



## CMBA SOFTBALL TEAM MANAGER DUTIES

### Uniforms/Caution Fees:

- Hand out uniforms with our Softball Equipment Manager**
  - 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 Caution Fees:**
  - \$100/family **CASH ONLY** for fundraising AND
  - \$50/child **CASH ONLY** for uniforms **at the time uniforms are being handed out.**
    - **IMPORTANT:** Caution fees need to be collected before the child can receive a uniform.
  - Hand in caution fees to our treasurer, Amanda Zbitniff.
- 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.
- Assist our treasurer with returning Caution Fee cheques at the end of the season.**

### Games:

- Schedule Games in consultation with coaches** (some coaches prefer to make the game schedule).
- Email Game Schedules to our Leisure Services Director, Aaron Herriges, at [leisure.canora@sasktel.net](mailto:leisure.canora@sasktel.net).**
  - PLEASE DO NOT INPUT GAMES YOURSELF ON THE RAMP TEAM APP.
  - If canceling/rescheduling, this also needs to be emailed to Aaron.
- Keep Score of home games** (or delegate a parent to do this)
  - These do not need to be submitted as we do not have a league.

### Umpires:

- Book Umpires for home games.**
  - Please try to utilize local umpires first. An umpire list will be emailed to managers as soon as we receive it.
- Keep track of umpires per game with fees and mileage.**
  - \$40/plate
  - \$40/base
  - \$60 if one umpire
    - Mileage - \$0.44/km.
- Submit information to our treasurer, Amanda Zbitniff (306-571-9247), to ensure umpires are paid in a timely manner.**

### Picture Day:

- Assist the Picture Coordinator on Picture Day**
  - communicate schedule to your players/parents.