



CLUB VOLUNTEER OPERATIONS MANUAL



CLUB OPERATIONS MANUAL

Abstract

This operations manual contains job descriptions, policies and checklists for most of the volunteer jobs conducted at the baseball club from time to time

Western Districts Baseball Club Inc



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BASEBALL CLUB VOLUNTEER OPERATIONS MANUAL

SECTION 1: CORE COMMITTEE & EXECUTIVE ROLES

1. President

- **Role Purpose:** To provide overall leadership, strategic direction, and primary governance to the baseball club, serving as the chief representative for all members, league bodies, and corporate sponsors [Queensland Government Committee Roles and Responsibilities].
- **Key Responsibilities:**
 - Chair all Executive Committee meetings, Annual General Meetings (AGMs), and special assemblies, ensuring orderly debate and legal voting procedures [Queensland Government Committee Roles and Responsibilities].
 - Act as the primary spokesperson and point of contact for local councils, Baseball Queensland/State associations, and commercial partners.
 - Oversee the strategic planning and long-term viability of the club, ensuring all committee members fulfill their portfolio tasks.
 - Manage internal dispute resolutions and disciplinary procedures in accordance with the club's constitution and Code of Conduct [Queensland Government Committee Roles and Responsibilities].
 - Sign off on official documentation, major club expenditures, asset leases, and grant applications alongside the Treasurer or Secretary.
- **Time Commitment:** 6 to 10 hours per week during the active season, requiring attendance at weekly committee meetings, weekend game days, and regional association assemblies.
- **Skills & Requirements:** Strong leadership, conflict resolution, and public speaking abilities. Deep understanding of the club's constitution and local baseball bylaws. Valid Working with Children Check (Blue Card/WWCC).
- **Reports To:** The Club Membership (via the AGM mechanism).



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2. Secretary

- **Role Purpose:** To manage the administrative core of the baseball club, handling communications, maintaining corporate records, and ensuring strict compliance with legislative and sporting obligations [Australian Sports Commission Volunteer Resource Hub, Queensland Government Committee Roles and Responsibilities].
- **Key Responsibilities:**
 - Coordinate, compile, and distribute agendas and supporting papers for all committee meetings and general assemblies at least 7 days in advance.
 - Record, formalise, and distribute accurate minutes of all committee proceedings, tracking action items and voting outcomes.
 - Manage the club's primary inbox, filtering and forwarding correspondence to relevant coordinators, and drafting official club responses.
 - Maintain custody of vital club records, including the active membership register, incorporation status, certificates of insurance, and historical archives.
 - Submit annual incorporation returns and compliance paperwork to government regulatory bodies (e.g., Office of Fair Trading / Consumer Affairs) [Queensland Government Committee Roles and Responsibilities].
 - Coordinate the booking of council fields, bat cages, pavilions, and meeting facilities for the upcoming season.
- **Time Commitment:** 4 to 6 hours per week, mostly managed remotely mid-week, with mandatory attendance at all committee meetings.
- **Skills & Requirements:** Outstanding organizational and communication skills, administrative experience, and high comfort with email and cloud file storage systems. Valid Working with Children Check (Blue Card/WWCC).
- **Reports To:** President and Executive Committee.

3. Treasurer

- **Role Purpose:** To oversee the financial health, stability, and accountability of the baseball club, ensuring all income, expenditures, and accounting records are managed transparently and legally [Queensland Government Committee Roles and Responsibilities].
- **Key Responsibilities:**
 - Maintain accurate, up-to-date accounting records using the club's financial software (e.g., Xero, MYOB) detailing all incoming and outgoing transactions.
 - Prepare and present comprehensive monthly financial reports—including profit and loss statements and bank reconciliations—to the committee.
 - Formulate the club's annual operational budget in consultation with the President, tracking actual spending against forecast targets.



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- Administer the club's primary bank accounts, processing supplier payments, invoice distributions, and electronic volunteer or umpire fee reimbursements.
 - Oversee cash banking procedures from the canteen, fundraising events, and registration day cash floats.
 - Coordinate the end-of-financial-year audit or review, and present the audited financial report to members at the AGM [Queensland Government Committee Roles and Responsibilities].
- **Time Commitment:** 3 to 5 hours per week, with a higher workload during pre-season registration windows and end-of-year audit closures.
- **Skills & Requirements:** High financial literacy, experience with basic bookkeeping or commercial accounting software, and strong numerical accuracy. Valid Working with Children Check (Blue Card/WWCC).
- **Reports To:** President and Executive Committee.

4. Club Operations Manager

- **Role Purpose:** To streamline the off-field logistics of the club, ensuring facilities, safety structures, hospitality income streams, and commercial operations run smoothly every game day.
- **Key Responsibilities:**
 - Supervise and support the non-sporting volunteer teams, directly overseeing the Volunteer Coordinator, Canteen Coordinator, Uniform Coordinator, and BBQ Cook.
 - Act as the primary venue manager for home games, ensuring pavilions, spectator areas, toilets, and change rooms are opened, cleaned, and locked up safely.
 - Oversee risk management, ensuring the club's First Aid stations are fully stocked and that incident reports are logged correctly.
 - Manage club uniform and merchandise inventory, coordinating orders, tracking stock flow, and organizing sales nights for members.
 - Review facility amenities and liaise with the local council or maintenance trades regarding building repairs, lighting failures, or security lock issues.
- **Time Commitment:** 6 to 8 hours per week, split between mid-week logistical coordination and active facility management on home match days.
- **Skills & Requirements:** Strong project management and operational logistics skills. Ability to manage multiple volunteer groups simultaneously. Calm problem-solving mindset under pressure. Valid Working with Children Check (Blue Card/WWCC).
- **Reports To:** Executive Committee.



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5. Baseball Operations Manager

- **Role Purpose:** To govern the technical, competitive, and purely on-field components of the club, ensuring player development, coaching excellence, and tournament alignment across all age divisions.
 - **Key Responsibilities:**
 - Oversee and direct the on-field sub-committees, holding direct management over the Baseball Umpire Coordinator, Field Maintenance Coordinator, Equipment Officer, and Team Coaches.
 - Coordinate the recruitment, vetting, selection, and ongoing certification of all junior and senior team coaches, assistants, and team managers.
 - Manage the pre-season player grading, tryout, and team selection processes alongside independent coaching panels.
 - Formulate the club's technical coaching blueprint, ensuring training drills focus on player retention, safe pitching mechanics, and skills development.
 - Liaise directly with regional and state baseball associations regarding seasonal fixture structures, grading disputes, and player transfer rules.
 - Review all match-ejection reports or rules disputes submitted by the Umpire Coordinator, presenting case details to the Executive Committee if disciplinary tribunals are triggered.
 - **Time Commitment:** 8 to 12 hours per week during peak pre-season tryouts and grading, tapering down to a consistent weekend oversight presence during the active playing season.
 - **Skills & Requirements:** Deep, technical knowledge of baseball (rules, advanced mechanics, development pathways, coaching certifications). Excellent interpersonal leadership skills. Valid Working with Children Check (Blue Card/WWCC).
 - **Reports To:** Executive Committee.
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SECTION 2: ADMINISTRATIVE & RECRUITMENT VOLUNTEERS

6. Club Registrar / Sign-up Coordinator

- **Role Purpose:** To manage the player registration process, ensure all club members are correctly registered with the governing body, and maintain accurate database records for team grading and compliance.
 - **Key Responsibilities:**
 - Configure the club's online registration portal ahead of the season launch in accordance with league fees and timelines.
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- Act as the primary point of contact for parents and players experiencing technical issues or inquiring about registration fees and payment plans.
- Maintain the master club database, ensuring all member contact details, medical information, and player histories are accurate and private.
- Cross-reference registrations to ensure players have submitted required identification and that all adult volunteers have valid Working with Children Checks (WWCC).
- Process incoming and outgoing player transfers through the official league database system.
- Generate official team rosters and player sign-up sheets for coaches, managers, and the Umpire Coordinator prior to Round 1.
- Provide weekly registration updates and final member numbers to the Executive Committee and Club Treasurer.
- **GameDay System Administration:**
 - Set up, update, and manage the club's specific **GameDay Passport** portal for the upcoming season, including configuring registration forms and fee structures.
 - Ensure all player registrations automatically sync correctly with the State and National Baseball bodies via the GameDay network.
 - Manage all player clearances and club transfers directly within the GameDay system, ensuring league clearance deadlines are strictly met.
 - Troubleshoot basic login, password resets, and duplicate profile issues for families trying to register through the portal.
 - Pull weekly financial reconciliation reports from GameDay to assist the Club Treasurer, and export team lists for coaches.
- **Time Commitment:** Pre-Season (Peak): 6 to 8 hours per week leading up to and during the sign-up window. In-Season: 1 to 2 hours per week to manage late registrations or transfers.
- **Skills & Requirements:** Tech comfort with database platforms, high attention to detail, patient communication style, and absolute commitment to data privacy. Valid WWCC.
- **Reports To:** Club Secretary and Executive Committee.



