

Purpose

Assuring Team Managers have player emergency medical release and player contact information.

Scope

This will be used each season by managers for all divisions.

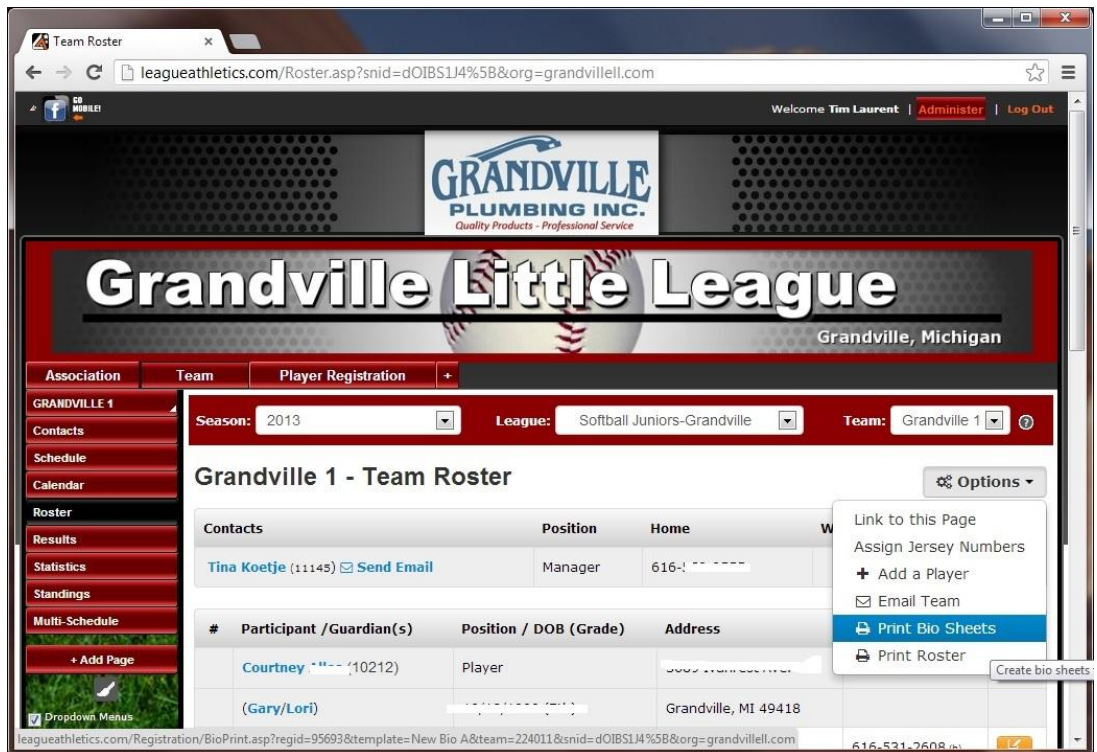
Responsible

Managers are expected to print out player Bio Sheets and have this information at every event during the season. Games, Practices etc.... If the manager is unable to print the Bio Sheets he or she must contact the division director to provide them.

Procedure

After the drafts and or coaches meeting the team manager will have access to the team Bio Sheets.

1. Manager Log In with his or her account password
2. Select Team
3. Select Roster
4. Click Options
5. Print Bio Sheets (Whole Team)



- The team manager must assure that this information is at every GvLL event in case of an emergency.
- If the manager does not have access to a computer and printer or is unable to print out the Bio Sheets for any reason they must contact their division directors to provide these documents.

To print a single player Bio Sheet instead of the whole team report click on the player name on the roster page. This brings up the Bio Sheet for that player. Then click on the printer Icon in the top right corner of the page.

The screenshot shows the Grandville Little League website interface. At the top, there is a header with the text "Grandville Little League" and "Grandville, Michigan" next to a baseball icon. Below the header is a navigation bar with tabs for "Association", "Team", and "Player Registration". A sidebar on the left contains a menu with options: "TEAM 1", "Contacts", "Schedule", "Calendar", "Roster", "Results", "Statistics", "Pitchers Report", "Standings", and "Multi-Schedule". The main content area displays the "Player Bio" for "Jesse Cwengros" with an ID number of 10290. The player's team is listed as "TEAM: Baseball AA (LL Age 9-10)>Team 1". At the top of the main content area, there are dropdown menus for "Season: 2013", "League: Baseball AA (LL Age 9-10)", and "Team: Team 1". A printer icon is visible in the top right corner of the main content area.

Team Manager access to player Bio Sheets with Emergency Release Information

Revision	Author	Change Description	Approved Date
Release	T. Laurent	First Release	3/10/13
A	T. Laurent	Changed Instruction for how to print single player Bio Sheets	3/29/13