

Suggested Team Manager Responsibilities

Preface

Let me preface this document by stating that we have divided a team into three groups. These groups are players, coaches and parents. In an effort to allow each group to perform their function, while allowing equal input to/from each group, we propose implementation of the following organizational structure. The ideal outcome would be to have three groups that function both individually and collectively as a team.

The Team Manager position would be either a single person or a committee and could be rotated throughout the season. Examples of their duties are outlined below.

Team Manager (or Baseball Operations Committee)

The Team Manager, or committee, would be responsible for overall operations of the team. Members of the each group would be able to channel comments and concerns through the Team Manager to other groups. The responsibilities of this position could be shared and/or rotated throughout the season. A requirement of this position would be to attend as many practices and games as possible to ensure that the Team Manager was kept informed on matters relating to players, coaches and parents and to provide a vehicle for information flow in a timely manner.

Responsibilities of this position would include, but not be limited to:

1) Coordinate the activities of the team. Examples of tasks the Team Manager would assign and provide status for are:

- a) Disseminating information relating to practices and games.
- b) Funding, including managing the team account, audit statements and fundraising activities.
- c) Procuring supplies (drinks, snacks, equipment, etc.).
- d) League and tournament meetings, registration and procedures.
- e) Code of Conduct: Define a code of conduct for the team with input from all groups and oversee that these groups perform their responsibilities in a courteous and professional manner.

The goal here is to delegate responsibilities, remove the administrative burden from the coaching staff and provide a position that coordinates team activities and gives everyone equal and timely access to information.

2) Provide an overall status of team operations to all groups. This would include channeling funding requests to/from groups and monitoring the financial data to ensure that the team maintained a sufficient funding level to proceed. If it were determined by the Team Manager that additional funds were required to meet a funding request by a

group, the Team Manager would be responsible for overseeing fundraising activities and advising the requesting group as to the status of their request.

Example: By winning a tournament, the team qualifies to move on to the next level. The coaching staff wants to move on. The Team Manager would then coordinate the following:

- a) Gather input from the players and parents to determine if they would be available and willing to move on.
- b) Review finances to determine if funds are available and, if not, respond to all groups and provide a plan to raise additional funds.
- c) Delegate responsibilities, if needed, to accomplish all necessary tasks.
- d) Provide feedback to all groups in a timely manner.

3) Work with all groups in player development. This would include, but not be limited to, those awkward situations where parents wonder why their child isn't receiving a certain amount of playing time or isn't playing a certain position.

Example: Timmy's parents are wondering why Timmy isn't getting his fair share of playing time. They contact the Team Manager to ask why. The Team Manager would then:

- a) Discuss their concerns objectively.
- b) Talk with Timmy and ask for his input.
- c) Discuss the issue with the coaching staff and find out if performance is an issue. If so, have Timmy's parents attend practice and discuss these issues. Involve the members of all three groups and jointly create a development plan. If performance is not an issue, obtain feedback from the coaching staff and help determine if the concerns are warranted.
- d) Work for a timely and fair resolution.

4) Conflict resolution. The Team Manager would work with all three groups to resolve any issues or conflicts. The Team Manager would not have sole authority but act as a facilitator on behalf of the players and parents to resolve issues. Every effort should be made to resolve issues equitably and to involve all groups while coming to a resolution.

5) Bank Accounts. The Team Manager would work with the coaches and parents to ensure that all monies received that are "Team Monies" are to be kept in a separate TEAM account. We have partnered with JP Morgan Chase to make setting up a bank account an easy process for you. We have given the necessary disclosure forms for you to use .

When tracking team monies it is imperative that the parents know how the funds are being used. We suggest using a monthly reporting system to show parents what has gone in and out of the account. You may also wish to appoint a separate person to audit the Team Managers records periodically throughout the season. We suggest that this person has access to the account for three very reasons.