**BASEBALL TEAM MANAGER DUTIES**

**Uniforms/Caution Fees:**

* **Hand out uniforms with our Baseball Equipment Manager, Blare Stewart**
	+ This will occur at the Sports Service Center and an email will be sent out regarding your team’s date/time to attend to collect uniforms.
* **Collect uniforms at last game/practice and return to our Equipment Manager.**
	+ A Schedule will be sent to managers to drop off equipment and uniforms at the Sports Service Center at the end of the regular season or following provincials.

**Fundraising:**

* Hand out Raffle Tickets to each family and keep track of tickets and money returned.
* Return tickets and money to a Fundraising Committee member as scheduled.

**Games:**

* **Schedule Games in consultation with coaches** (Baseball Coaches for 11U and up schedule games at the scheduling meeting).
* **Email Game Schedules (HOME AND AWAY) to our Leisure Services Director, Aaron Herriges, at** **leisure.canora@sasktel.net****.**
	+ PLEASE DO NOT INPUT GAMES YOURSELF ON THE RAMP TEAM APP.
* **Keep Score of home games OR find a parent to do this.**
	+ Submit home game scores to Tom Courville via the TEAM Linkt app.
	+ Please do not add players to the Team Linkt app as this is only for submitting game sheets.

**Umpires:**

* **Book Umpires for home games.**
	+ Please try to utilize local umpires first. An umpire list will be emailed to managers.
* **Keep track of umpires per game with fees and mileage.**
	+ 18U - 2 umpires totaling $50 each 3 umpires totaling $50 each (Semi-Final & Final)
	+ 15U - 2 umpires totaling $45 each 3 umpires totaling $45 each (Semi-Final & Final)
	+ 13U - 2 umpires totaling $35 each
	+ 11U - 2 umpires totaling $30 each
	+ In 15U & Older Divisions there will be a Game Premium on Non-holiday weekday games prior to 5:00 PM to an extra $10 per umpire per game.
		- Mileage is $0.42/km (not applicable for local umpires)
		- A one-way travel subsidy has been implemented for umpires traveling. Umpires are entitled to a travel subsidy, **one-way only: 100-199 km $15 each; 200-299 km $30 each.**
* **Submit information to our treasurer.**

**Team/Player Pictures:**

* **Arrange team pictures with Canora Photography & Framing**
	+ Contact Craig Popoff @ (306) 563-7458