tournaments. This includes oven, hot plates etc. • PURCHASING • Liaise with Treasurer as to Canteen Orders, payments etc. • Liaise with Club Operations Manager relating to Bar Orders • Look for weekly specials on ordered items to ensure we are getting the best prices possible. • Be at the grounds to take deliveries, checking to ensure that everything ordered has 	Band 3

				<p>been delivered. Pack deliveries away in fridge/freezer/storage areas. (please note that if you cannot meet deliveries, you must arrange for an alternate arrangement.</p> <ul style="list-style-type: none"> • EVENTS • Co-Ordinate “Baseball” related events. For Example – Tournaments, special training camps, arranged games (generally arranged by BQI for State Teams) 	
<p>JUNIOR CO-ORDINATOR (This position works closely with the Baseball Operations Committee member and a lot of these roles are shared)</p>	As required	July - March	Baseball Operations	<ul style="list-style-type: none"> • Assist Baseball Operations Manager with all Junior Team Issues • Assist with sign on dates, shopping centre days, school visits etc if required • Liaise with T-Ball Co-Ordinator and School Recruitment Officer and assist in any way possible. • Distribute Team Lists and ensure all personal details are correct and updated • Assist Registrar with any member detail query as they arise • Attend all monthly BSBA Meetings • Help co-ordinate the collecting of all information relating to team lists, trophy winners, one day tournaments etc.. • Help with the distribution of all email correspondence from BQI and BSBA out to coaches/managers/members • Assist in the collection of missing game cards • Be the link between Baseball Operations and Members to ensure that the flow of correspondence is smooth and easy to understand • Assist with any queries by management, members, coaches, managers, scorers and ensure all queries are answered in a satisfactory manner • CONTROL THE BLUE CARD REGISTRAR • Check Blue Cards of all volunteers. • Distribute and collect completed Blue Card applications. • Maintain Blue Card Register to ensure numbers and expiry dates are up to date on club database. • ARRANGE TEAM PHOTOS • Contact club photographer and liaise dates. • Contact coaches and produce a timetable for the photos that suits both the teams and the photographer. • Collect money from the U8s to U12s that wish to order and keep record of same. • Sort photos on Presentation Day. • ARRANGE TEAM TROPHIES • Collect up to date team lists from coaches / Registrar. • Check spelling of players names. • Select trophies within budget. • Liaise with trophy business. • Organise with Coaches award recipient’s names and awards. • Provide full detailed list to trophy business of award winners 	Band 3

				<ul style="list-style-type: none"> • Take delivery and organise on Presentation Days. • <u>EQUIPMENT MANAGER</u> • Annual inventory of equipment pre-season. • Organise team kit bags as needed and distribute to coaches. • Repair and restock equipment as necessary. • Organise the ongoing purchase of game balls throughout the season. • Organise the return of team kit bags at end of season • Maintain a gear register • Report to committee required each month • <u>SCHOOL RECRUITMENT OFFICER (work with T-Ball Co-ordinator)</u> • Good communication skills • Contact local schools, book clinics, arrange promotional material. • Develop a recruitment plan using BQ planners • Organise school clinic/camp volunteers. • Organise additional pre-season promotions. • Work with Registrar/T-Ball Co-Ordinator with regards to shopping centre visits/recruitment etc.. • 	
Aussie T-Ball COORDINATOR	As required	July-Dec	Baseball Operations	<ul style="list-style-type: none"> • Must hold minimum level coach accreditation required for that age group or level of competition. • Ability to communicate well. • Previous coaching experience valued but not always necessary, training can be provided to necessary accreditations. • Able to commit time for training and games. • Working with Children Blue Card is essential. Club will assist application process if you don't already hold one. • Good communication skills. • Develop a recruitment plan using BQ planners. • Promote the Aussie T-Ball program and Co-Ordinate this program • Organise additional pre-season promotions. • Work with Registrar/Recruitment Officer with regards to shopping centre visits/recruitment • Report to committee (via Operations) required each month. • 	Band 3
RECRUITMENT OFFICER	As required	June-Oct	Baseball Operations	<ul style="list-style-type: none"> • <u>SCHOOL LIASION OFFICER (work with Junior Co-Ordinator on this)</u> • Good communication skills • Contact local schools, book clinics, arrange promotional flyers. • Organise a schedule for the school visits by the BQI recruitment officers and willing volunteers from the club. • Develop a recruitment plan using BQ planners • Organise school clinic/come and try days. 	Band 3

