



Kingsway Sports Complex
Skeit Road Madeley
PO Box 1338 Wangara 6947
ABN 18 475 614 383

PORTFOLIO DESCRIPTION - SCORING CO-ORDINATOR

Works in conjunction with :

Other Portfolios - VP's ; Secretary ; Registrar ; Head Coach ; Photos & Trophies

External to Committee - BWA Scorer's Assoc. ; LLWA Head Scorer ; Team Managers

Responsibilities and Duties :

- ◆ Liaise with Scorers Assoc. regarding scoring clinics for Juniors / LL
- ◆ Keep up to date with scoring technics and recording stats
- ◆ Order score books through the Scorer's Assoc. as directed by the committee
- ◆ Actively source scorers for Teams within the Club
- ◆ Oversee the running of scoring clinics within the Club
- ◆ Prepare score book kits for all Teams and include MVP voting slips
- ◆ Collect outstanding game reports and forward to BWA
- ◆ Collect score books and extract stats for all Club Teams
- ◆ Confirm team stats on BWA competitions website match Scorebooks
- ◆ Prepare stats for Junior / Senior Trophies
- ◆ Liaise with Photos / Trophies Portfolio for counting votes to determine trophy winners from season stats in readiness for end of season Awards

Knowledge and Skills Required :

The person performing the portfolio is someone who:

- ◆ Has good effective communication
- ◆ In depth knowledge of how to score and take Baseball stats
- ◆ Has good computer skills
- ◆ Is well organised
- ◆ Can make time to do tasks during business hours