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OFM HANDBOOK

APRIL 2023

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| THE OFF FIELD MANAGER HANDBOOK

Baseball Alberta is committed to supporting our amazing Off Field Managers (OFM) who work to coordinate and organize their team's season away from the field so that the coaches can concentrate on the field and the players and their families have a well organized and enjoyable season.

To assist the OFM, we have created this OFM Handbook for the upcoming baseball season which we hope will ensure that the volunteers taking on this role, and the responsibilities that come with it, are as best prepared as possible.

In the following pages you will find an example of a laid out OFM binder including sample forms which are filled out for reference during the season by yourself and your volunteers on the team. In trying to keep the OFM Handbook as reader friendly as possible, there are some sheets that will need to be printed or photocopied numerous times to meet the requirements of your team's schedule this season. We will ensure that we are indicating which sheets need to have more produced through the handbook.

The OFM Handbook is not a replacement or a replication of the Baseball Alberta Handbook. The Baseball Alberta Handbook should be available, whether in print or an online version, at all Baseball Alberta games for quick reference. The OFM Handbook is the key information needed to successfully navigate the host weekend duties that your team will be experiencing during the season and a quick point of reference for any other parent volunteers who may be assisting in the role of the Official Scorekeeper or Official Pitch Counter.

| IMPORTANT DETAILS:

Baseball Alberta Website: www.baseballalberta.com

Baseball Alberta Handbook:

https://www.baseballalberta.com/en/page/resources/baseball_alberta_handbook.html

| BASEBALL ALBERTA CONTACTS

Brendan Smith | League Manager

E: league@baseballalberta.com

Game Summary Forms and Roster Forms will be sent to the League Manager

Sheen Bromley | Technical Director

E: sheenbromley@baseballalberta.com

Weekly Pitch Report will be sent to the Technical Director

| BASEBALL ALBERTA OFFICE

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| COMMUNICATION WITH BASEBALL ALBERTA

One of the key roles of the OFM will be the communication with Baseball Alberta and the Association. Whether it is an on-field or off-field incident, question or concern, having a clear pathway of communication will lead to more efficient and faster communication to your team.

Expected Pathway of Communication for OFM support:

| FIRST CONTACT = YOUR HOME ASSOCIATION

The first contact with any questions or concerns from a team is to be the appropriate contact at your Association. Whether it is an Umpire Coordinator, General Manager, Director or President, your Association will provide you with a contact person to reach out to. Many questions can be answered directly from the Association as well as it is an opportunity for the Association to understand what is happening with their teams. Most of the communication received at Baseball Alberta can be answered by the Association.

| CONTACTING BASEBALL ALBERTA

With over 16,000 players, 1,000 coaches, close to 500 teams in Alberta and over 800 umpires, communication can often become overwhelming for a small Baseball Alberta office and responses are often delayed. As baseball continues to grow in the province, we will require more and more support in partnership with Associations to ensure that we are communicating effectively and efficiently. If you have exhausted all your other options then you can find a list of our staff and who would be best to help you on our website.

| TEAM MEETINGS

Scheduling a team meeting is essential to start the season for your team. The initial team meeting should be scheduled around the time of the first team practice. It will be a great opportunity for parents and coaches to meet for the first time as well as the first opportunity for you and the coaches to inform the parent group about the expectations and rules of the team. It is also a great time to inform the parent group of any important policies that your Association has in place for the season.

The OFM should communicate with the Head Coach and Coaching Staff prior to the meeting to set the team meeting agenda. Some potential team meeting agenda topics to consider are:

- Overall season plan (league play, tournaments, provincials, practices)
- Coaching philosophy
- Expectations of players - mention any possible dress codes (games vs. practices)
- Social Media Conduct for Players , Parents and Coaches
- Explain that they should have already signed a code of conduct and media release at registration to allow the use of photos.
- Expectations of parents during the season (at games, at practices) & Communication Tools or options
- Association's conflict resolution process
- Emergency procedures
- Team budget
- Volunteer positions within the team (treasurer, safety officer, scorekeeping, pitching counting, field prep, fundraising, social committee, etc)

The team meeting will help you and your coaches provide the parent group with expectations around time commitment, financial commitment and how to best represent your team and minor baseball association during the season.

It is also a great time to have parents ask questions and provide input into how the season will unfold and provide their expectations on the type of experience they are hoping their athlete gets with the team.

Some brief meeting minutes can be taken and provided to the parents the following day. This provides the parent group with some written and agreed upon expectations that everyone can reference throughout the season if needed. You can also provide some contact information and any other information that your association has available for your parent group as well.

TREASURER & TEAM BUDGET

The first volunteer position that you should fill is the role of the treasurer. This role will need to immediately begin working on accounting and budget building. As the OFM, you will ensure that your treasurer and team budget are properly supported. The treasurer will most likely be the person to help collect team fees from all of the families and process any expense payments.

Your local minor baseball association will have specific policies around creating a team budget, accounting and fundraising. Please ensure that you have reached out to your association for any specific policies and materials that are needed to form the team budget for the season.

However, for Baseball Alberta purposes, this position will need to have a good understanding of the process to pay umpires for each of your league games whether you are the host or visiting team. You can access the umpire payment receipts on our website.

Many associations will have a budget template available for teams to build upon. Through meeting with the coaches and the parents, additional budget items such as tournaments, travel, team social events and apparel will affect any additional cash calls to the parent group. Your team budget will need to be provided to your team and the team will need to vote the approval of this budget. This can be done online through a survey provider and sent out to each family.

