

## MANAGEMENT PORTFOLIOS

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## ***PATRONS, VICE PATRONS, LIFE MEMBERS & SPONSORS***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

Constitutionally, the above named group of persons, while at all times being honoured guest of the Club, shall have no voice in its management or control, unless they hold another Club portfolio position. However ideally the following areas of responsibility should apply to all of these honoured guests.

1. They should carry and conduct themselves in a manner befitting their honoured positions as Club representatives at all times.
2. They should abide by the Clubs “Code of Conduct” as well as “State Liquor Licence Laws” at all times.
3. They should be allowed an open and direct line of communication with the Club President, through which they can advise and assist him/her of any matter considered to be in the Clubs best interests.
4. They should pursue all possible avenues for promoting the Clubs image and financial stability.

## ***PRESIDENTS PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. The President shall take the chair at all general meetings and management committee meetings and have a deliberate vote. He/she shall be ex-officio, a member of all committees.
2. The President shall at all times advise the committee of management, in the direction of the Clubs best interests for the present and future of baseball at all levels in the Rockingham district.
3. The President shall be responsible for collating all information received from each committee person's area of responsibility, and also ensure that each committee person carries out their duties in a responsible manner.
4. The President shall at all times keep the management committee informed of the outcome of all meetings and negotiations held on behalf of the Club with the groups such as City Council, Sponsors and Baseball WA.
5. The President shall encourage Patrons, Vice-Patrons, Life Members and Sponsors to further the Clubs best interest with City Council and the local business community.
6. The President shall be responsible for taking all booking of Hourglass Reserve and liaise between the social committee, bar manager, Rockingham Junior Athletics Club, and the general community to eliminate any double bookings.
7. To keep an up to date inventory of all keys and security codes handed out for the clubrooms.

## ***SENIOR VICE PRESIDENTS PORTFOLIO***

### **“AREAS OF RESPONSIBILTY – LIST OF DUTIES”**

1. The Senior Vice President will be directly responsible to the Club President.
2. The Senior Vice President will chair all meetings during the Presidents absence.
3. During any absence of the Club President the Senior Vice President will become acting President and assume all roles and responsibilities normally associated with the position of Club President.
4. The Senior Vice President will be jointly responsible for organising all facets of the Clubs Senior operations on training nights and all home games. They may achieve their objectives by using hands on approach or by delegating responsibility, or a combination of both of these methods of operation.
5. Some of the duties that the Senior Vice President will need to perform to ensure the smooth running of training and match days are as follows:
  - To check with the canteen manager/ess that all home games are properly catered for.
  - Check that all scorers forward their score cards to Baseball WA within 7 days.
  - Prepare juniors & lower grade seniors umpiring rosters (should one be required) and notify senior players of their commitments. Notify committee of any player failing to meet his rostered duty.
  - Keep the club notice board tidy and up to date with information on fixtures and league standings.
  - Double check that all doors are locked and all facilities are cleaned up properly after training and home games.
  - Ensure that only financial members in uniform are sitting on team benches at all times.
  - Report any damaged or broken playing equipment to the Clubs property officer
  - Liaise directly with the Clubs President on any matters causing concern, or that need further information on.

## ***JUNIOR VICE PRESIDENTS PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. The Junior Vice President will be jointly responsible for organising all facets of the Clubs Junior operations on training nights and all home games. They may achieve their objectives by using a hands on approach or by delegating responsibility, or a combination of both of these methods of operation.
2. The Junior Vice President is entitled to assemble a sub-committee to assist him/her with the daily operations of the junior division.
3. The Junior Vice President will report to the Management Committee on all activities of his/her committee and supply written financial reports and minutes on all its activities to the Management Committee.
4. Some of the responsibilities & duties of the Junior Vice President & his/her sub-committee include:
  - To liaise with the canteen manager/ess that all junior home games are properly catered for.
  - To liaise with the Senior Vice President that a senior player is rostered to umpire all necessary junior home games.
  - To ensure all junior coaches are performing adequately.
  - To liaise with the uniforms officer to ensure all players are provided with the correct uniform.
  - To continually endeavour to improve the relationship between the Rockingham District Tee ball Club and the Rockingham District Baseball Club.
  - Establish close links between surrounding junior baseball clubs.
  - Implementing development programs using experienced senior players and Baseball WA representatives also advertising such programs to local primary and high schools.
  - To continually promote the transition between junior and senior baseball within the Club.
  - Liaise directly with the Clubs President on any matters causing concern, or that need further information on.
  - Open and close the building and toilets on game days or arrange someone to do it on your behalf.
  - Make sure the toilets are cleaned before locking up.

