



Kindersley Minor Ball Team Managers Duties



Start of Season Responsibilities

- Encourage everyone to follow Kindersley Minor Ball on Facebook and Twitter. This is the best source for information on everything happening in our program. **Things continually posted on our social media pages include: ways to work off volunteer hours (work bees, booth shifts, vacant Board position postings etc.), player development clinics, umpire clinics, registration dates, coaches/managers meeting dates, equipment drop off dates, and other important Kindersley Minor Ball and Kindersley Minor Sports information.**
- Read the coaches/managers letter. Have your coaches read the letter also.
- Pick up jerseys and equipment on the designated equipment pick up date. (If you cannot pick up the jerseys and equipment that day, make arrangements to have someone else pick them up).
- Hand out the jerseys to your team and keep track of the jerseys with the “Uniform Distribution Sheet” provided in this package.
- Have a coaches and parents meeting with your team to discuss team expectations for the year (Ex. How many tournaments to enter, team fees for out of town tournaments and windups, which photographer to book for pictures, recruit parent volunteers to help at practice in the younger divisions), etc.
- Open a team bank account, (if team fees will be collected).
- Book a photographer for team pictures. Once the diamond schedule is out, you may book any field you want.
- Talk to your coordinator if you would like to receive a tournament float (up to \$1000 from KMS) for your team, and enter your team in the desired tournaments. **You will need to have your bank account open before receiving this float, and it is to be paid back (with a cheque written to KMS) as soon as you collect your team fees.**
- Find a Diamond Parent (excluding Blast and Prep). Volunteer hours for 1 child will be voided.
- Handout KMS fundraiser tickets.
- Assign Scorekeepers, and Pitch count keepers (for Mosquito 11U Baseball and older) for each game.

Mid-Season Responsibilities

- Find umpires for your home games (Blast and Prep have no umpires, Rally Cap and Mite have parent umpires)
- **Ensure that the Umpire Pay Sheets are filled out completely, and signed by either you, or a coach after each game.**
- Gather KMS fundraiser tickets and return to the KMS office by the end of the ball season.
- Be in charge of the team money and collecting team fees (if team fees will be collected).
- Ensure someone is supervising the bench and making sure players stay in the proper batting order. (Prep, RC, Mite)
- Ensure a coach is filling out the batting order prior to each game.

End of Season Responsibilities

- Collect all jerseys and ensure that they are all accounted for and **washed**.
- Return jerseys along with a completed “Uniform Distribution Sheet” to the Equipment Coordinator at equipment drop off night, or contact our Equipment Coordinator to make other arrangements. Also have coaches drop off equipment the same night. (Equipment Coordinator contact info is available at kmsports.ca under the Ball Board section)
- Close bank account and decide what to do with the leftover money. (Ex. Team windup, Minor Ball Donation etc.)

Upon taking this position, you will remove the volunteer hours for 1 child, who plays on the team that you are assigned as Manager.