

Team Manager Job Description

and tips from experienced managers

The Team Manager has ultimate responsibility for the team as the primary supervising adult and administrative manager for all practices and games.

This includes:

- Communication between parents and the league
- Ensuring player safety and emotional well-being
- Working with the coaching staff to see that playing time is distributed fairly
- Managing the dugout during games
- Coordination of team parent volunteers.
- Building team spirit and confidence in the girls

You are welcome and encouraged to identify an assistant manager (usually one of the Practice Crew Members) to take on some of the manager role but for league communication purposes each team will have only one official Team Manager.

The Manager's Corner on the MVLAGE website is the place to find information, documents and other materials that are helpful for Team Managers. From the home page (www.mvlags.org) → League Info. → Volunteer Resources → Managers Corner

SAFETY – at all practices and games

The First Aid Kit and The Manager's Binder - Contains critical items/information that your team might need at any practice or game:

- First aid supplies (*additional supplies at the Snack Shack*)
- Emergency contact information
- Safety Manual/ incident forms

You must bring both to every practice and game (or if you are not attending a practice or game the Practice Crew member designated as manager for that practice or game must bring both the First Aid Kit and Manager's Binder).

Tip: Keep a copy of medical forms in a sealed envelope in the team gear bag as a backup to the forms in the Manager's Binder.

One Adult Rule – MVLAGE requires that one adult is present at each team event (practices and games). This is normally the manager or the Practice Crew member. In the event that the Team Manager has an unavoidable conflict, then the Practice Crew member can take on the role of Manager and another adult can act as Practice Crew member.

Drop off and Pick up – Parents **MUST** walk their players to and from practices and games. It is not safe to drop them at the curb or wait for them in the parking lot. Without this process, children would have been dropped off at the wrong field/wrong time. The adult that has the team binder is responsible for making sure that all players are picked up before she leaves the field. The binder contains contact information and the emergency medical release for each player, so it is vital that it stays at the field until all players have been picked up.

GAME DAY RESPONSIBILITIES

During Games

- One adult should be in the dugout helping girls stay focused and engaged
- Have girls get helmets on and be ready according to the batting order
- Show them how to find out what position they will be playing the next time they're in the outfield
- Encourage cheering for teammates (don't cheer against the other team)
- 8U+ Identify a parent volunteer who will help the catcher get ready each inning
- 10U+ – The player who is waiting to go on deck (wearing her helmet) should retrieve the bat of the previous batter, bring it to the dugout and then go to the on deck circle

Tip: Younger teams may want to use mats for players to sit on as a way to help keep girls and gear organized. Try carpet stores for remnants.

Tip: Older girls – have the girls playing first base, right field or left field put a ball in their gloves so they are ready to warm up when they take the field.

Snacks After the Game

- Using TeamSnap “Refreshment tab” assign families to bring snacks and include info about the team snack suggestions. (*Experienced managers advise you to simply assign families in alphabetical order and tell them to swap with someone if they have a conflict.*)
- Keep snacks simple: no juices/Gatorade (because all girls have water bottles) and healthy snacks (fruit and crackers/granola bars). Check in with parents for allergies.
- *No snacks after evening games because everyone is heading home to dinner*

GETTING STARTED

Team Meeting Night - Your first task will be to email your team parents and then run your Team Meeting Night

When you leave Team Meeting Night you should have:

- Identified parents to fill all volunteer roles needed by the team
- Have all parents sign the Code of Conduct
- Have all Team Staff sign the Code of Conduct
- Have all parents review medical information for their player

Email your completed Team Volunteer list to agents@mvlags.org within 24 hours of Team Meeting Night.

Tip: For any assignment needed during the season, don't wait for people to come forward. People are busy and don't mind being asked. Learn parent names from TeamSnap.

Team's Schedule of Games and Practices

- Your team will be loaded into TeamSnap (www.teamsnap.org) and that is the primary way to communicate with the families on your team.
- Your game schedule will be loaded in TeamSnap and you will add your practices to TeamSnap as soon as you know the practice schedule.
- You will add league major events like Opening Day, Picture Day, etc (you can simply link to the website event for details rather than retyping everything)
- **Explain to all families that they need to update player availability in TeamSnap.**

Tip: Identify any families who may not have access to email and find another family on the team to partner with them and keep them informed of what you have communicated via email. They can let you know their availability and you can update any girl's availability in TeamSnap.

Tip: As soon as your game schedule is loaded in TeamSnap, use the "refreshments" tab in TeamSnap to be sure your field crew volunteers know when your team has field crew duties. Choose your field crew volunteers player's name and assign them to bring "FIELD CREW".