

CHURCHVILLE REC. BASEBALL

MANAGERS CHECKLIST

1. ATTEND ALL CHURCHVILLE BASEBALL MANAGERS AND COACHES MEETINGS POSSIBLE
2. ATTEND AS MANY REGISTRATIONS AS POSSIBLE.
3. COMMUNICATE WITH BASEBALL LEADERSHIP.
4. ATTEND COACHES CLINICS WHENEVER POSSIBLE.
5. RETRIEVE YOUR TEAM ROSTER AS SOON AS AVAILABLE.
6. CONTACT YOUR PLAYERS AND PARENTS AS SOON AS POSSIBLE.
7. ESTABLISH AN E-MAIL CONTACT LIST FOR YOUR TEAM.
8. ESTABLISH A TEXT MESSAGE CONTACT LIST FOR YOUR TEAM.
9. ESTABLISH COACHES AND IDENTIFY TO THE ORGANIZATION AS SOON AS POSSIBLE.
10. ESTABLISH A TEAM PARENT AS SOON AS POSSIBLE.
11. ESTABLISH A TEAM MEETING AS SOON AS POSSIBLE.
12. GO OVER ALL ADMINISTRATIVE ITEMS AT THE TEAM MEETING (COMMUNICATIONS, FUNDRAISING, ETC).
13. SIGN OUT TEAM EQUIPMENT AT PRESCRIBED TIMES.
14. SIGN OUT KEYS FOR LOCK BOXES AT PRESCRIBED TIMES.
15. SEND OUT PRACTICE SCHEDULE AS SOON AS POSSIBLE.
16. SEND OUT GAME SCHEDULE AS SOON AS POSSIBLE.
17. PICK UP UNIFORMS ON PRESCRIBED DATES AND TIMES.
18. MONITOR THE CHURCHVILLE BASEBALL WEBSITE FOR UPDATES.
19. REPORT SCORES AS REQUIRED.
20. ATTEND FUNDRAISER FUNCTIONS WHENEVER POSSIBLE.
21. VOLUNTEER YOUR TIME AT FUNDRAISERS AND BASEBALL EVENTS.
22. TURN IN EQUIPMENT AT PRESCRIBED TIMES.
23. TURN IN KEYS AT PRESCRIBED TIMES.