



Baseball Victoria EXECUTIVE OFFICER POSITION DESCRIPTION

All actions during an Executive Officer's tenure must be in the best interest of the player and Baseball Victoria's High-Performance Program. Baseball Victoria (BV) is committed to protecting children from harm. BV require all applicants that will work with children to undergo an extensive screening process prior to appointment.

Executive Officers will be required to perform and plan off-field responsibilities, including:

DATA COLLECTION

- Liaise with the Baseball Victoria office to disseminate and collate all forms required by Baseball Victoria and Baseball Australia

EQUIPMENT & CLOTHING

- Playing and training equipment acquisition, inventory, maintenance, shipping, distribution, collection, storage and ultimate return to Baseball Victoria's High-Performance Manager (HPM)

SCHEDULE

- Managing the team's daily schedule in consultation with the head coach
- Minute team meeting action points and in consultation with the head coach, ensure these are carried out in a timely manner
- Incidental team expenditure and financial management

GAME DAY

- Ensure adequate supplies of ice, food, and water are available at grounds for both training and for game
- Pre-game and post-game activities to be confirmed in consultation with coaching staff

TRAVEL & ACCOMODATION FOR NATIONAL EVENTS

- Liaise with the Baseball Victoria and/or Baseball Australia office on all team travel and transport arrangements
- Liaise with hotel, ground transportation, airport, restaurant, or any other persons involved with providing services to the team

LAUNDRY FOR NATIONALS

- Arrange facilities and provide assistance to wash team uniforms

MEDICAL

- Responsible for arranging and scheduling all medical needs of players and coaches and act as a contact point for players that require information regarding insurance matters whilst on the road
- Ensure that any person injured receives suitable medical attention, including accompanying the injured to doctors, hospital etc

CONDUCT

- Liaise with the team's Head Coach to ensure all off-field arrangements have been made and that appropriate supervision is being always provided
- Abide by the Officials code of conduct, enforce the applicable player code of conduct and support the applicable Coaches/Managers Code of Conduct found [HERE](#)

- In consultation with team staff, ensure that any disciplinary problems are dealt with in a timely and appropriate manner

REPORTING AND FINANCE

The following processes will apply in relation to the distribution of funds and records to be kept. Executive Officers are to ensure that records are kept of all expenditure incurred in relation to the program.

- Each Executive Officer is required to provide Baseball Victoria with bank account details for the deposit of funds to be used for budgeted team expenditure. Bank account details are to be provided no later than seven (7) days before the tournament start date. These can be emailed to rania.newcombe@baseballvictoria.com.au.
- An initial deposit of funds will be made to the Executive Officer bank account at the beginning of the tournament. Further deposits will be made during the tournament as required.
- At the end of each day, the Executive Officer is required to take a photo of all receipts from the day and text these to the Baseball Victoria Financial Controller on 0416 110 629. No further deposit of funds will be made until receipts are provided.
- An acquittal spreadsheet will be provided for each Executive Officer to complete. All acquittals must be completed in this format, no other acquittal will be accepted. The acquittal must be returned to Baseball Victoria within 5 business days of the tournament conclusion.
- Surplus funds must be deposited into the Baseball Victoria bank account within five (5) business days of the tournament conclusion.

Account Name: Baseball Victoria Inc

BSB: 633-000

Account Number: 159 162 296

Reference: Team Name

All applicants are to comply with all child protection legislation and requirements and be able to demonstrate an understanding of appropriate behaviours when engaging with children.

GAIN. TRAIN. RETAIN. SUSTAIN.