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| Padres logo | **SPORT (BASEBALL) OPERATIONS** |

**POSITION OVERVIEW:**

**SKILLS**

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| **SKILLS REQUIREMENTS/RELEVANT EXPERIENCE:** |
| 1. Experience and/or proven ability to fill a leadership role in a not-for-profit, volunteer-based organisation, including a good understanding of financial statements, administration needs and the ability to speak in public. |
| 1. Knowledge of modern governance practices (including risk management). |
| 1. Knowledge of the legal requirements of the organisation and current issues. |
| 1. High standard of oral communication, interpersonal and effective people management skills. |
| 1. Good listening skills and project management skills. |
| **OBJECTIVES OF THE SPORT OPERATIONS ROLE:** |
| * Liaise with Club Coach, Junior Director of Coaching & Umpire Co-Ordinator to arrange required training opportunities for volunteers to ensure all officials hold required qualifications. |
| * Ensure appropriate volunteers are available for game days and events, both at home and away. |
| * Assess progress of the club in all areas of playing, team management, coaching and umpiring and formulate a plan to improve quality. |
| **KEY OBJECTIVE** |
| **To manage the sport and on-field day to day running of the coaching and team management, ensuring teams are managed to get onto the field and baseball can be played.** |

**TYPICAL DUTIES OF THE SPORT OPERATIONS ROLE:**

* Develop and manage a document that coaches and officials are required to sign that ensures they understand their obligations and the penalties in relation to behaviour, discipline and dismissal, safety, alcohol /drugs and what their rights are in relation to protection, harassment, grievance.
* Liaise with Equipment Manager to ensure coaches and officials are suitably equipped.
* As a member of the Executive ensures that all Key volunteers have a task sheet that allows them to sign that they understand their roles & obligations prior to the commencement of their duties.
* Manage portfolio of personnel and key duties as the Sport Operations role
* Clearly communicate to all members of teams
* Provide players & technical personnel induction training – (written or verbal) prior to their commencement of duties
* Liaise with all senior team coaches from U16/ Senior League upwards and assistant coaches to ensure that by Thursday of each week, teams have adequate numbers of players to field a team

**INCORPORATION AND TYPICAL CONSTITUTIONAL REQUIREMENTS**

* Ensure the responsibilities of Association and committee members under the Associations Incorporation Act are discharged:
* to ensure that the Association maintains a registered office where a document can be served personally (thus it cannot be a post office box) (section 17);
* to ensure that the Association complies with its rules about calling and holding General Meetings of members (section 57);
* to prepare financial statements within 6 months of the close of the financial year or more frequently if the rules of the Association so provide (section 59);
* to arrange for the financial statements to be audited and to be audited by a qualified or approved auditor (section 59);
* to comply with directions of the Department regarding publication of the annual financial statements (section 59);
* not to leave the position of Secretary vacant for more than one month (section 65);
* to ensure that the Secretary resides in Queensland or no more than 65 kilometres from its border (section 66);
* to notify any change in Secretary within 1 month (section 68);
* to ensure that the Association holds public liability insurance (section 70);
* to ensure compliance with the additional accounting requirements under regulation 12 and schedule 5; and
* to take all reasonable steps to ensure the incorporated Association complies with the Regulation (regulation 15).
* Prepare for Committee meetings and appropriately participate in meetings.
* Undertake any assignments given by the Management Committee or to them on an individual or group basis.
* Maintain current knowledge about the work of the Association.
* Maintain current knowledge about the environment in which the Association works and key issues.
* Attending Association functions.

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| **Organisation Name:**  **PENINSULA PADRES BASEBALL CLUB INCORPORATED** | **SPORT OPERATIONS** |  |
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**CURRENT POSITIONS AVAILABLE**

**VICE PRESIDENT- 2 years**

**SECRETARY- 2 years**

**SPORT (BASEBALL) OPERATIONS- 2 years**

**APPLICANT’S LEGAL OBLIGATIONS**

**Note: Any critical omissions within this section by an applicant will be a deemed by the organisation to be an act of deceit and fraud against ‘The Association’. Therefore**

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| **1) If you have been**   1. **convicted**—(1) on indictment; or (2) summarily and sentenced to imprisonment, other than in default of payment of a fine; or (3) under the *Bankruptcy Act 1966* (Cwlth) or the law of an external territory or another country, you are a undischarged bankrupt; or (4) have executed a deed of arrangement under the *Bankruptcy Act 1966* (Cwlth), part X or a corresponding law of an external territory or another country and the terms of the deed have not been fully complied with; or creditors have accepted a composition under the *Bankruptcy Act 1966* (Cwlth), part or a corresponding law of an external territory or another country and a final payment has not been made under the composition 2. your **rehabilitation period** in relation to the conviction or bankruptcy has not expired.   **Your application cannot be legally accepted by the Association** |

***If you have not have been convicted then you may continue completing this application***

**PROCESS**

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| **ELECTRONIC APPLICATIONS ONLY:-** (hand written applications will NOT be accepted) | |
| **Applications close :-** | **Tuesday 22nd May, 2018** |
|  | **Form to be completed electronically** and forwarded to :- [**secretary@redcliffepadres.com.au**](mailto:secretary@redcliffepadres.com.au) via email. |

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| **Applicant’s Name** |  | | | |
| **Applicant’s Contact Details** | **Ph:** |  | **Mb:** |  |
| **Email:** |  | | |

**APPLICANT’S SUPPORT (Must be a current member)**

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| **MOVED** | **Name** |  | **email** |  |

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| **SECONDED** | **Name** |  | **email** |  |

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| **Date application completed and sent** |  |

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| **THE POSITION** | **SPORT (BASEBALL OPERATIONS)** |

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| **APPLICANT’S NAME** |  |

**MOTIVATIONS**

What currently motivates you to apply for this position?

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**Your Task is to provide members with samples of your SKILLS AND ABILITY TO FILL THE POSITION** samples can be from either a paid or other voluntary work or experiences.

**QUALITY MANAGEMENT**

Your skills and experience in financial management, accountability and process

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**LEADERSHIP SKILLS**

1) Your skills and/or experience in people management, leadership or to motive and bring together people

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2) Your skills and/or experience in managing difficult situations and/or people

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**CLUB DEVELOPMENT**

Your skills and/or experience in relation to managing a sporting club

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**WHAT YOU HAVE BEST TO OFFER**

In relation to the future development of the club

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