



ICBA Convenors 2019 Season

List of Duties and Responsibilities –

The following points are a synopsis of those important duties and responsibilities that must be executed by division convenors during the course of the 2019 playing season.

1. Attend Spring Coach's Meeting

- It is imperative that all division convenors attend the spring coach's meeting to be held this year on: April 24 or 25, 2019 at North Collegiate High School, Brantford. Please notify the ICBA if you are unable to attend so we may have someone in place to talk with your coaches.
- During this meeting, we are asking the Convenor to complete the following tasks:
 - a) Meet as a group with coaches from your assigned division. A list of this year's coaches will be sent to you prior to the meeting and is available on our website.
 - b) Speak about season schedules and how changes are to be handled with you. Go through rules specific for their division. **No games to be scheduled the last week of season.** (Schedules and Rules available on Website.)
 - c) Ask each team to ensure that Parks and Directions have been given to the league and they are correctly shown on the website. If a team has been assigned a new park, ask the coach to send you and the Inter County the new info in order to include it on the website.
 - d) Please spend a little time going over 'Special Rules' such as the requirement to make up **ALL missed games**. Ensure they understand the commitment to schedule, and what must take place in order to change game dates etc. Also discuss how disciplinary issues should be handled along with describing how final standings will be calculated to determine playoff pairings etc. Remind the teams of the importance of being prepared to play once the regular season is over and classification starts. Discuss Season ending dates (Aug. 8) along with Classification/ICBA play-offs.
 - e) Teams must submit a playing Roster to ICBA by **May 1, 2019** even if they intend to add players later. Refer them to the ICBA Constitution, General Rules and Policies Section 1. Fees subsection d). Teams will be fined \$25 per day after the May 1st date if they don't have an affiliate approved roster. **Please Note that Inter Lock teams are included in this rule.** Also please remind your coaches that the Final Roster deadline dates for adding and deleting players is **June 30, 2019.** These edits go through their Local registrar. OBA will finalize rosters after June 30, 2019 and a copy of the team's final roster will be made available to you prior to the play-offs.

- f) **Encourage coaches** to participate in the ICBA awards available to players, coaches etc. and ask that they also get their team players/parents involved in the program as well. Inform coaches that **nomination forms** are available at the ICBA website. Samples have been included in their hand-out package.
 - g) At the Mosquito, Peewee, Bantam, and Midget levels, the ICBA puts together all-star teams to participate in a tournament at season's end. We encourage coaches and players to become involved in this program and to watch the website for information regarding tryouts and additional information surrounding these programs.
 - h) Inform those teams anticipating going to eliminations about entry deadline as well as coaching requirements in order for them to be signed as a rostered coach on the elimination team roster. Refer them to either the OBA Constitution (Rule P2-4) or the OBA website www.baseballontario.com for updated information. They may also contact the ICBA for additional information. May 15th is deadline for entry
2. Please take some time each day to maintain the ICBA website with game & pitching results along with overall standings in your division. Past experience has shown that it takes 15 minutes to update scores and pitching records etc. You will reduce the number of calls or e-mails you receive from teams and parents over the course of the season. Pitching stats are to be included with scores of each game. Please remind coaches to provide player # and the number of pitches thrown during the game. You will have been issued a login and password to access the website, please check you are able to enter the site and make changes. If you are having difficulties with the site please contact the Scheduler.
 3. Remind teams that all their tournaments results are to be sent **to their ICBA Rep** for classification purposes. Teams not supplying tournament results may have their classifications bumped to the highest level by the OBA.
 4. At the end of the Regular season determine the final rankings to be used for ICBA playoff match ups. Section 5 (**OBA Classification/Playoff games subsection a**) in the ICBA constitution will be used to determine final standings. Remind teams that Classification results will not be published or given out verbally until the OBA has posted their final classification results (end of July 2019). **Please keep any results you receive from us pertaining to classification results to yourself until you are notified to release them.**
 5. Please have a copy of the complete records of regular season games, plus tournament results available for the Provincial classification meeting being held July 3, 2019 in Cambridge, in the OBA Board Room. Your attendance at this meeting is not necessary but is welcomed so please make every effort to attend in order for the board to converse with you about your teams.
 6. Once the provincial classification results are released and **ONLY THEN!** We ask you ensure these results are communicated to all teams in your division ASAP. The results will also be posted to the ICBA website as well.

