



**BASEBALL**  
QUEENSLAND

**PATHWAY PROGRAM**

**EO/ASSISTANT COACH**

**ROLE DESCRIPTION AND AGREEMENT**

Congratulations on your appointment as the EO and/ or Assistant Coach in the QLD Program. Baseball Queensland's (BQ) commitment to providing quality programs for our members is reflected in the high standards expected of appointed personnel.

We take the professionalism of coaches and personnel we appoint very seriously. You will always be required to be well presented during preparation and whilst on tour and insist on the same from your staff and players. You will also be required to be resourceful and flexible enough to deal with all stakeholders in a calm and dignified manner.

You have an opportunity to lead athletes through an experience they will remember for the rest of their lives. How they remember this year's program is largely up to you. React negatively to a situation and the players will adopt your view of the situation. Maintain your reserve and confident, positive outlook and the player will reflect the same.

This is a great opportunity for you to travel and further your coaching career. We hope you enjoy it immensely, but do not lose sight of the fact that families are entrusting you with their most treasured investment. Do not take this role lightly.

The Staff and B.O.M. at Baseball Queensland wish you all the best for the tour.

Shayne Watson  
High Performance Manager  
Baseball Queensland

In addition to 'BQ ETHICS AND EXPECTATIONS POLICY' document the points below directly relate to your position on the QLD Coaching Staff

### **Overview of Expectations and Setting Team Rules**

You will be required to guide the team's preparation for optimal performance throughout the Australian Championships. In particular:

- Attend practice sessions
- Assist in Final Team selections
- Team orientation
- Develop adhere to team code of conduct and expectations
- Role model and adhere to program standards
- Set and enforce team curfews
- Maintain player and coach health and safety- Air and ground transport, team functions, dietary requirements, properly attired etc.

Baseball Queensland has a player and coach Code of Conduct that must be adhered to. It is important that your players are involved in the development of your team's non negotiables and a list of consequences for breaching the code is established and recorded.

The Head Coach with the assistance of their coaching staff will lead this discussion. Player involvement encourages them to take ownership of the code, essentially it becomes their own standard for behaviour and they are then accountable to each other for any breach.

Penalties ranging from minor penalties – polishing cleats, doing laundry etc, to major penalties – sitting out games, not permitted in uniform for a day or sent home early at their own expense are all acceptable punishments.

## Role Description

A coach in any BQ Pathway Program, at any capacity, is a very important role model for the young athletes either selected on a team and/ or program.

They are responsible for setting the culture of that program in line with ideals. As such they need to lead by example in all areas of behaviour both on and off the field, particularly in relation to fair play, respect (for the game and all those around it), and set appropriate examples for factors relating to the use of drugs, alcohol, and tobacco products.

### **Primary Purpose**

The Executive Officer is responsible for contributing to the successful delivery of QLD program. This includes the implementation of a comprehensive program in preparation for, managing all off field matters (coaching if in dual role) throughout the Australian Championships.

### **General EO Responsibilities**

- In Liaison with the Head Coach, coordinate the off-field management of the team in the lead-up to and during competition. This includes but is not limited to, organising and/or confirming accommodation, transport, catering, uniforms (including laundry) finance, and administration tasks.
- Assist the coaching staff as required as per the direction of the Head Coach.
- Manage the team budget to ensure funds last the length of the tour.
- Record all expenditure and submit financial report to BQ within 14 days of returning from Championships.
- Ensure the player/staff codes of conduct and dress codes are adhered to and enforced.
- In consultation with the BQ HPM, ensure team dietary needs are met on a daily basis to achieve the performance needs.
- Ensure the wellbeing of all team members at all times and ensure players and staff receive any medical attention/treatment as required
- Notify BQ of any players requiring medical attention and ensure a report for each injured player and each injury sustained is completed
- Ensure the players/staff have access to suitable drinking water at all times when on field – Practice, warm up and games.
- Communicate effectively with Players/Parents/Guardians of team members, ensuring they are informed of team developments week to week.
- Ensure team has access to ice and first aid as needed.
- Ensure team has access to healthy snack food where appropriate
- Ensure the team/staff are on time for all meetings and events
- Ensure curfews and team rules are enforced
- Act as the fourth coach as required (NCAS Level 3 Baseball Coach Accred. Required)
- Each day complete and post the Daily Planner chart for the following day
- Liaise with the Manager to complete and post a daily game report with BQ.