				<ul style="list-style-type: none"> • Organise additional pre-season promotions. • Work with Registrar/T-Ball Co-Ordinator/Junior Co-Ordinator with regards to shopping centre visits/recruitment etc... • Help to assist interested potential members by pointing them into the correct direction in to becoming a member • Report to committee on progress • 	
SCORING CO-ORDINATOR	As required	July-April		<ul style="list-style-type: none"> • Must be currently accredited CABS scorer (at least Level 1). • Keep record of accreditations and organise further training. • Organise Club Scorers for all age groups to attend a Scorers course before the season starts if required. Continue as a mentor throughout the season. • Ensure that the appropriate number of score books and teams list pads are ordered and received at the club before the start of the season. • Ensure that all teams have score books and team list pads before the start of the season. • Ensure each Scorer has the contact details of where to send results sheets through to at Baseball Queensland and Brisbane South Baseball Association as required. • Organise Club Scorers meetings as required to discuss issues or concerns. • Organise additional training for club scorers as required • Liaise with the Baseball Queensland Scorers contact on matters of scoring as required. • <u>A GRADE SCORER</u> • CABS accreditation of Level 2 minimum. • Must be available Friday nights and Sunday afternoons. Match reports to media officer and A Grade coach each Sunday night 	Band 4
GROUND'S and FACILITIES CREW (approx. 4 positions)	As required	July-June	GROUND'S COORDINATOR	<ul style="list-style-type: none"> • Ability to operate field maintenance equipment (training will be provided) • Work to a plan. • Commit to a regular roster. • Report to committee (via Grounds Coordinator) required each month • .Emptying of large bins on a weekly basis 	Band 4
MAJOR SPONSORSHIP /GRANTS MANAGER	As required	July-June	Secretary	<ul style="list-style-type: none"> • Work with the Management Committee on developing club sponsorship packages for the following; <ul style="list-style-type: none"> ○ <u>Overall Club Sponsorship</u> ○ <u>Senior and Junior Team Sponsorships</u> ○ <u>Equipment Sponsorships</u> ○ <u>Membership packages</u> ○ <u>Other</u> <ul style="list-style-type: none"> ▪ Create a list of potential club sponsors from current and new contacts ▪ Actively work with and sign up potential sponsors 	Band 4

				<ul style="list-style-type: none"> • GRANTS • Good written skills. • Well organised. • Understanding of government application processes an advantage • Coordination and presentation of submission for grants • Report to committee (via President) required each month 	
SOCIAL CO-ORDINATOR	As required	July-June	Secretary	<ul style="list-style-type: none"> • Work within the guidelines and procedures set down by the Management Committee. • Organise existing Social Events which are as follows; <ul style="list-style-type: none"> ○ Halloween Night ○ Christmas Party ○ Junior and Senior Presentations • Suggest new social events that can be used as fund raising or player support activities. • Prepare budgets for each event for submission to the Management Committee at least two months before the social event. • Present format for each social event to the Management Committee for approval. • Organise volunteers to assist with setting up and running social events. 	Band 4
UNIFORM CONVENOR	As required	July-April	Treasurer	<ul style="list-style-type: none"> • Must be available for sign on day and on specific days to help with sizing and determining uniform needs for the season. • Take Uniform and merchandise orders during Registration period and throughout baseball season; • Upon authorisation by Committee, place orders with uniform and merchandise suppliers to ensure timely receipt (prior to commencement of baseball season), endeavouring to ensure sufficient shelf stock at minimal cost to the club, is maintained. • As directed by Committee Members, source new suppliers for uniforms or merchandise, and obtain competitive quotes, and submit to Committee for approval. • Act as Main point of contact for players and parents with uniform and merchandise needs. • Ensure players have regular day(s) and time(s) prior to, and at commencement of Season to order, collect and pay for uniform orders. As seniors also require collection, one session should also be convenient for senior players (ie. A training night/playing day). Once set, these times are to be communicated to the Committee, who will ensure communication to Club members • 	Band 4
BOOKKEEPER/ Office Manager	As required	July-June	Secretary/Treasurer	<ul style="list-style-type: none"> • Work within the guidelines and procedures set down by the Management Committee. • Assist members of the Management Committee and other club positions as required. • Assist the Club Secretary with the organising and maintaining of all club records. • Assist the Club Treasurer with collection of player fees, uniform fees and other club fees. • Organise and maintain Club office in a professional manner and condition. 	Band 4

