

LTB Team Manager

Responsibilities:

- Find each players parents and verify their contact information (email, phone numbers).
- Ask your head coach for a quick meeting. You will want to work out how to handle things for the season.
 - Ask your coach if they would like to have an end of game snack. Some do, some don't. Make sure trash is cleaned up from snacks.
 - Remember that your job is to make it so the coach is able to just focus on coaching. Team Managers are NOT typically members of the coaching staff.
 - Encourage parents to drop their child with the coaching staff at least 15 min prior to games and then go to the stands. This allows the coaches to have the team better focused on the game.
- Please do not create any team Facebook pages or any other social media that can be commented on. You and your team are free to share and tag from your own account or the Little Tigers Facebook page.

Items that need completed prior to the season:

- Snack schedule (would suggest trying to fill spots asap and send out a calendar)
- Set communication with the parents (emails confirmed, text messaging confirmed)

Send weekly email with updated info:

- This should include practice info, game info (time, location, directions, jersey color), any special events for the week. Head coaches may also want additional information. It is helpful to establish a line of communication with your head coach prior to sending the weekly emails. I would try to have a quick conversation (usually via text) on Sunday with the coach to tie up loose ends prior to the email.
- Send one on Sunday night or Monday morning then a reminder of game info on Friday. Try to put the bulk of your info in the one on Sunday or Monday. Friday's should be brief and should have location, arrival time and game time in the subject line.
- Maps or directions if away game will be available on the LTB website