



# ST JOHN BOSCO BASEBALL & SOFTBALL CLUB

## MANAGER RESPONSIBILITIES

Thank you, firstly, for volunteering to take on this role. Your club, your coach and your team very much appreciate it.

A manager's function is not clearly defined, and will differ from team to team. You may be in a team where the coach takes over all roles, and your job is limited, you may be in a team where you and your coach share jobs, or occasionally, a manager has to play a far greater role than anticipated.

Whatever the style of your coach, you need to work closely with them to ensure your team works smoothly.

As a guide, the managerial function normally encompasses:

- o Collating an up-to-date team listing and distributing it to your coach and team. Your committee registrar should have contact details from registration forms but you should then confirm these details are still current and/or further contact details added (such as, mum AND dads contact detail are accurate. A mobile contact is essential in case of a late change to a game or training.
- o Determine the best way to contact your team as a group (ie email, text, teamer, Whatsapp, etc) and set up a Group Listing for quick contacting
- o Pass onto your team relevant information (this may or may not be done by your coach). This would include information such as training times, training locations, game times, game locations, AGM notification, club fund-raisers, club social events etc)
- o Game Day Rosters → Organise a roster to ensure game day duties are carried out. This includes: canteen &/or BBQ duty when playing at Heathcote. Other duties for parents will include: allocation of a scorer, base coaching, batting line-up control (generally teeball/zooka), water for the players, "bat/glove control", etc
- o Collect monies as required such as Umpire Payments, Fundraising Money, Photo Money, etc
- o Ensure the CSJBA Score Sheet is correctly filled in after each game (each section completed fully and accurately) and that the Score Sheet is either put in the results tray in the canteen at Heathcote or dropped in to the clubs recorder before 6pm on Saturday night (address: 47 Sladden Road, Engadine, or see Belinda or Michael Parker at a game)

- o Ensure a short Match Report (50 words or less) and photo(s) is completed each week where possible for the club Facebook pager (either completed by you or delegate to a parent). These can be sent to Michelle Chabi (webmaster) or Darren Hart (President) via email or text after the game or by 6.00pm Sunday evenings.
- o If any parents are keen photographers, encourage them to take photos for inclusion on the club website and Facebook page of your team
- o Introduce your team to the club website ([www.bosco.baseball.com.au](http://www.bosco.baseball.com.au)) and face book page ([Bosco Braves Baseball & Softball Club](#)) as it provides current news and information relevant to the club
- o For wet weather during the week please check with the councils recorded message which is updated each day 9710 0105 to see if the grounds are open. On game days the coaches and managers will be notified by SMS and on the clubs Facebook page in the event that the grounds are CLOSED. If no message is received then you can assume your game is on.
- o Liaise with the committee on any issues or problems associated with your team. Among other things, the committee is there to assist you and your team during the season, and has a duty to take on board any complaints or suggestions from parents and/or teams.
- o Attend monthly club meetings (every 3<sup>rd</sup> Tuesday at Club Engadine Club, 7.30pm). The monthly club meeting is where relevant club information can be passed on to teams, and is also a forum to discuss ideas and problems associated with our club. If you are unavailable a delegate/parent from your team is welcome to attend.

On behalf of the St John Bosco Baseball & Softball committee, thank you once again for taking on the Managers role and we look forward to working together during the season.

