**SACBC Team Manager Responsibilities**

Team Managers play an important role in the success of their team’s season and the ongoing effort to instill a sense of family within the Athletic Association. The following responsibilities are assigned to the team managers by the SACBC Athletic Association.

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| **Team Duties** |
| Communicate information to families from Board and Coaches |
| Coordinate the distribution and collection of uniforms |
| Ensure all families understand the cleaning care of the uniforms |
| Assist coaches with logistical needs during practice |
| Coordinate training for parents for time/score keep (if needed) |
| Assign snack bag and time/score keep duties for each game |
| Send communications and reminders to families about game locations, times, and uniform color (Home = White; Visitor = Maroon), tournaments, and required Association activities |
| Distribute the league schedule of games and AA schedule of required events |
| Coordinate and purchase end-of-season gift for Coaches and Assistants |
| Attend the monthly AA Board meetings (not required, but highly recommended so that you stay informed of new information and updates within the League and AA) |

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| **Game Day Duties/EBYAL League/EBGAL League** |
| Be prepared to provide a copy of the League Rules |
| Provide a copy of the list of players and uniform numbers |
| Coordinate payment of the referees (the Treasurer will provide payment envelopes for the season, one per game, before the first game) |
| Make sure that the team time/score keep parent is there; if not, assign another person, or do it yourself |
| Have ready a spare maroon and white undershirt each  |
| Check to make sure no player is wearing any metal objects and that all shoes are tied tightly (E and D levels mostly) and that shoes do not have lights on them |
| Be prepared to help Coaches with any logistical needs during the game |
| If your Team is the Home team, coordinate the reading of the Code of Conduct prior to the start of the game |
| Have referee(s) sign a copy of the League score sheet  |
| Collect the score sheet and email the game report to the League Representative by Sunday evening (C and B levels only) |
| Have ready extra copies of the score sheets, player roster, and games rules |

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| **Tournament/Jamboree Duties** |
| Work with Coaches to determine in which tournaments your team will participate  |
| Coordinate the registration, parent signatures on waivers, and the collections of tournament fees for each player for each tournament  |
| Coordinate the hotel and dinner reservations for out-of-town tournaments |
| Coordinate the order of t-shirts, food, and programs for out-of-town tournaments |
| Coordinate snack bag duties for each game during tournaments |
| Have ready copies of the tournament game rules, player roster, and spare White and Maroon undershirts |
| ***SACBC Hanamatsuri Tournament/Jamboree:*** Coordinate the collection of t-shirt orders and program ads for each player/family; ensure that all player families sign up for and participate in the required snack bar shifts/duties; get team families to volunteer to help with specific tournament committees, specifically Gym Coordinator |

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| **Athletic Association Duties** |
| ***AA Service:*** Ensure player attendance at the AA service. If a player is unable to attend this service, ensure that he/she attends another service during the season |
| ***BINGO Clean-ups:*** Ensure player parent attendance at the assigned BINGO clean-up nights. If a player parent is unable to attend the assigned night, help that family to coordinate with another family a date switch |
| ***~~Crab Feed:~~*** ~~Ensure that all player families donate the requested cookie contributions~~ |
| ***Annual Bazaar:*** Ensure player families sign up for and participate in the required minimum shifts and ~~donate the requested homemade cookie contributions~~ |
| ***AA Dinner:*** Coordinate materials needed for team, coaches, and Association to be brought to the end-of-season dinner and awards; get team families involved in helping to plan and coordinate the dinner |

***Team managers should delegate tasks to individual families to distribute the workload and ensure the completion of the tasks.*** Historically, the Team Manager is the Snack Bar Coordinator during our annual SACBC Hanamatsuri Tournament. It is important that you get the other families from your team to volunteer for the other Tournament duties beyond the required shifts.