## Operational Standards

*(Defined roles and responsibilities can be determined by Field Manager)*

### **On Tour**

- Ensure everyone has checked in, cleared security and boarded safely when at the airport
- It will be your responsibility to take possession (ensure it's safe keeping) of one of the teams ground transport vehicles. Following the rental companies Terms and Conditions, you are responsible for any damages and fines incurred whilst in possession of this rental vehicle.
- Role model and adhere to BA, BQ CoD's and Team Rules along with upholding any consequences.
- If S&C Staff are unavailable you will be required to conduct and/or oversee any warm up and recovery sessions
- Keep track of and monitor player participation and pitch counts. You must be familiar and understand the tournament player participation for Pitcher's and Position Player's
- Record player performance utilising BQ Athlete Monitoring System

- Assist with the delivery of mid tournament review and expectations with each player. A typical player meeting follows a keep, stop and start doing process, their on and off field behaviour, their role within the team for the duration of the tournament to help us win a Championship.

#### **Off Field**

- Non-staff/ team members are not permitted in the team hotel rooms
- No staff is to enter a player's hotel room without the presence of another staff member
- If you wish to apply for reimbursement of team related expenses, receipts must be submitted with a completed Expense Report Form (available from BQ)
- Material of an adult nature is not permitted in players or staff rooms or on team transport
- Staff in any QLD apparel or in the presence of players must not consume tobacco products

#### **On Field**

- Coaches are to be well presented at all times- Approved apparel, clean uniform and equipment, shirt tucked in
- If you are coaching a base you will be required to be in full uniform and hustle on and off the field. Pending weather, slickers and/or hoodies can be worn and will be at the discretion of your Head Coach.
- Coaches always hustle when on field. Eg. To and from the dugout and coach's box or dugout to bullpen
- The Head Coach is the only staff member to approach the Umpires
- Ensure all players are properly prepared before competing
- All warm up, bullpens, recovery sessions are to be supervised by a staff member. Learn the routine
- Pre-game routines and preparation is to be taken at the discretion of the Head Coach. Taking into consideration of recovery methods player fatigue and stresses placed on player's arms. An abridged version maybe an option to cater for fatigued player's
- Be available to run 'Pre Game- In/ Out routine'. You must learn the routine and deliver feedback to the playing group post workout
- Throw batting practice and hit fungo during pre-game preparation

#### **Team Dress Code**

#### **Travel and Playing**

- Staff and Team members are required to wear team polo and uniform coloured pants/skirt whilst on team flights.
- Staff to set and enforce either Full uniform or walk out uniform for travel from accommodation to field. Players and Staff are NOT permitted to get changed in dugouts, on bus or any other public place. If change rooms are not provided at field, players are to wear full uniform to field.
- Players and Staff are to wear uniform appropriately. Shirts tucked in, caps worn straight.
- Uniform is to be worn in its entirety or not at all.
- Uniforms are to be laundered/cleaned daily. This includes cleats/turfs.

#### **Meals**

- Collared shirts are required to be worn at all meals
- Enclosed shoes are required to be worn to all meals
- Hats of any kind are not permitted at meals
- Clothing with offensive slogans / images are banned and are to be confiscated

#### **Hotel**

- Enclosed must to be worn. Thongs are not permitted unless worn to or from a pool session / recovery session
- Singlets are not permitted (boys)

#### **All times**

- Clothing bearing offensive slogan/image is not permitted and is to be confiscated by staff. Any items confiscated are to be returned at conclusion of tour.
- Hair is to be kept neat and tidy.
- During games and practice session, one necklace is permitted to be worn so long as it remains worn under the uniform. Jewellery of any other kind is not permitted.

# QLD COACH AGREEMENT FORM

I, \_\_\_\_\_ of  
(Full Name)

\_\_\_\_\_  
(Address) P/C \_\_\_\_\_

DOB \_\_\_\_\_

Phone # \_\_\_\_\_

Bluecard # \_\_\_\_\_

Coach Accreditation Level \_\_\_\_\_

QLD Team: \_\_\_\_\_

Position: \_\_\_\_\_

## **I agree to the following terms (please circle):**

*I have a current Working with Children Bluecard and suitable Coach Accreditation Level*

**Yes/ No**

*I have read and understand the BQ Ethics and Expectations Policy, Expectations, Role Descriptions, Operational Standards and Dress Codes as set out in this document.*

**Yes/ No**

*I agree to abide by and enforce the BA Code of Conduct, Dress Code, Operational Standards and execute the role description as set out in this document.*

**Yes/ No**

*Acknowledge that disciplinary action may be taken against me if I breach this contract and code of behaviour. (I understand that the BA is required to implement a complaints handling procedure in accordance with the principles of natural justice in the event of an allegation against me)*

**Yes/ No**

*Acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme or being recalled from the tour early at my own expense.*

**Yes/ No**

*I understand the term of my appointment to be from the date below to **30/4/20** (or until the team returns and I have submitted any required summary report) inclusive.*

**Yes/ No**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)