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7. Volunteer Coordinator

- **Role Purpose:** To oversee the recruitment, onboarding, scheduling, and retention of volunteers, ensuring the club has adequate support to run smooth game days and community events.
- **Key Responsibilities:**
 - Promote volunteer opportunities within the club community using social media, newsletters, and parent meetings.
 - Create and distribute seasonal rosters for game-day roles (canteen, BBQ, ground marshals, and scorers).
 - Coordinate first-day inductions, ensure new volunteers receive their job descriptions, and introduce them to their supervisors.
 - Maintain a confidential register of mandatory checks, such as Working with Children Checks (WWCC), where required.
 - Implement volunteer thank-you initiatives, such as tracking "Volunteer of the Month" nominations or organizing end-of-season appreciation events.
 - Act as the primary point of contact for volunteer feedback and suggest operational improvements to the committee.
- **Time Commitment:** Pre-Season: 3 to 4 hours per week to establish rosters and recruitment campaigns. In-Season: 2 to 3 hours per week, primarily handled remotely with brief check-ins on game days.
- **Skills & Requirements:** Strong people and communication skills, organizational skills to manage spreadsheets, comfort with email and shared documents. Valid WWCC.
- **Reports To:** Club President and Executive Committee.

8. Sponsorship Coordinator

- **Role Purpose:** To attract, secure, and retain commercial sponsors for the club, driving essential non-regulatory revenue to subsidise player fees, upgrade equipment, and maintain high-quality club facilities [Queensland Government Committee Roles and Responsibilities].
- **Key Responsibilities:**
 - Create, update, and professionalise the club's annual sponsorship proposal packages, clearly outlining tier options and corporate benefits.
 - Identify and pitch to local businesses, corporate partners, and community brands to secure fresh financial investment or in-kind donations.
 - Coordinate the printing and physical installation of outfield fence signs, batting cage banners, and uniform logos alongside the Field Maintenance Coordinator.
 - Ensure sponsors receive their agreed digital promotion, including website banner placements, dedicated social media shout-outs, and newsletter features.



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- Act as the primary contact for all club partners, inviting them to club sponsor nights and keeping them informed of first-team results.
- Lead the end-of-season renewal campaign, providing sponsors with a "Season Wrap-Up" report detailing their brand exposure to maximize retention for the next year.
- Deliver all invoice requests to the Club Treasurer to ensure sponsorship funds are tracked, collected, and receipted correctly.
- **Time Commitment:** Pre-Season (Peak): 4 to 6 hours per week to run outreach campaigns. In-Season: 1 to 2 hours per week to manage sponsor inquiries.
- **Skills & Requirements:** Strong written, face-to-face, and phone sales confidence. High attention to detail. Competency using email and shared tracking sheets. Valid WWCC.
- **Reports To:** Club President, Treasurer, and Executive Committee.

9. Events & Fundraising Coordinator

- **Role Purpose:** To plan, organize, and execute all club social events and fundraising initiatives, building a strong club culture while generating vital revenue to support player development and facility upgrades [Queensland Government Committee Roles and Responsibilities].
- **Key Responsibilities:**
 - Design and execute the club's annual social and fundraising calendar (Registration Day, Sponsor Nights, Trivia Nights, and Presentation Day).
 - Coordinate regular fundraising drives, including meat tray raffles, chocolate drives, grant applications, and special game-day theme rounds.
 - Secure venue hire, catering, entertainment, and mandatory council or licensing permits ahead of each event.
 - Work alongside the Secretary and Social Media Coordinator to promote upcoming events across the club's digital channels.
 - Liaise with the Volunteer Coordinator to assemble sub-committees and set up roster shifts for event crews.
 - Coordinate directly with the Club Treasurer to manage event budgets, track ticket sales, and ensure all cash and EFTPOS takings are securely banked.
- **Time Commitment:** Pre-Season: 2 to 3 hours per week. In-Season: Variable (1 to 2 hours during quiet weeks; 6 to 8 hours during major event weeks).
- **Skills & Requirements:** Strong planning, budgeting, and organizational skills. Enthusiastic, outgoing personality. Experience utilizing basic online ticketing platforms. Valid WWCC.
- **Reports To:** Club Operations Manager and Executive Committee.



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10. Grants Coordinator

- **Role Purpose:** To identify, prepare, and submit grant applications to government bodies, philanthropic foundations, and corporate giving programs, securing vital external funding for infrastructure upgrades, specialized equipment, and player development programs [Queensland Government Committee Roles and Responsibilities].
- **Key Responsibilities:**
 - Actively monitor local council, state government, federal government, and private corporate portals for sport and recreation funding opportunities.
 - Collaborate with the Executive Committee to match available grants with the club's priority project list.
 - Write, compile, and submit highly detailed, professional grant applications, ensuring all criteria, word limits, and strict deadlines are met.
 - Gather essential supporting materials for submissions, including council approval letters, quote estimates from trades, and letters of support.
 - Manage the tracking and formal acquittal of successful grants, compiling invoices, receipts, and photos to prove funds were spent as mandated.
 - Maintain a clear register of all past, current, and pending grant applications, tracking milestone dates and compliance obligations.
- **Time Commitment:** Variable. 1 to 2 hours per week during quiet periods. Peak times require 4 to 6 hours per week when major funding rounds open.
- **Skills & Requirements:** Exceptional writing skills with the ability to articulate community impact. High administrative accuracy to interpret funding guidelines. Strong project tracking skills. Valid WWCC.
- **Reports To:** Club President, Treasurer, and Executive Committee.

11. Social Media Coordinator

- **Role Purpose:** To manage the club's digital presence and communication channels, building an engaged online community, celebrating player milestones, and driving registrations, sponsorships, and event attendance.
- **Key Responsibilities:**
 - Capture, edit, and publish engaging text, photos, and video content (match highlights, milestones, volunteer shout-outs) across Facebook, Instagram, and TikTok.
 - Design and schedule critical announcements regarding registration deadlines, wet-weather ground closures, and event nights.
 - Ensure all club sponsors receive their contractually agreed digital exposure by scheduling dedicated partner shout-outs and tag placements.
 - Monitor page inbox messages and comments daily, responding to public inquiries or forwarding complex queries to the Club Secretary.



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- Maintain a professional club brand look and feel, utilizing standard club colours, logos, and approved photography rules.
- Adhere strictly to the club's media policy, ensuring no images or names of junior players are published without parental photo-consent forms on file.
- **Time Commitment:** In-Season: 2 to 4 hours per week. Highly flexible, remote role that can be completed in short blocks mid-week, with a brief game-day presence.
- **Skills & Requirements:** Confidence utilizing Facebook Business Suite, Instagram, and basic design tools (such as Canva). Engaging writing style with excellent grammar. Valid WWCC.
- **Reports To:** Club Secretary and Executive Committee.

