



## St Kilda Baseball Club – Roles & Responsibilities

### Director Roles & Responsibilities

The purpose of this document is to detail the various actions that need to be done in running the baseball club, and to create roles from grouping those actions into similar or related tasks.

Roles can then be allocated to Committee members or other allocated persons to give better guidance, allocate responsibility, and to ensure an even spread of workload amongst the Committee.

It is important to note that having a role allocated to you doesn't mean that you necessarily have to physically do all of the actions within that role, just that you are responsible for ensuring that it gets done. It may be that you implement a process or procedure that anyone can do, and you find a volunteer or two that does it. Some roles will be more amiable to allowing actions being delegating, others may require the Committee member's full attention.

Committee members are encouraged to speak up if they are having troubles performing their roles in full. It is more important that the roles and actions are performed fully than any personal pride, and fellow Committee members are encouraged to lend assistance wherever possible.

Particularly in early drafts, it may be that some of the actions are better suited to another role – should you identify any such issues, please notify the President who is responsible for keeping these roles updated and relevant.

### Hierarchy

The President is head of the board and oversees everybody and in general ensures all other appointed managers are doing their roles correctly,

The remainder of the board (Vice-President, Secretary, Treasurer) is tasked with specific roles as well as assisting the President with “big-picture” items and agendas, and report directly to the President.

The remainder of the board make up the 4 specific managers (Junior Coordinator, Senior Coordinator, External Club Manager, Internal Club Manager) and are tasked with overseeing their specific items and (where required) the people entrusted to assist them with those items. These managers report directly to the President.

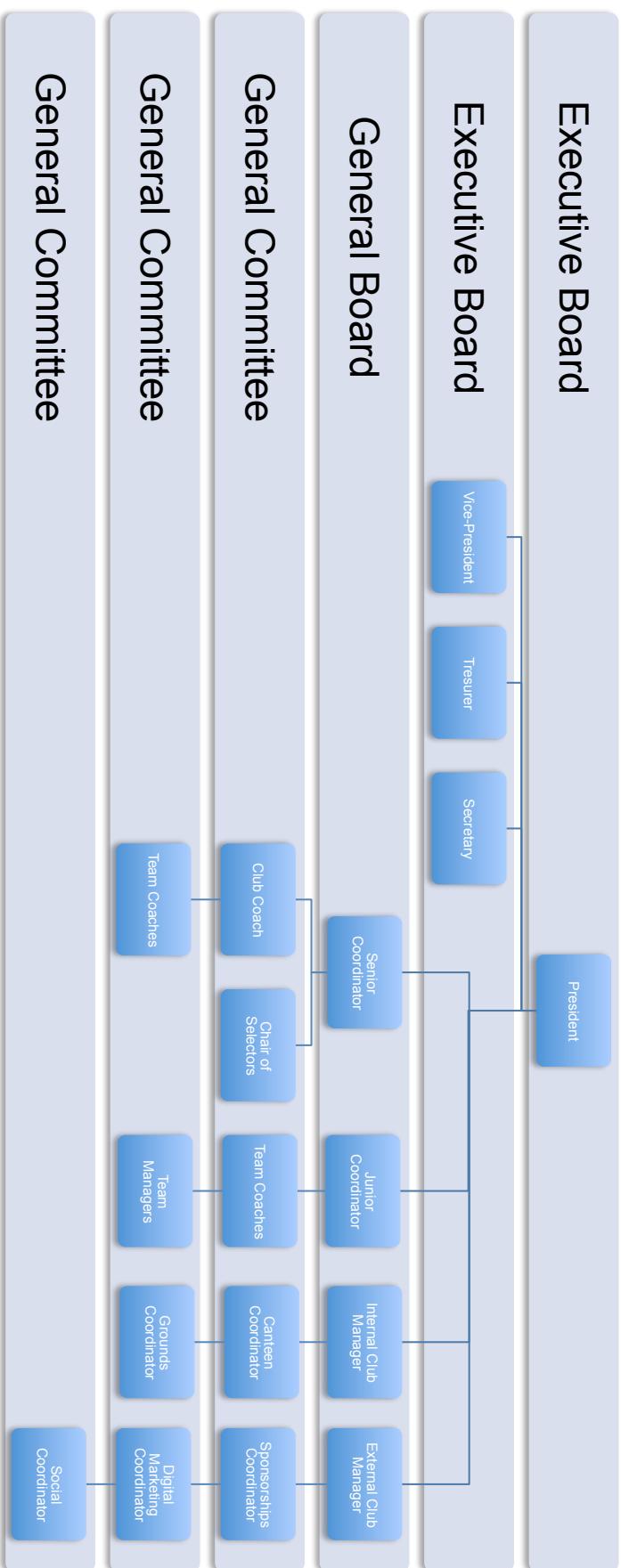
Other people engaged to assist with specific roles (such as Canteen, Uniforms Grounds Manager, etc) form part of the general committee and report directly to the manager that role relates to. People can accept more than one role (which is in all likelihood required), and members of the executive may accept roles also where