18U SAMPLE BUDGET	Budget
SOURCES OF FUNDS:	
BALANCE FORWARD	
Players Contribution (18 x \$1100)	19,800.00
Fundraising	.00
Sponsorship	.00
TOTAL FUNDS AVAILABLE	19,800.00
USES OF FUNDS:	
Association Rep Fee if any (16 players times \$250)	4,000.00
Tournaments	2,000.00
Umpires (Exhib. games, etc)	250.00
Umpires (League games)	3,000.00
Baseballs	1,000.00
Equipment (wiffles, tubing, etc)	.00
Indoor practice	.00
Team apparel (include coaches)	5,225.00
Coach transportation (\$100) and accomodation (\$200)/perdiem (\$50/day/coach)	1,200.00
Player accomodations (8 rooms, 2/room)	1,000.00
Off Field Activities/Windup Party	.00
Misc (Water, lunches etc)	1,700.00
Bank charges	.00
Eqmt Deposit (REFUNDABLE)	.00
	.00
TOTAL FUNDS EXPENDED	19,375.00
NET FUNDS AVAILABLE	425.00
SHARE PER FAMILY	\$ 1,076.39
NUMBER OF PLAYERS ON TEAM	18
BUDGET EXPENSE LESS REVENUE	19,375.00

We have attached a screenshot of a budget sample below. Overestimate your umpire fees for your league games as this is your individual teams responsibility to pay for umpires. Because of the shortage in some areas the mileage can be quite high.

Some of your associations may have additional fees that they charge your teams for coaching honorariums or field maintenance etc. There is a good chance if those fees exist that they would have already provided you with those details.

This sample is just to give you an idea of expenses that you may encounter, but all are not necessary.

| VOLUNTEER POSITIONS REQUIRED

It is a long baseball season and many hands will need to be required to assist in the smooth operation of the team and creating a fun environment for the players and families. As the OFM you will need to delegate to a committed group of parents who are willing to volunteer their time before or after games, during games and **even while your team is not playing**. Some important volunteer positions for your team may be the following:

- **Assistant Coaches** will be vital to the on field success of your team and in assisting the Head Coach. Assistant Coaches will likely be picked by the Head Coach however it will become the OFM's responsibility to ensure that the Assistant Coaches have completed their required NCCP certifications
- **Treasurer** primary role will be to handle any monetary/budgetary functions for the team.
- **Safety Officer** will be someone who needs to be familiar with the Emergency Action Plan set out by the coaches and Association and be the key person during an emergency
- **Fundraising** can be an individual or a committee of parents who are going to find exciting ways to raise money for the team's season
- **Social Committee** is the fun squad and they are going to be looking for team building activities for the players and the parents throughout the season including on the road
- **Field Prep Crew** Some associations may require these volunteers for every game your team hosts, including games your team does not play in. Please check with your Association on procedures and training regarding field prep expectations should your Association not have a municipal/association crew preparing fields
- **Scorekeepers & Pitch Counters** are required to have a working knowledge of the game of baseball and will be required to be present at every game your team hosts, including the games that your team is not playing in. This should be managed through a schedule and make it mandatory for each family to do their part. Training is offered from a variety of sources and your association may have some experts. See an example in attached sample forms. There are also more details in how to train your volunteers in the next section.

| MORE INFO FOR YOUR HOSTING VOLUNTEERS

Scorekeepers or GameChanger Volunteers

If you have parents that have never scored before there are a few good videos that you can search online. I would encourage you to send those out well in advance of the season if you have parents that have never scored before. There are also some in person sessions that we can refer you to, if you have scorers that would like to add a more professional approach to scoring.

- Host games you will need to supply an official scorekeeper for every game in your schedule. Regardless if your team plays in one of the games in the series. The official Scorekeeper will sit in the press box or scorer's table in a neutral area in order for them to stay impartial. Even if your team prefers to use GameChanger, we suggest you have this as a paper backup as some of the information will need to be transposed to the Game Summary Sheet that you will need to return to Baseball Alberta. It is a good practice to fill in the information after each half inning and record the pitches from the Pitch Count Log Book Game Form.
- The Scorekeeper should receive line-ups from the teams well in advance of the start of the pre-game warm up to give them time to record them onto the scoresheet. If they haven't brought them to you, you should track them down at least 15 minutes prior to the start time. *It is not your job to notify umpires if someone is batting out of order.*
- After the game, your Game Summary form can be totaled up and then signed by a designated representative from each team, either an OFM or Head coach. (Sometimes the post meeting with the teams can run long and we do not expect you to wait for their signature so an OFM signing off on the Summary is acceptable. Return to the OFM Binder.
- ★ **One thing we get asked alot... What are defensive out and Offensive Outs?** Think about it like this: Offensive outs happen when your team is at bat (how many k's or flyouts etc.) Your Defensive outs are how many putouts your team made on the field. Whether that was from a strikeout or fielding out. For the most part when you are filling in the boxes on the Game Summary Sheet they should be the same 21 each for both teams if you made it until the end of the 7th inning. There will be different numbers of outs, if there is a mercy or a walk off.
- ★ **Affiliate Players and how to handle them on the Game Summary.** It doesn't happen often but if you come across a team that has an affiliate, The team must provide the affiliate form and they must be tracked on the game summary. More information on the process below.
- ★ **For BAEL & 18U AAA GameChanger must be used by a trained volunteer.**

Pitch Counting Volunteers

- Host games you need to supply an official pitch counter. They have 2 forms to manage and we've briefly explained how to fill them in. Samples are at the end of the manual.

- How to fill in the Pitch Count Logbook Game Form - You need to keep track of every pitch thrown by pitchers on both teams. Cross off each square as the pitch is thrown at the end of the inning circle the last pitch number thrown in that inning. This will make it a lot easier to go back in case you forgot to track it. After each half inning record the pitch counts on the Game Summary Report. At the end of the game you will need to total everything up and add the pitchers and their counts to the Weekly Pitching Report. Pay careful attention when tracking the pitches, coaches get mad when we're incorrect.
- The Weekly Pitching Report is a summary of each team's pitching for the week from Friday to Thursday.
- ★ The Official Pitch Counter is responsible to report to the umpire if any pitcher has reached their maximums. (Maximum pitches can be found in the handbook for each age category) It is a good practice to take a look at the team's Weekly Pitching Report before the game, you can verify if there are any pitchers you need to flag because they are close or not available to pitch for the remainder of the weekend, based on the number of pitches they have thrown in the previous four days.

