

Position	Outline of roles & responsibilities	Administration, meetings or hands on role (At the grounds)	How much time is needed for this role on a weekly AVERAGE
President Member of the Executive Board Member	<ul style="list-style-type: none"> • Spokesperson for the Association • Direct people to the correct person on the Board. • Chair of Exec and Board and Delegate meetings • Must provide President's report for AGM and SNSW annual report. • Promotes GRSA • Assist other members of the Executive Committee and sub-committees in the performance of their duties. • Act as delegate in dealings with Softball NSW and Regional matters, attending meetings as scheduled and report to the Association on all relevant matters, or appoint another Executive Committee member if required. • Direct the Board in their dealings, always ensuring that the Board act in a fair and reasonable manner, adhering to the principles of the Constitution and in pursuance of the goals of the Association. • Attend monthly Board meetings. • Attend SNSW Presidents and Secretaries meetings • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 	Admin Meetings Hands On	Be available to the Board, SNSW other Softball Associations everyday 30 minutes to an 7 hours a week Once a month Board Meeting Once a month P&S SNSW Meeting
Volunteer Coordinator Member of the Executive Board Member	<ul style="list-style-type: none"> • Is the contact person for all the Background Volunteers. • Liaises with the Canteen and BBQ managers. • Helps with rosters for the BBQ and canteen. • Develop a volunteer program to prospect, recruit and retain volunteers. • Develop an annual volunteer map of positions required to be filled across all Associations operations. • Develop position descriptions for all positions required to be filled. • Develop a volunteer activation group to assist with the coordination of volunteers. • Develop roster templates to roster volunteers in all identified operational areas. • Develop and educate volunteers to fulfil their roles. • Establish a relationship with volunteers to receive timely feedback. • Develop a system to replace volunteers if they are unavailable to fulfil their role. • Ensure there are mechanisms in place to recognise the importance of volunteers. • Investigate and implement government financial assistance initiatives to support Association volunteers. • Attend monthly Board meetings. • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 	Admin Meetings Hands On	Admin work – 15 minutes to an hour a week
Secretary Member of the Executive Board Member	<ul style="list-style-type: none"> • Public Officer of the Association in accordance with the Constitution. • Must provide Secretary's report for AGM and SNSW annual report. • Promotes GRSA • Conduct correspondence with clubs and external parties and keep records of correspondence. • Liaise with the Assistant Secretary to prepare agenda for Board Meetings, including correspondence in/out, reports, general business, and date of next meeting. • Follow up on all matters, correspondence, etc which arises from Board Meetings and requests from Board Members. • Prepare and complete Annual Report to SNSW. • Prepare bi-annual applications for allocation of Council grounds. • Peruse Minutes of SNSW and its relevant Committees, and highlight matters of note to be presented to Executive Committee Meeting. • Attend monthly Board meetings. • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 	Admin Meetings Hands On	1 to 3 hours a week
Treasurer Member of the Executive Board Member	<ul style="list-style-type: none"> • Demonstrate prior experience and/or education appropriate to managing the financial affairs of an incorporated sporting association. • Be responsible for the collection and banking of monies, payment of invoices and making of invoices, and keep records thereof. • Ensure account signatories are kept current with the banking 	Admin Meetings Hands On	15 minutes to two hours a week

	<ul style="list-style-type: none"> service provider. • Issue invoices for ground hire, equipment hires, umpires, etc. as required. • Prepare and present a Treasurer’s Report for the Annual General Meeting. • Annually prepare documentation pertaining to financial matters. • Administer and control Canteen, Apparel, Bar and BBQ functions. • Manage the Financial Assistance Policy. • Where appropriate, represent the Association at Local Council, Industry and Trade functions. • Annually prepare the Association’s budget. • Attend monthly Board Meetings • Provide an income and expenditure statement, bank reconciliation statement and performance to budget statement for monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents. 		
