



**GOLDEN GROVE CENTRAL DISTRICTS  
BASEBALL CLUB INC.  
ABN 67 381 347 618**

PO Box 24, Surrey Downs SA 5126  
Clubhouse: Illyarrie Reserve, Surrey Downs SA 5126  
[www.ggcdbaseball.com.au](http://www.ggcdbaseball.com.au)

*Affiliated with the South Australian Baseball League*

**Agenda for the 2024 Annual General Meeting of the Golden Grove Central Districts Baseball Club Incorporated.**

To be held on Thursday, 13 June 2024 for a 7pm start at the Golden Grove Central Districts Baseball Club at Illyarrie Reserve in Surrey Downs.

1. Meeting Open by Chairperson
2. Acceptance of 2023 AGM Minutes
3. Constitutional amendment
  - a. Board proposal to change eligibility for Player Life Membership per attachment 1
4. Presentation of Chairperson's Report
5. Presentation of Financial Statements and Annual Report
6. Life Membership Nomination
7. Nominations for Directors (for role descriptions, see attachment 2)
  - a. Director of Equipment, House and Grounds (1-year remainder of 2-year term, expiring at 2025 AGM)
  - b. Director of Finance (2-year term, expiring at 2026 AGM)
  - c. Director of In-House Operations (2-year term, expiring at 2026 AGM)
  - d. Director of Senior Baseball Operations (2-year term, expiring at 2026 AGM)
  - e. Director of Sponsorship and Grants (2-year term, expiring at 2026 AGM)
  - f. Director of Women's Baseball Operations (2-year term, expiring at 2026 AGM)
8. General Business
9. Meeting close

### **Attachment 1 - Amendment to Constitution Section 5.3 Player Life Member**

The board recommends that the constitution Section 5.3(a) to be amended from:

*“The board may recommend to the AGM a player that has represented GGCDDBC as a player in senior grades, or as coach in junior or senior grades, or a committee member, (or combination of any) for a total of **twenty (20)** consecutive and full seasons/years as determined by club records. The number of player life memberships awarded annually may exceed two and be determined on a case by case basis.”*

to be updated to:

*“The board may recommend to the AGM a player that has represented GGCDDBC as a player in senior grades, or as coach in junior or senior grades, or a committee member, (or combination of any) for a total of **fifteen (15)** consecutive and full seasons/years as determined by club records. The number of player life memberships awarded annually may exceed two and be determined on a case by case basis.”*

## **Attachment 2 - Role Descriptions for Directors**

### **PORTFOLIO DIRECTOR OF FINANCE**

Attend Board and General Meetings.

Administering and organising of the:

#### **Treasurer**

- Receive club monies and issue receipts
- Keeping books with all finances of the club
- Pay accounts as directed by the Board
- Submit finance reports to the Board and General Meetings
- Maintain assets register

#### **Registrar**

- Arrange player registration and clearances
- Maintain player register
- Pursue player payments

#### **Uniform co-ordinator**

- Manage club uniform requirements
- Liaise with the Director of Finance for the purchase of uniform stock
- Issue uniform tops to youth players and maintain uniform register
- Ensure return of tops at the end of season
- Prepare report for Director of Finance for Board Meeting as required

### **PORTFOLIO DIRECTOR OF ADMINISTRATION**

Attend Board and General Meetings

Administering and organising of the:

#### **Secretary**

- Record minutes of meetings
- Handle correspondence and carry the directions of the Board
- Co-ordinate Board Meetings
- Co-ordinate newsletters and E-News
- Submit reports to Board Meetings and collate Annual Report for AGM
- Carry out secretarial duties as directed by the Board

#### **Scorer's Delegate**

- Arrange scorer's delegate

#### **Child Protection Officer**

- Arrange child protection officer

#### **Web Co-ordinator**

- Responsible for the club's website
- Liaise with Director of Administration for content to included

### **PORTFOLIO DIRECTOR OF EQUIPMENT, HOUSE & GROUNDS**

Attend Board and General Meetings

Administering and organising of the:

#### **Equipment Co-ordinator**

- Purchase and issue equipment
- Maintain and store all club equipment
- Record all equipment in the asset register
- Submit report to Director of Equipment, House & Grounds on any equipment required

- Submit report to Director of Equipment, House & Grounds for Board meetings when required

**House & Grounds Co-ordinator**

- Organise and manage ground maintenance
- Report to Director of Equipment, House & Grounds for any equipment requirements
- Record all maintenance and ground equipment in the asset register

Submit report to Director of Equipment, House & Grounds for Board meetings when required

**PORTFOLIO DIRECTOR OF IN-HOUSE OPERATIONS**

Attend Board and General Meetings

Administering and organising of the:

**Canteen Co-ordinator**

- To provide canteen services to the club
- Develop a canteen roster (if required)
- Ordering and purchasing all canteen supplies
- Submit reports and financial statements to Director of In-House Operations for Board Meetings when required
- Record all canteen equipment in asset register.

