

BHGS Team Manager Information & Responsibilities

As team manager you have an important role to communicate with your team families. You will let them know of league events, coordinate volunteers for the banner, visors, snack shack, team snacks, and opening day. Not only are you the main communication for your team, but you will be a role model and fun adult in the dug out to the girls on your team. This can be a very rewarding experience. You are in the dug out to make sure the girls are ready to bat when it is their turn, make sure they know where they are playing on the field, make sure they drink water when it's hot, encourage them to cheer when their team is up to bat, and make sure the girls have FUN!

DONUT SOCIAL (6U and 8U only) CHECKLIST/TEAM MEETING

This is a fun event for the younger players to meet their team and come up with a team name.

- Confirm names (nick names), phone number, and email address
- Come up with team name
- Assign a parent to make or order banner
- Assign a parent to decorate visors - no pins, buttons, or player names on visors
- Fill all staff positions - Manager, Head Coach, Asst. Coach, field set up helper
- Share key dates – Opening Day, Hit A Thon, Pictures, Closing Ceremonies, etc
- Discuss volunteer commitments (eg: snack shack)
- Discuss fundraising
- Girls eat donuts (6u and 8u only)

VOLUNTEER COMMITMENT OF EACH FAMILY

Each family is required to volunteer time either on a team staff or working in the snack shack. The team manager needs to assign (do not let them pick a day, it won't happen) the shifts to each family to cover. If they cannot make the shift you have assigned to them, they can either switch with another family, or opt to buy out. A buy out form must be filled out and left in the snack shack at least one week prior to the buyout shift. Forms are available on line at www.bhgs.net. This year an opening day shift will also be assigned to each team, please include this shift when you assign your shifts.

TEAM SPONSOR

Each team is asked to obtain a \$300 sponsor to offset costs and keep registration fees as low as possible. 6U teams are asked to bring in \$170 due to the smaller number of girls on each team. Please have all families ask businesses they frequent if they would be a sponsor, or if they own a small business and want to support our league. BHGS is a registered nonprofit. Donations can be tax deductible.

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COMMUNICATION WITH FAMILIES CHECKLIST

- Check your team box, located in the snack shack, every time you have a practice or game. Hard copy forms and league information will be distributed using the team box.
- Communicate the practice and game schedule with your team, along with arrival time each week.
- Distribute picture day envelopes and help corral the team at your assigned time for pictures. One team and one individual picture is paid for by Round Table pizza. Additional pictures can be purchased. Each player must fill out a form to receive their picture. Picture pick up is at Round Table Pizza. If a player can not pick up their picture, the pictures will be left in your box in the snack shack to distribute.
- Assign snack shack duty to families. Each home team is required to have one parent work in the snack shack. Games will not start without the home teams snack shack shift covered. *Do not ask parents to volunteer for a spot, assign each family one or two shifts. Some families may need to work more than one game.
- Determine if you are assigning families to bring snacks or snack shack tickets for the girls for each game. If so, assign on same sheet as snack shack schedule.
- Distribute trophies and yearbooks at the end of the season. If a player cannot make closing ceremony, or team party, the manager must arrange for the player to receive these items.
- Arrange for end of the season party. It's a fun get together for the team, either out for pizza or at a family's house, if desired.
- Collect for coach gift, if desired.

PRACTICES AND GAMES

- An ACE certified female must be present at all games and practices.
- Help the girls with their equipment and stay organized in the dugout.
- Help girls get ready when they are up to bat. Helmets on, ready to go. This will speed the play of the game. No bats in the dugout for safety reasons. The girls must wear their helmet until they are back off the field and behind the fence.
- Positive cheering only. Cheer for your team, not against the other team.
- After the game or practice, make sure the girls have all their equipment and the dugout is clean.
- Treat each girl like your own.

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ADDITIONAL RESPONSIBILITIES

- ACE Certification - All Coaches and Managers are required to be ACE certified prior to the first practice. This is a mandatory insurance requirement for the league. Additional information on the ACE certification can be found on the Coach/Manager Corner on BHGS.net.
- Manager/Coach Clinics - Attend all coaching clinics (required). These are paid for by BHGS at no cost to you and delivered by Cutting Edge Softball. Dates and times of the clinics will be communicated by the league.
- Hit A Thon - Help your team with the Hit A Thon. Each team staff member is asked to help line the girls up, ensure every girl hits, and measure the distance their players hit. The division reps will also be at the field to help as needed.

ADDITIONAL INFORMATION

Additional information can be found on BHGS.net

- Rain Status – available on the Rain status tab of the site. Updated prior to practices and games.
- Coaching links, forms, and information for coaches and managers can be found on the site under the coach/manager corner.
- League contacts can be found under the Board section.