Revenue Manager Member of the Executive Board Member	<ul style="list-style-type: none"> • Provide a coordinating and support role for Association positions including membership, sponsorship, grants, Australian Sports Foundation, fundraising events, and other income producing activities. • Ensure that all social events held are promoted to return the highest possible financial benefit to the Association. • Work with the Sponsorship, Membership, Fundraising, Grants, Australian Sports Foundation Managers to program and organise social events for the Association. • Establish a fundraising calendar for the year and work with the GRSA Calendar manager. • Oversee and assist the managers of membership, sponsorship, grants, Australian Sports Foundation, and fundraising roles. • Attend monthly Board meetings • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 	Admin Meetings Hands On	One hour a week
Competition Manager Member of the Executive Board Member	<ul style="list-style-type: none"> • Provide a meeting with clubs prior to season to sort out player numbers and pre-season discussions. • Update clubs with season information, such as draw or any other information relating to the season. • When GRSA is working with SDSA, work with SDSA to gather information and feedback from GRSA Clubs • Works with the Club Roster manager to ensure all roles are always covered. • Ensure all communications to clubs re the roster is sent to clubs. • Work with the Tournament Coordinator and first Aid managers • Convenes meetings with the Competition Presentation and the Rep Presentation managers. • Attend monthly Board meetings. • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 	Admin Meetings Hands On	One hour a week
Representative Manager Member of the Executive Board Member	<ul style="list-style-type: none"> • Prepare and manage the REP staff for REPs. • Send all Congratulations or other letters to TRIAL persons. • Respond to parents, coaches, scorers, umpires regarding REPS. • Liaise with the Rep Coach selector if more than one coach application has been received to sort out the coach for the team. • Support the Apparel, Trials and Equipment Managers, the Umpire, Coach Selector, Rep Statistician and Rep Manager Coordinators to ensure they understand their roles – meet with each one to cover off on their work and what is required. • Work with the GRSA Calendar Manager to form a separate REP calendar. • Work with the Website and Social Media managers to advertise for Trials and a call for players and coaching staff, statistician, umpires etc. • For all trials: Book out the DIAMOND for the trial on our website booking sheet as soon as you have a trial date. • Attend monthly Board meetings. • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 	Admin Meetings Hands On	One to 3 hours a week
Grounds & Facilities Manager Member of the Executive	<ul style="list-style-type: none"> • Prepare and manage the Grounds and facilities. 	Admin Meetings	30 mins to two hours a week

Board Member	<ul style="list-style-type: none"> • Ensures all G&F staff understand their roles. • Meets and greet new staff G&F staff. • Ensures all G&F staff have the equipment they need to do their roles. • Attend monthly Board meetings. • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 		
Development Manager Member of the Executive Board Member	<ul style="list-style-type: none"> • Works with a team to develop these areas: <ul style="list-style-type: none"> ○ Players ○ Statisticians ○ Umpires ○ Rep managers ○ Retention • Coordinates meetings to discuss the opportunities of development and retention and puts forward any ideas from the Board. • Supports the team in their roles to deliver development and retention. • Organises any tools the Development Staff may need. • Liaise with the Treasurer • Prepares a report for the Board meetings. • Attend monthly Board meetings. • Provide report for the monthly Board meetings. • Provide a report for the Annual Report • Prepare succession documents 	Admin Meetings	1-2 hours a week
Assistant Secretary Board Member	<ul style="list-style-type: none"> • Support the secretary taking minutes, action items and preparing agendas for meetings. • Chasing others to complete their action items from Board meetings. • Support the GRSA Calendar manager to ensure dates recorded at Board meetings are communicated to the Calendar manager. • Filters emails in the Secretary's inbox • Attend monthly Board meetings. • Prepare succession documents 	Admin Meetings	1 hour a week
Sponsorship Manager Board Member	<ul style="list-style-type: none"> • Develop a proposal, for ratification by the Board, for sponsorship packages to be offered by the Association to attract as broad a sponsorship base as possible. • Co-ordinate all sponsorship for all areas of the Association • Formulate an annual sponsorship budget and meet the target as part of the annual financial planning process. • Seek out new sponsors then ensure all sponsors are contacted 3-5 months prior to the season commencement. • Ensure sponsors signage is in place and all other aspects of sponsorship packages are in place prior to start of the season. • Arrange a sponsor's lunch/BBQ at an appropriate home game of the season. • Ensure all sponsorship agreements are honoured. • Maintain contact with all corporate sponsors throughout the season. • Maintain strong relationships with all Club sponsors. • Attend GRSA Revenue Manager meetings with updates • Attend monthly Board meetings. • Prepare succession documents 	Admin Hands On Meetings	1-2 hours a week
