



Buddhist Church of San Francisco Youth Athletic Organization

Team Manager Responsibilities/Duties

The following list of responsibilities/duties is meant to be a guideline to BCSFYAO team managers. All circumstances may not be covered by these guidelines. If you are unsure how to deal with a problem or a question should arise that is not covered here, it can either be discussed with other team managers, the Boys or Girls Commissioner or brought to the attentions of the BCSFYAO Board. Remember that the main function of the team manager is to provide information to the team members and parents. **Communicate!!!**

General Responsibilities/Duties

The team manager represents or provides a representative for their team at all BCSFYAO Board meetings (second Tuesday of each month). They are responsible for voting on any issues and to voice their team's concerns at these meetings. They are responsible for distribution of Board minutes and any additional information received at the Board meeting to all team members/parents. Team managers also distribute BCSFYAO membership renewal forms, team schedules, rosters and any additional team and BCSFYAO information to all team members/parents.

Membership renewals

Renewal applications are available on the BCSFYAO website (bcsfyao.org) and are to be collected and returned to the Membership Committee prior to the July Board meeting. Team managers will be notified by the Membership Committee/BCSFYAO Board as to the acceptance of all applications. Team managers should be aware that NYBA (boys) league rules specify that the majority of the players on a teams roster be of Japanese decent. All membership forms for tournament players should be submitted to the Membership Committee prior to the submission of the first open tournament entries.

Waivers/BCSFYAO Membership Fees

All BCSFYAO waiver forms are to be distributed to team members/parents and collected along with membership fees prior to the beginning of league play in December (basketball) or March (baseball). Membership fees are determined by the BCSFYAO Board. All waiver forms are to be held by the team manager and should be available at all practices and games. After all fees have been received, a roster (with players name, address, telephone number, birth date and parents names) and a breakdown of fee payments should be given to the BCSFYAO Treasurer. All family membership fees should be paid through the team of the eldest sibling.

Team Rosters

Team manager will supply each member/parent with a listing of all team members, addresses and telephone numbers. The coach's telephone number and address should also be included on the roster (if the coach is not a team parent). If possible, work telephone numbers for the parents should be obtained, as there may be times you need to reach them on short notice.

Should there be more than one team at a specific level, the splitting of the teams will be left to the decision of the Boys or Girls Commissioner and the coaches and managers at that level. NYBA (boys) rules specify that a "draft" be held if there is more than one team at a specific division level. This means that skill level of both teams will be relatively equal (i.e., not one strong team and one weak team). *See the BCSFYAO Guideline for Formation of Teams.* The East Bay (girls) league is split into Gold and Silver divisions, with stronger, more experienced teams playing in the Gold level and weaker, less experienced teams playing at the Silver level. Any questions related to the splitting of players for teams at the same level will be settled by the respective Commissioner.

Uniforms/Equipment

Managers are responsible for distribution and collection of all uniforms. Collects all uniform deposits as determined by the BCSFYAO Board. Maintains a listing of all deposits received and the number issued to each player (for use in scorekeeping and later collection of uniforms). Manager should contact the BCSFYAO Equipment Manager in August with the number and approximate sizes of uniforms necessary. Team manager should determine at the beginning of the season (basketball and baseball) if they need any equipment or medical supplies. At a minimum each basketball team should have three basketballs, a ball bag, scorebook and a first aid kit with three ice packs. Baseball teams are required to have full catchers equipment (including a helmet), a sufficient number of batting helmets, bases, bats, baseballs (for practice and games), scorebook and a first aid kit. Any basketball equipment needs should be requested through the BCSFYAO Equipment manager. Any baseball equipment needs should be requested through the Golden Gate Optimist League or through the BCSFYAO Baseball Commissioner.

The coach and manager of the team should decide whether one of them or another designated team parent would be responsible for the team equipment.