				<ul style="list-style-type: none"> • Ensure adequate stock of all stationary items required. • Ensure that all office equipment is maintained and working correctly. • Manage bookings of the Club House and batting cages and record all transactions. • As time permits, ensure that the office is open on two designated nights during the season to handle general club business. Days and times to be agreed with the Club Secretary. 	
CANTEEN SUPERVISORS (3 POSITIONS)	As required	Sept - April	Canteen Co-Ordinator	<ul style="list-style-type: none"> • Be available to be on the canteen roster on a rotation system with other Supervisors/Co-Ordinator where you will do most of the cooking and manage team volunteers, dealing with any issues that may arise on the day. • Let Co-Ordinator know of any concerns, stock that needs replacing, maintenance required as they arise. • Weekly sweeping/mopping/general clean • <i>(this does not include major cleaning – this is the responsibility of the Canteen Co-Ordinator)</i> 	Band 4
BATTING CAGE MANAGER	As Required	July-June	Club Operations	<ul style="list-style-type: none"> • Receive notifications of batting cage bookings – opening and closing for the booking • Receive and receipt payments for the batting cages • Keeping the batting cage area in a clean state – sweeping/empty bins/general clean 	Band 4
SENIOR CO-ORDINATOR	As required	July - March	Baseball Operations	<ul style="list-style-type: none"> • Assist Baseball Operations Manager with all Senior Team Issues • Assist with weekly team announcements. • Ensure all seniors are signed on (with sign on forms lodged) with monies paid before the start of the season • Ensure all team lists are correct and the all member's details are correct • Assist Registrar with any member details requiring clarification • Assist Junior Co-Ordinator/Baseball Operations Committee member on any Senior Related Issues. 	Band 4
TEAM COACHES	As required	Aug-April	Baseball Operations	<ul style="list-style-type: none"> • Must hold minimum level coach accreditation required for that age group or level of competition. • Ability to communicate well. • Previous coaching experience valued but not always necessary, training can be provided to necessary accreditations. • Able to commit time for training and games. • Working with Children Blue Card is essential. Club will assist application process if you don't already hold one. This applies to junior and senior coaches 	Band 4
IT MANAGER	As required	July-June	Secretary	<ul style="list-style-type: none"> • Website design. • Social media management • Computer with internet access. • Managing online registration systems • Technical support for committee • Report to committee (via Secretary) required each month. • Maintain and Upgrade Club Computers, software and Email Systems as required 	Band 5

MEDIA AND MARKETING	As required	July-June	Secretary	<ul style="list-style-type: none"> • MARKETING & MEDIA • Develop and implement a marketing plan. • Work with Recruitment Planner and Registrar pre-season to plan Sign-On Day in relation to producing and distributing flyers etc • Coordination of match reports and news items onto website. • Report to committee (via Secretary) required each month. • Gather information and write monthly Rays Rave newsletters. • Make contact with local media organisations get details and gather advertising costs. Arrange articles for local media • Organise advertising budget for presentation to the Management Committee before registration days. • Arrange articles on the Redlands A Grade team and Representative Players • 	Band 5
FUNDRAISING/ MINOR SPONSORSHIP	As required	July-June	Secretary	<ul style="list-style-type: none"> • Fundraising, budget experience an advantage • Co-ordinate fundraising events across all levels of the club, Bunnings BBQ days and the like. General Volunteers assist with these events. • Look for opportunities to get minor sponsorship for the club. • Good communications ability. • Report back to the committee on such events 	Band 5
UMPIRES' COORDINATOR	As required	August – April	Baseball Operations	<ul style="list-style-type: none"> • Good knowledge of umpiring • Current umpire's accreditation (Level 1 preferred). • Ability to co-ordinate a roster to cover all weekly home and away games. • Ability to recruit and mentor new umpires. • Organise umpire's accreditation opportunities and keep a record of accredited umpires in the club. • Working with Children Blue Card is essential. Club will assist application process if you don't already hold one. • Report to committee (via Operations Support) required each month. 	Band 5
MINUTE SECRETARY	As required	July-June	Secretary	<ul style="list-style-type: none"> • Excellent listening and writing skills. • Can be scribed on paper or electronically at meetings. • Minutes to be typed up and distributed within 3 days of the meeting. • Computer and access to internet essential. • Call for agenda items 3 days before next meeting. Distribute agenda 1 days prior to the next meeting. • Collate and send out "Action Items" to committee members 1-2 days after meetings 	Band 5
TEAM ASSISTANT COACHES	As required	Aug-April	Baseball Operations	<ul style="list-style-type: none"> • Assist Team Coaches with all Team related trainings, games, issues 	Band 5