Strategic Planning Manager Board Member	<ul style="list-style-type: none"> • Ensure that there is a 3-5-year strategic plan in place. • Ensure there is a 12-month operational plan in place. • Ensure there is a revenue plan • To keep the club on track in following each of the plans. • To conduct a review of the 3-5-year Strategic plan every 12 months. • Assist the executive committee to organise a planning day to set out the budget and the 12-month operational plan. • Assist Board to put a 12-month operational plan in place. • Make sure the Board stays on track with the 12-month operational plan. • Assist to put a 12-month revenue plan in place. • Make sure the club stays on track with the 12-month revenue plan. • Assist the Association to set out a 3-5-year strategic plan. • Organise a 12-monthly review of the 3-5-year plan. • Develop a succession plan for the executive and non-executive committees. • Provide a coordinating and support role for club sub committees. • Prepare Board report. • Attend monthly Board meetings. • Prepare succession documents 	Admin	1-2 hours a week
Membership Manager	<ul style="list-style-type: none"> • Develop and maintain strategies for the continual expansion 	Admin	

Board Member	<p>of the Associations membership base and manage its ongoing administration.</p> <ul style="list-style-type: none"> • Liaise with stakeholders to ensure membership fees reflect current opinions of the Association. • Develop a proposal for membership fees and packages for the ensuing season for consideration by the Board. • Provide to the committee as soon as possible after the completion of each season recommendations for all membership types and fees for the ensuing season. • Ensure that items and related membership information is prepared for distribution and sale by a specified date of the current season. • Ensure Life members receive their membership prior to the commencement of the season. • Co-ordinate the collection of membership fees from players and general members. • Maintain an accurate database of all Association members & provide details to the Association Secretary when required. • Be familiar with the Sporting Pulse software package. • Attend monthly Board meetings. • Prepare succession documents 	<p>Meetings Hands On</p>	
<p>Fundraising Coordinator</p> Board Member	<ul style="list-style-type: none"> • Develop a proposal for ratification by the Board for fundraising initiatives. • Organise one person to manage each fundraising initiative. • Coordinate all fundraising for all areas of the Association. • Formulate an annual fundraising budget and set targets as part of the annual financial planning process. • Ensure the schedule of fundraising activities are well placed for maximum success in the Association calendar, liaise with the Calendar Manager. • Develop a budget around each fundraising activity. • Organise a fundraising activity out of season. • Ensure that all fundraising events held are well promoted. • Ensure that all fundraising events return the highest possible financial benefit to the Association, whilst giving special consideration to charity and local fundraising events. • Attend monthly Board meetings. • Prepare succession documents 	<p>Admin Meetings Hands On</p>	
<p>Player Recruitment and Retention Manager</p> Board Member	<ul style="list-style-type: none"> • Prepare and coordinate the COME TRY DAY with clubs and the Development Manager • Prepare surveys during the season, to our members to find out 'How can we do it better'. • Find innovative ways to sign up new players. • Works with the schools Liaison • Build Community Relationships with Youth Programs, Schools, and parent-led organisations such as the P&Cs, Playgroups, afterschool groups etc. • Establish a connection with other organisations in communities, to educate parents and other potential adult volunteers on the softball programs GRSA offer and create opportunities for kids to participate in Softball. • Work with the media outlets (TV and radio stations, print and digital newspapers, and bloggers) throughout different communities. • Explore Local Advertisements – Along with the media in local communities, explore other local opportunities (i.e. libraries, rec centres, Community Boards etc.) through advertisements such as flyers or posters. • Work with the Social Media Manager to explore digital advertisements and paid social media postings. • Create Affordable Opportunities – Work with the Grants Manager to find Grants to lessen the cost of fees and or uniforms for Association members. • Establish Local Business Connections • Create a community awareness campaign that promotes the unique benefits of Softball in such a way that parent(s) with younger children will recognize the importance of signing their children up to play. In addition, find ways to make participation all about the family experience, highlighting the importance of the life lessons learned on and off the field and how parents can be involved within their child’s Softball experience through volunteering. • Work with the Development manager to Host Skills Development and Training Clinics • Develop ‘Let the kids lead programs’ Work with the SDSA Umpires Association and the GRSA Umpire, Statistician Training and Team Managers to develop programs that will engage kids and parents to want to take on one of those roles. • Create fun and an active atmosphere for the players by maintaining a positive Team Dynamic for all, teach coaches, 	<p>Admin Meetings Hands On</p>	<p>2-3 hours a week</p>

