



# ONTARIO BASEBALL ASSOCIATION REP DIVISION

## 2024 Convenor's Duties

The following list of suggested responsibilities for the Game Convenor may be helpful, especially to new convenors. The order may be changed to accommodate your situation.

1.	<input type="checkbox"/>	Know who the umpires are and whether or not they are umpiring a game elsewhere.
	<input type="checkbox"/>	Know whom to contact if the umpires don't arrive.
	<input type="checkbox"/>	Know who the scorekeepers are and whether or not they are keeping score elsewhere.
	<input type="checkbox"/>	Know whom to contact if the scorekeepers don't arrive.
	<input type="checkbox"/>	Know who is on the protest committee.
2.	<input type="checkbox"/>	Make sure you have all the equipment you will need:
	<input checked="" type="checkbox"/>	Score sheets
	<input checked="" type="checkbox"/>	Line-up cards
	<input checked="" type="checkbox"/>	Pitch Count Record Sheets
	<input checked="" type="checkbox"/>	A designated person to track pitches in the Pitch Count App for every game
	<input checked="" type="checkbox"/>	Baseballs
	<input checked="" type="checkbox"/>	Pencils/pens
	<input checked="" type="checkbox"/>	Clipboard
		You may also be responsible for providing umpires' equipment, brush and counter.
3.	<input type="checkbox"/>	Arrive early. You should arrive at least 1 hour before the first game.
4.	<input type="checkbox"/>	As soon as both teams arrive, introduce yourself to the managers and answer all questions about tournament rules or offer to find the answer if unsure. Remind teams that they are not to provide their own PA (sound) systems. If one is to be used, it must be provided and managed by the host and utilized for both teams.
5.	<input type="checkbox"/>	Give each team a line-up card to be filled out and returned to you as soon as possible.
6.	<input type="checkbox"/>	Conduct the flip for "home" team with the team travelling the furthest distance having the call.
7.	<input type="checkbox"/>	Assign home team's scorekeeper as the official scorekeeper (if tournament doesn't provide one).
8.	<input type="checkbox"/>	Assign each team a dugout.
9.	<input type="checkbox"/>	Collect the line-up cards.
	<input type="checkbox"/>	Give the top copy of the line-up cards to the scorekeeper.
	<input type="checkbox"/>	Before each game, give each coach an up-to-date record of all pitching records.
10.	<input type="checkbox"/>	5 minutes before the game, call the umpires, coaches and captains to home plate for introductions.

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11.	<input type="checkbox"/>		Handle any problems (not handled by the umpires), which may occur during the game.
	<input type="checkbox"/>		Call for the protest committee if a proper protest is lodged.
12.	<input type="checkbox"/>		At the end of the game:
		➡	Give each team a copy of the scoresheet (if used), including a record of the pitching
		➡	Make sure Pitch counts are recorded in the Pitch Count App prior to the teams' next games
		➡	Make sure each team knows where and when their next game is
		➡	Complete the Tournament Pitch Count Record. This record is to be kept by the tournament convenor and submitted at the completion of the tournament to the OBA office.
13.	<input type="checkbox"/>		<p>If the umpires have had any problems, i.e.: ejections, remind them to file a report with the Series Chair as soon as possible. Online Umpire Reports are available at <a href="https://www.playoba.ca/umpire-resources">https://www.playoba.ca/umpire-resources</a>.</p> <p>If there is any reportable physical contact with an umpire, call <b>IMMEDIATELY</b> to the Competition Manager to report the incident and how it was handled. File a report to the Competition Manager including the umpire's reports as soon as possible. Collect names and contact information for umpires and relevant witnesses.</p> <p>Competition Manager: Aaron Dunlop <a href="mailto:aaron@playoba.ca">aaron@playoba.ca</a> 519-564-5831</p>
14.	<input type="checkbox"/>		Complete the following:
		➡	Fill in the draw sheet
		➡	Take the score sheets and pitching records to your tournament office
15.	<input type="checkbox"/>		If there are any injuries during your tournament:
		➡	Complete the <a href="#">OBA Injury Report</a> and submit it to the OBA office as soon as possible.
		➡	Provide the injured person with the <a href="#">Insurance Claim</a> form if medical treatment is required.

Questions? Reach out to us at

[tournaments@playoba.ca](mailto:tournaments@playoba.ca)

519.740.3900

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