appropriate (however this is discouraged due to the intensive nature of these roles).

Collaborating between committee members is a requirement. For example, if the Junior Coordinator wishes to run junior functions, they need to work with the Internal Club Manager to ensure that appropriate functions are planned and carried out (and it would be the Social Coordinator's responsibility to physically organise the function, so they may also need to work with the Junior Coordinator).

A graphical representation of the full structure can be viewed on the following page, with full details of each role on the pages following. Please note that these roles described are dynamic and can change as the needs of the club change.





## President

The President sets the overall annual Board agenda (consistent with the views of members), helps the Board prioritise its goals, and then keeps the Board on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective Board meetings.

**This role is required to be undertaken by an Executive Board member**

### Roles & Responsibilities

- Overall organisation of the Board
- Running Board meetings
- Running the AGM
- Represent club at public engagements
- Act as facilitator for club activities
- Lead culture
- Decide what matters are dealt with by levels of governance (e.g. executive, general Board, delegates of the Board)

## Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Board and to step into the President's roles where needed. It is often considered that the Vice President will succeed the President and that this role is in preparation.

The Vice President is very much a supporting role for other members of the executive (President, Secretary, Treasurer), and needs to have sound knowledge of those roles so he/she can lend assistance as required.

**This role is required to be undertaken by an Executive Board member**

### Roles & Responsibilities

- Assist the President at every opportunity
- Assist the Secretary and Treasurer at every opportunity
- Fulfil the role of President when the President is absent
- Be an alternate signatory on the club bank account



## **Secretary (& Public Officer)**

The Secretary is the key administration officer of the club and is an executive position on the board. This person provides the link between members, the club executive directors and outside agencies (such as other clubs and organisations). The position of Secretary is critical to the successful management of any club or organisation.

The Secretary is often the first point of contact for people interested in the club who need information or details about activities. An effective Secretary also helps in co-ordinating club events such as meeting schedules, working bees and fundraising activities.

The Secretary's role is a challenging one. Often not seen as high profile, in actual fact the Secretary is a key pivot point for all the club's activities. This person is a valuable member of the club and contributes continuously to its success. Every effort should be made to support and value this person, whose duties may sometimes be repetitive and time consuming.

Due to the intensive nature of this role, it is recommended that the Secretary does not accept other roles in addition where possible.

**This role is required to be undertaken by an Executive Board member**

### **Roles & Responsibilities Under Constitution**

- Maintain register of members
- Maintain minutes of meetings
- Ensure register of members and minutes of general meetings is available to members
- Ensure minutes of meetings is available to the Board

### **Other Roles & Responsibilities**

- Manage all inward and outward correspondence
- Develop and advertise meeting agendas
- Forward minutes of meetings within 7 days of meeting
- Maintain general club records
- Ensure adequate documentation exists for the fulfilment of legal obligations
- Ensure obligations with Consumer Affairs Victoria are met and records of the
- Manage player registrations
- Manage clearances
- Maintain filing systems
- Overall administration



## Treasurer

The constitution of most sport and recreation organisations usually requires the Treasurer to have a position on the management board. The Treasurer should also hold a position on the executive Board. It is important that the Treasurer does not operate in isolation because financial resources are critical to the development and implementation of strategic plans, all management Board members should have input to the use of an organisation's finances.

At the very least, the management Board should be involved in developing and approving the annual operating and capital budgets, keeping up to date with the financial position and performance of the organisation, and asking questions about the organisation's finances.

A key issue for the Treasurer is accountability. The Treasurer must be accountable to the board and ultimately the members of a sport or recreation organisation for all financial transactions. Separation of powers and conflict of interest are important concepts in this regard. In order to minimise the risk of errors, misuse of funds or fraudulent activities, all financial transactions (eg receipting cash or making payments) should, where possible, pass through at least two parties within an organisation. Importantly, the two parties should not be involved in a close interpersonal relationship, which might increase the risk of collusion with respect to the misuse of funds. The constitution sets out the financial year for organisations.

