



Field Manager

First, thank you for volunteering to be the Field Manager. You are the voice of Vernon Baseball. All issues and concerns on and off the field will be directed through you. You are responsible for the planning and execution of a successful season. Below is a list of the common duties of the Field Manager. If you have questions that have not been answered here, please seek support from the Vice President.

Role

The Field Manager's primary responsibility is to maintain all playing fields ensuring the safety of all users. In addition, the Field Manager must communicate effectively with Vernon Baseball Executive, coaches, umpires and parents as required. Finally, the Field Manager must facilitate a healthy, fun and educational environment for kids, coaches and parents; and inspire the principals of sport through the game of baseball.

Duties

Monthly Meetings: Attend monthly Vernon Baseball Executive meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new Ideas. Understand Vernon Baseball policies, Code of Conduct and the rules that apply to each division.

Pre-Season: Determine the maintenance required on each field and set an action plan detailing work required. Establish a yearly field maintenance budget. Organise work parties to ensure the work is completed. Form the required relationships with the GVPRD staff and present the needs of Vernon Baseball. Receive board approval on large expenditures.

Maintenance: Work with the GVPRD, SD#22 and all members of Vernon Baseball to ensure safe, well maintained fields, storage lock ups and lock boxes. Provide keys to the executive for all locked areas. Division Directors are to be given keys for their coaches. Maintain all locks and replace any cut or damaged locks. Build and maintain lock boxes. Work with the Division Directors to ensure each division has the tools and skills required to keep fields maintained. Address any issues that arise throughout the season spring, summer and fall seasons.

VDBA Lock ups: Cleanliness and safe storage during the season is the coaches' responsibility. Storage lock ups are to be clean and organised at all times. These areas are accessed by GVPRD staff and others.

Year End Storage: This time of year requires volunteer help. Tractors and maintenance equipment needs to be serviced and winterized. Prepare for the cold of winter and the dampness of spring. Work with the Equipment manager to remove the equipment from lock boxes and remove lock boxes from areas prone to vandalism. The Vernon Baseball budget requests need to be presented to the GVPRD at year end to ensure approval and give the employees time to do the required work.

Summary: This job title come with are large work load over a short period of time. Planning ahead and utilizing the large volunteer force (parents) is your top priority. Being a good communicator and having the ability to work with others is an asset. The Field Manager has the

full support of the Executive. Be creative, Vernon Baseball is always looking for ways to improve.