

Kanata Baseball Association



Team Manager Handbook - Competitive Program

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Welcome

Welcome to the Kanata Baseball Association (KBA) valued Team Manager role!

As a team manager, you play one of the most important roles in ensuring our competitive baseball program runs smoothly. While coaches focus on player development and game strategy, you handle the logistics, communication, and organization that keep everything on track.

Whether this is your first season or your fifth, this handbook will walk you through the essentials: from pre-season setup to end-of-season wrap-up, with templates and checklists to make your job easier.

Thank you for stepping up to help our players, coaches, and families enjoy a great baseball season!

The Manager's Role

The team manager is the off-field coordinator and communicator. You're the key connection between KBA, your coaching staff, and team families.

Your focus areas:

- Team organization and administration
- RAMP Management
- Communication with parents and the association
- Tournament and travel logistics
- Collecting, tracking, and managing team funds
- Supporting team culture and KBA values

The coach focuses on:

- Player development
- Practice and game plans
- Lineups and in-game decisions
- Player evaluations

Together, you make up the team's leadership duo.

Pre-Season Responsibilities

Before the first pitch, there's lots to do! Here's some info to get you started.

Roster and Contact Information

Your head coach will be provided with access to our Ramp portal and can enable your access as team manager. You will be able to use Ramp to enter schedules, rosters, team events, and important communication for your team.

- Set up your team communication platform
 - Our RAMP App is equipped with a chat feature. For actionable communication, we recommend all communication be done via email.
 - Tip: Set up a group distribution list for easy communication to the team
- Ensure your team roster is entered into Ramp

Parents Meeting

Meeting with the team helps create the synergy needed for a positive season ahead. This will also be a great opportunity to welcome everyone, communicate team updates, and get to know each other.

Items you may want to cover during the meeting:

- Welcome & Introductions
- Team Philosophy & Goals
- Roles of Coach & Manager
- Overview of parent volunteers (fundraising, tournaments, score keeping)
- Code of Conduct & Expectations (attendance, behaviour, communication)
- Team Fees & Fundraising
- Schedule Overview
- Tournaments & Travel

Finances & Fundraising

Many teams collect additional funds for tournaments, travel, and team events. The league does not govern how team funds are managed. However, guidelines have been established to ensure transparency and best practice.

Once teams are established, the Team Manager is to establish where funds will be collected. Funds must be kept with a recognized bank or financial institution in the team's name. Use of personal chequing or savings accounts is discouraged.

Optional: You may assign a parent as Team Treasurer to help with money management

The Team Account:

- Registered in the name of the team (ex: Kanata Cubs 12U 2025)
- Accessible by the Team Manager and/or Team Treasurer and one other designated person
- 2 persons are required to sign cheques for fund withdrawals

Good Financial Practice:

- Work with coaches to determine your cost at the start of the season.
Tournament costs will generally be your largest expense. You can begin planning a budget from those estimated costs
- Track all funds collected and spent. Use of spreadsheet with team visibility is encouraged
- Share a financial summary mid-season and at the end
- Set up a unique team email to use e-transfer or other traceable payment methods

How Much Money Is Needed:

Team costs vary and are mostly consumed by tournament registrations which cost an average of \$600 per entry depending on levels. Registration occurs in the fall preceding the start of the season.

Ask parents for a start-up fund to begin building the account. Once you determine your tournament costs, you can determine what you will need from parents.

Ex: You are registering for 4 tournaments at \$600 each. You will need \$2400 to cover your tournament costs. You have 12 players on your team roster. If you ask each family to contribute \$300 to the team account, you will have \$3600 which will be sufficient to pay your tournament fees and have funds leftover for team activities while you rebuild your account with fundraising and sponsorships.

Fundraising and Sponsorship:

Fundraising is a great way to ensure a healthy account balance throughout the season. You can raise funds with activities such as 50/50s, prize draws, community sales, etc..

The Kanata Cubs Classic tournament is a source of fundraising. Teams can expect to receive their tournament profits approximately 2 weeks after the end of the tournament (after the tournament accounting spreadsheet is finalized and communicated with the Tournament Director).

You can also raise funds through sponsorships. Many organizations and workplaces will sponsor teams with cash donations. Encourage parents on your team to seek sponsorship opportunities.

End of Season Financials:

At the end of the season, provide the team with a summary of what was spent throughout the season. Any remaining funds are to be distributed evenly amongst all players.

Tournaments Planning

Tournament play is a fun way to get your team to compete with teams from other regions and create further bonding experience for the team. Several OBA leagues host tournaments and OBA tournaments are listed on their website for all Rep and Select teams to register and attend.

You can choose to attend non-OBA tournaments as long as the description of the team qualifies for entry (ie. Quebec tournaments)

Responsibilities of the Team Manager for tournaments include the following:

- Plan dates ahead – Research available tournament dates and confirm which ones the team wants to attend with your coaching staff
- Register early – Many tournaments sell out rapidly. Registration generally open around fall and many sell out during that timeframe
- Book hotel blocks early (check if the host organization has preferred partners)
- Enter the tournament dates and info in RAMP as a placeholder
- Coordinate team meals or social activities (optional but fun!)

Kanata Cubs Classic Tournament

Each year, all KBA Rep and Select teams host a tournament during the season – The Kanata Cubs Classic. These tournaments are arranged by KBA's Tournament Director and are managed by each team's Tournament Convenor. Profits from the tournament are provided directly to the team.