OFM Paperwork Responsibilities Pre-Game

- Fill in the dates, game numbers, team names, pitch ranges on all appropriate forms
- Make sure you have your Weekly Pitching Report to supply to scorekeepers if you have played a game on a Friday before a hosting weekend or if you play a game after a weekend before the Thursday of the next week.

OFM Paperwork Responsibilities Post Game

- Collect all of the paperwork for each game and store it in your binder until the end of the weekend and then submit all of the Game Summary Reports from every game and then your team's Weekly Pitch Count Sheets to the Baseball Alberta Office. You will have returned every other team's Weekly Pitching Report back to them to submit to Baseball Alberta.
- Winning Team OFM must enter score into Spordle (more information to come)

| 2023 AFFILIATE STEP-BY-STEP PROCESS

1. Coach and/or OFM will identify a need for an affiliate player (Due to injury, graduation, etc.)
2. Coach and/or OFM will go over rules and regulations set out by Baseball Alberta for [Affiliate Guidelines](#).
3. Coach and/or OFM will identify an affiliate player (within the guidelines of Baseball Alberta) and fill out the 2023 Affiliate form through Google Forms. Go to the BA website Forms to fill this out
4. Baseball Alberta will receive the request and follow up with the OFM on the next steps (If the Affiliate player is approved and allowed under the affiliate guidelines of Baseball Alberta.)
5. Once the Affiliate fee of \$25 per player has been processed - Baseball Alberta will issue the Official Player Affiliate Tracking Form to the team OFM.
6. The OFM will then print the form and provide it to the official scorekeeper where they will fill games played and dates of the affiliate player.
7. Once the affiliate form is filled and signed by the Official Scorekeeper - the OFM will send the form back to Baseball Alberta (media@baseballalberta.com) and the Master Tracking Form will then be updated.

| COACHING CERTIFICATIONS

Baseball Alberta follows the NCCP Coaching Certifications developed by Baseball Canada. Coaches in Baseball Alberta will need to meet coaching certifications to qualify for Provincial, Western and National Championships. OFM's can also create an NCCP Profile and will need one if they want to participate in Nationals as a Chef de Mission.

To meet these requirements, Baseball Alberta provides coaches in the province with in-person clinics leading up to and in the early part of the baseball season. These clinics are available at a variety of locations throughout the province as our Associations provide host locations for our Technical and Development team.

Coaches will be required to take the NCCP courses corresponding to the age group and level of play. Baseball Canada has also developed a coaching requirement table on their Coaches Corner (www.baseball.ca) where all coaches can find their specific requirements along with information regarding Making Ethical Decisions Module (MED), how to check NCCP status and where to register for workshops.

All coaches who appear on a provincial roster will need to complete the Safe Sport e-Learning online module. This module can be found in the CAC locker or accessed through a link on your status page at nccp.baseball.ca. Coaches who appear on a provincial roster will no longer be required to complete the Respect In Sport online module, however, Baseball Alberta strongly recommends that associations mandate that their Community League level coaches complete Respect In Sport.

Every coach, regardless of age category and level, will require the following certifications:

- NCCP Profile - nccp.baseball.ca
- Locker Profile - thelocker.coach.ca
- Safe Sport eLearning
- Criminal Record Check (valid for 3 years)

For any questions regarding coach accreditation, please contact:

Sheen Bromley | Technical Director

E: sheenbromley@baseballalberta.com

P: 780-427-9008

More information can also be found at nccp.baseball.ca

★ **OFM NOTE:** Being Familiar with the Baseball Alberta Website will help you better assist your coaches in obtaining the proper certifications.

| CRIMINAL RECORD CHECKS

Baseball Alberta requires every coach who is on the roster to have a cleared Criminal Record Check (CRC) along with the rest of their required NCCP certifications. CRCs are required to be provided every three years to your home baseball association, with the years in-between requiring a signed declaration (screening form) that you can find under Forms / General Forms on our website.

Many Associations will provide volunteers with a signed letter from the President of the Association that they can take to the local police or RCMP station to complete their CRC. There may be a fee associated with the CRC depending on the detachment. This fee may be covered by your local baseball Association. Please consult with your baseball Association to inquire about any policies in place regarding other volunteer position CRCs, including the role of OFM.

CRCs that do not come back as clear will be handled in a case by case approach in consultation with your local baseball Association and Baseball Alberta.

| INTERVENTION RECORD CHECKS

Many Associations will require volunteers to provide a clear IRC every year. Many Associations will provide a letter from the President of the baseball Association to take to a children's services provider in your community to obtain an IRC. This type of record check often takes weeks to complete. Please consult with your local Association to ensure you are aware of their policies for yourself and other volunteers.

| SAFE SPORT

An Independent Third Party system for reporting Maltreatment in our sport is in the process of being developed. There will be more information to be shared once this is ready to be rolled out.

Look out for info here: https://www.baseballalberta.com/en/page/safe_sport.html

| TRANSFERS

Transfer Guidelines

Transfer questions are brought up on a regular basis in our office. There are many rules specific to transfers. Most can be found between pages 36-38 in the handbook. We can discuss a variety of scenarios in the training session to give you a better idea. However, at some point you will need to make sure that any of your rostered players that do not have an address located in your home association will require a transfer if they have not played in your association over the previous two seasons. Transfer forms can be found on our website in the forms section, they must be filled out properly and signed by both Presidents (Incoming & Outgoing), include a letter and the fee of \$25. Your roster will not be approved until all transfer requirements are satisfied as per Baseball Alberta rules.

