

# ROLE OF THE SPORTS MANAGER

## Practices

- Roll call at ALL practices and follow up on absentees.
- Make sure players are dressed properly during practices.
- Kit and bags centralized at practices to avoid theft.
- Make sure coaches have all equipment needed.
- Deal with any misbehaviour.

## Matches

- Communicate with Coach about team for matches.
- Make sure manager or coach are on the BUS (Away games)
- Meet with players at first break DAY PRIOR MATCH to ensure:
  - That you have a full team
  - Parents lifts/bus is confirmed
  - The correct dress
  - Know what time to meet and/ or leave
  - Who they are playing
  - Reserves in place
  - Maps if needed
  - All necessary equipment.

## Admin

- Obtain telephone numbers of all players.
- Ensure that captain has telephone numbers of ALL players in their team
- Make sure captain understands his / her responsibilities not only as captain but also as an ambassador for BHS.
- Welcome opposition teams to BHS and be a good host.
- Encourage your players to have manners before, during and after matches.