

'AA' Off-Field Manager (OFM) Duties

- Contact BMBA Jersey Coordinator. Arrange for pickup and return of jerseys at season's end.
- Contact BMBA Equipment Coordinator. Arrange for pickup and return of equipment at season's end.
- Contact BMBA Treasurer. Obtain money for Ump fees (*extra \$100/player collected at registration*).
- Pay Ump fees for host weekend(s) or visiting weekend(s). Fees are split equally between all teams in attendance. Collect or pay daily in case of rainout.
- Issue Ump receipts to visiting teams if hosting.
- Contact BMBA Registrar. Ensure Registrar has accurate and complete team roster. BMBA will send all required roster info to Baseball Alberta prior to the deadline.
- Contact BMBA President. Weekly practice diamond allocations for all teams will be completed by President. Practice days, times and diamond numbers will be provided and schedule posted to website.
- Send Welcome emails and/or contact Managers of other teams via email for each game weekend.
- Collect player Medical Forms and retain in equipment bag for duration of season. Destroy at season's end (*shred or burn*).
- Ensure players and coaches have matching hats, pants, socks and belts. *** New for 2019... all 'AA' teams will wear GREY pants.
- Send Weekly Pitching Report to Baseball Alberta after game weekends.
- If Affiliate Players are required mid-season, then the OFM is responsible for the Affiliate paperwork. See Baseball Alberta website for details.