



The Plymouth New Hope Little League Team Manager



The following are suggested responsibilities of a team manager. Each team is unique; the following are some topics to be discussed between the head coach, assistant coach and designated team manager. NOTE: Minor team managers earn 10 hours (1/2 of their full 20 hour dibs commitment). Rookie team managers earn 5 hours (1/2 of their full 10 hour dibs commitment). Certainly team managers put in more than 10 or 5 hours respectfully. Coaches and Assistant coaches do so as well. The team manager position is not tracked hour by hour. It is an honor to be a team manager and the position should be treated as such.

Team Managers at the Rookie and Minor Levels:

- **Communication:** The team manager can assist the coach and assistant coach with communicating with the parents of the team. This includes having a roster of phone numbers and emails for emergency contact purposes.
- **Communication:** The team manager can assist the coaches by gathering the volunteer deposit checks (dibs checks) for those families on their team that cannot make it to the scheduled uniform fitting session.
- **Communication:** Some team managers update the team web site with photos and fun information for their teams. Team managers are granted administrative rights to the teams web site at www.pnhll.org
- **Communication:** Often, team managers help with the team picture process. Distribute picture order forms, collect forms/money, pick up and distribute pictures, etc.
- **Safety:** The team manager can assist the coach by making sure the medical forms are at the ready, as well as a first aid kit for practices and/or games. There are first aid kits available at the concession stand at Zachary Playfields. Ice packs are there as well. There are not first aid kits at the other practice fields, or when the concession stand is closed.
- **Gear:** The team manager typically assists with uniform distribution, and getting the proper spelling of names or nick names for the jersey.
- **Gear:** Sometimes a team manager may assist in getting practice and game gear to the fields (pitching machine, balls, catcher gear)
- **FUN:** The team manager typically creates and manages the “snack” sign-up for games (generally not practices). The manager can track any allergies and communicate with families for snack choices/suggestions.
 - NOTE: *after* games at Zachary playfields, players should purchase snacks from the concession stand. Team managers can gather money from parents and pre-purchase “snack tickets” for any Zachary playfield games. PNHLL Board of Directors request that store-bought snacks not be brought to Zachary Playfields.
- **FUN:** Some team managers plan the end-of-the season get together, and manage the purchase of thank you gifts for the coaches and the assistant coaches.

Additional Team Managers roles at Minor Level:

- **Game Play:** The team manager at the minor level can be responsible for making sure the PITCH COUNT and SCORE BOOK is covered for each game during the season. This does not mean the team manager needs to do these tasks at every game; however having direct “in the stands” contact with the parents makes it easier for the team manager to ask and know who can help in this capacity.
- **Communication:** The team manager could update the team web site’s game statistics (game results and pitcher availability). Usually coaches or assistant coaches do this; however the team manager may assist when necessary.