**Team Manager Responsibilities**

Each grade level team should have one dedicated Team Manager. Grade levels with more than one team (5/6 Black, 5/6 Royal) may require more than one dedicated Team Manager. The Team Manager’s responsibilities include:

* Send out all team specific communications. This will include registration deadlines, practice schedules, upcoming games and other events.
* Assist with registering players with PWLC and DFWL
* Assign all registered players to the appropriate teams. Where a grade level has more than one team, the Coaches will determine which team a player is assigned.
* Ensure that all players know which team they are assigned.

Once you receive the game schedules from the Scheduling Committee:

* Enter complete games schedules on the PWLC website
* Enter *home games* on the DFWL website

Once you receive game scores from the Game Day Committee:

* Enter all scores into the PWLC website
* Enter all scores into the DFWL website – *Spring only and District Games only*

Throughout the Season:

* Talk with parents/players to determine if there are any issues that need to be addressed
* Communicate any issues, parent/player concerns to Youth Coordinator

At the End of the Season:

* Work with the Coach to schedule an End of Season team activity/party