



## **SFGSL Manager Responsibilities**

The duties, responsibilities and obligations of the team manager shall include, but are not limited to, the following (which may be delegated):

### ***Obligations***

Actively promote a positive environment of:

- Camaraderie
- Sportsmanship
- Teamwork
- Developing relationships among its members and the community
- Promote participation by its members in such athletic, social, cultural, or charitable activities.

Promote the growth of leadership, coaching and playing skills within the team.

Conduct him/her in a professional and courteous manner.

### ***Team Business***

Select and approve all players and non-players for his/her respective team.

Responsible for registering your team and that ALL fees including, players fee, sponsor fee, forfeit fee, miss meetings fee and other fees associated with the league.

Providing softball training, coaching and is familiar with the rating system or division systems.

Communicate all league correspondence and communications to team members as required.

Represent all team members at all league meetings including divisional ratings meetings and in other meetings that are associated with the league.

The team contact for all players/non-players to direct any questions, issues identified comments or suggestions that are related to the league.

Contact the divisional representative on behalf of the team for any questions, issues identified, comments or suggestions.

Obtain and manage the relationship with a team sponsor to assist in the coverage of team expenses.

As manager you are also responsible for managing your own team finance which includes your own bank account if you choose to. If requested, provide a complete and accurate budget to any member of his/her team. The team manager has one week to provide the information. Budget to include all income (such as: sponsorship, fundraising activities) and expenses (such as: equipment, uniforms, fees). If the team manager fails to provide the requested information, the team member can submit notification to his/her divisional representative in writing or by electronic mail (e-mail) after one week has passed.



In the event that a team member(s) writes to the divisional representative with a specific issue regarding team finances, the team manager may be required to provide updated budget and bank account information to the SFGSL Board.

Failure to do so within 10 days of formal notice from the team member will result in an automatic removal from position, unless otherwise stated by the Commissioner.

### ***League Business***

Identify an additional delegate from the team to replace the team manager if not available.

Submit a complete roster (full name, number & position) to the umpire and opposing team manager before each game.

Provide player ratings to respective divisional representative which include the jersey number of the player. The deadline for player ratings will be determined and communicated by the SFGSL Board.

Provide the respective divisional representative with the name(s) of any players/non-players that have resigned from his/her team. Team managers must do this within 24 hours of receiving notification from the player/non-player.

Provide the respective divisional representative with the name(s) of any players that have been relegated to 'non-player'. Team managers must do this within 24 hours of receiving notification from the player.

### **Team Manager Resignations**

A team manager may resign from a team by writing to their respective divisional representative.

The team will be responsible to elect another team manager and notify their respective divisional representative before the next scheduled league game. Failure to do so will result in a forfeit of each game until a manager is declared.

EXCEPTION: In the event that a manager resigns his/her position on the same day that a regular league game has been scheduled, the team will not be required to declare a team manager that day, but will be required to do so before the next scheduled game.

### **Team Manager Removal**

A team manager can be removed from his/her position in one of two ways:

- Removal by the SFGSL Board for not following the rules outlined within the Constitution, By-laws, Rules of Play, Manager's Responsibilities and or SFGSL policy & procedures.
- Removal by the players and non-players on the team manager's respective team.

### **Outstanding Debt to League/Team**

A Manager/player or non-player that owes a financial or in-kind debt to the league or team will have their membership suspended. Outstanding team and league debt records will exist for a minimum of five years until the debt has been repaid. A Manager/player/non-player has the right to appeal their suspension to the SFGSL Board.



### **Team Debt Process**

The team manager is responsible to notify their respective divisional representative of any debts incurred by a player/non-player in writing or by electronic mail (e-mail) after notice has been provided to the team member. Notification must include:

- Type of debt
- Approximate/actual value of debt
- Circumstances of how debt was incurred
- The date the member was notified of the debt and method of communication (verbal/e-mail).

A player will have their membership suspension removed once the debt has been fully paid back to the team, or to the satisfaction of the team manager.

### **League Debt Process**

The Secretary/Division Rep is responsible to notify a player/non-player of any debt owed to the league (e.g. NSF check) in writing or by electronic mail (e-mail). Their respective team manager will also be notified. The team manager is ultimately responsible for all team fines and or fees incurred by the team.

A Manager/player may have their membership suspension removed once the debt has been fully paid back to the league, or to the satisfaction of the SFGSL Board.