

Team Administrator Handbook

Spring 2021



Team Admin. Coordinator

Sarah DePaul

Secretary@IrvineRanchLL.org

Team Admin Role:

As a Team Administrator, you are the link between the manager and/or coach(es), the players, and their parents. You help communicate information from the league to the players' parent(s). Examples:

- Coordinating uniform pick-up and distribution

- Making sure the following safety forms are collected (Available on the IRLLL homepage):
 - Medical Release
 - Concussion Awareness
 - Sudden Cardiac Arrest Awareness
 - Substance Abuse Awareness

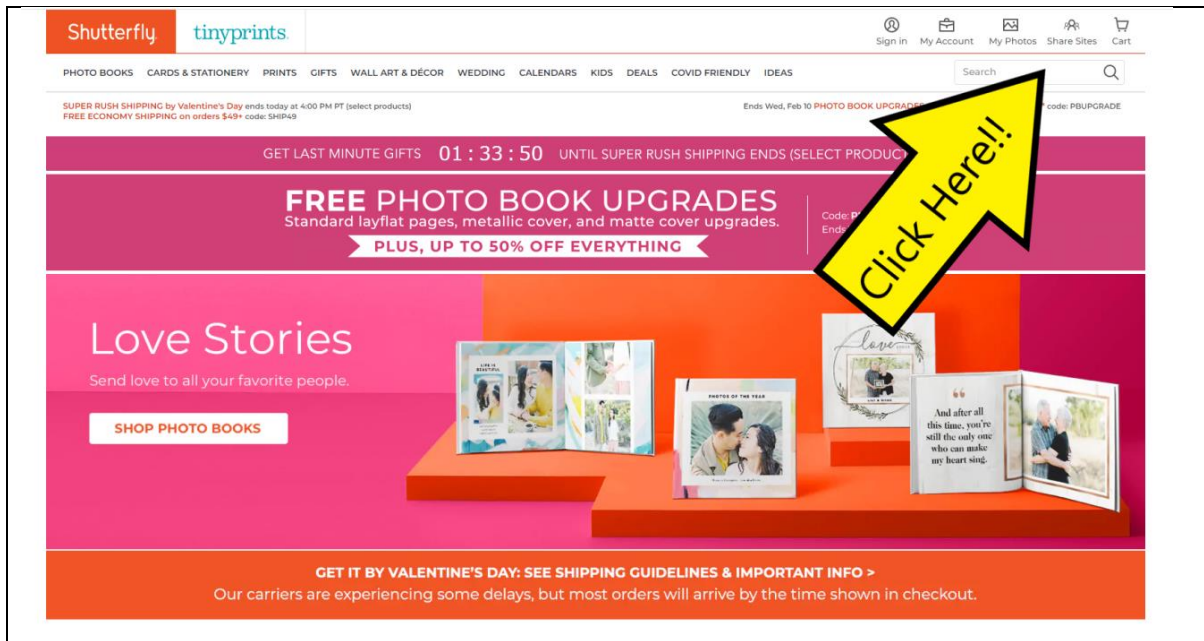
- Divisions AA and above - Finding a scorekeeper and a pitch counter for every game. There will be training when/if we are able to play games this season.

- Encouraging other parents to volunteer. We need a lot of volunteers to make our league successful. Volunteer opportunities include:
 - Team Safety Officer
 - Volunteer Umpire
 - Score Keeper
 - Pitch Counter
 - Board Member

PLEASE consider being on the board yourself and encourage other parents to join as well. Many members of our board have players who are aging out of little league and will not be returning next season. Come be a part and learn so that we can continue to have a board for our younger players' future! Reach out to me at Secretary@IrvineRanchLL.org for more details on becoming a board member!

Key Responsibilities:

- Share information with your team about games, practices, parties, meetings, roster, etc.
 - We recommend setting up a **Shutterfly Share Site** (or similar team site). Go to Shutterfly.com and click on Share Sites and it will guide you through setting up your team's site. You can also add the smartphone app to your phone for easy access!



If you have any questions at all or need help with this, please email me (Sarah DePaul) and I will be glad to help.

- OPTIONAL!! Order the team banner if your team chooses to do so. Costs for the banner usually ranges between \$90 to \$125 and can be divided evenly among all the players' parents.
 - Banners Usually Include:
 - Team Name
 - Manager's Name
 - Coach(es)' Name(s)
 - Team Admin's Name (optional)
 - Players' First Name ONLY (no jersey number--this is for safety)
- Purchase Manager/Coaches' gifts and set up end of season party.
- Create a master email distribution list to broadcast info easily. You can also text your team using a group text to make announcements.

I cannot thank you enough for volunteering your time and energy to help make this a great season for our amazing little leaguers!! Irvine Ranch Little League wouldn't be possible without all our volunteer's support.

Please feel to email with any questions you may have. Let's play ball!!!

Sarah DePaul
Secretary@IrvineRanchLL.org