



Salmon Arm Minor Baseball Association
Bag 9000, Ste 132 190 TCH N.E
Salmon Arm, B.C. V1E 1S3
President: Jeff Lipsett

Division Manager

Role: The Division Manager is to be the detail organizer of the division or league he/she is managing. They share necessary information with coaches and help to resolve any concerns or disputes, along with a number of other duties.

Duties:

- Once registration is completed, obtain a list of players from the registrar.
- Determine the number of teams and contact coaches to set up an assessment day. Notify parents/players of time, place and process.
- **Assessment Day:** With coaches, have basic skill stations and rate players. Then divide the teams as equally as possible keeping in mind that house play is for fun and skill development for all players.
- Recruit more coaches as needed.
- **Scheduling:** Draw up game/league schedule in collaboration with other associations. Distribute to coaches and pass along (email) the schedule to the president, uniform manager and equipment manager.
- **Umpires:** Ensure your league schedule is also passed onto the Umpire-in-Chief so umpires are scheduled.
- **Game Cancellations:** The umpire-in-chief needs to know ASAP.
- **Practices:** Allocate practice times; sharing the decent times and fields equally.
- **Equipment & Uniforms:** Coordinate the distribution of equipment and uniforms by contacting the equipment manager, uniform manager and coaches. (At season's end, collect all uniforms and equipment to return to the appropriate people.)
- **Tournaments:** Organize and/or seek a tournament coordinator for any tournaments for the division (house, play-off). League policy is that all tournaments are self-supported (tournament fees must cover all costs). Try to plan when umpires are available (i.e., many umpires also play so ensure there are umpires in town).
- **Results:** Report results of league play and tournaments to the newspaper (i.e., *The Observer*). Maintain the results of league games for post league play.
- **Information Sharing:** Circulate pertinent information to coaches such as information about out-of-town tournaments, rules, baseball clinics, coaching and umpire clinics, all-star tryouts, etc.
- **All-star:** Coordinate the all-star tryouts in early June.
- Attend executive meetings.
- ENJOY your nervous breakdown!