## ***SECRETARY PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. The taking of all minutes of the management committee meetings.
2. To ensure that all the members of the management committee have their agendas and minutes of previous management committee meeting, no later than five days prior to their next meeting.
3. To ensure that all Life Members, financial members, associate members, and patrons are informed in writing of pending “special general meetings/A.G.M.” at least ten days prior to said meeting (as per constitution) and record minutes of said meeting.
4. To clean out the Club’s mailbox (minimum twice weekly), and to record all correspondence in at management committee meetings.  
To reply to all correspondence on behalf of the Club and keep a record as correspondence out for tabling at next management committee meeting.
5. Purchase all stationary and stamps required for postage from the Club Treasurer.
6. To be custodian of the Clubs seal.
7. To collaborate an annual report at the completion of each season to include:
  - Presidents report
  - Treasurers annual financial statement
  - Copies of all correspondence in & out
  - Players final season stats
  - A list of seasons award winners
  - Up to date list of “Games Played”

## ***TREASURERS PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. To receive all monies due to the club and issue all receipts the same. Deposit said monies in any of the trading banks in Rockingham as shall be decided from time to time by the management committee.
2. The signatories to the Clubs account/s will be the treasurer and any three (3) of the management committee who will be appointed by the management committee.
3. To keep a financial record of the Clubs affairs and submit a statement of same at each meeting of the management committee.
4. To pay all accounts as and when directed by the management committee.
5. To finalise the accounts and prepare an annual financial statement in sufficient time to permit the auditors to certify same before the annual general meeting.
6. To immediately advise the management committee of any areas of concern relating to the Clubs financial well-being.
7. To ensure that all members are up to date with monies due to the club.

## ***REGISTRAR'S PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. Ensure that all playing & official staff are correctly registered at both Club and Baseball WA level.
2. Ensure that any player seeking clearance to or from the Club fills in all required forms at state or inter-state level, as well as inter-club and inter-district level.
3. Ensure that any player seeking clearance from the Club, is not indebted to the club either financially, holding uniforms or perpetual trophies.
4. Prepare the Clubs Fairest & Best vote cards and envelopes for each team's scorer, check the collection of same each week and keep in chronological order in readiness for vote count night.
5. To liaise with senior/junior vice presidents in relation to keeping the notice board up to date with league standings and any changes to playing dates, times or venues.
6. To immediately notify the management committee of any player failing to meet scheduled fee payments.



## ***MEDIA OFFICER PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. Supply the local papers with week by week match reports and results, and include a list of times, venues and opponents for the following week.
2. Telephone Baseball WA with all results of all home games prior to 6pm on match days.
3. Encourage the local press to supply a photographer for home games and social functions.
4. Supply the local media with written articles on special events, registration dates and social activities, as when directed by the management committee.
5. To advertise for coaches and place AGM notice as and when directed by the management committee.
6. To maintain an up to date website ([www.rockingham.baseball.com.au](http://www.rockingham.baseball.com.au)) with links to sponsors and Baseball WA.

## ***PROPERTY OFFICER PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. To keep an up to date inventory of the Clubs property and equipment.
2. To issue and receive a signature for all equipment handed to team coaches prior to the start of each season.
3. To collect and stock take of all equipment handed in by team coaches at seasons and, and arrange storage of same.
4. To ensure that all teams have adequate training and playing equipment in good condition.
5. To ascertain the Clubs required number of training and match balls for the season, and to strictly control the issue of same.
6. To immediately notify the management committee of any damaged or missing equipment and to recommend and source the purchase of replacement and/or additional equipment.
7. To report immediately to the management committee and City Council any acts of wanton damage or stealing of the Clubs property, equipment and/or clubrooms.
8. To maintain a clean and tidy equipment storeroom.

## ***UNIFORMS OFFICER PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. To ensure that the Club has enough uniforms in good condition to meet the anticipated numbers of playing staff at any given time.
2. To issue uniforms to players only after ascertaining that they are registered and have met their financial requirements at that time.
3. To keep proper record of who receives which numbered uniform.
4. To arrange the collection and laundering of each junior teams shirts directly after that team plays it's last game of the season.
5. To advise the management committee of any uniforms that need replacing due to normal wear and tear, or of additional uniforms required due to any increase in Club player numbers.
6. To immediately notify the management committee of any missing or mistreated uniforms.
7. To avoid duplication of shirt numbers throughout the Club wherever possible, and definitely in any one team.
8. To ensure that the Clubs players take the field at all times looking at least the equal of all opposition clubs.
9. To notify the management committee of any players non financial with the Club at the seasons end.

## ***SOCIAL & FUNDRAISING COMMITTEE PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

This committee shall be a sub-committee of the management committee and will consist of any number of persons deemed necessary at any given time.

1. Should a chairperson not be elected at the AGM then one will be elected at the first social committee meeting. The chairperson shall be responsible for the overall direction and efficiency of this committee.
2. The chairperson will report to the management committee on all activities of his/her committee and supply written financial reports and minutes on all of its activities/events to the management committee.
3. In addition to organising and conducting any social or fundraising events that they may decide upon at any given time, this committee shall be totally responsible for conducting the following mandatory events.
  - Meet & greet night
  - Chris Lee memorial golf day
  - Vote count night
  - End of season trip
  - Trophy presentation night
  - Sausage sizzles on training/match days
4. The social chairperson will be solely responsible for the selling of the Clubs windup tickets (Trophy presentation night).

## ***SPONSORSHIP PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

The person holding down this portfolio shall work alone. In this field however he/she will liaise directly to the President and through the management committee on his/her progress.