Practices and Games

Team managers will provide each team member/parent with a schedule of all games and notify them of their regular practice time. The Boys and Girls Commissioners will notify the manager of a team should a change in practice or game schedules be made. Basketball practice times will generally remain the same through the season. Teams may be asked to "double up" should another event (wedding, funeral, Scout activity, etc.) require use of the gym. Maps for all out of town games will be provided by the team manager.

Baseball team managers will notify members/parents of practice times and fields as soon as it is arranged with SF Park & Recreation Department. If there are any changes to practice times, game times or locations the team manager will notify all team members and parents. Maps to gyms/baseball fields will be provided by the team manager to all team members/parents.

Baseball team managers are responsible for contacting the opposing team in the event of a rain out or necessary rescheduling of a game. Opposing team should be called at least two and a half hours prior to the scheduled game time in the event of a rain out. Arrangements (time and field) will be made by the manager for rescheduling of the game and the other team notified.

Referee/Umpire Fees

Team manager is responsible for paying referee/umpire fees at each game. For basketball, each of the teams participating in the game pays for one of the referees. These fees are received from the BCSFYAO Treasurer at the beginning league play. For baseball, the home team is responsible for providing and paying the umpire(s) at the “A” and Intermediate levels. After the schedule has been received from the Optimist League, a check should be requested from the BCSFYAO Treasurer based on the rate given by the umpires solicited. Umpire fees will be reimbursed by the Golden Gate Optimist League after the season is completed.

Scorekeepers/Timer

Manager is responsible for providing the official scorekeeper and timer for all games that your team is designated the “home” team (NYBA). For all EBGAL games the manager is responsible for providing either the official scorekeeper or timekeeper as designated on the schedule. Manager should also provide a scorekeeper for the team for all other games. Manager will maintain the teams scorebook. BCSFYAO will have scorekeeping and timer training sessions for all parents prior to the beginning of the season. Managers should make sure that these jobs are rotated to all parents throughout the season. Several of the gym sites used do not allow access to the gym’s scoreboard. The team manager should determine in advance if they are responsible for supplying the scoreboard and either confirm that the scoreboard will already be at the gym site or pick up a scoreboard from the BCSFYAO Equipment Manager. A schedule for scoreboard usage will be prepared prior to the start of league play. If your team is the last one to play at the gym, you are responsible for the scoreboard, extension cord and possession arrow. These should be returned to the BCSFYAO Equipment Manger prior to the next weekend’s games.

Game Scores

Team manager will report all game scores to their either the Boys or Girls Commissioner by Sunday evening (Basketball). All baseball scores are to be reported by postcard to the Golden Gate Optimist League representative. It is important that the baseball scores be promptly submitted, as these are the basis for reimbursement of umpire fees.

Awards

At the end of the season, All-Star awards (baseball) and Sportsmanship awards (East Bay League -girls and baseball) are presented to selected players from the teams. It is up to the coach and manager to decide how these awards are to be determined. Managers are responsible for notifying the appropriate league representative with the names of the players from their team which will be receiving these awards.

The team manager should discuss the following with the team parents at the beginning of each season

Snacks

Whether or not to provide team players with snacks and drinks after each game. Should the team decide to provide snacks/drinks, the team manager will either collect funds from each team member/parent for purchase of snacks/drinks or assign parents to bring them to each game. For baseball, the home team is asked to supply drinks for both teams participating in the game. This responsibility can be handled in the same manner, either a collection of funds or assignment to different parents for each game (team rosters should be reviewed prior to the game to determine the number of sodas that are to be supplied).

Coach and Team Gifts

Generally an appreciation gift is given to the coach (and assistants, if your team desires) at the annual Coaches/Managers Appreciation Dinner/Lunch in June. Specific ideas and the approximate expense for the coach's appreciation gift should be discussed with the parents and players on your team. It should also be determine if year end gifts for team members will be purchased. If player gifts are to be purchased, solicit ideas from the parents as to how much they would like to spend and what they would like to give to the players (i.e., trophies, T-shirts, sweatshirts, team bags, etc.). Other team managers/Board members/team parents should be solicited for information as to good prices, sources, styling and imprinting/embroidering of these gifts. If possible, prior to purchase of the players' gifts, the team parents should be shown a sample and given an approximate pricing. Standard BCSFYAO Taisho and Ardenette logos should be used. The BCSFYAO Equipment Manager can provide you with samples of items and logos used. If sweatshirts, t-shirts, sweatpants are to be purchased, obtain sizes from the parents. Manager is responsible for collection of money to pay for these gifts. Allow sufficient time for ordering of these gifts.