12. Website Coordinator

- **Role Purpose:** To maintain and update the club's official website, ensuring it serves as an accurate, professional, and user-friendly information hub for current members, prospective families, sponsors, and the wider community.
 - **Key Responsibilities:**
 - Regularly update the website homepage, news blogs, and event calendars with critical dates, registration details, and wet-weather notifications.
 - Upload high-resolution corporate logos, links, and banners to the designated sponsor page, ensuring digital exposure obligations are met.
 - Maintain an intuitive site layout, ensuring essential documents (such as codes of conduct, forms, and policies) are easy to find and download.
 - Monitor the site weekly to ensure all outbound links—especially the GameDay registration portal—are fully functional and bug-free.
 - Oversee basic website health, including running platform updates, managing domain renewals, and backing up site data securely.
 - Adhere strictly to child safety guidelines, ensuring no unauthorized junior names or photos are published without written parental consent.
 - **Time Commitment:** Pre-Season (Peak): 3 to 5 hours per week to overhaul the site. In-Season: 1 to 2 hours per week of highly flexible, remote work.
 - **Skills & Requirements:** Experience managing standard content management systems (such as WordPress, Squarespace, Wix, or league platforms). Excellent spelling and grammar. Basic graphic resizing skills. Valid WWCC.
 - **Reports To:** Club Secretary and Executive Committee.
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SECTION 3: CANTEEN & HOSPITALITY ROLES

13. Canteen Manager

- **Role Purpose:** To oversee the profitable, safe, and efficient management of the club's canteen operations, including stock management, roster coordination, and financial reconciliation.
- **Key Responsibilities:**
 - Order, purchase, and stock all food, beverages, and cleaning supplies ahead of game days.
 - Create and manage the shift roster for Canteen Assistants to ensure adequate coverage.
 - Prepare the initial cash float, track daily revenue, and reconcile total cash and EFTPOS takings at the end of each trading day.
 - Ensure the canteen operates in accordance with local Council food safety regulations and club hygiene policies.
 - Monitor the condition of appliances (fridges, freezers, POS systems) and report any maintenance needs to the committee.
 - Provide regular summaries of canteen profits, expenses, and stock levels to the Club Treasurer.
- **Time Commitment:** Pre-Season: 3 to 5 hours total to set up supplier accounts. In-Season: 4 to 6 hours per week (includes mid-week ordering and game-day supervision).
- **Skills & Requirements:** Skills in planning, stock control, and managing rosters. Experience with basic bookkeeping and cash reconciliation. Food Safety Supervisor certificate (or willingness to complete one). Valid WWCC.
- **Reports To:** Club Treasurer and Executive Committee.

14. Canteen Assistant (Cash & EFTPOS)

- **Role Purpose:** To provide a welcoming environment for club members while generating vital revenue through efficient cash and electronic sales.
- **Key Responsibilities:**
 - Set up the point-of-sale area, including the electronic EFTPOS terminal and the cash float drawer.
 - Serve customers efficiently with a friendly, helpful attitude.
 - Process payments accurately using both cash and electronic card payment systems.
 - Maintain hygiene by wiping surfaces, washing utensils, and strictly following safe food handling guidelines.
 - Restock inventory during quiet periods to ensure items remain available for purchase.



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- Pack down the canteen at the end of the shift by cleaning equipment, emptying bins, and securing stock.
 - Reconcile takings alongside the coordinator by counting cash and printing electronic daily sales summaries.
- **Time Commitment:** Flexible shifts (usually 2 to 4 hours) scheduled on game days or club event days.
- **Skills & Requirements:** Confidence using a smartphone, tablet, or EFTPOS terminal. Comfort handling change. Ability to work cooperatively in a team. Valid WWCC if required.
- **Reports To:** Canteen Coordinator or Club Operations Manager.

15. BBQ Cook

- **Role Purpose:** To prepare and cook hot food efficiently on game days, driving critical club fundraising revenue while keeping hunger lines moving.
- **Key Responsibilities:**
 - Set up the outdoor BBQ station, including gas bottles, cooking utensils, oils, and serving trays.
 - Cook food (such as sausages, burgers, and onions) evenly and efficiently to meet demand.
 - Monitor food safety by ensuring meat is cooked thoroughly and held at safe, hot temperatures.
 - Maintain hygiene by prioritizing sanitized cooking surfaces, using separate tongs for raw vs. cooked meats, and wearing gloves/aprons.
 - Coordinate orders with the canteen staff to ensure hot food is transferred safely and restocked promptly.
 - Pack down the station by safely extinguishing the BBQ, cleaning the grease trays, and locking away gas cylinders.
- **Time Commitment:** Flexible shifts (usually 2 to 3 hours) during peak game-day meal times (breakfast/lunch rushes).
- **Skills & Requirements:** Confidence operating a large gas barbecue safely. Ability to work near hot surfaces. Basic food handling hygiene awareness. Valid WWCC if required.
- **Reports To:** Canteen Coordinator or Ground Marshal.



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16. Uniform & Merchandise Coordinator

- **Role Purpose:** To manage the sourcing, inventory, sales, and distribution of playing uniforms and club merchandise, ensuring all players are fully equipped for competition while generating non-regulatory retail revenue.
 - **Key Responsibilities:**
 - Liaise with apparel suppliers to obtain quotes, review garment quality, place bulk seasonal orders, and track delivery timelines.
 - Collaborate with the Club Registrar to set up uniform ordering packages and sizing charts within the club's online registration portal.
 - Plan and run face-to-face sizing and collection days at the clubhouse during the pre-season tryout window.
 - Maintain an organized uniform storage room, tracking stock levels of jerseys, pants, socks, caps, and apparel using an inventory spreadsheet.
 - Group and package custom team uniform allocations (including matching numbers where required) and distribute them to Team Managers prior to Round 1.
 - Ensure all on-site cash and EFTPOS merchandise transactions are tracked accurately, transferring takings and supplier invoices directly to the Club Treasurer.
 - **Time Commitment:** Pre-Season (Peak): 6 to 8 hours per week during registration and ordering windows. In-Season: 1 to 2 hours per week managing ad-hoc merchandise requests.
 - **Skills & Requirements:** Meticulous inventory tracking skills. Patient customer service approach. Basic tech literacy to manage spreadsheets and process card payments via EFTPOS terminals. Valid WWCC.
 - **Reports To:** Club Operations Manager and Executive Committee.
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SECTION 4: UMPIRE & OFFICIATING ROLES

17. Baseball Umpire Coordinator

- **Role Purpose:** To recruit, schedule, and support baseball umpires for all club home games, ensuring fixtures are officiated fairly, safely, and in accordance with local league rules.
 - **Key Responsibilities:**
 - Assign qualified plate and base umpires to all junior and senior home games using the club's scheduling system.
 - Identify potential new umpires (such as senior players or parents) and coordinate their attendance at official certification clinics.
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- Ensure umpires have access to necessary equipment, including protective gear, indicator counters, rule books, and official match balls.
- Act as the club's primary point of contact for league rule interpretations and local ground rules.
- Receive and review any game ejection reports or match tribunal notices before forwarding them to the Executive Committee.
- **Financial & Match Fee Administration:**
 - Maintain an accurate weekly log of all rostered plate and base umpires, recording the date, division, and games completed.
 - Verify that the correct match fee tier (Junior, Senior, or Solo Umpire rate) is applied to each completed fixture according to club guidelines.
 - Submit the finalized weekly umpire timesheet to the Club Treasurer by Sunday night to ensure prompt electronic bank transfers.
 - Ensure all active umpires have submitted their bank details and any required reimbursement forms before their first rostered match.
- **Time Commitment:** Pre-Season: 4 to 6 hours to attend league meetings and build umpire lists. In-Season: 2 to 4 hours per week adjusting weekly rosters and handling late changes.
- **Skills & Requirements:** Thorough understanding of official baseball rules and field mechanics. Calm communication skills to handle scheduling conflicts or support young umpires. Valid WWCC.
- **Reports To:** Club Secretary and Executive Committee.

18. Plate Umpire (Crew Chief)

- **Role Purpose:** To serve as the lead official on the diamond, controlling the game's tempo, calling balls and strikes, and enforcing the official rules of baseball to ensure a safe, fair, and orderly contest.
- **Key Responsibilities:**
 - Lead the home-plate meeting with opposing team managers to exchange lineup cards, review local ground rules, and inspect the game balls.
 - Position yourself safely behind the catcher to accurately judge and loudly call "Balls" and "Strikes" using decisive voice commands and hand signals.
 - Rule on all batted balls along the third and first base lines up to the bases, and track fly balls for legal catches.
 - Rule on plays at home plate, track the official count, monitor player substitutions, and manage game timing (e.g., time limits or mercy rules).
 - Enforce the league Code of Conduct, issuing official warnings or ejections to players, coaches, or spectators if unsportsmanlike behaviour occurs.
 - Verify the final score with both team scorers and sign the official match report sheet immediately following the game.
- **Time Commitment:** Per match basis (typically 1.5 to 2.5 hours per game).



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- **Skills & Requirements:** Deep understanding of baseball rules, strike zone mechanics, and league bylaws. Decisiveness under pressure. Physical ability to crouch behind the catcher wearing heavy protective gear (mask, chest protector, shin guards, steel-toes) provided by the club. Valid WWCC.
- **Reports To:** Baseball Umpire Coordinator.