UMPIRE FEES & PAYMENT PROCEDURES

Game Fees						
Age Category	'A' Single Umpire	'A' Per Umpire	'AA' Single Umpire	'AA' Per Umpire	'AAA' Single Umpire	'AAA' Per Umpire
11U	\$67.50	\$45.00	\$67.50	\$45.00	N/A	N/A
13U	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00
15U	\$82.50	\$55.00	\$82.50	\$55.00	\$82.50	\$55.00
18U	\$90.00	\$60.00	\$90.00	\$60.00	\$90.00	\$60.00
22U	N/A	N/A	\$105.00	\$70.00	\$105.00	\$70.00
Senior	N/A	N/A	\$105.00	\$70.00	\$105.00	\$70.00

**If for any reason, an umpire is required to work a game alone, such umpire shall be paid 1.5 times the normal game fee. In such cases the umpire may recruit a non-certified volunteer to work bases only. Such volunteers shall be eligible for an honorarium of \$10/game.*

- Games commencing prior to 6pm on non-holiday weekdays will incur a \$15/umpire premium to be added to the above Game Fees Per Umpire
- For originally scheduled 9 innings games, there will be a \$5/umpire premium added to the above Game Fees Per Umpire. The DOES NOT include any extra inning games that last 9 innings or more

Eligible Mileage - **NEW for 2023** - Umpires are eligible for reimbursement as follows:

- No Mileage may be charged when one-way travel from home to game site is 30 km or less
- A flat fee of \$30 may be charged when one-way travel is 31-60km from home to game site no matter what the actual distance is within this range
- If travel from home to game site exceeds 60 km, mileage may be charged at a rate of \$0.50/km for the entire round trip (home-game site-home)
- Umpires may, by individual choice, accept less than the eligible amounts for mileage but in no way does that set a precedent for any other umpire with respect to mileage charges
- When possible, umpires are expected to carpool when traveling from the same or similar location

Eligible Accommodation - Umpires are eligible for reimbursement when overnight stay is approved by Baseball Alberta. Umpires must stay double occupancy unless authorized in advance by the Executive Director of Baseball Alberta.

- ★ Umpires will be eligible for appropriate mileage and 50% of a single game fee when any game/weekend is completely rained out and no prior notification of cancellation has been made to the umpire assignor and the umpires have dutifully arrived at the field. The host is responsible for such payment. Umpires are not eligible for compensation if notified of rain out before leaving home.
- ★ Umpires will be eligible for a full game fee in the event of rescheduling/cancellation of games (not due to weather) if notification of such change is not provided by 4pm at least 2 calendar days prior to the day of the originally scheduled game. The host team will be responsible for such payment.

Umpires working a game that has started but is subsequently suspended, canceled or forfeited prior to completion will be paid the full game fee. Umpires completing a suspended game will be paid 50% of the normal game fee. Additional fees to complete a suspended game are **NOT APPLICABLE** at the Baseball Alberta Provincial Championships.

| UMPIRE SCHEDULING & BASEBALL ALBERTA ASSIGNORS

Umpires in 13U AAA, 15U AA, 15U AAA, 18U AA and 18U AAA will be scheduled province wide by Baseball Alberta umpire assignors. Umpires in all age categories of Community League, 'A', 11U AA and 13U AA will be assigned by the host Association Umpire Coordinator.

For games scheduled by Baseball Alberta assignors, teams will only be contacted in the event that there are no umpires able to be scheduled through the assignors pool of umpires and assistance may be needed by the Association to locate an umpire.

You will receive a contact number for the Umpire Assignor in your area, when you receive the schedule, if you need to get a hold of your umpires for any reason. There is also an Umpire Request Form in the forms section on our website that you can fill in and submit to arrange umpires for any TBD games. All requests must be submitted at least 3 to 4 working days (Mon. - Fri.) prior to the game.

Due to the high volume of games, Baseball Alberta umpires will not be sending out confirmation communication to every host site.

| HOST VS. TEAMS YOU ARE HOSTING and Paying Umpires

- ★ Host is responsible for half of the fees for the games they play in and all of the potential umpire mileage.
- ★ Teams you are hosting are responsible for the other half of the fees in the games they play in. But not responsible for **any** of the mileage cost.

OFM NOTE: Umpires are a scarce but crucial resource in our game. Do your best to take care of them even if they make a bad call. Without them we don't play. Keeping a great relationship with umpires is a huge benefit to all of us. Offering water and free food from a concession if you have one is always nice.

| UMPIRE FEES & PAYMENT PROCEDURES

| BEST PRACTICE - PROVINCIAL CHAMPIONSHIP UMPIRE PAYMENTS

The host site should collect all Round Robin umpire game fees from each team at the pre-tournament meeting or at the team's first game of the tournament. All teams should pay the exact same amount for umpire game fees for the Round Robin portion of the tournament. Below is an example of the best practice for host sites to collect the correct payment from each team for a Five Team Provincial Championship Tournament at the 13U Level:

There are a total of 10 round robin games in a Five Team Provincial Championship Tournament, 3 of which have game times that start before 6pm on a weekday which must include the \$15/umpire premium.

3 Round Robin games that begin before 6pm on weekday - \$65/umpire x 2 umpires x 3 games = \$390.00

7 Round Robin games at the regular umpire rate of \$50/umpire x 2 umpires x 7 games = \$700.00

Total umpire game fees for the Round Robin is \$1090.00, divide the total round robin game fees by the five participating teams. In this particular tournament example, each team would pay the host site \$218.00 to cover each team's Round Robin games.

Teams that move onto tiebreaker games, semi-finals and the championship would then need to pay for one umpire game fee for every game they participate in after the Round Robin portion of the schedule is complete.

