APPENDIX 2

Baseball Western Australia

Competitions and Member Services Manager

Position Description/ Success Profile

Position Details	Position Title	Competitions and Member Services Manager
	Date prepared	July 2021
	Location	Perth, Western Australia
	Reporting to	BWA CEO
	Direct Reports	BWA CEO
	Hours	Part Time 2.5 days per week (0.5) – 20 hours per week (weighted to summer competition season)

Position Profile	Position Purpose	As a professional sporting organisation with extensive community reach, Baseball Western Australia is committed to enhancing the reputation of the sport. Reporting to the Chief Executive Officer, the Competitions and Member Services Manager is responsible for planning, driving and managing all elements of Competitions and Member Services to ensure the sustained success of the delivery of metropolitan competitions, effective communication of changes to playing rules and conditions, by-laws and policy and all member services in WA. The Competitions and Member Services Manager will work collaboratively with clubs and other key stakeholders to achieve best practice with competition management and provide adequate support and resources. The successful candidate will have a deep passion for the game and a strong understanding of the By-Laws, Playing Rules and Conditions, Constitution and Policy. A commitment to ensuring the rules and conditions in which we play our game under are fair and equitable is imperative. Some inter and/or intra state travel maybe required and Baseball WA will cover all associated travel costs.
	This position will work closely with ...	Baseball Western Australia CEO, Baseball WA clubs (metro and regional), Baseball WA staff, Competitions Committee, Baseball Australia and other key stakeholders.

	Benefits…	• Uniform (polo shirts)
	This position will focus on …	**Key Duties:** Accountable to the CEO for the successful implementation and management of all competitions and associated rulings, by-laws and policies, along with support to the membership. • Manage Junior and Senior BWA competitions in line with BWA's policy and structure, ensuring that junior competition is compliant with the requirements of Little League International. • Liaise with Charter Competition Managers to ensure fixturing and delivery of junior competitions. • Liaise with Scorers and Umpires Associations to ensure officials are allocated in accordance with BWA Policy • Manage the development and implementation of all policies and procedures for on-field operations • Liaise with Participation and Development staff to ensure aligned outcomes to support participation. • Availability to answer questions from members regarding competitions out of hours • Coordinate/facilitate Competition Manager meetings with clubs and circulate minutes • Work with the Support Manager to ensure all clubs are utilising all on-line resources including SportLoMo for registrations and provide assistance and training to club committees where required. • Work with the Support Manager to ensure scores are recorded, populated ladders and maintain accurate and timely results and communication of all competitions • Approve/disapprove permits and transfers for members and communicate accordingly • Arrange tribunal hearings, including venue and notification of hearings to all relevant parties including umpires, player/s, clubs and tribunal members Other duties as may reasonably be required from time to time by the Baseball WA CEO.
Skills and Attributes	The individual in this position should have… *(Skills, qualifications and experiences required)*	• Experience in Sports Management, Business Administration or related fields is desirable • Proven experience working in the area of competition management. • Proven experience in developing strategic and operational policies and procedures • Proven experience and thorough understanding of processes regarding by-law review, player rules and conditions and sporting club and association constitutions in the sport of baseball • Demonstrated understanding of the Australian sporting landscape; • Demonstrated commitment to the ethos and values of the organisation; • Exceptional interpersonal and liaison skills with an ability to work with a diverse range of stakeholders; • High level of written communication skills shown in preparation and presentation of operational and business documentation for a range of audiences; • Proficient working knowledge of Microsoft Office applications – Word,

		Excel, PowerPoint, Outlook, Internet and other marketing type platforms • Proficient working knowledge of social media platforms • Desirable but not essential, knowledge or an understanding of the Sports Club HQ sports management platform • Specific understanding of the compliance rules of Little League would be an advantage. • Experience in dealing with volunteers and the ability to work in a small team environment; • Not-for-profit background (advantageous). • A current driver's licence and first aid certificate • You must hold (or be willing to obtain) a current **Working with Children Check**.
	The individual in this position should have … *(Personal characteristics, attributes desired…)*	• Professional manner and presentation; • Professional and effective methods of communication; • Ability to work autonomously and use of initiatives to work through problems; • Attention to detail and a well organised approach to work; • Energy and passion for baseball; • A collaborative approach to working with various stakeholders; • A sound ethical approach to evidence-based decision making; • Excellent problem-solving ability and analytical skills

Key Performance Indicators:

Area	**Measure**
Competitions	Provide accurate and timely information to all stakeholders regarding competitions
	Communicate efficiently and effectively to all stakeholders regarding changes to competitions
	Perform review on completion of competition season
	Offer clubs and members new opportunities through diverse competition structures and new initiatives
Membership/Registration	Communicate a seamless registration process for all members and clubs
	Support clubs and members throughout the registration process and assist where and when needed in a timely fashion with BWA Staff
By-Laws	Ensure any changes are communicated promptly to the community
	Make recommendations to the Competitions Committee and Participation staff as necessary
	Work with committee to ensure By-Laws are kept up to date, relevant and compliant.
Playing Rules and Conditions	Ensure playing rules and conditions are reviewed and updated annually and communicated in a timely fashion to clubs and members