	<p>parents, and all volunteers by creating ways to extend team moments outside of the dugout throughout the season like having theme days, creating parties, Opening Ceremonies, crazy sock days, decorate a dug-out competition day etc.</p> <ul style="list-style-type: none"> Establish a Positive Coaching Experience – work with new coaches to make sure they are dedicated to helping develop not only the skills, but also the enthusiasm and character of their players, come with ideas to upskill the coach. During the season, direct them to the resources offered by Sports Integrity, Play by the Rules, SNSW and the Internet to help develop their skills as volunteer coaches. Develop an ‘Educate Parents Program’ – Work with Clubs to show them how to be transparent with parents throughout the season. With the Development Manager, develop a ‘Backyard games’ or at home schedule kids could practise at home. Stay Connected – stay connected with the players, parents, and work with the volunteer Coordinators throughout the year. Find ways to stay in communication with them, from weekly updates, local blogs, Social Media posts and a section in the newsletters. 		
Grants Manager	<ul style="list-style-type: none"> Develop a plan or list of target items with the Revenue Manger to understand what grants to apply for. Work with and develop relationships with the Development manager, Player Recruitment and Retention Manager, Grounds and Facilities Manager and the Representative manager to understand their areas needs for funding To prospect and apply for small grants. To prospect and apply for large (capital works) grants. Build a strong relationship with the local council. To prospect for grants from government, public and private companies, public and private philanthropic trusts and foundations. To apply for grants. To monitor the success of the grant application. To record successful grants for the year. To provide a monthly report to the Board. To look after local MPS and council members when at they visit due to giving a grant. Build a relationship with grant specialists to assist with grant prospecting and application. Prepare succession documents 	Admin Hands On	1-2 hours a week
Australian Sports Foundation Manager	<ul style="list-style-type: none"> Maximise income for the club via the Australian Sports Foundation. Responsibilities Develop a full understanding of all of the offerings of the Australian Sports Foundation. Register with the Australian Sports Foundation. Develop a point of contact and sound working relationship with the Australian Sports Foundation. Assist sponsorship, membership, and fundraising departments to maximise revenue opportunities through the Australian Sports Foundation. Assist financial stakeholders (sponsors, members & supporters) to understand and benefit from Australian Sports Foundation and its tax benefits. Work with the Board and communication manager to inform stakeholders of the tax advantages of the Australian Sports Foundation. Keep informed of any changes occurring within the Australian Sports Foundation. Provide report to the Board Prepare succession documents 	Admin Hands On	1 hour a week
Social Media Manager	<ul style="list-style-type: none"> Ensure our FB and Instagram accounts are up to date with all our news. Find ways to ensure our social presence is in the public domain all the time. Prepare succession documents 	Admin only	1-2 hours a week
Website Coordinator	<ul style="list-style-type: none"> Ensures our website is up to date with events and news. Work with the Social Media Manager to add engaging content to the website. Work with Apparel manager and Rep uniform managers to ensure our stock is managed correctly for supply and order Prepare succession documents 	Admin only	1 hour a week
Database Manager	<ul style="list-style-type: none"> Holds and controls our database. Works with the Registrar to ensure all records are accurate and up to date. Provides member records to the Board as needed 	Admin only	15 minutes a week
GRSA Calendar Manager	<ul style="list-style-type: none"> Creates and manages the GRSA calendar. Once the calendar has been established this role keeps the 	Admin 1 x initial	1 hour a week

	<p>Board up to date with upcoming events by either monitoring the calendar or setting up automatic reminders to the Secretary's inbox</p> <ul style="list-style-type: none"> • Prepare succession documents 	meeting with Secretary	
Historian	<ul style="list-style-type: none"> • Compiles and keeps records of all GRSA memorabilia. • Rep information, team information, State and Australia information and provides a document for the Annual Report. • Orders all end of season trophies and awards. • Works with the Facilities Upkeep Coordinator to ensure all trophies and awards are kept clean and tidy in the clubhouse. • Updates via phone or email with the secretary • Prepare succession documents 	Admin 1 x initial meeting with Secretary	Up to half an hour every three months.
