

## Baseball Coach/Manager Guidelines

### ***As per Royal's Constitution:***

*1.13 All coaches must select a parent of one of their players as their manager/treasurer to act as joint signing officers. Team Manager and Treasurer cannot be the spouse of the head Coach.*

*1.14 All Teams must submit their financial statements to the parents of the team and to the Royals Treasurer at the end of the season.*

### **Prior to the Start of the Season (Head Coach and Manager):**

- Head coach and manager should discuss which duties will be covered by the manager. Most coaches prefer to just coach and have the manager attend to everything else, including coordinating and delegating team duties.
- Head coach and manager should coordinate and set parent meeting date as soon as possible.
- Manager should help the coach with the parent meeting. Ensure expectations are laid out, team fee amounts are decided, tournaments are planned and assign any jobs you want to be done for the year. Discuss any clothing options.
- Baseball Saskatoon uses a communication database **TeamLinkt** for scheduling, pitch count and game results. Enter data for each family. Invite members from an email list and advise them to fill in their information (ie. phone numbers, etc.). This will allow easy communication and coordination of events.
- Plan potential tournaments with your coach. Phone to see if there is room and book hotel blocks. This should be done ASAP; you can always cancel if needed. Tournaments are found on Baseball Sask and Minor Baseball sites.
- Book additional practices through the City of Saskatoon or the Gordie Howe Sports Complex. The cost for team practices comes from the team fees. Ensure all other expenses incurred by the team are paid before closing team accounts. The zone **WILL NOT** cover these costs.

### **First Week (Manager):**

- Schedule parents for scorekeeping, diamond prep and concession workers if required. Your coordinator will be able to tell you if there are any concession duties (11U and 13U).
- Ensure all team clothing is ordered, if it has not yet been done. The cost of clothing ordered, other than zone-supplied jerseys, is the team's responsibility.
- Confirm tournaments; send cheques and confirm hotel blocks. Send out hotel block information for parents to book rooms.

### **Team Bank Account (Manager):**

- Set up bank account joint with team treasurer. **THIS IS A MUST**, as per zone policy. The manager and treasurer should be the signers unless one is a spouse or related to the zone president or treasurer. This **MUST** be a two to sign and **NOT** two signors. I.e. each cheque needs to be signed by both people. (This is a requirement of SLGA, and not adhering to this condition could jeopardize our license). **UNDER NO CIRCUMSTANCES SHOULD IT BE SET UP ANY OTHER WAY.**
- Most Credit Union banks will set up a Community Team Account that does not charge monthly fees and offers e-transfers.
- Ensure the treasurer sends out a planned budget to all families.
- Deposit start-up fees (\$150.00 per player plus an extra \$30.00 per tournament is a recommended starting amount). Team fees would also cover non-player family coaches, hotels and possibly gas. To lower these costs for the players, you could do a bottle drive, obtain sponsorship or any other agreed form of fundraising.
- Team accounts should stay open until at least the end of August and all other expenses have been paid, including additional practices. Send your coordinators a final budget, including all deposits, expenses and refunds.

#### ***Why the zone requires Team Bank Accounts with Joint Two Signers (neither of who should be a spouse or related to the head coach)***

- It is part of the Zone's Constitution
- ***Maintains Integrity***
- ***It avoids any conflict of interest***
- Security for administration purposes should something happen to one of the signers, etc.

### **Uniforms and Team Purchased Items:**

**\*\*Saskatoon Royals Baseball colours are black, pink and white. All clothing must have these colours. Teams choosing to order a third jersey to play in must adhere to these colours. Any other colour will not be allowed. The executive asks that zone-provided jerseys be worn for approximately 50% of the games and for sure when affiliated players play so everyone looks the same. \*\***

• All players must be dressed uniformly; this includes hat selection. **DO NOT CHANGE JERSEY NUMBERS.**

• **Collection of uniforms:** ALL uniforms should be washed and returned on the assigned drop-off date. Please ensure all families understand that if uniforms are returned damaged, we will be cashing the deposit cheque. Please watch for an email closer to the end of the year outlining the return process.

### **Other Key Things (Manager)**

- With the coach's input, contact a few players to use as affiliated players in case you are short; nice to have a list.
- Scheduling of parent jobs. Most teams have at least one tournament in the city, where city teams have to work shifts. Provincials are big, and a committee is usually put together based on managers to ensure it goes well. There will be field prep and scorekeeping jobs. Make a schedule, so everyone helps.

- Parent conflict or conflict of opinion. If encountered, you are the go-to person if someone has an issue.
- Plan at least one team meal at an out-of-town tournament. In a restaurant, hotdogs in a parking lot, or pizza in a breakfast room at the hotel. These are the times players bond the best and parents get to know each other.
- Book pictures/create a windup plan.
- Return uniforms and equipment on the date sent out. An email will go out to explain the return.
- If your team has chosen to participate in provincials, you must ensure your team is registered by the deadline. **The deadline for 2024 Provincial Team Roster Registration is TBD.** Registration forms are available at Provincial Championships I Baseball Sask. You can mail in a paper copy or complete it using the online form. Give yourself lots of time for this; there is a penalty if you miss the deadline, and sometimes you may not get in if you are late. Ensure coaches going to provincials have proper certification and are registered in RAMP. For provincial credentials, you can check with division coordinators.