7. We ask that you communicate regularly with all the team coaches in your division, especially to resolve dates for make-up games and any other issues that have arisen. We are asking you to be fair but firm in giving the teams a chance to provide you a make-up date for a missed game but in the end you may/will have to determine a date for some teams. Don't forget that the Scheduler and Commissioner of your division are there to help if you are having difficulties getting this issue under control. Again Firm but Fair.
8. Inform managers of all suspensions concerning their team by e-mail and copy the Chairperson of the Protest for Competition Committee (Mark Schram) in on those messages. Remind teams to keep copies of the score sheet as they will be required in case of appeal. Remember suspensions over 2 games are handled by the disciplinary committee (Brian Hawley) under 2 games by you. Please ensure that suspensions are served as per the instructions below.
9. Ensure that player and coach suspensions are served properly. Players and coaches are to be listed on the line-up card and game sheet marking them as suspended. It is suggested that you contact the coach prior to the game by phone or e-mail so there is no miscommunication over the suspension. One (1) game suspensions are served immediately (next scheduled game) after the game in which they were suspended.
10. Inter County will have awards (Trophy & Medals) available by the classification meeting date for end of year Championship tournaments and we are asking that a representative be available for personal presentations at the end of the series or game. If **you** are unavailable to attend please contact your Commissioner or the Scheduler so arrangements may be made to have an ICBA board or executive member present for the awards ceremony. This takes only a few minutes of your time but means the world to the players and the teams we represent.
11. **Provide an Annual Report to the ICBA** (by deadline date of September 30, 2019) for presentation at the ICBA Annual meeting. A reporting template is available for your use by contacting the secretary of the ICBA. A copy is attached to this information sheet and an electronic version is available by contacting the ICBA secretary.
12. Inform teams that they must use the **ICBA score sheet** provided to them at the spring coaches meeting and explain to them how they are to be used. ICBA will be using the Pitching App to track pitchers throughout the season in order to prepare our coaches for the rule changes to take effect in 2020.

The home team is responsible for keeping score and all the other information that happens during the game, i.e. pitching #'s etc. At the end of the game a copy of the game sheet is to be given to the visiting team and the home team keeps the top 2 copies. If the convenor or league official needs a copy of the game sheet they will contact the home team to send the top copy they kept from the game. Only the **HOME team** uses this score sheet at the **HOME GAME!**

Visiting teams are not to use these score sheets to track score while visiting another club. Fifteen game sheets are given to each team along with 30 Line-up cards. If teams run out of these items they will be charged a fee to replace them.

13. Occasionally teams will request your help in appealing or protesting a game. Please supply as much help as you can, or, if you are unsure on how to proceed please direct them to the individuals that will be able to help them through the issue. Mark Schram will supply you with all the information you require to help a team with the proper procedure handling either of these issues, all you need to do is ask!

14. Please take a minute to remember you are the one face, one voice of the Inter County that the coaches become familiar with, and we ask that you handle the teams/coaches/and others with all the respect you would appreciate someone showing you.

The Inter County is always here to support you. If you are unsure of a question or a request, please take the time to inquire with your Commissioner or a board member (your Local Rep to the board) in obtaining the correct response. We also would ask you to please find some time to go out to some of your games during the season. Teams will thank you for showing an interest in the division and what is happening on the field.

Please wear your ICBA shirt so teams/players/parents know who you are.

15. The Inter County thanks you for all your help in becoming a Convenor and we want you to know how much we appreciate the time and energy put into handling this position. Without you, the Inter County would not, could not supply the service you do for the teams in your division, and we can never thank you enough. Please know we are indebted for your service. We sincerely hope you have an enjoyable season and we look forward to working with you throughout the summer. As a token of our appreciation the Inter County would like to invite you to our Annual Award banquet on us so we may say thanks for a job well done. Please mark your calendars for October 10, 2019, to attend.



Division: *Type here* **Tier**
Year End Report 2019

Regular Season

(Provide a general overview write-up)

Final Standings

(The standing below are an example only, please insert your division and standings)

Teams	Win	Loss	Ties	Pts.
Kitchener	15	8	0	30
Waterloo	14	10	0	28
Guelph	10	14	0	20
Hamilton	10	13	0	20
Cambridge	10	14	0	20

Play-offs

(Provide an overview of what took place during the ICBA championships)

OBA 2018

(Provide an overview of how our teams competed at the provincial championships).

Any Suggestions or Changes that could improve the Division

(Add any items that you deem would improve the quality of our league).

Yours in Sport;

Your name:

You're Division

Tier