



MANLY SEASIDER BASEBALL CLUB INC. MANAGEMENT SYSTEM

PROCEDURES, FORMS & PROFORMAS

		Date
1	Accident Reporting and Investigation	March 2013
F1	Accident Investigation Report	January 2008
2	Accounts	October 2007
	Creditors	
2.1	Purchasing	March 2013
2.2	Creditor's Invoice Processing	March 2013
2.3	Payment Processing	March 2013
2.4	Cheque Requisition	March 2013
F2.4	Cheque Requisition	March 2013
2.5	Creditors Archiving	March 2013
	Debtors	
2.6	Register Debtors	March 2013
3	Asset Management	January 2008
F3.1	Asset Transfer	January 2008
F3.2	Key Register	January 2008
4	Annual Schedule	March 2013
5	Canteen Operations	March 2013
F5	Weekly Reconciliation + Excel Version Spreadsheet	January 2008
6	Certificates of Competency	March 2013
F6	Training Register	January 2008
7	Child Protection	March 2013
7.1	Prohibited Employment Declaration	March 2013
7.2	Register of Photographers	August 2007
8	Constitution	March 2006
9	Electrical Equipment	June 2007
F9	Electrical Equipment Inspection Register	June 2007
10	First Aid	March 2013
F10	First Aid Treatment Register Report	June 2007
11	Meetings	March 2013
F11.1	Agenda Template	June 2007
F11.2	Minutes Template	January 2008
F11.3	Nomination Form - AGM	December 2012

**MSBC MANAGEMENT SYSTEM
PROCEDURES, FORMS & PROFORMAS
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12	Position Descriptions	March 2013
	Individual position descriptions in relevant manual	
12.1	President	March 2013
12.2.a	Deputy President LiveBall	September 2012
12.2.b	Deputy President T Ball	September 2012
12.2.c	Deputy President Open	March 2013
12.3	Secretary	March 2013
12.4	Treasurer	March 2013
12.5	Committee Member	January 2008
12.6	Minute Secretary	January 2008
12.7	Canteen Co-ordinator	March 2013
12.8	Registrar	March 2013
12.9	Gear Stewart	March 2013
12.10	Grounds Stewart	March 2013
12.11	JCC Delegate	March 2013
12.12	Managers Co-ordinator	March 2013
12.13	Social & Fundraising Co-ordinator	September 2007
12.14	Newsletter Publisher	January 2008
12.15	Coaches Advisor	March 2013
12.16	Rules Administrator	March 2013
12.17	Umpire Co-ordinator	January 2008
12.18	Judiciary Representative	March 2013
12.19	Child Protection Officer	March 2013
12.20	Website Administrator	January 2008
13	Policies	January 2008
13.1.1	JCC Policy for the use if Images of Children	March 2013
13.2	Australian Baseball Federation Anti-Doping Policy	November 2004
13.3	Australian Baseball Federation Anti-Harassment Policy	June 2002
13.4	Australian Baseball Federation Infectious Disease Policy	June 2002
14	Registration	March 2013
F14.1	Registration Form	March 2013
F14.2	Welcome to Manly Seaside Baseball Inc. booklet	January 2008
15	Records	March 2013
16	Recruitment & Retention	March 2013

**MSBC MANAGEMENT SYSTEM
PROCEDURES, FORMS & PROFORMAS
(Cont'd)**

17	Teams	November 2008
18	Hazard Identification, Risk Assessment & Control	January 2012
F18.1	Identification of Risk	January 2012
F18.2	Hazard Record	January 2012
19	SWMS Procedure	January 2012
F19.1	Identification of Risk	January 2012
F19.2	SWMS Form	January 2012

Disclaimer: Please note that the information contained within this document is for the information of the members of Manly Seaside Baseball Club Inc. only. This manual and all the procedures/form etc. Are to be used as guidelines only. No information held in this manual can be used against the club or it's Officers as compliance with the guidelines contained within the manual is at the discretion of the Committee