Communications Manager	<ul style="list-style-type: none"> • Prepares a newsletter for all our members once a month. • Gathers information about player goals, player birthdays, accomplishments REP news, SNSW News and GRSA news and adds these to the newsletter. • Arranges the newsletter to be emailed through Revolutionise MONTHLY • Works with the Secretary to ensure all information is correct and up to date. • Prepare succession documents 	Admin only	Half to one hour a week
Member Protection Manager	<ul style="list-style-type: none"> • After being elected, must immediately form the Disciplinary Committee and the Appeals Committee • Convenes and coordinates the Disciplinary meetings and the Appeals meetings. • Attends regulatory meetings to ensure GRSA are up to date with current policies and procedures. • Learn and educate Board and members through the Sports Integrity website • Updates the GRSA policies and procedures for any business under a Member Protection Officer. • Provides a report to the Board when requested. • Prepare succession documents 	Admin Meetings	Half to one hour a week
Assistant Treasurer	<ul style="list-style-type: none"> • Prepares the invoices for representative players in MYOB. • Tracks rep player payments • Tracks and prepares invoices for diamond and lights hire • Prepare succession documents 	Admin	Half to one hour a week
GRSA Apparel Manager	<ul style="list-style-type: none"> • Buys and tracks the GRSA general apparel stock (not rep stock) for the GRSA Website. • Stocktake is managed through the GRSA website. • Ensure stock is kept clean and in a locked cupboard. • Arrange for people to collect their orders. • Prepare succession documents 	Admin Hands on	Half an hour a week
Canteen manager	<ul style="list-style-type: none"> • Manage the stock for the canteen via the SQUARE terminal. • Buy all stock and ensure the canteen is prepared for all tournaments and competitions. • Manage the canteen volunteers during competition season and at times, if called on by the Board, manage volunteers during tournaments • Keep the canteen clean and compliant with food handling regulations and laws. • Prepare succession documents 	Admin Hands On	1-2 hours a week – More hours during games and tournaments
Bar Manager	<ul style="list-style-type: none"> • Buy and manage the BAR stock for the Bar including ICE and snacks required under the RSA laws. • Ensure we have a registered RSA person/persons to serve the alcohol. • Charge and collect the SQUARE terminal – update the prices as required by the board or increases. • Arrange courses for people to complete the RSA including the canteen manager. • Sets up and packs away the BAR area for the Masters Tournaments or any other over 18s tournament being run where GRSA will sell alcohol. • Organises the volunteers to clean the eskies and pack away any tables, chairs, eskies to their correct places. • Manage the excess stock ensuring it is locked away. • Keep up to date with any RSA laws and ensure we have implemented those laws. • Prepare all RSA Signage • Provide a stock take list to the Treasurer for end of FY. • Prepare succession documents. 	Admin Hands on	Half to one hour a week then more hours during Tournament days – expected to be at the tournaments for set up and close down.
BBQ Coordinator	<ul style="list-style-type: none"> • Buy and pick up the BBQ stock for the BBQ including all food stock for tournaments and any competitions. • Ensure the BBQ gas bottles are ALWAYS full. • If BBQ is in the canteen, BBQ Coordinator is still responsible for the coordination of the stock – ice is not needed in this 	Admin Hands on Meeting over the phone with Canteen	Half to one hour a week then more hours during Tournament days – expected to be at the tournaments for set up and close down.

