



# Vice President of Juniors Job Description

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## Objectives

The Vice President of Juniors (VP Juniors) oversees all matters relating to the Macquarie Saints Juniors. Liaises with the President of Macquarie Saints & the committee to ensure the smooth running of the junior competition.

**This is an ELECTED position with voting rights on all board issues.**

## Responsibilities and Duties

- Attend all regularly scheduled meetings
- When the President is not available chair the Executive, General or special meetings for junior members
- Main contact between RHBL and the members of Macquarie Saints
- Pass on all information provided by RHBL & BNSW to the appropriate Macquarie Saints member/s
- Send to RHBL & follow up all correspondence from members such as protests

## Start of the Season

- Coordinate Try Baseball Days (2 days, late July) - some school newsletter placements need to be sent in May
- Coordinate the Grading Day (late July)
- Liaise with the Registrar and President to assemble the teams and appoint coaches (August)
- Hawk Ball: work with RHBL (North Ryde, Ermington) to build comp; acquire BA kits; buy t-shirts for players
- Coordinate attendance at RHBL Club Coaches & Managers (C&M) meeting (September)
- Prepare & co-ordinate the Club Coaches & Managers meeting (September)
- Provide RHBL with the required contact details of the members, coaches, managers, umpires and scorers
- Review the draft draws issued by RHBL and make changes where necessary (September)
- Prepare Draft Diamond Allocations including preliminary Canteen Roster (September)

## During the Season

- Create the Diamond Allocations (send to Junior Blues Co-ordinator EVERY Sunday afternoon)
- Review Draft Diamond Allocations if RHBL does competition redraws (October/December)
- Regularly follow up Coaches & Managers to keep Equipment Sheds tidy

## End of the Season

- Coordinate the AGM & Juniors Presentation (April) including 5 & 10 Year membership presentations
- Ensure Coaches & Managers clean & return all club property

## Relationships

- Reports to the President and Committee
- Liaises with the President and Committee as and when required
- Club Delegate to RHBL (attend or send nominee to monthly meetings, Coaches & Managers, AGM)

## Accountability

- Reports to the President, committee and members of the Club
- Acts as or ensures his/her delegate acts in the best interests of the club
- Supports President, committee members and all team officials and players of the junior club

## Period of Appointment

The VP Juniors is appointed for one term (March to March) and can serve a maximum of three terms (up to 8 if there are no other candidates).