

# Carnduff Minor Sports

## Ball Manager Handbook

1. All Managers must adhere to Carnduff Minor Sports (CMS) Constitution, Code of Conduct, Policies and Procedures.
2. **Team Roster** – CMS will email you a listing of your team members with parent names and contacts. CMS looks after registering all our players with the appropriate governing body. Please review your list and if there is a player in question, please contact the CMS Registrar.
3. **League Game Schedule** -- Once CMS has received the league schedule it will be forwarded to you.
4. **Confirmation of Games** -- Confirm all games booked by the league are correct on the Carnduff Ball Diamonds schedule as entered by the Rec Director. Ball diamond schedule can be found on the Town of Carnduff website under [www.carnduff.ca/resources/recreation-schedules](http://www.carnduff.ca/resources/recreation-schedules) at <https://calendar.google.com/calendar/embed?src=carnduffballpark%40gmail.com&ctz=America%2FRegina>  
\*On a mobile device it is a good idea to add the schedule to your home page for quick access.
5. **Umpires** -- Book umpires for all home games. It is recommended that we use our certified umpires for home and base umping, however especially in the younger age groups, parents can be used if needed. It doesn't hurt to set yourself reminders to check with your umps the day before each game to confirm they are still able to be there. This helps prevent any last minute panic if an ump has forgotten about a game.
6. **Workers** -- You will need to schedule workers for each home game.
  - a. Softball -- one canteen worker and one scorekeeper
  - b. Baseball -- one canteen worker, one scorekeeper and one pitch counter
  - c. All Teams – as a member of the Carnduff Ball Park, workers will need to be assigned for any tournament such as Provincials, Playoff Tournament, etc. You will receive the times your team needs to provide workers once the tournament draw is decided (generally one week before the tournament). You are responsible for finding workers from your team or the community to fill those spots.
  - d. Canteen Worker – The cash box will be at the Beck's residence at 312 3<sup>rd</sup> Street East. It can be picked up from right inside the front door (not the door by the garage). Just open up the door and grab it, don't bother knocking.

Please check the Ball Diamond Schedule and the team with the \* beside it will be the team responsible for picking up the cash box. You are expected to be at the canteen a half hour prior to the game. If there are a number of workers on and it is not busy you can work it amongst yourselves to rotate so everyone can watch their child play for a little bit. The last person in the canteen is to lock the canteen and return to the Beck's.

7. **Score Sheets (Baseball & Softball) & Pitch Count (Baseball)** -- Scorebooks and pitch count folders will be supplied with your bag of equipment. It is your responsibility to know the pitch count rules, they will be posted in the respective books.
8. **Communication** -- Set up a group chat/communication, some of the apps that are great for this are What's app, Teamsnap or Game Changer, this will by far be the easiest form of communication with your team. Whichever you choose, be sure you communicate with your parents/teams the games schedule, practice schedule, what time you expect players to arrive for each and the workers for each game. If you know who your umpires are, it doesn't hurt to add that information as well. Also be sure to communicate to your team the expectation for when they need to be at their canteen shift and who/where they need to pick up the cash box.
9. **Game Sheet Submission** -- A picture of all home game sheets and pitch count (if applicable) will need to be sent to the league. Emails to send these too will be provided with your schedule.
10. **Practices** -- It is your responsibility or your coaches (whoever you mutually decide is going to do the booking) to book your practices with the Rec Director at 306-339-7687. If you plan to use the batting cage, this also needs to be booked.
11. **Online Schedule** -- Please make sure to check the schedule often, even on each game day in the event a change has been made as sometimes games need to be moved to a different diamond.
12. **First Aid** -- In the event a first aid kit is needed at one of your games, they can be found in the canteen. They are in the cupboard with the red First Aid logo.
13. **Minor Sports Day** -- CMS hosts a Minor Sports Day, which is usually the 3<sup>rd</sup> or 4<sup>th</sup> Saturday in May. This date will be communicated to you when your schedule is sent to you. It is your responsibility to ensure there are 3 teams (including yours) for this day. Each team will get to play 2 games. If there are two Carnduff teams in that age group, you only need to find 1. Rally Cap will play amongst themselves. Once you have your teams, please forward their names to the CMS email account. When booking teams, be sure to let everyone know there is gate admission that day for

everyone (players, coaches and fans). This is instead of an entry fee. Home plate umpires will be booked for you, base umps, score keepers and pitch count you will need to book for your age groups games. Each team will also need to supply some canteen workers and gate workers. You will receive those time slots approximately 1 week prior to the tournament.

**14. Tournaments** – If your team decides to enter extra tournaments, they are at the expense of the team.

**15. Provincial Play** -- If your team would like to enter provincials, it is your responsibility to enter your own team with the governing bodies. Deadline to enter for Baseball is June 5-2020 and Softball deadline is June 1-2020. More information can be found on Softball Sask or SK Baseball websites. All costs and registration fees associated with Provincials are the responsibility of the team. If your team has applied to host provincials, please contact CMS for more information regarding hosting.



## Important Links

### Ball Diamond Schedule

<https://calendar.google.com/calendar/embed?src=carnduffballpark%40gmail.com&ctz=America%2FRegina>

### Softball Sask Handbook

<https://softball.sk.ca/english/about/about.html/handbook>

### Baseball Sask Handbook

<https://www.baseballsask.ca/resources/annual-handbook>

### Pitch Count Rules and Sheets for Baseball

<https://www.baseballsask.ca/programs/pitch-count>

Any other questions or concerns can be sent via email to [carnduffminorsports@gmail.com](mailto:carnduffminorsports@gmail.com) or contact any board member.

## **Carnduff Minor Sports Contacts**

**Mike Pirie – President – 306-339-7822**

**Trevor Geiger – Vice-President – 306-572-1650**

**Crystal Gifford – Secretary – 306-482-8377**

**Jason Hollinger – Treasurer – 306-482-7770**

**Jodie Wall – Registrar – 306-482-7872**

**Lacey Didrick – Ref Co-ordinator – 306-482-7343**

**Amanda Purves – Equipment Rep – 306-482-8528**

**Curt Ball – 7 & 9's Age Rep – 306-482-339-8004**

**Mason Crossman – 11 & 13's Age Rep – 306-482-6355**

**Tara Beck – 15 & 18's Age Rep – 306-482-8205**