The Cubs Classic Tournament Convenor can be the Team Manager or other parents who wish to volunteer for the role. As Team Manager, you can be Tournament Convenor along with any other available parent or choose to defer the Convenor role to any interested parent. A KBA Tournament Convenor Guide will be provided to Tournament Convenors who will meet regularly with KBA's Tournament Director to plan and execute your team's tournament.

Uniforms

The KBA Uniform Manager is responsible for the branding, order and distribution of KBA's uniforms. The Team Manager and/or head coach will receive notification from the uniform manager, typically in early winter, about how to proceed with your team's order. As Team Manager, you are expected to:

- Communicate information shared by the Uniform Manager regarding sizing, price and details
- Ensure all players on the team have been assigned a unique jersey number
- Work with your coaches to determine their uniform needs and preferences for the team as some uniform items can be optional
- Ensure the Uniform manager receives the completed order list by deadline
- Collect uniform payment from the team and distribute uniforms

During the season, the Head Coach will determine which uniform options will be worn for each game and practice. Please ensure to communicate this to the team regularly and remind teams to always bring all jerseys to games in the event of a change.

Schedules

Closer to the start of the season, the Head Coach will meet with KBA who will assist in coordinating the schedule with NCOBA (National Capital Ontario Baseball Association). Once the schedule is released, the Team Manager can enter all games in RAMP for the team to see.

The coaches will also provide guidance for practices which can be added to RAMP as well.

Schedules changes do occur and it is the Team Managers responsibility to ensure changes and updates are communicated promptly. The master game schedule is on NCOBA's website. Note: if a home game is cancelled or added, notify the Umpire in Chief (umpsched@kanatabaseball.com) to ensure umpires are cancelled or scheduled as needed for the home game.

In-Season Responsibilities

Once the games begin, your role shifts to coordination and communication.

Communication Guidelines

Strong communication keeps everyone informed and reduces confusion.

Best Practices:

- Keep messages short, clear, and positive
- Send one weekly update plus additional notes for urgent items
- Communicate cancellations or changes immediately
- Use group chats for logistics, not for venting or debates
- Encourage direct, respectful communication between parents and the coaching staff

Conflict Resolution:

Conflict can arise during the season and it is important to remember that rapid resolution and de-escalation of the situation is healthiest for all. KBA escalation path for conflicts is as follows:

1. Parent discusses with the Team Manager
2. Manager brings it to the coach if appropriate
3. If unresolved, contact the KBA Director of Competitive or President who will follow their conflict resolution protocol

Player Safety & Conduct

KBA takes player safety seriously. As manager, you help uphold safe play and good sportsmanship.

Your Responsibilities:

- Ensure everyone has reviewed the KBA Parent Code of Conduct
- Review Rowan's Law concussion requirements
- Keep the team first aid kit stocked and accessible (contact vpoperations@kanatabaseball.com if you need more supplies)
- Report all injuries or incidents to [KBA safety@kanatabaseball.com](mailto:KBA_safety@kanatabaseball.com) within 24 hours
- Model calm, respectful behavior — especially under pressure

Remember: You set the tone for the team's off-field culture.

Games Scoring and Game Changer

To ensure consistency and accuracy in scorekeeping across teams, many teams are choosing to use GameChanger as their digital scoring platform for all games.

GameChanger provides live scoring, statistical tracking, and player performance data. It also allows families and fans to follow games in real time.

The Team Manager is to ensure a primary GameChanger scorer is assigned before the season begins and that the scorer is trained and comfortable using the app.

Team Scorer Responsibilities:

- Score games in real time during each game
- Create and maintain a verified GameChanger team account using the official KBA team name
- Team rosters, schedules, and player jersey numbers must be accurate and up to date before the first game
- Ensure lineups for each games are entered correctly in the app
- Collect line ups from the opposing team

Pitch Count

Ontario Baseball Association (OBA) has implemented mandatory arm care rules to ensure safe practices for players. Coaches are trained on the rules of arm care and pitch count limitations. The pitch count app from OBA is used by coaches in real time and is the official record. The Team Manager can support the coaches to ensure pitch count data is entered in real time.

End-of-Season Wrap-Up

As the season winds down, a few final steps ensure a smooth finish.

- Help organize the end-of-season celebration
- Prepare thank-you cards or gifts for coaches
- Send a financial summary and return remaining team profits to families
- Provide KBA with feedback on your experience — we're always improving!

Resources & Contacts

Questions or comments regarding this handbook: secretary@kanatabaseball.com

KBA President: president@kanatabaseball.com

KBA Director of Competitive: competitive@kanatabaseball.com

VP of Operations: vpoperations@kanatabaseball.com

Umpire in Chief: umpsched@kanatabaseball.com

Tournament Director: tournaments@kanatabaseball.com

Uniform Manager: uniforms@kanatabaseball.com

Safety Officer: safety@kanatabaseball.com

KBA Website: <https://kanatabaseball.com>

Ontario Baseball Association: <https://www.playoba.ca>

NCOPA: <https://ncoba.ca/ncoba/Home>

Final Thoughts

Being a team manager takes time, patience, and organization — but it's also one of the most rewarding roles in youth sports. You'll build community, support great memories, and help make the baseball experience smooth and enjoyable for every family.

Thank you for stepping up to support the players and coaches who represent Kanata Baseball.