19. Base Umpire

- **Role Purpose:** To officiate baseball matches from the field lanes, ensuring fair play by making accurate, confident, and impartial decisions regarding base runners, force plays, and tag outs.
 - **Key Responsibilities:**
 - Meet with the Plate Umpire 15 minutes before the first pitch to review ground rules, coordinate field positioning, and sync signal communication.
 - Position yourself correctly in the A, B, or C field slots based on where runners are on base to ensure the best angle for every play.
 - Signal clearly and call plays instantly at first, second, and third base, including "Safe," "Out," "Fair," "Foul," and "Catch/No Catch" in the outfield.
 - Monitor base runner infractions, such as leaving a base early, missing a base, obstruction, or interference.
 - Assist the Plate Umpire on requested appeal plays (such as a check swing) using established umpire signals.
 - Maintain a calm, professional, and authoritative presence on the diamond, defusing frustrations calmly.
 - **Time Commitment:** Per match basis (usually 1.5 to 2 hours per game).
 - **Skills & Requirements:** Strong understanding of baseball rules, local bylaws, and field positioning mechanics. Ability to use a loud, clear voice and strong hand signals. Ability to hustle, jog into position, and stand for long periods. Valid WWCC.
 - **Reports To:** Baseball Umpire Coordinator and the Crew Chief (Plate Umpire).
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20. Volunteer Job Description: Coaching Director

Role Purpose:

To lead the club's coaching program across all junior and senior divisions, ensuring consistent teaching standards, safe player development pathways, and alignment with the club's technical coaching blueprint. The Coaching Director provides hands-on support to coaches, oversees accreditation compliance, and drives long-term player development strategies.

Key Responsibilities:

- **Coach Development & Mentoring:**
Provide ongoing mentoring to all club coaches, including running coaching clinics, reviewing training plans, and offering constructive feedback to improve instructional quality.
- **Accreditation & Compliance:**
Ensure all coaches (junior and senior) hold the required Baseball Queensland / Baseball Australia coaching accreditations. Track expiry dates and coordinate enrolment in mandatory courses.
- **Training Program Oversight:**
Review and approve weekly training session plans to ensure they align with the club's technical coaching blueprint, focusing on safe pitching mechanics, age-appropriate drills, and progressive skill development.
- **Player Development Pathways:**
Design and maintain a clear development pathway for players from Rookieball through Senior League and adult divisions, including pitching programs, catching development, and advanced skills streams.
- **Coach Recruitment & Vetting:**
Assist the Baseball Operations Manager with identifying, interviewing, and onboarding new coaches. Provide recommendations on coach placement based on experience, communication style, and team needs.
- **Seasonal Coaching Framework:**
Develop and distribute pre-season coaching packs, including training templates, safety guidelines, positional rotation expectations, and communication standards.
- **On-Field Observation:**
Attend training sessions and selected game days to observe coaching behaviours, provide real-time feedback, and ensure adherence to the Coaches Code of Conduct.
- **Conflict Resolution:**
Support coaches in managing player or parent concerns, assisting with communication strategies and escalating issues to the Baseball Operations Manager when required.
- **Coach Performance Reviews:**
Conduct mid-season and end-of-season reviews for all coaches, identifying strengths, development areas, and future coaching opportunities.



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Time Commitment:

Pre-Season: 6 to 10 hours per week (coach recruitment, clinics, training plan reviews).

In-Season: 4 to 6 hours per week (training observations, mentoring, compliance checks).

Post-Season: 2 to 3 hours per week (reviews, planning, pathway updates).

Skills & Requirements:

Strong technical baseball knowledge across all age groups.

Experience coaching at junior and senior levels.

Excellent communication and mentoring skills.

Ability to deliver constructive feedback professionally.

Understanding of child safety, pitch-count rules, and development principles.

Valid Working with Children Check (Blue Card/WWCC).

Reports To:

Baseball Operations Manager and Executive Committee.

21. Volunteer Job Description: Baseball Team Coach / Manager

Role Purpose

To lead, instruct, and inspire a specific baseball team, focusing on player safety, skills development, and positive sportsmanship in line with the club's values and coaching blueprint.

Key Responsibilities

- **Technical Instruction:** Plan and run weekly training sessions focused on fundamental baseball skills, including hitting mechanics, throwing accuracy, safe pitching mechanics, and defensive situational play.
- **Game-Day Management:** Direct the team during matches, including establishing starting lineups, defensive position rotations, managing substitutions, and determining game strategies.
- **Player Care & Safety:** Enforce strict player safety protocols, including monitoring mandatory protective gear usage (such as helmets and protective cups) and adhering to league pitch-count restrictions to protect young throwing arms.
- **Team Communication:** Act as the primary conduit of information between the club committee and team families regarding training times, game schedules, and roster updates.
- **Umpire & Official Relations:** Maintain a professional demeanor on the diamond. Only the Head Coach may approach an umpire to calmly seek a rule clarification during a dead-ball situation, adhering strictly to the zero-tolerance abuse policy.



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- **Equipment & Asset Custody:** Take full responsibility for the team equipment kit bag (bats, helmets, catcher's gear, balls) provided by the club, ensuring it is used safely and returned intact at the end of the season.
- **Code of Conduct Enforcement:** Model and enforce the Club's Codes of Conduct among players, assistant coaches, and team spectators during all club events.

Time Commitment

- **Training:** 1 to 2 hours mid-week for team practice.
- **Game Day:** 2 to 3 hours on weekends (includes 45-minute pre-game warm-up and post-game field/dugout clean-up).
- **Meetings:** Attendance at the pre-season coaches meeting and occasional mid-season check-ins.

Skills & Requirements

- **Baseball Knowledge:** Practical understanding of baseball rules, age-specific league bylaws, and positional play mechanics.
- **Leadership & Communication:** Ability to engage, motivate, and patiently instruct players of varying skill levels.
- **Qualifications:** Attainment of (or willingness to complete) the mandatory entry-level coach accreditation required by the state baseball association.
- **Compliance:** A current Working with Children Check (Blue Card / regional equivalent).

Reports To

- Baseball Operations Manager.



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22. Volunteer Job Description: Baseball Team Manager

Role Overview

The Team Manager manages all team logistics, administrative duties, and communications. This position requires strong organization, clear communication, and a positive, welcoming attitude. [\[1\]](#)

Key Responsibilities

- **Player Administration:** Maintain team contact lists, medical forms, and player registration records.
- **Match-Day Logistics:** Confirm match times and locations and coordinate the scoring roster.
- **Communication Hub:** Send weekly updates to players and parents regarding training schedules, weather cancellations, and venue changes.
- **Equipment Management:** Secure and transport the team kit bag, first-aid kit, and match balls to all events.
- **Roster Management:** Coordinate parent volunteers for essential game-day tasks like scoring, line umpiring, and canteen assistance.
- **Club Liaison:** Communicate with the club committee as required

Time Commitment

- **Pre-Season:** 2–3 hours total for briefing meetings and setting up communication channels.
- **In-Season:** 2–4 hours per week, including attending mid-week training and weekend matches.

Key Relationships

- **Reports To:** Club Volunteer Coordinator and/or Executive Committee.
- **Works Closely With:** Team Coach, players, parents, and opposition team managers.

Essential Skills

- Strong **organizational skills** and attention to detail.
- Excellent **written and verbal communication** for managing group chats or emails.

Approachable personality to act as the primary point of contact for parent queries or concerns.



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23. Volunteer Job Description: Baseball Junior Team Manager

Role Overview

Managing a junior team requires a heavy focus on parent communication, safety compliance, and creating a positive environment.

The Junior Team Manager coordinates all off-field logistics and parent communications. This role ensures a safe, organized, and fun environment so the coach can focus entirely on player development.

Key Responsibilities

- **Parent Communication:** Act as the primary point of contact for parents. Send weekly updates regarding training times, game locations, and weather cancellations.
- **Roster Management:** Create and manage a weekly parent roster for game-day duties (e.g., scoring, operating the canteen).
- **Child Safety & Compliance:** Ensure all team officials hold a valid Working with Children Check (Blue Card) and maintain confidential emergency contact/medical forms.
- **Match-Day Coordination:** Arrive early to welcome families, hand out player-of-the-match certificates, and submit official scoresheets.
- **Equipment Care:** Transport and look after the team kit, first-aid bag, and training vests.