Tournaments/Jamborees

Basketball

Prior to league play, usually in mid to late November, San Jose CYS and Buena Vista will hold pre-season Jamborees for D to B level boys and girls teams. Information on these Jamborees will usually be transmitted through league representatives. If your team is interested in these pre-season games, check with the Boys or Girls Commissioners to see if your division is involved in one of these Jamborees.

After league play has been completed, there are numerous tournaments that are available for your team's participation. Entry forms for these tournaments will be distributed to team managers as they are received. Managers should present to team parents the tournaments that are available to their team. It should be stressed that tournaments are not mandatory and that final decision on whether to participate in a tournament will be left up to the coach and manager of the team. Entry fees should be divided equally between all players participating in a tournament. Tournament responsibilities include:

1. Submitting the entry forms and fees as early as possible (in order to provide some assurance of participation, most tournaments select teams based on order of receipt of entry).

2. Collection of entry fee money from team members. (Some teams collect a set tournament fee at the beginning of the season to cover initial tournament fee costs and coach's gifts, i.e., \$100.00)
3. Secure signatures of parents on tournament liability waiver and submit to tournament coordinator.
4. Distribute game schedules, rules and gym sight maps.
5. Provide parents with hotel information. Manager can either make hotel accommodations for the whole team or request that parents make their own reservations. Tournament hotels will fill up quickly and these arrangements should be made as early as possible. For most tournament, hotels are known at the time entries are mailed out to the various organizations and reservations can be made at the time that you send in the entry. Managers can call the coordinator to find out what hotel is being used or make reservations at the hotel that your team prefers. Reservations should be confirmed the week prior to the tournament.
6. Keep the parents/players aware of game times, other tournament activities (socials, dances, etc.) and changes in schedule or gym sites.
7. Make sure that all players have rides and hotel accommodations.
8. The following is a listing of tournaments available. Dates may change do to the number of weekends in a month or when Easter occurs.

Tournaments	Usual Date of
Tournament	
Silicon Valley (open)	last weekend in September
Sacramento Barons (open)	1 st Weekend in October
Diablo (open)	October
VFW (LA - open - all divisions)	third weekend in October
San Jose CYS (league)	2 nd & 3 rd weekend in
November	
Buena Vista (league)	3 rd weekend in November
Sacramento Betsuin (league)	first weekend in March
Sacramento Methodist (league - D and E divisions)	second weekend in March
Sacramento Methodist (league - C and B divisions)	third weekend in March
SACBC (league – C and B divisions)	second weekend in March
SACBC (league – D and E divisions)	third weekend in March
SF Associates (league - C and D boy divisions)	third weekend in March
SASF (league/open - all divisions)	fourth weekend in March
BCSFYAO Taisho (open - 8th to 12th grade)	first weekend in April
San Jose Ninjas (open - 7th to 12th grade)	Easter weekend
Foster City Flyers (open)	April
Cherry Blossom (various roster)	two weekends of CBF
Sacramento Rebels (open - 8th to 12th grade)	fourth weekend in April
South Bay FOR (open - all divisions)	first weekend in May
SF Associates & Enchantees (open - 8th to 12th)	second weekend in May
Sacramento Warlords	third weekend in May
LA Tigers (open - all divisions)	Memorial Day weekend
San Jose Zebras (open - 8th/10th/12th grade)	Memorial Day weekend

East Bay Rising Suns (open)	First weekend in June
Central Cal (roster)	June -2 nd or 3 rd weekend
Cornerstone (SF - open - all divisions)	July 4 th weekend
Montebello Jetts (LA - open - all divisions)	end of July
Alpine Striders (LA - open - all divisions)	August
Holly wood Dodgers (roster & open)	August

San Mateo JYO sponsors an E-Instructional Jamboree which is normally held on the third Sunday of January, the Eden Basketball Group has held a D and E Jamboree in late March or early April and BCSFYAO holds an E-Instructional Jamboree in early February. Manager responsibilities are essentially the same for these Jamborees as for Tournaments.