**This role is required to be undertaken by an Executive Board member**

### Roles & Responsibilities Under Constitution

- Receive all monies paid to SKBC
- Pay all bills of SKBC (& any other amounts authorised by the Board)
- Bank all "excess" monies within 5 days of receipt
- Maintain financial accounts in accordance with the Act
- Coordinate preparation of financials for submission for AGM and Consumer Affairs
- Ensure records are available to at least one other Board person
- Provide advice on management of finances
- Develop expenditure guidelines

### Other Roles & Responsibilities

- Issue invoices to members for fees
- Send reminders of outstanding fees
- Reconcile cash against sales, fees, purchases fortnightly
- Prepare budgets



- Act as signatory for bank account (with at least one other Committee member)
- Approve expenditure above set limit
- Negotiate funding with banks
- File ATO lodgements

### **Junior Coordinator**

The Junior Coordinator's role is to oversee the development of junior athletes, ensuring they have appropriate development opportunities to assist with furthering their skills, performance and enjoyment of their sport. This may consist of training sessions, skills development, junior camps and other activities to support junior athletes to get the most out of their sport.

**This role is required to be undertaken by a General Board member**

#### **Roles & Responsibilities**

- Develop overall plan and structure for junior development (in collusion with the head coach)
- Recommend junior coaches to the committee
- Provide support to junior coaches
- Be a point of contact for parents
- Ensure junior teams have the resources they need to train and complete
- Ensure game-day goes smoothly and things like scorers, canteen, umpires, match-cards, lineup pads, balls, etc are all organised
- Monitor junior morale
- Organise trophies, rewards, etc for the junior group
- Keep an updated list of school contacts
- Organise clinics at schools to recruit players
- Regularly contact schools about possibly promotion opportunities
- Organise flyers and other advertising material



## Senior Coordinator

The Senior Coordinator's role is to oversee the participation, morale, and enjoyment of senior athletes, and to monitor that their needs are being met by the club.

This role is required to be undertaken by a General Board member

### Roles & Responsibilities

Develop overall plan and structure for senior development (in collusion with the head coach)

Recommend senior coaches to the committee

Provide support to senior coaches

Be a point of contact for players

Ensure senior teams have the resources they need to train and complete

Ensure game-day goes smoothly and things like scorers, canteen, match-cards, lineup pads, balls, etc are all organised

Monitor senior morale

Organise trophies, rewards, etc for the senior group

Drawing up volunteer rosters where required

Organise come and try days

Organise scorers, umpires, etc for senior game days

## Internal Club Manager

The role of the club manager is to oversee the general well-being of the physical aspects of the club.

This role is required to be undertaken by a General Board member

### Roles & Responsibilities

- Manage seasonal ground and pavilion applications
- Manage casual hire applications
- Manage requests for ground and pavilion maintenance
- Conduct regular inspections of the ground and pavilion
- Ensure grounds and pavilion are only being used for the purposes and times allocated
- Manage insurances
- Manage liquor licence
- Maintain a list of RSA's
- Monitor the levels of merchandise stock and organise re-stocking
- Monitor the levels of bar stock and organise re-stocking
- Quarterly stocktake
- Ensure club is in general clean and tidy state



## External Club Manager

The role of the external club manager is to oversee the promotion of the club to the wider public and ensure that the name and reputation of the club is in good standing among the community.

**This role is required to be undertaken by a General member**

### Roles & Responsibilities

- Manage club promotions
- Manage the way the club is viewed from the outside
- Manage fund raising activities and member functions
- Increase awareness of the club in local area
- Research and manage grant applications

## Head Coach

The head coach is the main link between the on field aspects of the club and the Committee. It is the head coach's role to ensure that members are given equal opportunity to partake in the level of baseball they desire. Naturally, for those members that wish to enhance their abilities, this includes ensuring that sufficient development and training is provided.

**Reports to Senior / Junior Co-ordinator**

### Roles & Responsibilities

- Manage player expectations
- Planning competition strategy
- Talent identification
- Ensure players get equal opportunities subject to goals of individual teams
- Oversee player development
- Running well organized, inclusive and diversified training for all players weekly
- Work with Juniors to develop training methods and player development
- Manage our 1's team on game days
- Promote and attend club Functions
- Work with the committee to promote a balance of social and competitiveness in the club
- Take a lead role in team selection



## Chair of Selectors

The Chair of Selectors has the role of overseeing the selection process followed for players of all Senior Teams.

