

# Team Parent Volunteer Roles and Responsibilities

**Manager:** As a manager you are the central figure in the flow of the communication on a team. You are the main point of contact for the team (guardians, coaches, players) and your division director.

## **Primary Responsibilities**

- Holding an initial team meeting to delegate other volunteer roles, especially a team Treasurer. Make sure to keep minutes from this meeting and include the appointed treasurer's name in the minutes.
- Review Coaches expectations for players and parents and code of conduct for all participants (including family and fans). *Parents are to bring concerns to the manager, who will pass them along to the coaches or division director. Please try to use the 24 hour rule and remember that these are still volunteer positions and it is kids playing the game.*
- Updating the team schedule and ensuring any changes are communicated to the entire team. Baseball Alberta will be setting up TeamSnap accounts for each team to use for the season (any league updates will happen automatically on the app, but you will still need to make sure everyone is aware a change occurred).
- Communicating with opposing teams and managers as well as other LMBA teams if needed.
- Forwarding coach requests for extra games, practices, equipment, etc. to the appropriate executive member. Contact information for the LMBA Executive can be found listed [here](#)
- Ensuring [Pitch Counts](#) are collected and tracked correctly throughout playing weekends and games. Also, making sure the [Game Summary Report](#) and Game sheets are filled out and submitted to [BA Zone 4 Ryan Lucas: warningtrackpwr72@gmail.com](#)
- Payment of Umpire Fees. You will need to communicate all home games, diamond requests and umpire bookings to the Umpire and Facility Director at [lbumpireandfacilitydirector@gmail.com](mailto:lbumpireandfacilitydirector@gmail.com) You will be one of the authorized signors on the team account and will be responsible for delivering payment after a game and receiving a [Receipt](#) for payment.
- Scheduling home game volunteers - diamond maintenance, scorekeepers x2-3
- Maintaining a team binder with complete roster, [Player Profiles](#), schedule, game sheets and BA handbook
- Help with organizing any team events outside of LMBA (any expenses incurred will be the responsibility of the team to cover)
- Any questions or concerns should be brought to your division director if you are unable to find answers in the [LMBA Handbook](#)
- Be familiar with division rules and the [2022 Baseball Alberta Handbook](#)

**Treasurer:** As the treasurer you will work closely with the team Manager to track and handle all team expenses and the budget. You will need to make a preliminary budget and discuss with the team. AA teams pay for their own umpires, please account for this team expense (see **additional fees** below). A team bank account will be set up at the Servus Credit Union in Lacombe by LMBA. Manager and Treasurer will have signing authority. Please make sure that a cheque for all umpires is completed and signed by both parties prior to the start of every game where it is needed. [imbumpireandfacilitydirector@gmail.com](mailto:imbumpireandfacilitydirector@gmail.com) will be able to provide you with the total required for each game. Fees and Travel Allowances can be found on the BA website as a general idea when making your preliminary budget. The team treasurer will be responsible for collecting, depositing and recording all team expenses and additional fees. The budget should be shared with the team and updated frequently.

**Additional Fees:** There will be additional expenses with **Competitive AA teams** that are not included in the player's registration and tryout fee. These will be for expenses such as umpires, tournament entry fees, exhibition games, game balls, etc. The additional fee can range from **\$100.00 - \$400.00 per player** depending on the extent of the additional expenses. To minimize these additional fees per player, most teams will organize a fundraiser(s) or obtain sponsors.

If a **Community A team** decides to enter a tournament, play exhibition games, or enter A provincials there will be additional expenses. To minimize these additional fees per player, most teams will organize a fundraiser(s) or obtain sponsors.

It is recommended to have a **Fundraising Parent Volunteer** organize any fundraising. All fundraisers must be approved and communicated to our Fundraising and Apparel Director at [lmfundraisingandapparel@gmail.com](mailto:lmfundraisingandapparel@gmail.com)

**Jersey Care:** LMBA provides jerseys. To reduce wear, please do not wear jerseys to practices. Jerseys are to be laundered after games (hang to dry). All apparel requirements can be found on Page 8 of the [LMBA Handbook](#)

Scorekeepers, Pitch Counts, Diamond Set Up/Maintenance and other roles may be required throughout the season. An information night will be held before the season starts on all of these roles as it is the goal of the LMBA Executive to provide as much support as possible and ensure a safe, fun environment for everyone.