★ *All umpire travel and accommodations for Provincial Championships are paid for by Baseball Alberta*

| HOST OFM CHECKLIST

- **Volunteer Position Assignments confirmed and scheduled** for each game of the host weekend including games that do not feature the host team
 - Setup Tasks
 - Field Preparation & Maintenance if necessary
 - Official Scorekeeper
 - Official Pitch Counter
 - Clean Up Tasks
- Printed **Host Weekend Schedule** that includes games and volunteer schedules
- Printed **Emergency Action Plan** for the host site
- Blank **Umpire Payment Receipts** for each attending team
- Blank **Game Summary Forms** for each scheduled game - **return completed form with signatures** (Coach or OFM) **to league@baseballalberta.com**
- Blank **Pitch Count Log Book** sheets for each scheduled game
- Printed **Team Roster Form** to hand in to the Official Scorekeeper
- Blank **Weekly Pitching Report** for each attending team- **return to each team.**
- Pre-filled **Weekly Pitching Report** for the host team - **return to completed form with signatures** (Official Scorekeeper & Pitch Counter) **to sheenbromley@baseballalberta.com**
- Make sure you have extra first aid materials, in case they are needed
- Purchase Foul Ball Candy - it's a bonus for siblings and can save your team money in lost balls

Appropriate amount of **baseballs** for the scheduled games and the facility. It's a good idea to have an entire box handy.

| CHECKLIST FOR NON-HOST OFM

- Printed Team Roster Form to provide the Official Scorekeeper and Official Pitch Counter
- Umpire game fees for all scheduled games at the host site to be given to the Host OFM

| THE OFM BINDER

Creating a binder with all of the important documents that you may need for a weekend of baseball, is a must have for a successful OFM. This binder should contain hard copies of anything that can either be distributed to a host site or contain information that can be sent out to the team and parents regarding any questions they may have.

Host OFMs are to ensure that Game Summary Forms for each game during a host weekend are submitted to Baseball Alberta along with their own team's Weekly Pitching Report.

Visiting OFMs are to ensure that the host is provided a pre-filled Weekly Pitching Report form to have pitch counts added. This form will be returned by the host to the visiting OFM who will then send it to Baseball Alberta. Visiting OFMs are also required to provide the host with a Team Roster sheet that includes full names (players, coaches) and jersey numbers for the purpose of filling out score sheets and pitch count sheets during the games.

Suggested contents of the OFM Binder include:

- Team Roster Forms
- Blank Score Sheets for Official Scorer
- Game Summary Forms (to be sent in to Baseball Alberta)
- Pitch Count Log Book
- Weekly Pitching Report (to be sent in to Baseball Alberta)
- Umpire Payment Receipts
- Contact List for League, Team, Association and any hotels if traveling
- Schedule from Baseball Alberta that includes game number and field name
- Emergency Action Plan
- Accident/Injury Forms as required by your Association

It is recommended to have forms already divided into game sections for the official scorekeeper and official pitch counter. Each game section will have a divider, a Score Sheet, blank Pitch Count Log Book sheets and a blank Game Summary Form..

Many OFMs will have these forms laid out as follows and in sheet protectors: and one group for each game scheduled as a host site:

- Sheet Protector 1 Front = game cover page with team names and Baseball Alberta game number *"Game One - Saturday June 1st, 9:00am - Calgary Bucks vs Red Deer Braves - Game #2345"*
- Sheet Protector 1 Back = 'Place Lineups Here' for the official scorer to place lineup cards from both teams for future reference
- Sheet Protector 2 = Blank score sheet
- Sheet Protector 3 Front = Blank Pitch Count Log Books (one per team)

- Sheet Protector 3 Back = Blank Game Summary Form (both pages in the event that there is a protest during the game) ** Always carry \$100 with you in case of a protest **

The Official Scorer and the Official Pitch Counter should return these completed forms after the game back into the sheet protectors for record keeping after each game.

Signatures needed for forms will include:

- Home Coach (Can be a Home OFM)
- Visiting Coach (Can be a Visitor OFM)
- Official Score Keeper
- Home Plate Umpire

You can find completed samples of these forms at the end of the OFM Handbook.

| ON THE ROAD - ACCOMMODATIONS & MEALS

For young athletes, road trips and hotel stays are a big part of what makes lasting memories. As an OFM you will need to get comfortable with planning out road trips that will require accommodations as well as team meals. During the baseball season, most rep baseball teams from 11U to 18U will require one or multiple overnight trips in their schedule. Teams may also find it beneficial to schedule a team meal on a road trip for the players and their families as opposed to everyone finding their own.

Prior to the season getting underway, poll your parent group to see if there are families that are interested in camping options. If so, a great resource for knowing where the best places to camp in the area is the OFM of the host team. Contact them to see if there are recommended camping areas nearby for you to reach out to for booking sites.

Accommodations

If your team is traveling and requires an overnight stay, there are two main options that can be used in conjunction with each other. Hotel bookings and camping. The OFM will need to block book hotel rooms and/or search for group camping sites in the vicinity of the baseball field. Contact hotels and campsites during regular business hours and ask for a booking manager to do a block book. Usually they will give you a code or link to send out to your families to book holding the registration under their own credit card. Be Careful as many times the link will expire by a certain time period. Make sure you relay the information to the families and have it out in a timely manner.

- Look for hotels that cater to families and are cost effective, especially if your team has multiple overnight stays during the season. Always ask if they have a breakfast included.

- Pools and water slides at the hotel or nearby are an absolute must for youth sports teams. Trust us.
- Many hotels will have staff dedicated to booking large groups and sports teams. Ask to speak to anyone at the hotel who fits that role as they will be able to better answer your questions.
- If possible, the hotel may allow you to book a conference room or meeting space to have a team meal or pizza party in a large group.
- Speak to your Association to see if there are any hotels or hotel chains that may have a partnership with them and your team can take advantage of a discounted rate.

