



Manager's Duties

Pre Season

- Attend all Coaches and Managers meetings held by the club.
- Team App: Verify all players enrolled. Approve eligible subscription requests. Info to team
- In conjunction with the Coach ensure team is notified of training arrangements & expectations for players attending team warm-ups prior to a game.
- In conjunction with the Coach ensure your team has volunteers for the following positions:
 - o Umpire (home matches only)
 - o Scorer
 - o Pitch counter (also acts as Scorer's assistant)
 - o Grounds persons (home matches only; setup if required; clean up every match)
 - o Base coach (if required)
- Be familiar with the Club's Child Protection policies.
- If uniforms or equipment are on loan to players, record what has been loaned and who to.

During the Season

- Assist Coach during game by ensuring players & parents are well behaved on the bench.
- Ensure that players bat in the correct order (note, on appeal to the Umpire, in accordance with the rules of baseball, players may be given out if they bat out of order).
- Monitor the pitch count of any restricted pitchers. Note: on appeal to the Umpire, in accordance with the rules of baseball, teams forfeit the game if a pitch count is exceeded.
- If 12 players in team ensure every player fields 2 consecutive innings (penalty not listed).
- Ensure that players wear appropriate protective equipment, Base Coaches wear helmets.
- Assist the Coach by handling all inquiries from parents during the course of the game.
- Ensure team parents carry out Canteen Duty when team is rostered (may be short notice).
- Advise all players (parents) of any changes in game or training times, or cancellation due to wet weather, ground closure, forfeit etc. Details of wet weather notification procedures will be provided to Managers at the pre-season Coaches and Managers Meeting.
- "player of the week" award with Coach & record to prevent duplication or omission.
- Attend monthly Exec Committee meeting & provide short report (verbal) & report any issues. Can be a delegate & can be a different person every meeting.
- Alert Juniors VP to any notable achievements for team members.
- Arrange parents for the co-ordination of fundraising/social activities (eg team photos).
- If there are any incidents** then the Match Report, Protest Form &/or Injury Forms need to be filled in. The Home Team Scorer completes them, consulting the Manager. These documents need to be photographed & emailed to the Scoring Co-ordinator with the Result Sheet.

End of Season

- If uniforms or equipment are on loan to players, the Manager should ensure that they are returned to the Club at the end of the season.