

OBA Team Administrator Role

- Purpose: To manage the administrative duties associated with managing the team so that the coaches can focus on coaching
- Key duties:
 - Create Treat/Concession list during week 1. For Tee Ball, Coach Pitch and Machine Pitch treats are a highlight for every practice or game. For Kid Pitch and OBL, home team is responsible for managing the concession stand during your game time. Forms are available in the Coaches section of Oronobaseball.org
 - Create and manage team communications via the website. Each team has its own page for team pictures, stories, videos or news. Coaches can use the page to communicate with parents what was covered at practice or highlights of a game. The kids love seeing themselves online. Please be respectful of those not wishing to have their children photographed for the web. Parent permission should be gained at the Parent Meeting. The website email function is the most efficient way to cancel practice or games for rain. All parents should be encouraged to watch and use the website.
 - Report game scores to website within 24 hours. Instructions on website guide.