Reminder: BCSFYAO policy states that all organization members are required to assist with our annual tournament. BCSFYAO sponsored teams are not allowed to participate in a tournament or jamboree on the same weekend as our tournament.

Baseball

At the end of the regular season (usually the second weekend in June), the Golden Gate Optimist league will either sponsor a year end tournament/jamboree or All-Star games. Team managers are required to submit to the league the names of All-Stars and Sportsmanship Award winners from their team. Depending on the type of event which is scheduled, the manager must inform the players/parents of the times and locations of all games. If the league decides to have All-Star games, the team manager must notify the team's all-stars where and when the game will be played (others on the team should be given this information too, as they may want to go watch and cheer on their team's representative) and notify all other team members/parents of the luncheon time and location. On a rotating basis, the various organizations within the league will be responsible for coordination of the luncheon following the season ending event. When it is BCSFYAO's turn to run the luncheon, the BCSFYAO Baseball Commissioner will be responsible for coordinating the efforts of the teams involved. Each team manager will be responsible for providing assistance from the parents of their team.

BCSFYAO Tournament/Jamboree

Whether your team is participating in the BCSFYAO Tournament or not, all BCSFYAO members are required to assist with our tournament. As the team manager you are responsible for making sure that all team members/parents provide assistance to the tournament as either a scorekeeper, timer, spotter, concession help or some other function. Each team is also responsible for selling advertising space in the tournament booklet. The BCSFYAO Board is responsible for this booklet and will determine either a team or player minimum. Team managers will be responsible for collection of advertising monies and turning in advertisements to the booklet chairperson prior to the deadline. For teams that will be participating in the BCSFYAO Tournament, the team manager should select a representative/division coordinator for their team. This person will be responsible for attending all Tournament committee meetings and coordinating the teams and tournament at the gym site for their division. It is probably not advisable that the team manager and the tournament division coordinator be the same person (although they should be in communication regularly).

For the past five years, the BCSFYAO has held a Tournament Social at the Exploratorium. Teams that do not help at the tournament gym sites will be required to provide assistance at the social. The team manager is responsible for notifying all team members of the assistance that is required and to make sure that they are signed up for a shift.

BCSFYAO Commitment

Each member of the BCSFYAO is committed to participate in a minimum number of activities throughout the year. Team managers are responsible for notifying members/parents of the dates of these activities and the minimum number that is required by BCSFYAO. Team managers will keep track of the activities in which each member of their team participates. Should there be any discrepancies, the manager will be asked to confirm a team members participation. BCSFYAO commitment activities include the following:

Activity	Approximate Date
BCSF Clean-up	last Sunday in September
BCSFYAO Sunday	last Sunday in November
E-Instructional Jamboree	in February
BCA Annual Report night)	January or February (Thursday
BCSF Clean-up	last Sunday in March
BCSFYAO Tournament	first weekend in April
BCSFYAO Sunday	May or June
BCSF Ginza Bazaar	third or fourth weekend in July
BCSF Chicken Bento Sale	October & February

Other activities which BCSFYAO members may be asked to assist include: setting up chairs and tables for church functions, assist with church fundraising, changing of light bulbs in the gym and refinishing of gym floor.

Again, the responsibilities and duties outlined here are only a guideline for a team manager. While it is commendable, it is not realistic to think that one person should be responsible for everything related to a team. A team manager should not take on more responsibility than they can handle. Each of the responsibilities/duties can be assigned to one or more of the parents of your team members, in fact, that is probably advisable. Remember to **communicate**, so that way **you** won't drop the ball!!!