

Job Description: Team Manager – Intramural Program

LENGTH OF TERM: Appointed Annually by President/Executive Vice-President and Executive Board.

DESCRIPTION: The baseball/softball Intramural Team Manager is the primary representative of the Team and Players. This person is responsible for taking care of the needs of the Intramural Team starting at the Player Draft meeting. The Manager will lead the Intramural Team throughout the baseball/softball season and will be the single point of contact between the baseball/softball League Vice president and the Intramural Team and Staff (Assistant Coaches and Team Parents).

NOTE #1: The Intramural baseball/softball program is Instructional and, as such, the Wins and Losses are not counted towards standings for the Intramural “In-House” Tournament. Managers/Coaches are encouraged to emphasize sportsmanship and set an example for our children. Managers/Coaches should teach the fundamentals of the game and have fun. The Manager/Coach is a role model to the children of our organization and all of our community. Extremely competitive, outrageous, and abusive behavior by any adult is not acceptable.

NOTE #2: Any manager/coach who manages/coaches for Glen Burnie and also manages/coaches for a non-Glen Burnie program/team must have first allegiance to Glen Burnie. If the manager/coach misses games or practices because of the other program or team commitments, the manager/coach will be suspended for the remainder of the season.

RESPONSIBILITIES:

1. Comply with all Glen Burnie Bylaws.
2. Comply with all Anne Arundel County Department of Recreation and Parks Policies and Accreditation Requirements and be Background Checked every three (3) years.
3. The Intramural Team Manager will Identify and Provide a List of his/her Assistant Coaches, Team Financial Managers, and Team Parents at least thirty (30) days prior to their first game to the Vice-President of their respective League. The Team Manager will confirm that all of their staff have cleared their County Background Checks and are listed on the County’s Active Volunteer List. Background checks are valid for 3 years. All Team Managers must complete the Glen Burnie “Team Staff” form which will be provided at the Draft meeting. This form **MUST** be resubmitted whenever there’s a change with the Team Staff, i.e., new Assistant Coach or when an Assistant Coach resigns from participation.
4. Attend the Player Draft meeting to establish League Teams.
5. Contact all Players on their team within 48 hours after the Draft.
6. Plan and Control the Activities of their Team:
 - a. Distribute the Team schedule of activities, i.e., practice schedules, game schedules, etc.
 - b. Inform the Team Parents of the Team Parent meeting, Opening Day, Picture Day, etc.
 - c. Perform necessary clean up, help empty trash cans, perform field maintenance, conduct player evaluations, etc. and solicit help from all parents to accomplish all maintenance activities.

- d. Participate in meetings with other Intramural League managers and league officials to select the Tournament Team(s)' Manager(s).
- e. Announce the Travel/Select/County Team and Tournament Team tryout dates.
- f. Assist in the selection of Tournament Team players.
- g. Notify ALL players on their team of changes to the game schedule for both regular season and intramural tournament play.
- h. Complete their Player "Rating" sheets prior to any Intramural Tournament games. Player Rating sheets must be returned to the League Vice-President who will forward these sheets to the President, Executive Vice-President and Player Agent. If the Player 'Rating' sheets are not completed, there will be No Intramural Tournament games for the delinquent team(s). These ratings will be used as the basis for Player evaluations at the "Draft" meeting in the following season. They are due by June 1st (NO EXCEPTIONS).
7. It is highly recommended that all players receive an opportunity to play all positions during the intramural game season. Wins and losses in these games are not counted towards 'Standings' for the Intramural Tournament and, therefore, provide an opportunity for coaches to experiment with players in the positions that the child desires to play.
8. The President/Executive Vice-President and Executive Board have final approval in all decisions that are made.