



East Torrens Baseball Club

Version: 1.0

Effective Date: June 2022

Position Description

Operations Manager

Version Control and Change History

High level summary of change to the document

Version	Date from	Review Date	Amendment
1.0	June 2022		

1. Purpose

The role of the Operations Manager is to support and manage coaches, players and other on-field support staff of the Club. The Operations Manager is focused on using best practice principles to provide a holistic approach to baseball development with a direct focus on the long term sustainability of coaches and support staff and ensuring player enjoyment, development and retention.

2. Reports

The Operations Manager reports directly to President.

2.1 Direct Reports

- Senior Coordinator
- Junior Coordinator
- Women's Coordinator
- T-Ball Coordinator
- Umpire Coordinator
- Scorers Coordinator

3. Key Responsibilities

Primary responsibilities for the role of Operations Manager include:

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies, and procedures as well as the roles and responsibilities of all committee members.
- Ensure a sound understanding of Baseball SA playing rules, by-laws, policies, and procedures.
- Attend all Committee meetings.
- Liaise with the Registration and Memberships Manager, Senior, Junior and Women's Coordinators to create team lists.

Position Description**Operations Manager**

- Assist coaches and managers as required and ensure all required qualifications, accreditations or checks are fulfilled.
- Support the Senior, Junior and Women's Coordinators in achieving the objectives of the club.
- Advise coaches and managers of any rule changes.
- Assist the Club with duties as designated by the Committee.
- Attend Baseball SA meetings when required and report back to the Committee.
- Organise and co-ordinate end of season trophies.
- Organise and co-ordinate team photos.
- Report to the Committee on Player or Coach issues as they arise in a timely manner.
- Support the scheduling of games and allocations of umpiring, canteen, and grounds support.
- Ensure umpires and scorers are coordinated and all equipment and resources are available to teams to achieve their objectives.

4. Desirable Skills and Knowledge

- Strong communication and interpersonal skills.
- Strong management skills and ability to delegate and work collaboratively.
- Well-developed decision-making skills.
- Experience with planning and baseball operations.
- Dedicated club person and good role model when representing the committee.