Meals

Often on road trips the team will decide to find a time to have at least one team meal together with all of the families. Some teams will budget a team meal for each road trip and players/coaches will have their food covered by the team budget.

- Hotels that are used to catering to teams and large groups might have team meal options available at the hotel.
- Restaurants should be contacted in advance to inquire about having a team meal prepared
- Lots of restaurants now have pick up or food delivery making it easy for teams to pre-order their food and have it delivered to the field in between games or picked up
- If your team is looking to support a local restaurant, contact the host OFM who can point you in the direction of a great local restaurant that supports their Association or minor sports in their community.

| OTHER OFM ROLES & RESPONSIBILITIES *THESE MAY VARY PER ASSOCIATION

- Establish Team's contact List
- Assist with Apparel sizing or ordering of team apparel
- Arrange team transportation / accommodations for any travel
- Provide a welcome email and emergency action plan to any visiting teams
- Coordinate any fundraising events with other volunteers on your team
- Coordinate any TBD games from the schedule - you may need to consult with your coach and any other representative to book your home facility. (Once a TBD game is scheduled you will need to fill out the Umpire Request Form for that game number)
- Organize any team tournaments or Provincials you offer to host.

| SAMPLE FORMS SECTION

Example of a host volunteer schedule and email to send out:

Peewee AAA Baseball Alberta League - Host Weekend Volunteer Schedule 2019									
Game	Date	Time	Team (Visitor)	VS	Team (Home)	Score Keeper	Pitch Counter	Scoreboard	Music/Candy
EX	June 1	12:00PM	Calgary Bisons	VS	St. Albert Cardinals	FAMILY	FAMILY	FAMILY	FAMILY
EX	June 1	3:00PM	St. Albert Cardinals	VS	Calgary Bisons	FAMILY	FAMILY	FAMILY	FAMILY
2762	June 2	9:00AM	Calgary Bisons	VS	St. Albert Cardinals	FAMILY	FAMILY	FAMILY	FAMILY
2863	June 2	12:00PM	Calgary Bisons	VS	Northwest Pirates	FAMILY	FAMILY	FAMILY	FAMILY

Hello Peewee AAA Parents: Please use the schedule to fill in your family's volunteer shifts for the regular season.

Scorekeepers and pitch counters make sure you get your signatures from umpires and coaches/OFM from each side before you leave..

Family = all positions that need to be filled = there are 60 spots to fill for regular season games divide this by 12 player families 5-6 spots per family. Please type in your family name in the space over top of the word family. Once a spot has a family name in it, it is considered to be filled.

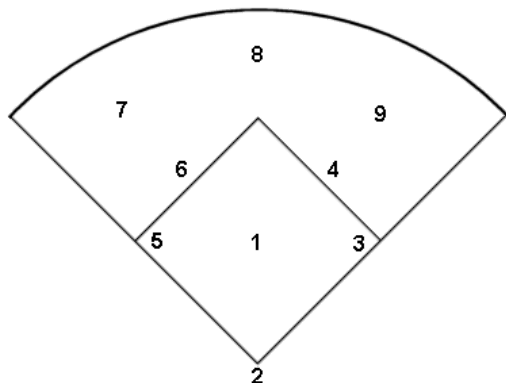
PLEASE NOTE: you need to arrive at least 30-40 minutes before game time for ALL of the volunteer positions, in order to be ready to go on time!

- Once you have filled your positions, you are then responsible for that date and time. **If you are unable to make that date and time, YOU will need to find a replacement.** You will all have access to this schedule at any time. Spots are first come first serve!!

SCOREKEEPING CHEAT SHEET

POSITIONS

There are 9 fielding positions in baseball and each position is represented numerically while scoring the game:

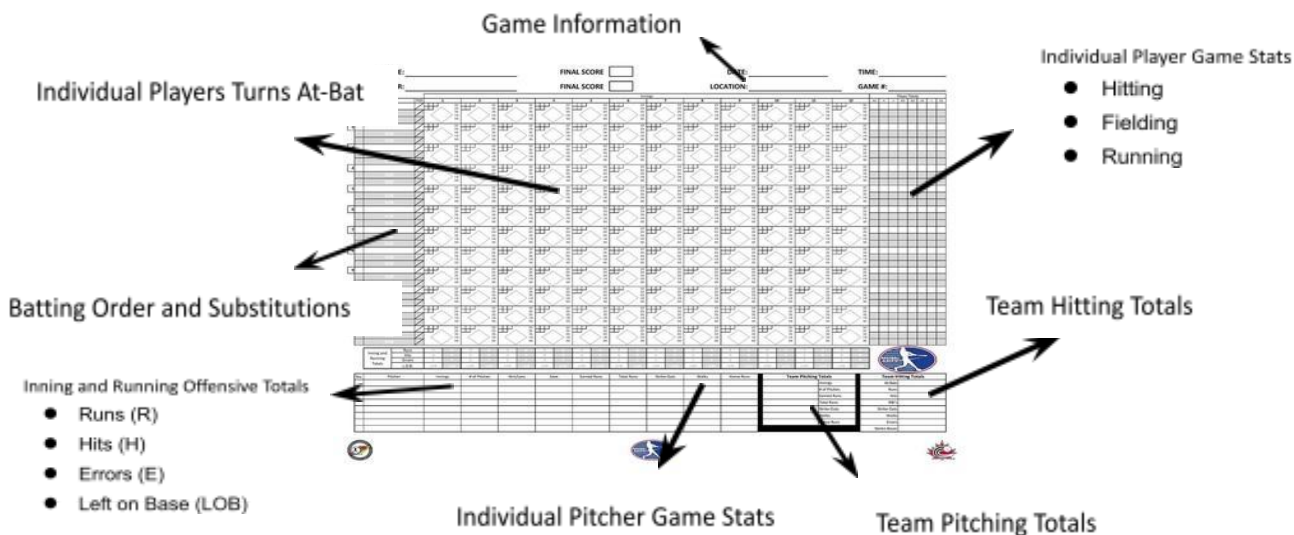


- 1 – Pitcher (P)
- 2 – Catcher (C)
- 3 – First Base (1B)
- 4 – Second Base (2B)
- 5 – Third Base (3B)
- 6 – Shortstop (SS)
- 7 – Left Field (LF)
- 8 – Centre Field (CF)
- 9 – Right Field (RF)