	<ul style="list-style-type: none"> case. Liaise with the canteen manager for the soft drinks and water. Arrange with the Volunteer manager to put out a roster for members to run the BBQ. Ensures stock is always at the BBQ and will be a runner if stock is running low. Sets up and packs away the BBQ area for the Masters Tournaments or any other over tournament being run where GRSA will have a BBQ out on the park. Liaise with canteen manager when BBQ is in the canteen. Ensures all the BBQ equipment is washed and packed and stored back to its correct place in the canteen (this can be done with volunteers, but under the direction of the BBQ Coordinator) Ensures the actual BBQ is clean, washed and packed away correctly. Manages the excess stock ensuring it is locked away. Provides a stock take list to the Treasurer. Prepare succession documents 	manager and Treasurer	
Local Member Liaison	<ul style="list-style-type: none"> Meet with the local member. Discuss any issues that GRSA Board have brought to your attention. Arrange the Sports awards from the Local and Federal members – inviting clubs to apply. Prepare succession documents 	Hands on and admin	15 minutes a week
Registrar	<ul style="list-style-type: none"> Maintain the Rev Sports data base. Attends any meetings for newer or updated Rev Sports items with Softball NSW Organises club meetings to update Rev Sports Works with Clubs to ensure all members are registered on the system prior to playing. Trouble shoots all issues with Rev Sports and members. Works with Competition manager to relay information to Board Prepare succession documents 	Hands On and Admin	30 minutes to 1 hour a week during season
Results Coordinator	<ul style="list-style-type: none"> Collect and record all game results for the season. Prepare succession documents 	Hands On Admin	30 minutes to 1 hour a week during season
Club Roster Manager	<ul style="list-style-type: none"> Design and distributes the CLUB roster for the season. Prepare succession documents 	Admin Only	Up to two hours at the beginning of the season.
Tournament Coordinator	<ul style="list-style-type: none"> Prepare all tournament documentation and send to invitees. Liaise with all Tournament Teams about the tournament, umpires, costs etc. Prepare a draw for the tournament. Arrange score cards. Arrange a UIC Arrange and manages the Managers and Umpires meetings. Be at the tournament to collect and coordinate the scores or organise someone to do this role during the tournament. Work with the BBQ, Canteen, and Grounds managers to organise what is needed. Works with the Board for other needs Prepare succession documents 	Admin Meeting	15-30 minutes a week then more hours during Tournament days – expected to be at the tournaments for managers & Umpire meetings, score recording up to 5 times a year
First Aid Manager	<ul style="list-style-type: none"> Provides first aid at tournaments. Arrange all training needs to keep skills up to date Prepare succession documents 	Hands On	Up to eight times a year
GRSA Presentation Manager	<ul style="list-style-type: none"> Arrange the presentation for the end of the season. Work with the Rep Presentation manager the Competition manager and the Treasurer Organise all advertisement of the Presentation with the Website and the Social Media Managers Work with the Board for perpetual award winners Order all perpetual awards. Arrange venue and applies for any grants to cover the room hire Prepare succession documents 	Hands On Meeting Admin	End of season only = 10 hours (Includes the presentation night/day)
Rep Presentation Manager	<ul style="list-style-type: none"> Arrange the Rep presentation. Work with the GRSA Presentation manager, the Competition Manager and the Treasurer Organise all the Rep team information for awards, jackets and other items to order and pick up. Prepare the room decorations with the Presentation Manager Prepare the run sheet for the night. Prepare any special REP guests to hand out awards. Prepare a list of GRSA REP achievements and work with the Historian Prepare succession documents 	Hands On Meeting Admin	End of season only = 10 hours (Includes the presentation night/day)
Rep Apparel Manager	<ul style="list-style-type: none"> Buy and track the GRSA REPRESENTATIVE apparel stock (not 	Admin	15-30 minutes a week

	<p>general stock) for the GRSA Website. Stocktake is managed through the GRSA website.</p> <ul style="list-style-type: none"> • Ensure stock is kept clean and in a locked cupboard. • Arrange for people to collect their orders. • Prepare succession documents 	hands on	
