SOFTBALL TEAM MANAGER DUTIES

Uniforms/Caution Fees:

- **Hand out uniforms with our Equipment Manager, Chris Simon**
  - o 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:**
  - o $100/family **CASH ONLY** for fundraising AND
  - o $50/child **CASH ONLY** for uniforms **at the time uniforms are being handed out.**
    - ▪ **IMPORTANT:** NO MONEY = NO UNIFORM
  - o Submit caution fees to our treasurer, Ashley Dutchak (306) 370-6091
- **Collect uniforms at last game/practice and return to our Equipment Manager.**
  - o 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.**

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.
- Advise Fundraising Committee if a family did not fulfill their fundraising duties.

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.**
  - o PLEASE DO NOT INPUT GAMES YOURSELF ON THE RAMP TEAM APP.
  - o If canceling/rescheduling, this also needs to be emailed to Aaron.
- **Keep Score of home games OR find a parent to do this.**
  - o These do not need to be submitted as we do not have a league.

Umpires:

- **Book Umpires for home games.**
  - o 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.**
  - o $40/plate
  - o $40/base
  - o $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.

Team/Player Pictures:

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