Time Commitment

- **In-Season:** 2–3 hours per week. This includes 30 minutes of mid-week admin and attending the weekly junior match.

Key Relationships

- **Reports To:** Junior Coordinator or Club Volunteer Coordinator.
- **Works Closely With:** Junior Coach, parents, and players.

Essential Skills

- Friendly, approachable personality welcoming to young families.
- Strong group communication skills (e.g., proficiency using apps like WhatsApp or Stack App).

High level of patience and organization.



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24. Volunteer job description- Baseball Club Chairman of Selectors

Role Overview

A volunteer Baseball Club Chairman of Selectors leads the player selection process, collaborating with the coaching staff to pick competitive teams across all grades. They evaluate players, enforce selection policies, resolve disputes, and ensure a transparent, merit-based pathway for athletes while upholding club values.

Key Responsibilities

Team Selection & Player Assessment

- **Manage Selection Panels:** Form, lead, and coordinate a panel of volunteer selectors for senior and junior grades.
- **Evaluate Talent:** Observe training sessions, trials, and matches to assess player performance, throwing velocity, bat speed, agility, and situational awareness.
- **Finalize Teams:** Collaborate with Head Coaches and Team Managers to approve and finalize weekly team lineups.

Policy & Communication

- **Enforce Club Policy:** Ensure all selection decisions adhere to the club's official selection criteria, including injury and concussion protocols.
- **Player Feedback:** Ensure excellent communication with players regarding their placement. Oversee notifications for promoted players and deliver tough, constructive feedback to dropped players.
- **Conflict Resolution:** Act as the final arbiter for selection disagreements within the panel.

Administration & Governance

- **Pre-Season Planning:** Assist in organizing pre-season trials and establishing broad selection guidelines alongside the coaching staff.
- **Compliance:** Adhere to all Member Protection and Child Safety standards (e.g., maintaining a valid Working with Children Check or Blue Card).
- **Reporting:** Prepare periodic reports for the club's Committee on team progression, selection trends, and talent pipelines.

Essential Skills & Requirements

- **Impartiality & Objectivity:** Ability to make difficult, unbiased decisions purely based on merit, performance, and team balance.
- **Strong Communication:** Proven ability to handle delicate conversations with players, coaches, and parents professionally.



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- **Baseball Knowledge:** Strong understanding of baseball strategies, positional requirements, and player evaluation.
- **Leadership:** Ability to lead a committee, work within time constraints, and keep selection discussions strictly confidential.

Reports To: Vice President – Baseball Operations.



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SECTION 5: GROUND OPERATIONS, FIELDS & TEAM ROLES

25. Field Maintenance Coordinator (Full Turf Care)

- **Role Purpose:** To oversee the comprehensive upkeep, safety, and turf management of the club's baseball diamonds and facilities, ensuring playing surfaces meet elite competition standards for safe and fair play.
- **Key Responsibilities:**
 - Manage the comprehensive mowing, edging, fertilization, aeration, and weed-control schedules for the outfield grass and infield turf areas.
 - Coordinate the dragging, watering, and leveling of the infield dirt, alongside precise lining of basepaths and batter's boxes ahead of matches.
 - Oversee the daily patching, packing with specialized clay, watering, and tarping of the pitcher's mounds and home plate areas to prevent deep holes and erosion.
 - Operate, program, and maintain the field watering systems, ensuring optimal turf health while monitoring local water restrictions.
 - Conduct routine safety checks of the playing field, outfield fences, batting cages, and dugouts to identify and resolve structural hazards.
 - Service and maintain club-owned heavy equipment—including ride-on mowers, turf rollers, line markers, and field drags—and secure them safely in the club shed.
 - Monitor inventory levels of field-marking lime, turf sand, specialized clay, and base hardware, requesting purchase approvals from the committee when low.
 - Plan and lead community working bees prior to the season launch and during mid-season breaks for major facility maintenance.
- **Time Commitment:** Pre-Season: 10 to 15 hours total to revive turf after winter. In-Season: 4 to 6 hours per week, requiring flexible mid-week turf cutting and early morning game-day preparation.
- **Skills & Requirements:** Turf management knowledge (grass species care, sports heights, irrigation). Confidence operating commercial ride-on mowers and field tractors. Understanding of official diamond layouts and division modifications. Physical ability to lift 20kg bags of clay/lime. Valid WWCC.
- **Reports To:** Club President and Executive Committee.



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26. Field Preparation Volunteer (Game-Day Crew)

- **Role Purpose:** To prepare the baseball diamonds on game-day mornings, ensuring lines, bases, and playing surfaces are perfectly set up for safe, fair, and official league play.
- **Key Responsibilities:**
 - Drag and rake the infield dirt to smooth out any ruts, footprints, or uneven patches before the first game.
 - Chalk the batter's boxes, catcher's box, and foul lines using the mechanical line marker according to official division dimensions.
 - Clear dirt from the base anchors and securely insert first, second, and third bases so they sit flush with the ground.
 - Sweep and lightly water the pitcher's mound and home plate areas, ensuring any low spots or ruts are filled and packed down.
 - Place out the outfield cones (if required), foul poles, dugout trash bins, and ensure the scoreboard controller is plugged in.
 - Perform a quick walk of the playing surface to remove any stones, glass, trash, or hazards before players take the field.
- **Time Commitment:** Approx. 1 to 1.5 hours on game-day mornings.
- **Skills & Requirements:** Punctual and reliable. Ability to push a line marker in a straight line along string guides. Capable of walking the field, lifting base bags, and pushing a hand rake.
- **Reports To:** Field Maintenance Coordinator or Ground Marshal.

22. Field Mowing (Turf Crew)

- **Role Purpose:** To maintain the safety, playability, and visual standards of the club's outfield and infield grass areas through regular, precise lawn mowing.
- **Key Responsibilities:**
 - Walk the entire turf surface before starting engines to remove debris, rocks, loose baseballs, and rubbish that could damage machinery or become dangerous projectiles.
 - Mow the outfield grass and infield turf areas to the exact height designated by the Field Maintenance Coordinator for current season conditions.
 - Trim grass cleanly around the infield dirt perimeters, pitcher's mound circle, warning tracks, dugouts, and backstop fences.
 - Alternate mowing directions each week (e.g., clockwise, counter-clockwise, or striping) to prevent soil compaction and grain lean in the turf.
 - Clean the mower deck, clear away grass clippings, check oil/fuel levels after use, and report any blunt blades or mechanical faults immediately.
 - Operate all mowing equipment strictly in accordance with the Club Machinery Use Policy, ensuring absolute safety around bystanders.



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- **Time Commitment:** Approx. 2 to 3 hours per mowing session. Weekly or fortnightly depending on grass growth and match schedules (typically completed mid-week or Friday afternoons).
- **Skills & Requirements:** Proven experience safely operating commercial ride-on lawnmowers and petrol line trimmers. Physical ability to sit on machinery and walk field boundaries. Age 18+ only to operate ride-on machinery. Valid WWCC.
- **Reports To:** Field Maintenance Coordinator.

27. Wet Weather Officer

- **Role Purpose:** To serve as the central coordination point for inspecting fields, monitoring radar forecasts, and communicating game delays or field closures during severe weather events to minimize travel disruption for club families.
- **Key Responsibilities:**
 - Conduct early morning field safety walks alongside the Field Maintenance Coordinator on rain-affected match days to assess diamond playability, mud, and safety.
 - Communicate directly with the regional baseball association or governing body to report local field status updates and confirm official league cancellation rulings.
 - Serve as the primary, official contact mobile number and email address listed on the club website for opposing teams and umpires seeking ground status updates.
 - Immediately notify the Social Media Coordinator and Team Managers of cancellations or venue relocations to ensure information is pushed out instantly across club channels.
 - Work with the Baseball Operations Manager to catalogue unplayed fixtures and coordinate with league schedulers to lock in makeup dates.
- **Time Commitment:** In-Season: Variable (0 hours on sunny weeks; 2 to 4 hours of high-intensity early morning communication on rain-affected weeks between 5:30 AM and 8:30 AM).
- **Skills & Requirements:** Ability to make firm, objective field safety calls early in the morning. Highly organized, clear, and rapid communication style across digital platforms. Confidence monitoring radar apps. Valid WWCC.
- **Reports To:** Club Operations Manager and Executive Committee.



