

Responsibilities of the Team Manager

- 1) Make a roster for the other team parents
- 2) Create an email distribution list of parents on the team
- 3) Communicate the schedule, schedule changes to parents and other information about the team to the parents
- 4) Communicate directions to parents
- 5) Coordinate the team's participation in the athletics service project
- 6) Organize the team's end-of-year party Coordinate a team gift for the coaches at the end of the season.
- 7) Organize the team party at the end of the season and coordinate the team awards (if the coach wants to hand out awards)
- 8) Organize the coaches' gifts
- 9) Organize attendance at mass as a team with jerseys or uniforms at least once during the season
- 10) Get copies of schedules, directions digital photographs and other information about the team to the Ministry's director of website communications

Special Notes:

- There is no rule that the team parent must be a 'mom'.
- Do not let yourself become a babysitter at practices or games or a taxi service for parents who can not get their children to games or practices.

- In today's litigious society you should also be sure that you are not alone with any child that is not your own. Always have a second adult on hand.
- Stay organized. Be sure to have a calendar available for team dates as parents will often call and ask for time and dates of games or practices since they have lost their own schedule.
- If you are giving a hand-out to players at practice be sure to write the name of the player on the top of the page. By doing that you will be sure that everyone gets a copy and there are no questions when a parent later complains that you did not give a copy to their child. At younger ages it makes sense to place the hand-out or envelope directly in the parent's hands when possible.
- There is a website for additional suggestions: <http://teammom.net/excerpt.htm> --
- The teams should have flexibility on the parties. They can have them at a field after a game, at a home, restaurant, pizza joint, etc. Teams must pay for their own parties.