

'AA' Host Weekend Duties Checklist

- Check required diamond bookings with Town of Barrhead Rec Department (*only weekday practice times are pre-booked by BMBA*).
- Book concession with Town (*if using*).
- Obtain game balls from BMBA equipment person (*typically 2-3 cases needed per weekend*).
- Obtain from ball equipment shed:
 - Folding Tables for scorekeeping/pitch count.
 - Flip charts for score & pitch count.
 - Flour for chalking lines.
 - Line chalker.
- Provide pop-up tent/gazebo and chairs for scorekeeper and pitch counter (*Parent supplied*).
- Baseball Alberta required reports:
 - Game Summary (*one per game, plus extras*) (*obtain from BA website*).
 - Pitch Count Log (*two per game, BA website*).
 - Extra weekly pitch count reports (*BA website*).
 - Umpire receipts (*BA website*).
- Baseball Alberta Handbook (**may be copy in equipment shed*).
- Scorebook
- Check with Ump coordinator to make sure Umps are booked. See if hotels are needed and get Ump phone numbers in case of rainouts.
- Job list for **Parent volunteers**:
 - 3 x volunteers for diamond maintenance each day.** Must be present for ALL games to rake, float and line diamonds for each game.
 - 1 x scorekeeper per game.**
 - 1 x pitch counter per game.**
- Send welcome email to managers of visiting teams with information on hotels, camping, restaurants, concession, splash park, activities, etc. Most info is available on Barrheadminorball.ca website.
- Optional: Quad/ATV for use in diamond maintenance tasks.