



hertsbaseball.com

COMMISSIONER - HERTS FUTURSES TOURNAMENT

Location	Duties on the day of the usually start at 6:00am and end at around 6:30pm. There may also be a need to be at the venue on the day before the event to partially set up the venue. Administrative duties can be carried out from home.
Financial terms	Commissioner fee - £50 <i>Note: If the Commissioner also acts as Game Day Manager (ground maintenance), there is an additional £60 fee (£50 if only one diamond is used). This fee can be shared among two or more people to fulfil this role. An additional pro-rata fee would be payable if venue set up is done on the day before.</i>
Employment status	Self-employed status in accordance with HMRC guidelines. Self-employed individuals are responsible for calculating and paying their own tax and NICs on any payments made to them.
Time commitment	HFT planning and entry process begins in June-July. The HFT event is played on a Saturday in September. Games begin around 9:00am-10:30 and end at around 4:30pm-5:00pm.
Project description	Herts Baseball Club is the organiser of the HFT. It is a competition which is organised and hosted by the club at a high standard and has established a good reputation consistently filling all available team slots.
Responsibilities	<ul style="list-style-type: none">• Oversee all aspects of the HFT• Delegate tasks where required• Submit event licence documentation to the local authority• Prepare the event invitation pack and distribute to teams and umpires.• Issue the HFT schedule, rules and regulations, game day pack• Plan and co-ordinate with teams, umpires, field maintenance and other event and concessions staff.• Publish articles to promote and publicise this event• Communicate event and other details to teams and umpires

- Maintain record of scores and standings
- Maintain the HFT website
- Ensure that field maintenance procedures are followed before, during and after the event
- Open and close the venue for the event or delegate this task to another member of staff
- Co-ordinate financial aspects with Treasurer

Skills required

- Good communication skills.
- Reliability and responsibility.
- Enthusiasm
- Good management and organisational skills.
- Friendliness and approachability.

Qualifications required

N/A

Special conditions

TBC

Application process

To apply for this project, please [contact us](#) providing details of relevant experience, skills and qualifications, if applicable.

Applications Deadline

No particular deadline has been set. Applications will be considered until the appointment is announced.