### Reports To Senior Coordinator

#### Roles & Responsibilities

- Oversee player availability
- Ensure a balanced approach is taken to selection of all teams
- Take a strategic view for player promotion between grades
- Negotiate any issues between coaches and players
- Update TeamApp of team selections
- Advertise playing fees to members

## Team Coach

Team Coaches have the role of relaying the strategies, processes, plans, and desires of the head coach. While not to discourage free thinking, a team coach must deliver the same message of the head coach so members are given clear and consistent instructions and strategies.

A good team coach is more than a puppet of the head coach however. A head coach will not be an expert in all areas, and it is the role of the team coach to help identify areas in which the head coach needs assistance, and skill themselves up to provide that assistance.

### Reports To Head Coach

#### Roles & Responsibilities

- Develop playing line-ups based on player availabilities and in discussion with Head Coach and Chair of Selectors
- Lead and manage the team on game day
- Relay head coach's messages to members
- Assist head coach in developing plans
- Assist head coach in managing player expectations
- Develop skill-sets to compliment head coach
- Ensure safety of players



## **Team Manager (Juniors)**

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Regardless of the team you are managing — club, state or national — the responsibilities and duties are similar. The Team Manager's duties, however, become more extensive when managing teams interstate or overseas.

Reports to Team Coach (Juniors)

### **Roles & Responsibilities**

- Update Facebook & TeamApp of team selections
- Advertise playing fees to members
- Maintain team fixtures
- Liase with Junior Co-ordinator on required equipment and resources
- Negotiate any issues between coaches and players
- Ensure safety of players
- Monitor culture of teams and sportsmanship of players
- Liaise between Committee and teams
- Ensure match cards are completed and sent to relevant association
- Update coaches and players of updated rules and regulations
- Overseeing collection of fees from team members



## Sponsorship Co-ordinator

A sponsorship manager finds sponsors and advertisers for the club. They manage the sale of sponsorship opportunities across a wide array of industries and events and also maximise rights for sponsorship which involves everything from branding and advertising to new media and internal communication.

### Reports to External Club Manager

#### Roles & Responsibilities

- Develop sponsorship packages
- Organise and manage various advertising platforms that are offered to sponsors
- Manage sponsor expectations
- Identify types of businesses and organisations to target
- Regularly review sponsors and ensure they are maximising their investment
- Be final negotiating point for any deals outside of sponsorship packages

## Digital Communications Coordinator

The Digital Communications Coordinator handles media issues on behalf of the club. They are the link person between the club and the outside world as far as information and communication is concerned. A Digital Communications Coordinator ensures that the club has a good name and reputation and liaises with the marketing department to publicise the clubs events and activities

### Reports to External Club Manager

#### Roles & Responsibilities

- Develop guidelines for media communications
- Manage all digital media communications
- Organises digital media coverage for events
- Oversee the maintenance of the club website, Facebook and TeamApp page
- Develop overall strategies for using social media
- Manage list of authorised persons for using social media on behalf of club
- Monitor social media for comments both positive and negative and deal appropriately with these



## Social Coordinator

The Social Coordinator is responsible for the planning and conduct of a Club social calendar that incorporate the needs of all club members.

### Reports to External Club Manager

#### Roles & Responsibilities

- Prepare list of suggestions for social events at season start
- Manage functions and events
- Seek member input and suggestions for social functions
- Organise catering for social functions
- Manage raffles, auctions, and other activities occurring at social events

## Canteen Manager

The canteen manager is responsible for ensuring that the canteen is continually stocked, well run, profitable, and above all caters for the needs of our members.

### Reports to Internal Club Manager

#### Roles & Responsibilities

- Menu creation
- Purchasing of food and drinks
- Running of canteen, including staffing
- Managing stock levels
- Cleaning of canteen
- Completion of food handling register



## Grounds Manager

The Ground/Facility Manager is responsible for the management, maintenance and efficient operation of managed sites. This may include turf management, repairs and maintenance, security, cleaning and more highly technical services required.

### Reports to Internal Club Manager

#### Roles & Responsibilities

- Develop overall ground management plan
- Co-ordinate working bees and other ground maintenance projects
- Regularly inspect the grounds for safety hazards
- Ensure equipment is used only by appropriate people