* Some Leagues allow a “Designated Hitter”, this is represented by “DH”

THE SCOREBOOK AND SCORE SHEET

It is a good idea to first familiarize yourself with the score sheet that you will be using. At first glance it may look complicated, but each section of the score sheet has a purpose to be used at various times from the beginning to the end of the game. A definition of each is below:



Game Information

Individual Player Game Stats

- Hitting
- Fielding
- Running

Team Hitting Totals

Team Pitching Totals

Individual Pitcher Game Stats

Inning and Running Offensive Totals

- Runs (R)
- Hits (H)
- Errors (E)
- Left on Base (LOB)

Batting Order and Substitutions

Individual Players Turns At-Bat

Game Information – The home and Visitor teams, date, location, etc.

Individual Player Game Stats – Totaled at the end of the game to calculate the player’s stats for the game.

Team Hitting Totals – A total of all the individual players hitting stats to calculate team totals.

Team Pitching Totals – A total of the individual players pitching stats to calculate team totals.

Individual Pitcher Game Stats – Totaled once a pitcher has been removed from the game to calculate the player’s stats for the game.

Batting Order and Substitutions – A list of the team’s batting order and any substitutions that have occurred for players in the batting order.

Individual Players Turns At Bat – A diagram and numerical account for what each player accomplished during their particular at-bat.

BEFORE THE GAME

Prior to each game, the manager or coach of each team should present the scorekeeper with a copy of the team's line-up for that particular game. Line-up cards should include player's names, position playing and batting order. Substitute players are usually listed below the starting line-up.

ENTER THE GAME INFORMATION

Complete the top section of the score sheet which includes the home and visitor teams; the date, time and location of the game; and the game number.

ENTER THE LINE-UPS

Each spot in the batting order allows for the starting player, and then two substitutions below (shaded grey); as well as player's number, name and position on the field.

	No.	Player	POS
1			
		SUB	
		SUB	

Enter the information for each team as indicated by each team's line-up card:

	No.	Player	POS
Batting Order Position → 1	9	John Smith	8 ← Position Number
		SUB	
		SUB	
Jersey Number ←	2	Brad Lawson	2
		SUB	
		SUB	
	3	Dan Jones	3
		SUB	
		SUB	
	4	Greg Tasker	9
		SUB	
		SUB	

In the example above, the first four batters in the line-up are listed with their number, name, and position on the field (refer to the positions section above). As an example, John Smith is hitting first, his uniform number is #9 and he is playing position 8 (center field).

You will notice that the position box has a diagonal line through it, the position where the player starts goes in the top left of the box. If the player switches positions during the game, the new position would go in the bottom right of the box.

Once all the game information and line-ups have been correctly entered for both teams, it's time to play ball!!!

2023
BASEBALL ALBERTA LEAGUE
GAME SUMMARY REPORT - 11U, 13U, 15U & 18U

Reports are to be emailed to league@baseballalberta.com

Please print clearly and fill out the form completely - to be completed by the Official Scorekeeper

Date: _____ Game # _____ Category/Division: _____

Host Site: _____ Protests? ☐ Yes ☐ No Ejections? ☐ Yes ☐ No

* Please attach any and all information regarding protests or ejections if any

VISITOR		Score:		Offensive Outs		Defensive Outs	
HOME		Score:		Offensive Outs		Defensive Outs	

RUNNING SCORE AND OUTS TOTAL

		1	2	3	4	5	6	7	8	9	TOTALS	
VISITOR	R											Place the number of runs and outs recorded each inning in the corresponding area.
	O											
HOME	R											The number of offensive outs for one team will inversely be the number of defensive outs for the other team; unless the game ends in a 10 run mercy rule.
	O											
R - Runs O - Outs		Teams winning by 10 run mercy rule receive 18 defensive outs for 11U and 21 defensive outs for 13U and above										

Visitors Pitching: Insert the number of pitches thrown in the innings in which the player pitched

No.	Player Name	1	2	3	4	5	6	7	8	9	TOTALS

Home Pitching: Insert the number of pitches thrown in the innings in which the player pitched

No.	Player Name	1	2	3	4	5	6	7	8	9	TOTALS



SCOREKEEPER SIGNATURE	UMPIRE SIGNATURE
HOME COACH SIGNATURE	VISITOR COACH SIGNATURE



2023
BASEBALL ALBERTA LEAGUE
GAME SUMMARY REPORT - 11U, 13U, 15U & 18U

DATE: _____ GAME #: _____ HOST SITE: _____

PROTESTS (To be filled out by Protest Committee)

Protest Committee Members:

1 _____ 2 _____ 3 _____

Protesting Team: _____

\$100 Cash Received? ☐ YES ☐ NO |

Description of Protest:

Result of Protest:

Protest Upheld ☐ Return \$100 Payment
Protest Overturned ☐ \$100 Sent to Baseball Alberta with copy of report

Ejections (To be filled out by Official Scorekeeper)