Rep Trials Manager	<ul style="list-style-type: none"> • Arrange all at the ground's trials for representative teams • Must have a key. • Liaise between the equipment manager and selectors for the correct equipment needed for the trial ensuring it will be available. • Prepare a player application list for the Coaching staff from the applications in our GRSA FORMS. • Prepare the BIBS if needed for trials (talk with coaches running the trial and check the GRSA Form for how many will be there) • Be at the trial to hand out and collect the player sheets from selectors, collect information from parents not on the GRSA Google Form • Be the voice for the coaches/selectors if parents ask questions. • Arrange selection meeting to discuss the selection if required (when 25 kids have applied and only 12 are selected). • Keep REP Manager in the loop of all correspondence. • Send your completed team sheets to the Rep manager afterwards. • Prepare succession documents 	Hands on Meeting Admin	30 minutes to 1 hour a week
Softball NSW REP Liason	<ul style="list-style-type: none"> • Collect all team sheets from the REP MANAGER • Arrange and upload the team sheets for SNSW. • Liaise with the team coaches or managers about pick up players and other players. Make sure the list prepared for SNSW is the list the coach has. • Send all SNSW information about the tournament to the team managers and the Head Coach • Send all finalised sheets including the pickup players to the Treasurer. • Prepare succession documents 	Admin	30 minutes to 1 hour a week
Rep Equipment Manager	<ul style="list-style-type: none"> • Prepare equipment for the trials (balls, Tees, cones etc) • Buy and stock the REP equipment for training REP teams. • Buy and stock the REP STATE equipment (balls and scorebooks) for managers. • Keep a stock take and keep a register - make sure all equipment is returned. • Liaise with the Trials Manager and the Treasurer • Prepare succession documents 	Admin and Hands On	30 minutes a week
Rep Umpire Coordinator	<ul style="list-style-type: none"> • Locate, coordinate and book umpires in for the REP teams that need them. • Sends communications to all Umpires. • Relays Umpires details to the SNSW Liaison for the rep sheet • Prepare succession documents 	Admin and Hands On	Can be done by allocating umpires at the beginning of the year, then following up with them to ensure they are still available for the State Tournaments throughout the year and just prior to the tournament
Rep Coach Selection Coordinator	<ul style="list-style-type: none"> • IF more than one coach has applied for a role this role convenes a Selection panel. • Talk with the Rep Manager to discuss people to be on the panel, only needs three people. • Send results to the Rep Manger • Prepare succession documents 	Admin 1 x meeting	If needed - 1.5 hours across the year
Rep Statistician Coordinator	<ul style="list-style-type: none"> • Locate and coordinate the Rep Scorers for the Rep teams. • Send communications to all Statisticians about REP team needs, game days, state dates etc. • Relay Statistician details to the SNSW Liaison for the rep sheet for each Rep team • Prepare succession documents 	Admin 1 x meeting	Can be done by allocating Scorers at the beginning of the year, then following up with them to ensure they are still available for the State Tournaments throughout the year and prior to the tournament.
Rep Manager Coordinator	<ul style="list-style-type: none"> • Keep an updated REP MANAGERS handbook. • Meet and greet all NEW team managers. • Provide the managers handbook and explain uniforms, fees, social media communications, managers meetings etc. • Prepare succession documents 	Admin Meetings	30 minutes to 1 hour a week
Grounds Maintenance and Prep Manager	<ul style="list-style-type: none"> • Prepare all diamonds for season and tournaments. • Cut and removes all weeds from the infield. • Line all batters boxes, coaching boxes and foul lines. • Buy all equipment needed for diamond preparation. • Liaise with the Grounds and Facilities Manager, Treasurer, Competition and Tournament managers. • Prepare succession documents 	Hands On	As required can be up to 10 hours a week
Diamond Lights Coordinator	<ul style="list-style-type: none"> • Checks the GRSA booking sheet for the diamonds and turns on the lights via the Council booking app • Ensure all lights on requests also have a booking in the GRSA Booking sheet. • Prepare succession documents 	Admin	30 minutes to 1 hour a week

Diamond Booking coordinator	<ul style="list-style-type: none"> • Check the booking diamond sheet and sends a monthly report to the Treasurer. • Book all other required bookings outside of GRSA into the sheet and inform bookers the cost for the booking diamonds and lights. • At the beginning of each month, send a monthly list to the Grounds Prep Manager • Prepare succession documents 	Admin	30 minutes a week Or when someone wants to book, only a few minutes.