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28. Pre-Game Field Safety Checklist

*This checklist should be completed by the Field Maintenance Coordinator, Ground Marshal, or designated Home Team Official **60 minutes before the first pitch** of the day.*

Diamond & Infield Safety

- **Base Integrity:** Check that all bases (1st, 2nd, 3rd) anchor securely and sit flush with the turf to prevent tripping.
- **Home Plate:** Ensure home plate is level with the surrounding dirt and free of dangerous lips or ruts.
- **Mound Condition:** Check the pitcher's plate (rubber) is secure and holes in the landing area are packed, levelled, and packed down.
- **Infield Dirt:** Look for and remove any sharp stones, glass, debris, or deep ruts in the running lanes.
- **Fire Ants:** Ensure there are no active Fire Ant nests on the playing surface of each Diamond

Turf & Outfield Safety

- **Debris Sweep:** Walk the outfield grass to remove any animal waste, glass, cans, or hazardous debris.
- **Surface Holes:** Inspect the turf for sprinkler heads that aren't flush, rabbit holes, or sudden depressions; fill or mark clearly if found.
- **Fencing & Gates:** Ensure the outfield fence mesh is free of jagged wires and that all access gates close and latch properly.
- **Warning Track:** Verify the transition from turf to the warning track is clear and free of large obstructions.

Dugouts & Amenities

- **Dugout Cleanliness:** Ensure player benches are clean, dry, and free of debris, broken bats, or equipment hazards.
- **Foul Poles:** Visually check that foul poles are upright and structural supports are secure.
- **Batting Cages:** Ensure nets are tied down and no loose equipment is left inside if cages are near live play.

Weather & Environmental Factors

- **Surface Moisture:** Assess for standing water or excessive mud that could cause players to slip, particularly around basepaths.
- **Visibility:** Ensure morning fog or poor light won't compromise player safety (delay if necessary).



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Sign-Off

Diamond Name/Number: _____

Date: ____ / ____ / ____

Inspector Name: _____

Signature: _____

Status:  **SAFE TO PLAY** |  **CONDITIONAL** (Fix required before play) |  **UNSAFE**
(Match delayed/moved)



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29. End-of-Day Pack-Down Checklist

*This checklist must be completed by the final rostered Field Volunteers, Ground Marshal, or Home Team Manager **immediately following the conclusion of the final match of the day.***

Diamond & Equipment Pack-Away

- **Remove Bases:** Pull up 1st, 2nd, and 3rd bases. Insert the rubber base plugs securely into the ground anchors to prevent dirt from filling the holes.
- **Clean Bases:** Shake off excess dirt and return all bases to the designated storage racks in the equipment shed.
- **Scoreboard Care:** Turn off the electronic scoreboard. Disconnect the controller box, coil the cables neatly, and store them securely inside.
- **Perimeter Gear:** Collect all outfield cones, temporary fencing, foul pole banners, and sponsor signage.

Mound & Plate Protection

- **Rake Ruts:** Lightly rake out the deep holes dug by pitchers on the mound and batters/catchers at home plate.
- **Moisture & Cover:** Lightly water the clay on the pitcher's mound and home plate area if dry, then securely fasten the heavy-duty weather tarps using sandbags or pegs.

Dugouts & Venue Tidiness

- **Dugout Clear-Out:** Empty all trash bins from both the home and away dugouts into the main commercial skip bin.
- **Lost Property:** Collect any forgotten gear (gloves, bats, helmets, jackets) and place them in the clubhouse lost property bin.
- **Spectator Areas:** Do a quick walk of the spectator bleachers and fence lines to bag loose rubbish, bottles, and cans.

Security & Lock-Up

- **Tool Return:** Ensure all rakes, brooms, line-marking machines, and drags are wiped down and returned to the equipment shed.
- **Shed Security:** Lock the equipment shed padlocks and double-check that the main roller door is fully secured.
- **Facility Gates:** Lock all field access gates, dugout security cages, and main perimeter gates.



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- **Key Return:** Place all keys back into the secure club key box or hand them directly to the duty Committee Member.
-



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30. Equipment Maintenance Officer

- **Role Purpose:** To audit, repair, and organize the club's baseball training and game-day gear, ensuring all teams have access to safe, compliant, and well-maintained equipment throughout the season.
- **Key Responsibilities:**
 - Inspect all club kit bags (bats, helmets, catcher's gear, base sets) before Round 1 to catalogue inventory and identify broken or non-compliant gear.
 - Regularly check that all helmets are free of cracks, catcher's masks have secure straps, and bats meet current league safety regulations (e.g., USA Baseball or BBCOR stamps).
 - Perform basic maintenance on gear, such as replacing worn bat grips, tightening loose screws on catcher's helmets, and inflating training balls.
 - Prepare and distribute designated team equipment bags to coaches and team managers at the start of the season.
 - Monitor the stock of balls, scorebooks, pine tar, and resin bags mid-season, providing a list of required purchases to the Umpire or Field Coordinator.
 - Collect, deep-clean, and systematically store all team gear in the club shed at the end of the season, creating an inventory list for the following year.
- **Time Commitment:** Pre-Season: 6 to 8 hours total to audit and pack team bags. In-Season: 1 to 2 hours per week to handle ad-hoc gear replacement requests. Post-Season: 4 to 6 hours total to collect and store gear.
- **Skills & Requirements:** Strong organizational skills to track inventory. Basic handiness to fix minor gear issues (re-gripping bats, adjusting strap screws). Understanding of baseball equipment sizing regulations. Valid WWCC.
- **Reports To:** Club Secretary or Operations Manager.

31. Volunteer Job Description: Grounds & Waste Volunteer (Rubbish Bin Crew)

Role Purpose

To maintain a clean, safe, and professional environment across the club's grounds, bleachers, and dugouts by managing waste collection and ensuring litter is disposed of correctly throughout game days.

Key Responsibilities

- **Morning Setup:** Distribute wheelie bins and waste receptacles to key spectator zones, the canteen area, batting cages, and dugouts before the first pitch.
- **Mid-Day Emptying:** Monitor bin levels during peak game times (such as the lunch rush) and empty full or heavy bins to prevent overflow and pests.
- **Litter Sweeps:** Perform quick, periodic walks of the spectator bleachers, fence lines, and car park areas to collect loose bottles, cans, and wrappers.



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- **Dugout Clear-Out:** Empty the team dugout bins immediately following the conclusion of each match, replacing liners if being used, for the incoming teams.
- **Waste Consolidation:** consolidate waste into minimum number of wheelie bins. Take full bins down onto Westcombe Street side of road prior to Wednesday morning rubbish collection by Council..
- **End-of-Day Pack-Down:** Collect all external wheelie bins, line them with fresh bags if being used, and wheel them back to the secure club storage shed or compound as required.

Time Commitment

- **Duration:** Flexible shifts (usually 1 to 2 hours) or completed as a rotating roster task at the end of the day.
- **Frequency:** Weekly or on home game rounds throughout the season.

Skills & Requirements

- **Reliability:** Commitment to keeping the facility looking its best for members and visitors.
- **Physical Fitness:** Capability to walk the grounds, push wheelie bins, and safely lift standard garbage bags.
- **Hygiene & Safety:** Compliance with club safety rules, including wearing heavy-duty protective gloves (provided by the club) at all times during the shift.
- **Compliance:** A current Working with Children Check (or regional equivalent).

Reports To

- Club Operations Manager or Ground Marshal.

32. Volunteer Job Description: Amenities Block Cleaner

Role Purpose

To maintain high standards of hygiene, cleanliness, and safety across the club's change rooms and public toilets, ensuring a welcoming environment for members, visitors, and officials on game days.

Key Responsibilities

- **Sanitize Facilities:** Clean and disinfect toilets, urinals, sinks, mirrors, and shower cubicles using approved club cleaning chemicals.
- **Restock Supplies:** Monitor and replenish essential hygiene inventory, including toilet paper, hand soap, paper towels, and bin liners.
- **Waste Management:** Empty all rubbish bins within the change rooms and toilet blocks, replacing liners and transferring waste to the main club skip bin.



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- **Floor Care:** Sweep and mop tile floors using wet-floor safety signs to prevent slips and falls.
- **Safety & Hazard Checks:** Inspect amenities for plumbing leaks, broken locks, structural hazards, or graffiti, reporting maintenance needs promptly to the Operations Manager.
- **Lock-Up:** Ensure windows are closed, lights are turned off, and all amenities block doors are securely locked at the conclusion of the shift.