(approx20-25)					
TEAM MANAGER (All Junior Teams – approx. 20-25)	As required	Aug-April	Baseball Operations	<ul style="list-style-type: none"> • Good communication and organisational skills. • Working with Children Blue Card essential. Club will apply if you don't already hold one. 	Band 5
ACADEMY ADMINISTRATOR	As required	July-June	Academy Co-Ordinator	<ul style="list-style-type: none"> • Assist the Academy Co-Ordinator as follows: • Ensure invitations are sent to members • Collate RSVP's • Collect and bank monies as directed by the Treasurer • Do up age group spreadsheets with all player information • Help arrange uniforms • Liaise with Academy members on any information required • Take and answer enquiries • Receive advice on absentees • Attend all session and assist with any queries • Take attendance at each session • Assist Coaches with any administration issues • Report back to management committee as instructed 	Band 5
GENERAL VOLUNTEERS X 2 POSITIONS	As required	July-June	Baseball Operations	<ul style="list-style-type: none"> • This position is based on assisting with Events, off site volunteering and general volunteering as required around the club. • EVENTS • The position is to assist the Event's Co-Ordinator where appropriate and if Events occur. • OFF SITE VOLUNTEERING • Available to assist with Shopping Centre days to promote Redlands and obtain new members • Assisting with offsite fundraising event • Participate in events as requested • GENERAL CLUB VOLUNTEERING • Must be available at various times through the year. • Duties include but are not restricted to assisting with: <ol style="list-style-type: none"> 1. Special events eg. hosting of state titles 2. Working bees 3. Club events eg. sign on day • 	Band 5
CLUB HOUSE CLEANING VOLUNTEERS X 2 POSITIONS	Weekly	In Season and out of season if required	Club Operations	<ul style="list-style-type: none"> • DOWNSTAIRS TOILETS/GROUNDS • weekly sweeping/mopping/toilet cleaning • weekly checking of grounds/general clean/emptying bins 	Band 5

				<ul style="list-style-type: none"> • CLUB HOUSE/BINS • weekly sweeping/mopping/vacuuming/emptying bins/cleaning toilets etc • (It is envisaged that the above jobs can be carried out while children are doing weekly training sessions) 	
TEAM SCORERS (approx. 20-25)	As required	In Season	Scorers co-Ordinator	<ul style="list-style-type: none"> • Legible writing. • Good basic mental arithmetic is advantageous. • Courses will be run for beginners and support will be available. • All materials supplied. • Working with Children Blue Card is essential. Club will assist application process if you don't already hold one. 	Band 6
FIRST AID OFFICER	As required	During Season and Events		<ul style="list-style-type: none"> • To organise and maintain first aid kits • To be available for events if needed • Report to committee (via Operations Support) required each month 	Band 6
General Canteen Volunteer (approx. 3 positions)	As required	September - April or as required	Canteen Co-Ordinator	<ul style="list-style-type: none"> • Be available during Senior Games - Friday night/Sundays, Masters Games - Monday night • Available for any Ladies games, XMAS Party, any special training games arranged by BQI where the canteen is required to be opened. • Be available for tournaments or other events where the canteen is required to be opened <p><i>(This role is in addition to the normal game day canteen requirements)</i></p> <ul style="list-style-type: none"> • 	Band 6
UMPIRES (approx. 20-25)		Sept - April		<ul style="list-style-type: none"> • Current umpire's accreditation. Assistance for development will be provided. • Need to be available Friday nights, weekends and some Monday nights.(Generally when umpiring junior games you will be allocated to your child's game or game before - as determined by the Umpire Co-Ordinator) • Working with Children Blue Card is essential. Club will assist application process if you don't already hold one. 	Paid \$10 home game(plate) \$5 away game (base)