**Bar Co-ordinator**

- To provide bar services to the club
- Develop a bar roster (if required)
- Ordering and purchasing all bar supplies
- Submit reports and financial statements to Director of In-House Operations for Board meeting when required.
- Liaise with Social Co-ordinator re bar facilities for social functions
- Record all bar equipment in asset register

**PORTFOLIO DIRECTOR OF SPONSORSHIP AND GRANTS**

Attend Board and General Meetings

Administering & Organising of the:

**Sponsorship Co-ordinator**

- To organise and co-ordinate Club sponsorship, Publicity and Promotions in conjunction with the Director of Sponsorship and Grants
- Maintain club sponsorship proposal for submission to prospective sponsors
- Prepare report to the Director of Sponsorship and Grants for Board meetings as necessary

**Grants Co-ordinator**

- Lodge grant applications on behalf of the club in conjunction with the Director of Sponsorship and Grants
- To research 'end' use of grants and exhaust each successful grant
- Maintain and upgrade the Club's Star status as required
- Prepare report to Director of Sponsorship and Grants for Board Meeting when required

**PORTFOLIO DIRECTOR OF FUNDRAISING AND SOCIAL**

Attend Board and General Meetings

Administering and Organising of the:

**Fundraising Co-ordinator**

- To organise and co-ordinate fundraising events
- Liaise with Sponsorship and Social Co-ordinators in developing events
- Prepare report for the Director of Fundraising and Social for Board meetings when required

#### **Social Co-ordinator**

- Develop and co-ordinate a calendar of social events throughout the year
- Liaise with Sponsorship & Fundraising Co-ordinators in developing events
- Prepare report for the Director of Fundraising & Social for Board meetings when required

### **PORTFOLIO DIRECTOR OF SENIOR BASEBALL OPERATIONS**

Attend Board, Operations and General Meetings

Administering and organising of the:

#### **Senior Baseball Operations Manager**

- attend all SA Baseball operations & Umpire meetings
- provide reports to the board as required
- Assist with coach recruitment for all teams
- Liaise with Division 1 squad coach to format policy and report to Board
- Liaise with Youth Co-ordinator to format policy and report to Board
- Chairperson of selection
- assist as required any youth or senior coach
- Arrange Intra-club Operations Manager responsible for "off" SABL season operations.

#### **Division 1 Squad Coach**

- co-ordinate division 1 squad training and pre- season training program
- liaise with Baseball Operations Manager for Division 1 Squad selection
- Liaise with Baseball Operations Manager & Youth Co-ordinator to develop training strategies for youth players
- provide report to the Director of Baseball Operations for Board Meetings as required.

#### **Umpire Co-ordinator**

- Facilitate the recruitment and development of umpires across Senior and Junior grades of the club
- Liaise with state body with implementation of accreditation requirements for club umpires
- Ensure rostering of club umpires is sufficient when required by state body

### **PORTFOLIO DIRECTOR OF JUNIOR BASEBALL OPERATIONS**

Attend Board, Operations and General Meetings

Administration and organising of the:

#### **Youth Co-ordinator**

- Liaise with Junior Baseball Operations Director in the recruitment of youth coaches
- Attend BaseballSA Youth Delegate Meetings
- Liaise with Senior Baseball Operations Manager, Division 1 Squad Coach, and Women's Baseball Manager to develop training strategies for youth players
- Submit progress reports to Junior Baseball Operations Director for Board Meetings when requested

#### **T-Ball Co-ordinator**

- Liaise with the Director of Junior Baseball Operations and Youth Co-ordinator to establish an effective T-Ball program
- Facilitate the operations of the club's T-Ball program
- Facilitate the recruitment and development of umpires for the club's T-Ball program
- Submit progress reports to the Junior Baseball Operations Director for Board Meetings when requested

### **PORTFOLIO DIRECTOR OF WOMEN'S BASEBALL OPERATIONS**

Attend Board, Operations and General Meetings

Administration and organising of the:

#### **Women's Baseball Manager**

- Attend any BaseballSA Operations and Umpire Meetings
- Provide reports to the Board as required
- Assist with the recruitment of coaches for the Women's Baseball program
- Liaise with the Women's Division squad coach to format policy and report to Board
- Liaise with Youth Co-ordinator and Junior Baseball Operations Director to format Women's pathway development and report to Board
- Chairperson of selection for women's baseball program
- Assist as required any youth or senior coach