Time Commitment

- **Duration:** Typically 1 to 2 hours per shift.
- **Frequency:** Can be rostered as a pre-game morning setup shift, a mid-day refresh, or an end-of-day pack-down task on home game rounds.

Skills & Requirements

- **Reliability:** Completing tasks thoroughly to ensure high public health and hygiene standards.
- **Physical Capability:** Ability to stand, bend, mop, and lift standard garbage bags or cleaning buckets.
- **Chemical Safety:** Compliance with basic safety directions on cleaning product labels (gloves must be worn at all times).
- **Compliance:** A current Working with Children Check (or regional equivalent) due to working within change room environments.

Reports To

- Club Operations Manager.



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33. Quick Guide on Diamond Dimensions

*This field reference guide highlights standard dimensions across common baseball divisions to assist the **Field Maintenance Coordinator** and **Game-Day Field Prep Crew** with accurate layout, lining, and base setting.*

Master Dimension Table

*All measurements originate from the **apex (back point) of home plate**.*

Division / Age Group	Base Paths (Distance between bases)	Pitching Distance (Plate apex to front of rubber)	Infield Arc Radius (Grass edge cut)	Foul Line Minimal Length
Little League Minor (Zooka / Under 10)	18.29 m (60')	14.02 m (46')	15.24 m (50')	45 m (150')
Little League Major (Under 12)	18.29 m (60')	14.02 m (46')	15.24 m (50')	60 m (200')
Junior League (Under 14)	24.38 m (80')	16.46 m (54')	24.38 m (80')	75 m (250')
Senior League (Under 16)	27.43 m (90')	18.44 m (60'6")	28.95 m (95')	85 m (280')
Seniors / Adults (U18 & Open Grades)	27.43 m (90')	18.44 m (60'6")	28.95 m (95')	97 m (320')



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SECTION 6: GOVERNANCE, POLICIES & CODE OF CONDUCTS

34. Club Document: Team Selection Policy

1. Purpose

This policy establishes a transparent, objective, and fair framework for grading and placing players into junior, senior, and representative teams. The goal is to maximize player enjoyment and retention while balancing competitive ambition with player development.

2. Core Placement Principles

- **Junior Divisions (Rookieball; Little League; Junior League; Senior League):** Placements focus primarily on age-group compliance, friendships, school networks, and balanced skill distributions across teams to ensure equal and fun competition.
 - **Senior & Competitive Divisions:** Placements are determined by skill level, athletic capability, game awareness, attitude, and the positional needs of individual teams.
 - **Safety Over Rides:** The Baseball Operations Manager reserves the right to hold a player back a division if moving up poses a physical safety risk to that individual.
-

3. Selection Criteria

When evaluating players during pre-season trials, independent grading panels assess four key pillars:

1. **Baseball Skills:** Hitting mechanics, throwing accuracy/arm strength, fielding technique, and base-running speed.
 2. **Game Awareness:** Understanding of situational play, rules, defensive positioning, and mental focus during live play.
 3. **Fitness & Work Ethic:** General conditioning, hustle during drills, and active engagement in training.
 4. **Attitude & Coachability:** Respect shown toward coaches and peers, attendance consistency, and a willingness to accept feedback.
-



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4. Grading Panels & Process

- **Panel Composition:** To ensure objectivity, grading panels consist of the Baseball Operations Manager, independent club coaches, and external assessors where possible.
 - **Conflict of Interest:** No coach or committee member may participate in the final grading or selection score review of their own child.
 - **Trial Structure:** Players must attend a minimum of **one** official club trial session to be scored fairly. Absences due to injury or illness must be supported by a medical note to receive an alternative review.
-

5. Late Registrations & Mid-Season Changes

- **Late Sign-ups:** Players registering after trials conclude will automatically be allocated to teams with vacant roster spots, regardless of skill level, unless a vacant spot exists in a team matched to their evaluated ability.
 - **Mid-Season Movement:** Moving a player between divisions mid-season requires approval from the Baseball Operations Manager and must align with regional league transfer window deadlines.
-

6. Dispute Resolution Process

Unsatisfied players or parents must follow this formal escalation chain to resolve selection disputes:

- **Step 1 (24-Hour Rule):** No communication regarding selection will be accepted within 24 hours of teams being announced. This allows an emotional cooling-off period.
 - **Step 2 (The Request):** Submit a formal, written review request to the Club Registrar via email within **[Insert Number, e.g., 5 days]** of the roster release.
 - **Step 3 (The Review):** The Baseball Operations Manager and President will review the grading sheets and provide structured feedback regarding the decision.
 - **Step 4 (Final Decision):** The Executive Committee holds ultimate authority over final team placements; their subsequent ruling is final and binding.
-



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35. Club Document: Player Code of Behaviour

1. Purpose

This Code of Behaviour outlines the standards of sportsmanship, respect, and personal conduct expected from every player wearing our club uniform. Our goal is to ensure a safe, competitive, and highly supportive team environment where players develop their skills and represent the club with pride.

2. Respect for the Game & People

- **Play by the Rules:** Understand and play within the spirit and official rules of baseball at all times.
 - **Respect Officials:** Accept all umpire decisions (plate and base) instantly and without argument. Never mock, gesture aggressively, or speak disrespectfully to an official.
 - **Treat Opponents with Dignity:** Treat opposing players, coaches, and spectators with courtesy. No trash-talking, taunting, or intentional physical intimidation will be tolerated.
 - **Value Your Teammates:** Support your teammates through both success and mistakes. Bullying, cliquey behaviour, or blaming others for a loss has zero place in this club.
-

3. Commitment & Professionalism

- **Be Punctual:** Arrive on time for all training sessions and game-day warm-ups as requested by your coaching staff.
 - **Give Maximum Effort:** Train hard, focus on instructions, and always hustle on the field—whether running out a ground ball or backup-tracking a throw.
 - **Uniform Pride:** Wear your official club uniform correctly and neatly. Shirts must be tucked in, and protective gear (such as helmets and cups) must be worn properly for safety.
 - **Dugout Etiquette:** Stay engaged in the dugout during games. Clean up all empty water bottles, tape, and trash before leaving the bench area.
-



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4. Safety & Property Care

- **No Equipment Abuse:** Throwing helmets, bats, or gloves in anger or frustration is strictly banned. Equipment abuse results in immediate benching by your coach.
 - **Look After the Facility:** Respect the dugouts, batting cages, and playing fields. Assist the game-day crew by packing up gear and raking fields when requested.
-

5. Breaches of Behaviour

Failure to abide by this Code of Behaviour will be addressed by your Coaching Staff, the Baseball Operations Manager, and the Executive Committee. Disciplinary actions include:

1. Immediate substitution or benching during a match.
 2. Direct suspension from future training sessions or games.
 3. Formal review by the club committee, which may lead to termination of your player registration.
-

Player Acknowledgement

(For junior players, a parent/guardian must co-sign)

I agree to play by this Code of Behaviour and represent my club proudly.

Player Name: _____

Team Division: _____

Player Signature: _____ **Date:** ____ / ____ / ____

Parent/Guardian Signature: _____



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36. Club Document: Coaches Code of Conduct

1. Purpose

This Code of Conduct outlines the behavioural, ethical, and safety standards expected of all coaches, assistant coaches, and team officials representing our baseball club. Our primary objective is to foster a safe, positive, and inclusive environment that prioritizes player development, sportsmanship, and a lifelong love for the game.

