

# Job Description

## PHOTO COORDINATOR

### Objectives

Coordinates team photographs roster, collection of moneys and distribution of team photographs.

### Duties Profile

Each season the club arranges for each team to have a team photograph. These photos are made available for purchase to the players/parents. The club also purchases a copy of each photograph to be presented, as a thank you, to all team Coaches and Sponsors.

Liaise with the photographer in September to schedule a date for the photo shoot for both Teeball, Baseball and Softball (senior teams often do not require/desire photographs, but check just in case). Ideally photos should be taken early November for Teeball, late November/early December for all others.

- *Teeball* photos are taken on a Saturday morning; all players should arrive in full uniform, including their hat and mitt.
- *Interdistrict Teeball Teams* also need to have their photos taken. A separate day, later in the season (perhaps in conjunction with the Baseball and/or Softball team photos) may need to be coordinated for this if the teams have not been chosen at the time the Teeball photos are taken. Either way, players should attend in their interdistrict team uniform;
- *Softball* photos are taken, whether on the same day or a separate day to the Teeball photos, or in conjunction with Interdistrict and/or Baseball team photos. You will need to liaise with the Team Coaches to arrange for all teams to attend on the designated date/time in full uniform;
- *Baseball* is a home and away season (which can change with very little notice), so photos for the Baseball teams are often taken on one afternoon at training. You may choose, however, to try and coordinate these on the same day as the Teeball photos are taken. You will need to liaise with the Baseball Registrar to arrange for all teams to attend on the designated date/time in full uniform.

Draw up a schedule for the Team photos (liaise with Teeball Registrar for team names, Fixtures Coordinator to fit photo schedule around playing times); three teams in the space of 10 minutes is sufficient.

Forward date and photo schedule to the Fixtures Coordinator by end of September for inclusion in the Fixtures Book. All teams should arrive 10 minutes *before* their scheduled time and bring their glove/mitt.

Confirm Club sponsor details to be included on the individual "magazine cover" photographs and forward to the photographer.

Liaise with respective Vice Presidents to determine whether team photos have been included in fees or these need to be paid for at the time of ordering and advise team managers accordingly.

On Photo Day

1. Have spare hats, mitts, club polo (for coaches) ± belt (someone is sure to have forgotten something)
2. Assist the photographer on the day of the shoot to ensure all teams are ready, present and organised. Players should line up tallest to shortest (roughly, does not need to be exact), shirts tucked in, sunglasses off) and await instructions from the photographer

When the proofs are returned, distribute the team photo proof, order forms and individual photos to all teams and arrange a date for the collection of orders and moneys – ideally end of December so photos can be returned post Christmas.\*



Teeball – Baseball – Softball

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\* An alternative to getting teams to complete proof sheet is obtain team lists from the Registrars and identify players' positions as the photograph is taken (B1, B2, F1, F2, etc).

Collect all moneys, ensuring that all individual photos provided have been paid for or returned (the number of photos provided for each team is identified at the top of the order form) and all additional ordered team prints have been paid for.

Collate the Club order and submit to photographers.

Immediately after State Championships, advise the photographer whether any team needs additional title "State Champions", "Runner-up State Champions" or equivalent added prior to printing the team photographs.

**Note:**

(1) Order one additional copy of each team photograph to be included in the order; Club archives, one for the Team Sponsor.

(2) Order sufficient team photos for all Interdistrict team players – these are given complementary to the players, there is no charge for these; however, individual photos must still be paid for.

When team photos are returned, arrange final distribution of orders for each team. Interdistrict Photos are presented on Presentation Day. Forward one copy of each team photograph to the Sponsorship Coordinator to be forwarded to the team Sponsor with a covering thankyou letter. Place one photo into the frames in the Clubrooms

Contact: Courtney  
Midland Photographics  
5/4 Farrall Road  
MIDVALE WA 6056  
Tel: 9274 4767

Related documents:      *Photograph cover memo*  
   *Photograph summary sheet*