Facilities Upkeep Coordinator	<ul style="list-style-type: none"> • Responsible for keeping the clubhouse clean. • Vacuums the club house. • Dust and clean the awards and cleans the glass cabinets. • Keep the kitchenette clean. • Make any changes to the club house that improves its use and cleanliness. • Report dirty or broken items to the Council Liaison CC'ing the Grounds and Facilities manager. • Report to the Grounds and Facilities Manager each time at the club house • Prepare succession documents 	Hands on	15- 30 minutes a week Recommend it is done once a month but is up to the person.
Council Liaison	<ul style="list-style-type: none"> • Report issues to the council that come from the Grounds and Facilities Manager. • Keep a record of all requests to council. • Is the ONLY contact with council about maintenance. • Report to and CC's the Grounds and Facilities Manager when emailing the council • Prepare succession documents 	Admin	5 minutes a week
Coach Development Coordinator	<ul style="list-style-type: none"> • Prepare a development plan for seeking out and training new coaches – of all ages • Invites special guests to run specialist clinics such as teaching glove work, foot work, catching, throwing, best batting practices. • Implement the plan and advertise with costs times and dates • Report to and work with the Development manager • Prepare succession documents. 	Hands On and Admin and Meetings	During the Season twice a month or as the plan dictates.
Player Development Coordinator	<ul style="list-style-type: none"> • Prepare a YEARLY Development plan for all players – all ages and for all parts of the game i.e.: Battery, Infield, Outfield, Batting. • Bring together a group of coaching staff to identify the gaps and work on closing the gaps. • Open the plan up to all ages. • Invite special guests to run specialist clinics such as batter clinics, specialist catcher clinics etc. • Implement the plan and advertise with costs times and dates • Report to the Board • Prepare succession documents. 	Admin Meetings Hands On	2 hours a week.
Statistician Training manager	<ul style="list-style-type: none"> • Seek people to be taught how to become a statistician. • Run workshops for NEW parents to learn to do basic scoring. • Seek out SNSW and other association running scoring courses and have these advertised in our Newsletter and on our website. • Organise GRSA ran statistician courses. • Report to the Development manager to organise workshops and courses • Prepare succession documents 	Admin hands on	30 minutes a week
Umpire Development Manager	<ul style="list-style-type: none"> • Seek people to be taught how to become an umpire. • Run workshops for NEW parents and players to learn to do basic TBALL umpiring. • Seek out SNSW and other association running umpiring courses and have these advertised in our Newsletter and on our website. • Organise GRSA ran umpire courses. • Report to the Development manager to organise workshops and courses. • Prepare succession documents 	Admin hands on	30 minutes a week
Team manager – training facilitator	<ul style="list-style-type: none"> • Seek people to be taught how to become an REP Manager • Organise GRSA ran REP Manager courses. • Report to the Development manager to organise workshops and courses. • Prepare succession documents 	Admin hands on	15 minutes a week
Schools Liaison	<ul style="list-style-type: none"> • Create networks with schools via the members. • Create opportunities to advertise in multiple schools. • Forge relationships with new parents to gain some insight about their child's school – <i>how their newsletters work, who should we contact for an add to play softball.</i> • Contact the P&C Presidents - See what they can't do to help advertise our Sport. • Create a full list of all local schools and Preschools: the contacts names, emails, and phone numbers. • Contact local preschools to see if they would be ok to leave a 	Admin hands on	<p>PRIOR TO NEW SEASON – late July, August every year. About three hours a week.</p> <p>Or all year round – an hour a month</p>

	<div>promotional flyer.</div> <ul style="list-style-type: none">• Prepare the flyers, prepare printing, and drop them off.• Works with the Player Retention manager for advertising in schools• Report to the Development Manager who will share with clubs and the Board		
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