



PITTWATER BASEBALL CLUB.

**POSITION: VICE – PRESIDENT- Tball & VICE – PRESIDENT
BASEBALL**

Description:

- Responsible for the day to day running of the club.
- Ensure all complaints and protests are followed through.
- Shall Chair the monthly Committee Meetings in the absence of the President.
- Carry out general committee work.
- Follow up players who do not re-register from list provided by Registrar.
- Perform the Role of Child Protection Officer of the Club ensuring all players, Coaches and Managers sign the “Code of Conduct” forms, and collate this information.
- Shall keep the Committee informed on legislation changes in regards to child protection.
- Collect the Prohibited Employment Declaration forms.
- Shall ensure PBC complies with the MWJBL Photographic Image policies and ensure register of persons approved to take photos is maintained and supplied to the League as requested. Register is to be available at the canteen during the season.
- Ensure Pittwater Baseball Club abide by all Council Regulations and Policies in regards to Smoking and other policies as required including closures of PBC grounds. Advise Web Administrator of ground closures to be placed on the club website as soon as possible.

- Arrange and book photographer for team photos and prepare and distribute roster.
- Assist Sponsorship Coordinator with Grant Applications where required.
- Shall assist the President wherever possible.
- Arrange social activities and fund raising activities during the season.
- Establish a fund raising and social organising Sub Committee at the beginning of the season to assist with the planning and running of events. Supply the General Committee with details of planned events and dates. Ensure the smooth running of any events.

Work alongside the registrar to ensure all teams are of compatible playing ability and as evenly matched as possible.