

## **Team administrator roles and responsibilities**

Thank you so much for volunteering to be the Team Administrator for your child's team. This is a very important role for each team, and it makes everyone's experience more positive.

### **Here are a few responsibilities of the Team Administrator:**

1. Please email me your name, as well as the team name and division you are administrating for to the League Administrator (Found on [Board Contacts](#) page). They will add you to the League website as the Team Administrator for your team, and the league admin uses the website to email all of the Team Administrators at one time. If you are already listed, then you are all set.
2. Discuss with your manager on how the two of you will communicate throughout the season, usually by email.
3. Your manager may ask for your help in distributing and signing the players and coaches contracts, which were distributed to the managers in team binders in March. These must be signed and turned into the manager prior to the first game, or players are ineligible to play. If you need additional copies, you can find them in the Documents section on the Simsbury Little League website. FYI- your manager can keep the signed contracts in his or her binder. They are not collected or turned into the league.
4. Distribute information regarding Picture Day, which is usually scheduled for a weekend at the end of April. Please make sure information about Picture Day is distributed to parents. We will post a pdf of the schedule on the SLL website.
5. Memorial Day parade. The league administrator will distribute this information as this date approaches. It is the team administrator's job to make sure to get the word out to your team and get some volunteers to walk with the kids. It's a nice walk.

### **HINTS:**

1. Make a spreadsheet or list with each player's name and columns for each item you need collected, etc and use it to check each player off.
2. Use the website to email your team. You'll need to log in with your email and password- the one you used to register your child for the season. Use the My Team to pull up your team. Click on "Rosters" on the left. Then click "Options" on the right side of the screen. Choose "Email Team" from the drop down menu.

### **OPTIONAL (all of the following are completely optional):**

1. Cheer cards: A nice thing to hand out to each family with player's names and jersey numbers. You can consider getting them laminated to help them last the whole season.

2. Coach's gifts: Consider collecting money from families for gifts at the end of the season to show appreciation for the manager and coaches who have volunteered their time throughout the season.

3. Team party/gathering: You can help organize a gathering at the end of your season.

4. Team/Game Drinks: Drink prices are typically \$8 for 10 tickets. You would be responsible for collecting money from each player to get a drink or soda from the snack shack after games. During games, you buy the drink tickets (alternatively you can buy a whole season up front and have the tickets on hand for the entire season.) You can also create a schedule and assign each family a game.

Simsbury Little League thanks you in advance for all of your work.