



Fact Sheet 4 – Tasks and Role of an Executive Officer

This fact sheet outlines the duties of the volunteer position as an Executive Officer for Brisbane Metro Baseball.

General EO tasks

- Keep an up-to-date record of player and parent contact details (on-forwarding any updates to the Region).
- Communicate to the parent group with match and training information. This may be via email/SMS/WhatsApp/TeamApp etc (determined in consultation with the Region).
- Ensure coaching staff have been provided with all required equipment.
- Be the liaison between parent group and coaching staff.
- Be the liaison between the Region and the team.
- Ensure all required positions are filled. Depending on game type or location, this could include umpires and/or scorers.
- Ensure player and parent behaviour is respectable.
- Report back to the Region if there are any incidents/injuries of note.

Pre-tournament

- Ensure all paperwork is distributed to parents, completed accurately and on time, returned to the Region for approval. This includes but is not limited to registration forms, medical and media releases.
- Be the liaison between parent group and coaching staff.
- Ensure any tournament fees are paid to Region.
- Collect lunch orders from players/coaches and submit on time.
- If travelling, ensure all supplied itineraries are accurate and suitable.

During Tournament

- Be the liaison between parent group and coaching staff.
- Ensure attendance of all players and support staff.
- Ensure lineup cards are completed and provided to scorers in a timely fashion.
- Ensure accommodation is adequate and be the team representative for check ins for flights/van rental/accommodation.
- When travelling, collect any medication from parents, add it to the register and ensure the correct dosage is administered to the right player, at the right time, and entered in the medication register with another adult present.
- Manage volunteer roles like uniform washing.
- Make bookings for meals - prebook and pre-order where possible.
- Update coaching staff/team on any changes in schedule.