



Team Administrator Duties

Thank you for donating your time and talents to this position. The Team Administrator is the person who keeps everyone in the loop, gets to know the parents and athletes, and performs the day-to-day administrative details for the team so that the Team Coaches and Managers can concentrate on coaching and managing. The Team and the League truly appreciate the time and effort that goes into being an effective Administrator. You are the liaison between the BRC Board, the Technical Team, your Team, and the Parents. Information will come to you for distribution to your team, and parts through general email.

TEAM COMMUNICATIONS

Teamsnap is already set up by the league and as a TA you should have been granted manager rights to your team. This allows you to input schedules for games and practices, send emails and chats, chats are helpful for live action info and quick responses, and it's definitely worth sending both email and chat for cancellations or urgent messaging.

VOLUNTEER SHIFTS

Families are expected to volunteer the hours necessary to cover their team's volunteering duties and to contribute their time, if able, to the league as well. Some families may have pre-season hours (volunteering at evaluations or Opening Day etc, key volunteer or board positions)

- Krystal will provide a list to you for your tracking record.

Let Krystal know if any of your families need extra encouragement to volunteer or are not making the effort to volunteer. I can give you some ideas to try before escalating to the Board of Directors.

- Ensure that volunteer shifts for your team are all covered for each game.
- Track volunteer hours regularly
- Ensure volunteer roles are distributed amongst your families so that your team's obligations and league needs are met, and hopefully exceeded.

VOLUNTEER TRACKING (stay on top of it)

Please use TeamSnap to set up game volunteers

- Add assignments, depending if you are Home or Away
- There is also a "Remind" button
- Chat message via TeamSnap may also work.
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Please make sure your families know that if they have volunteered for a shift, they are responsible (not you!) to find a replacement if they cannot make it. Once they have a replacement found and have decided on dates to swap, then they can contact you and inform you of the changes.

Each family is required to fulfil as many shifts as needed to cover the season. You have the discretion to offer alternative equivalent volunteer opportunities if game-related volunteering (Pointstreak, paper scorekeeping, announcing, scoreboards) is not in their wheelhouse. Encourage families to fulfil their volunteering hours well before the end of the season, so they have time to contribute.

If you have families that have multiple kids in the league, please talk to the TA of the team that the other kid(s) is/are on and coordinate your tracking information. We are just tracking volunteering efforts per family. If any families are looking for financial aid, please direct them to KidSport. If they approach you regarding registration fees, please direct them to the Registrar.

SCHEDULING

- Enter your team's games and practices into TeamSnap.
- Regular checks of the Master Schedule on the BRC website for changes.
- Miki Kawahara/Alex Morrissette will give Krystal Gaudet updated schedules when rain out (or smoke out) games are rescheduled.
 - Email from Krystal to update your team schedules.
- Check the field status (updated by the City of Calgary) on Game Days to watch for field closures if the weather looks questionable, coordinate with your coaches, and then update your team's calendar on TeamSnap.
- Acquaint yourself with the Air Quality Policy and the Lightning Delay Policy (available on our website). Decisions on Air Quality before games will be made by the Technical Team and will be communicated directly to affected teams. Decisions (air quality, rain, or lightning delay) during games will be made by the officials and coaches on the field.

WEEKNIGHT RAINOUT PROCEDURE:**Field Closure will be posted by 4:00 PM on weeknights**

- If field posted and **CLOSED** events are cancelled
- If field posted as **OPEN** events go as scheduled

WEEKEND RAINOUT PROCEDURE:

If the field is posted as CLOSED at 9AM:

- 10:00 AM game CANCELLED
- 12:45 PM game CANCELLED

If the field is posted as CLOSED at 1PM:

- 3:30 PM game CANCELLED
- 6:45 PM game CANCELLED

If the field is posted as OPEN at 9AM:

- 10:00 AM game PLAY AS SCHEDULED
- 12:45 PM game PLAY AS SCHEDULED

If the field is posted as OPEN at 1PM:

- 3:30 PM game PLAY AS SCHEDULED
- 6:45 PM game PLAY AS SCHEDULED

PLEASE NOTE

There is no Lynnwood status provided by the City of Calgary, so Troy Lamb or another TD will notify the affected teams. You may also use the status of GLENMORE as a guide as to whether Lynnwood is OPEN or CLOSED.

