



Sun City Peachtree Softball Club

Job Description

POSITION:	Team Manager
REPORTS TO:	League Coordinator
TERM:	Approved and assigned by Board to serve each playing season.
JOB DUTIES:	<p>The manager will serve as the chief administrator of a team and be responsible for the following:</p> <ol style="list-style-type: none">1. Attend various committee meetings as required by the league coordinator and/or Board.2. Recruit coaches/assistant manager if desired and establish shared duties for running the team.3. Participate in player evaluations.4. Provide and conduct adequate opportunities for player practice sessions as determined by the league coordinator.5. Attend pre-draft league meetings.6. Plan and attend player draft (selection of team members).7. Attend manager training and education sessions as required by the league.8. Participate in league sponsored pre-season scrimmage games.9. Work with other managers to coordinate shared practice times if desired.10. Participate in any league-sponsored player skill clinics.11. Distribute team jerseys prior to beginning of season.12. Confirm player availability and obtain substitute players for each game as needed.13. Prepare game rosters and lineups for each scheduled league game.14. Ensure league-assigned duties for field preparation or post-game take-down are performed for each game, if applicable.15. Serve as the on-field manager during games, including appeals and interactions with umpires, pinch runner usage, etc.16. Ensure league-mandated accident report forms are completed and returned to the Board if on-field player injury occurs.17. Exhibit good character and adhere to the club code of conduct both on and off the field.18. If available, manage all-star team if requested by Board.

	<ol style="list-style-type: none">19. Provide input to league coordinator and/or Board regarding all-star or select team player selections.20. Collect team jerseys and return to league coordinator at the end of the season.21. Distribute awards, plaques, etc. to team sponsor.22. Attend manager evaluation and review meeting after season concludes.23. Maintain communication with league coordinator regarding feedback to Board, suggestions for rules or policy changes, etc.24. Other duties as assigned or requested by the league coordinator(s) or Board.
QUALIFICATIONS:	<ol style="list-style-type: none">1. Current membership and good standing in the Softball Club. NOTE—you do NOT have to be a player to manage a team.2. General knowledge of the rules and game of softball3. Good organizational and communication skills4. Work well with others5. Proficiency with technology, email, and office productivity programs such as Microsoft Word and Excel a plus