1. The majority of this work should be done in the off season (i.e.: April through September) as to build a stable launching financial position for the Club. After which he/she is encouraged to assist the social/fundraising committee in their operations.
2. Whatever packages are offered to the sponsors, it is his/her responsibility to make sure that the Club can and will deliver on these.
3. Receipts must be issued through the Treasurer for all monies received.
4. In the event this position is not filled at the AGM, then the management committee has the power to appoint someone at its earliest convenience.

## ***GROUNDS PERSONS PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. The ground marking of all playing diamonds prior to match days according to Baseball WA standards.
2. To purchase paint/powder for the marking of such diamonds and to ensure that adequate stocks of paint/powder are kept for the season.
3. The sanding in of ‘rough areas’ created on match days as well as the raking, watering and compacting of all ‘cut-out’ areas.
4. For larger projects the ground person may be required to liaise with City Council and/or organise Busy Bee’s.

## ***CANTEEN MANAGER/ESS PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. To purchase for and sell all stock from the Clubs canteen for the following:
  - Pre-season tournament
  - All home match days for Baseball WA fixtures the Club participates in
  - Finals, should the Club be allocated any
2. To keep an accurate and neat record of all purchases made and to make payments of all relative canteen accounts as and when they fall due.
3. To provide all books to the Club Treasurer when directed to by the management committee.
4. To ensure that the canteen area is kept clean and in a hygienic condition.
5. To hand all monies collected from the weekend to the Club Treasurer no later than 48 hrs after game day.
6. To report to the management committee on the progress of the Clubs canteen (written report required during playing season).

## ***BAR MANAGER/ESS PORTFOLIO***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. To purchase for and sell all stock from the Clubs bar for the following:
  - Pre-season tournament
  - All home match days for Baseball WA fixtures the Club participates in
  - Finals, should the Club be allocated any
  - Training nights
  - Club functions
  - Dart nights
  - Clubroom bookings
2. Ensure that suitable liquor licences are in place for all the above mentioned events.
3. Ensure a responsible committee member is rostered on to work the bar at all of the above mentioned events.
4. Ensure there is always enough change to suffice a suitable float for all of the above mentioned events.
5. To liaise with the sponsorship officer to ensure all liquor sponsorship arrangements are met.
6. To abide by all laws governing their and the Clubs liquor licence.
7. To enforce the Clubs “Code of Conduct” and Liquor Licence Laws and to immediately advise the management committee of any Club patron and/or guest breaking these rules.
8. To ensure that the bar area is kept clean and in a hygienic condition.
9. Depending on the financial state of the Club this position should desirably be seen as a paid position.



## ***TEAM COACHES, CAPTAINS & DELEGATES***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

#### 1. COACHES

- All the Club coaching/managing etc. positions must be authorised and approved by the management committee.
- There will be ONE COACH per team.
- The coach of the Clubs highest grade will always retain the right to name the first eleven players of his team on selection night. This will be followed by the Clubs second eleven and so on down.
- The coach of each team will be exempt from club paying fees.
- All coaches will make up the Clubs selection committee.
- All coaches must abide by the team selection rules set in the Clubs ‘By-Laws’.

#### 2. THE COACH WILL BE RESPONSIBLE FOR:

- Attending all training and game fixtures of his team.
- Informing all his team players in advance of training times and venues.
- Informing all his team players of their selection, fixture, venue and playing times.
- The recruitment of a scorer for his/her grade.

#### 3. TEAM CAPTAINS (OPTIONAL)

- Will assist the team coach in any manner as requested by the team coach from time to time including preparation of line-up book, coaching in the coach’s absence, transporting playing equipment, upholding team discipline and morale etc.

#### 4. TEAM DELEGATES

- Each team can supply one delegate to attend management committee meetings during the playing season. Note: delegates can be varied meeting to meeting; team delegates will have no voting rights at management committee meetings.

## ***BASEBALL WA DELEGATES***

### **“AREAS OF RESPONSIBILITY – LIST OF DUTIES”**

1. The management committee shall endorse two (2) persons to be the Clubs delegates to Baseball WA. One of these persons shall be the Club President, the other his appointed proxy.
2. The Clubs Baseball WA delegates, shall attend all advertised Baseball WA meetings possible, and report their findings back to the club.
3. The President or his appointed proxy delegate shall put forward the Clubs point of view to Baseball WA as when required.

## ***SEQUENCE OF ORGANISATION & EVENTS***

- |                                  |   |   |
|----------------------------------|---|---|
| 1. Management Committee Meetings | - | Minimum monthly basis   |
| 2. Rego Day / Pre-season         | - | Late July, early August   |
| 3. Meet & Greet                  | - | Beginning of season   |
| 4. Chris Lee Memorial Golf Day   | - | Labour Day long weekend (March)   |
| 5. Vote Count Night              | - | 3 weeks prior to seasons end  |
| 6. Trophy Presentation Night     | - | The Saturday following Grand Final<br>(unless this clashes with Easter) |
| 7. End of Season Trip            | - | Weekend following Trophy Night  |
| 8. The AGM                       | - | Within 4 weeks of Trophy Night.   |