



Executive Officer's Position Description

The Executive Officer of any representative team is a critical role model and mentor to our players. All coaching staff personnel (Head Coach, Assistant Coaches and Executive Officer) must lead by example both on and off the field, especially in regards to fair play, respect, ethics, dedication and tenacity. Specifically the Executive Officer shall be required to the following duties as instructed:

- On instructions from Southern Hills Warriors Committee (known as the “the Committee”) or the Head Coach, co-ordinate off the field management of the team, including, but not limited to, organising and/or confirming accommodation, transport, catering, uniforms, laundry, finance and administrative tasks;
- Assist coaches, on instructions of the Committee or the Head Coach;
- Ensure Code of Conduct, Social Media Policy, Heat Policy and dress codes are adhered to and enforced;
- Ensure the team’s dietary needs are met, they have access to ice and first aid and access to healthy snacks, where appropriate;
- Ensure wellbeing of the team at all times;
- Manage the team budget, record all expenditures and submit a financial report to the Committee and/or Baseball WA and/or Baseball Australia within 14 days of tournament completion;
- Communicate effectively with the team’s parents and/or guardians, and ensure that they are informed of the team’s schedules and all expenditures;
- Ensure the team has access to suitable drinking water at all times when on-field, including training, warm-up and games;
- Ensure the team and coaches are on time for all meetings and events;
- Ensure the team rules and curfews are enforced;
- Liaise with the Head Coach to complete and transmit a daily game report;
- Commit to travel with the team to and from the competition and dedicate significant effort to facilitate the achievement of the team goals whilst onsite at the competition;
- Possess a Working with Children Check;
- Abstain from alcohol and tobacco whilst executing duties associated with this position;
- Present well at all times and adhere to policies; and
- Communicate effectively with the Treasurer about finances.

Signature: Executive Officer

Name: _____

Date: _____