2. Core Principles

- **Respect for the Game:** Treat all players, opposing coaches, scorers, field crews, and spectators with dignity and respect at all times.
 - **Safety First:** Ensure that all training drills and game-day activities are safe and appropriate for the age and skill level of the players.
 - **Positive Role Modelling:** Lead by example. Maintain your emotional control and refrain from using profane, aggressive, or derogatory language.
-

3. Player Care & Equal Opportunity

- **Junior Development (all players aged Under 18):** Prioritize skill acquisition and fun over winning. Every registered player must receive fair and equitable playing time and the opportunity to try different field positions throughout the regular season.
 - **Health and Welfare:** Never force a player to take the field if they are injured, unwell, or distressed. Adhere strictly to the club's concussion policies and pitch-count restrictions to protect growing arms.
 - **Inclusivity:** Create a team environment where harassment, bullying, discrimination, or exclusion based on ability, gender, race, or background is met with zero tolerance.
-

4. Professional Boundaries & Compliance

- **Child Safety:** Adhere strictly to the club's Child Protection guidelines. Never be alone with a junior player out of sight of other adults.
-



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- **Current Credentials:** Maintain a valid Working with Children Check (Blue Card) and complete any mandatory league coaching accreditations before the first pitch of the season.
 - **Alcohol and Drugs:** Consumption of alcohol or tobacco products is strictly prohibited before or during any training session or match while acting in an official coaching capacity.
-

5. Zero-Tolerance Umpire Abuse Policy

- **Accept Judgement Calls:** Respect that umpires (both plate and base) are human and making split-second decisions. Aggressive gesturing, yelling from the dugout, or publicly undermining an official's call is strictly banned.
 - **Rule Clarifications Only:** Only the designated Head Coach/Manager may approach an umpire to calmly seek a rule clarification, and this must be done in a respectful manner during a dead-ball situation.
 - **Protect Junior Umpires:** Show extreme patience with junior or "green shirt" umpires. Hostile behaviour toward a young official will result in an immediate coaching suspension.
-

6. Disciplinary Action

Breaches of this Code of Conduct will be reviewed by the Baseball Operations Manager and the Executive Committee. Disciplinary outcomes may include:

1. A formal written warning.
2. Suspension from coaching duties for a specified number of matches.
3. Permanent termination of your volunteer coaching position with the club.



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Coach Acknowledgement

I have read, understood, and agree to abide by the **[Insert Club Name] Coaches Code of Conduct**.

Coach Name: _____

Team Assignment: _____

Signature: _____

Date: ____ / ____ / ____



CLUB VOLUNTEER OPERATIONS MANUAL

37. Club Document: Parents & Spectators Code of Conduct

1. Purpose

This Code of Conduct outlines the behavioural standards expected from all parents, guardians, and spectators at training sessions and matches. Our club is dedicated to creating a safe, positive, and supportive environment where children can enjoy baseball without fear of judgment, pressure, or hostility.

2. Core Behavioural Expectations

- **Support Positively:** Focus on praising effort, hustle, and good sportsmanship rather than the final score or individual mistakes.
 - **Respect All Children:** Applaud good plays by both your child's team and the opposing team. Never ridicule, yell at, or scold a child for making an error.
 - **Model Good Character:** Refrain from using foul language, aggressive gestures, or consuming alcohol outside of designated licenced areas during junior fixtures.
 - **No smoking:** the club is a smoke free facility and as such, smoking is prohibited within the park environs, except for the designated smoking zone immediately behind the clubhouse.
-

3. Relationship with Coaches and Club Officials

- **Let the Coaches Coach:** Avoid shouting instructions or coaching tips to your child from the sidelines or bleachers. This creates confusion and undermines the coach's authority.
 - **The 24-Hour Rule:** If you have an issue regarding team selection, positioning, or coaching methods, wait 24 hours after the match before arranging a calm, private discussion with the Team Manager or Coach.
 - **Offer a Hand:** Community sport relies completely on volunteers. Be willing to pitch in when called upon for basic tasks like raking dirt, picking up trash, or filling a canteen shift.
-



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4. Zero-Tolerance Umpire Protection Policy

- **Absolute Respect:** Umpires (both plate and base) are human, and many are young club members learning the role. Do not argue with, mock, or scream at an official over a judgement call.
 - **No Field Entry:** Parents and spectators must remain behind the perimeter fences or designated viewing lines. Entering the diamond or dugouts to confront an official, coach, or player is strictly banned.
 - **Zero Abuse Tolerance:** Any spectator shouting abuse at an official will be asked by the Ground Marshal to leave the facility immediately, and the game may be halted until they depart.
-

5. Breaches of Conduct

Reports of parental or spectator misconduct will be investigated by the Ground Marshal and the Executive Committee. Penalties may include:

1. An official verbal or written warning.
 2. An immediate directive to leave the club grounds.
 3. A temporary ban or permanent suspension from attending future matches and club events.
 4. Cancellation of the family's club membership.
-



Parent & Guardian Acknowledgement

I have read, understood, and agree to abide by the [Insert Club Name] Parents & Spectators Code of Conduct for the duration of the season.

Parent/Guardian Name: _____

Registered Player(s): _____

Signature: _____

Date: ____ / ____ / ____



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38. POLICY 1: Club Machinery Use Policy

1. **Purpose:** This policy outlines the mandatory safety procedures for operating club-owned heavy machinery, including ride-on mowers, turf rollers, tractors, and mechanical line markers. The objective is to protect the safety of volunteers, players, and spectators while preventing costly damage to club assets.
2. **Authorized Operators:**
 - Only volunteers who are officially registered on the **Club Authorized Operator List** may start or operate any club machinery.
 - No person under the age of **18** is permitted to operate ride-on mowers or tractors under any circumstances.
 - Before using any machine, operators must complete a one-on-one practical safety induction with the Field Maintenance Coordinator.
3. **Pre-Operational Safety Checks:** Before turning on any engine, the authorized operator must complete a quick visual assessment: check fuel and oil levels (never refuel a hot engine); ensure all safety guards, stone deflectors, and belts are securely in place; inspect tires for proper inflation and ensure blades or attachments are free of tangled debris; verify the brakes and emergency kill-switches are functioning correctly. If any fault is found, the machine must be tagged "**OUT OF SERVICE**" and reported immediately to the Field Maintenance Coordinator. Do not attempt to use it.
4. **Safe Operation Rules:** Operators must wear closed-toe sturdy footwear (steel caps preferred), safety glasses, and hearing protection while machinery is running. Never operate machinery if pedestrians, players, or children are within **15 meters** of the working zone. Immediately disengage blades/power if anyone approaches. Absolutely no passengers are allowed on ride-on mowers or tractors at any time. Use extreme caution on slopes, wet grass, or embankments. Mobile phones or headphones (other than safety ear muffs) are strictly banned while driving machinery.
5. **Storage and Security:** When leaving the machine unattended, lower all attachments, engage the parking brake, turn off the engine, and remove the ignition key. All heavy machinery must be wiped down and returned immediately to the locked club equipment shed at the end of the shift. Keys must never be left in the ignition of stored machines. They must be returned to the secure club key box.
6. **Incident Reporting:** Any accident, near-miss, property damage, or mechanical breakdown must be reported to the Club Executive Committee within **24 hours** using the official Club Incident Report Form.



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39. POLICY 2: Umpire Financial & Match Fee Policy

- **Compensation Framework:** Active on-field match umpires receive standard per-game compensation to attract certified officials and incentivize junior players. The volunteer Umpire Coordinator administers this tracking.
- **Fee Structure & Delivery:**
 - Junior Match Payments: Paid per game depending on age group and length.
 - Senior Match Payments: Paid per game according to regional association bylaws.
- **Tracking Rules:** The Umpire Coordinator must maintain a strict, written weekly game-day appointment sheet. Verified weekly timesheets must be passed to the Club Treasurer by Sunday night to ensure prompt electronic direct bank transfers. No cash payments are to be made out of the canteen drawer unless explicitly authorized by the Treasurer with a signed receipt.
- **Payment** – payment is made upon request to the Club Treasurer by each umpire at the Xmas break in season; and at the end of the season. Payment for umpire expenses will be made by electronic direct bank transfers. When requesting payment, umpires will need to provide banking details to ensure payment is made correctly into the nominated bank account.

Baseball Club Umpire Match-Fee Rate Table

Division / Age Group	Base Umpire Fee (Per Game)	Plate Umpire Fee (Per Game)
T-Ball / Rookie Ball	N/A (<i>Coaches officiate</i>)	N/A (<i>Coaches officiate</i>)
Little League Minor (Player Pitch)	\$10.00	\$20.00
Little League Major	\$15.00	\$25.00
Junior League (U14)	\$15.00	\$25.00
Senior League (U16) / Under 18	\$15.00	\$25.00
Senior Men's / Women's (Lower Grades)	\$15.00	\$25.00
Senior Men's / Women's (Major League/A-Grade)	\$15.00	\$25.00

- **Washouts & Cancellations:** If a match is officially cancelled by the ground crew due to weather *before* the first pitch is thrown, no match fees are payable. If a game is called off *after* play has commenced, full match fees apply.