TEAM GIFT FOR COACHES:

It is a nice gesture at the end of the season to coordinate a team gift for your coaches, but it is not mandatory. Typically in the past, you just ask your parents to contribute what they can - no set amounts. Some previous gift ideas have been cash, gas cards or food gift cards. You can also encourage one of your families to coordinate this as part of fulfilling their volunteer shifts.

TEAM GEAR:

Jerseys and Hats are provided by the league - players will keep these at the end of the season. White pants are required for all tiers of Babe Ruth. There is additional Babe Ruth apparel available for purchase. The Babe Ruth Website has a tab for Babe Ruth Apparel. Click on that link and it will direct you to the ordering site. You are free to work with your coaches and coordinate a team order if you wish. The contact information is all on the website on who you deal with and the apparel available to order. Players can go to Tuxedo Sports to try on for sizing if they wish.

LEAGUE INFORMATION

The Babe Ruth website is full of information. When you have some time, please go through the website. There is a Team Administrators section on the website under the Administration tab, Volunteers, Team Administrators. This, and other useful docs, are found there.

Please plan on being at EVERY game. If you cannot be there, please make arrangements with someone else on your team to check everything is covered. Please check in with your volunteers to make sure they have everything they need to do their respective role for the game.

WHO IS RESPONSIBLE FOR FINAL LOCK UP & CHECKS AT GAMES & PRACTICES?

It is VERY important that everything is put away and locked up properly after the games. THEFT DOES HAPPEN!

Many times the Coaches & Managers are the last to leave, and you don't need to stick around until they leave, BUT PLEASE ensure you have communicated with them what still requires locking up prior to leaving, etc.

Games : HOME Team is responsible for the final check and ensuring all scoresheets, iPads are plugged in and charging, scoreboards are shut off and returned to where they should be and all blinds are closed and LOCKED. Visiting TA can do a check with the Home TA that all is taken care of before you leave - this is common courtesy and ensures that it is being looked after.

Practices: The last team to practice on a field is responsible for the clean up and ensuring everything is locked up. Suggest you find all keys, etc BEFORE the team prior to your practice time leaves, sometimes keys end up in pockets that get driven off and not noticed until it's too late. Most often coaches lock up, please confirm.

Lost and Found - if something is left behind, give it to a coach on either team. If you are at Glenmore, leave it in the shed. If you are at Optimist, leave it in the Press Box. Put a note out to your fellow TAs on TeamChat.

Completed Scoresheets - Completed white copies of scoresheets all go to Optimist or to Glenmore. If your team and/or visiting team is playing at a non-Glenmore/Optimist field again the next day or two, you can leave a few completed sheets in the lockbox before taking them to Glenmore or Optimist. Please do not leave them more than a week.

No Umpire?

This rarely happens, but if it does, and there is no Technical Director present, call Alex Morrisette or Troy Lamb.

Edmonton Trappers (There are teams in 54/80, and AA.)

Our guests in Calgary, even if they are Home Team for a game, so please help them when you are playing against them (e.g. offer to take the scoresheets to Glenmore/Optimist if applicable, help them lock up/turn lights off/put things away, if applicable, etc). They have taken Pointstreak training and probably also BRC Scorekeeping training so they can do those, but just check in and make sure they are doing ok.

INJURY REPORT FORMS:

Unfortunately, accidents can and do happen during the baseball season. In the event that a player is injured, the following is what needs to be done in order for the league to be made aware of it for any insurance claims:

1. An Injury Report Form needs to be completed. This is located on the BRC website. Go to following section to find it: Admin / Safety / Injury Report Form
2. It should be the coaches that complete this form they are trained on how to with the league.
3. In certain circumstances, a TA can complete the form if necessary, but again, it really should be the coaches
4. Under **NO** circumstances is the parent of the injured child to complete the form.
5. Once the report is completed, please email a copy of it to: operations@baberruthcalgary.com