**SOFTBALL TEAM MANAGER DUTIES**

**Uniforms/Caution Fees:**

* **Hand out uniforms with our Equipment Manager, Chris Simon**
	+ 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.
* 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****.**
	+ 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 find 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.

**Team/Player Pictures:**

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