Name of Individual Ejected: _____

☐ Coach ☐ Player ☐ Fan ☐ Other

Name of Individual Ejected: _____

☐ Coach ☐ Player ☐ Fan ☐ Other

Name of Individual Ejected: _____

☐ Coach ☐ Player ☐ Fan ☐ Other

Name of Individual Ejected: _____

☐ Coach ☐ Player ☐ Fan ☐ Other

2023
BASEBALL ALBERTA ELITE LEAGUE - PRESENTED BY RAWLINGS
GAME SUMMARY REPORT



Reports are to be emailed to league@baseballalberta.com

Please print clearly and fill out the form completely - to be completed by the Official Scorekeeper

Date: **Apr 4/23**

Game # **1234**

Category/Division: **BAEL**

Host Site: **Inland Athletic Park**

Protests? ☐ Yes ☐ No

Ejections? ☐ Yes ☐ No

* Please attach any and all information regarding protests or ejections if any

VISITOR	PARKLAND TWINS	Score:	3	Offensive	(21)	Defensive	(21)
HOME	CALGARY CUBS	Score:	0	Offensive	(21)	Defensive	(21)
				O	(21)	O	(21)

RUNNING SCORE AND OUTS TOTAL

		1	2	3	4	5	6	7	8	9	TOTALS	
VISITOR	R	0	0	1	0	0	2	0			3	Place the number of runs and outs recorded each inning in the corresponding area.
	O	3	3	3	3	3	3	3			21	
HOME	R	0	0	0	0	0	0	0			0	The number of offensive outs for one team will inversely be the number of defensive outs for the other team; unless the game ends in a 10 run mercy rule.
	O	3	3	3	3	3	3	3			21	
R - Runs O - Outs		Teams winning by 10 run mercy rule receive 18 defensive outs for 11U and 21 defensive outs for 13U and above										

Visitors Pitching: Insert the number of pitches thrown in the innings in which the player pitched

No.	Player Name	1	2	3	4	5	6	7	8	9	TOTALS
#6	MANOAH, A	9	12	9	11	12	17				70
#68	ROMANO, J							7			7

Home Pitching: Insert the number of pitches thrown in the innings in which the player pitched

No.	Player Name	1	2	3	4	5	6	7	8	9	TOTALS
#13	LUCKY, B	13	17	20							50
#3	SMITH, B			5	16	18	30				69
#1	FROMENT, L							9			9



SCOREKEEPER SIGNATURE <i>[Signature]</i>	UMPIRE SIGNATURE <i>[Signature]</i>
HOME COACH SIGNATURE <i>[Signature]</i>	VISITOR COACH SIGNATURE <i>[Signature]</i>



2023 PROVINCIAL LEAGUE

TEAM NAME:

WEEK STARTING: (Friday)

Month Day

A AA AAA BAEL

WEEK ENDING: (Thursday)

Month Day

11U 13U 15U 18U

PITCHER NAME'S[illegible]

Team must carry updated pitching record with them and email to Baseball Alberta - sheenbromley@baseballalberta.com by Wednesday of the following week. For games on Friday, team must provide previous week's pitching report to Official Scorekeeper as well as new sheet.



BASEBALL ALBERTA
2023 PROVINCIAL LEAGUE



WEEKLY PITCHING REPORT

TEAM NAME:

Calgary Cubs

WEEK STARTING: (Friday)

April*Month*

7 Day

DIVISION:
(Circle One)

A



AAA

BAEL

WEEK ENDING: (Thursday)

April *Month*

14 Day

CATEGORY:

(Circle One)



13U

15U

18U

PITCH COUNT PER PLAYER

[illegible]

Team must carry updated pitching record with them and email to Baseball Alberta - sheenbromley@baseballalberta.com by Wednesday of the following week. For games on Friday, team must provide previous week's pitching report to Official Scorekeeper as well as new sheet.

PITCH COUNT LOGBOOK GAME FORM

RANGES	REST



Date:

PITCHER		GAME PITCH TOTALS																															Total Pitches	Days of Rest Required
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62			
	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93			
	94	95	96	97	98	99	100	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Official Score Keeper

Low
Medium Low
Medium
Medium High
High

RANGES

1-20
21-30
31-44
45-54
55-70

BEST

4	3	2	-	0
---	---	---	---	---

/ = Indicates a pitch thrown
O = Indicates end of inning



PARKLAND TWIN'S

Date: APR 19, 2023

PITCHER		GAME PITCH TOTALS																															Total Pitches	Days of Rest Required
MAYOR, A #6		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	70	4
		32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62		
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ROMANO, J #68		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	7	0
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		94	95	96	97	98	99	100	x	x																								

Home Team Manager

Away Team Manager

Official Score Keeper

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**BASEBALL ALBERTA
PROVINCIAL LEAGUE
RECEIPT FOR UMPIRE PAYMENT**



DATE:	<input type="text"/>	PLACE:	<input type="text"/>
AMOUNT PAID:	<input type="text"/>	PAID BY:	<input type="checkbox"/> CHEQUE #: <input type="text"/> <input type="checkbox"/> CASH
RECEIVED BY:	<input type="text"/>	FOR GAME #'S:	<input type="text"/>
SIGNED:	<input type="text"/>		



**BASEBALL ALBERTA
PROVINCIAL LEAGUE
RECEIPT FOR UMPIRE PAYMENT**



DATE:	<input type="text"/>	PLACE:	<input type="text"/>
AMOUNT PAID:	<input type="text"/>	PAID BY:	<input type="checkbox"/> CHEQUE #: <input type="text"/> <input type="checkbox"/> CASH
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RECEIPT FOR UMPIRE PAYMENT**



DATE:	<input type="text"/>	PLACE:	<input type="text"/>
AMOUNT PAID:	<input type="text"/>	PAID BY:	<input type="checkbox"/> CHEQUE #: <input type="text"/> <input type="checkbox"/> CASH
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