
Middle School Manager Responsibilities By Sport

If a student wishes to apply for a manager position, they must pick up an application from the school office. Coaches will notify administration and the student's parents when a student is selected as a manager.

Football:

Managers' duties include, **but are not limited to:**

- **Stat keeping:** Stat forms will be provided. Managers will keep offensive and defensive stats during all games.
- **Water stations:** During practices managers will turn on and off the water stations during scheduled water breaks. During games managers will be in charge of filling water bottles and distributing the water during time outs and half time break. The players will get their own water from the sideline during a running clock.
- **Med kit:** The managers are in charge of letting coaches know when supplies are getting low in the med kit. The coaches will work with the managers before practices to refill any needed supplies.
- **Practice:** Managers will be responsible for setting up drills during pre-practice which includes but not limited to: setting up dummies, shields, getting practice colors, unlocking storage shed, getting footballs, etc...
- **Jerseys:** Managers are responsible for helping launder jerseys after games. Managers also have to organize, sort, and hang/fold jerseys once they are clean. Managers aid in uniform check out and check in which might require lifting. As a reward for dedicating their time and effort, football managers will be issued a jersey (just like the players wear) for the season.
- **Expectations:** The managers are an important component to our team concept. The manager will be an extension of the coaches and facilitate administrative duties listed above. The managers are as important to our team as our players and will be treated as a team member.

**Being a football manager, at times, will include some heavy lifting of no more than 20 to 30 pounds. The water cooler gets heavy when it is full of ice and water and the tackling dummies are also heavy. Usually these items are carried by two people at a time. Coaches and players will assist managers during heavy lifting.

Because managers are such an integral part of our team, it is appreciated when a manager has to miss practice for an appointment or family decision, it is communicated to the head coach prior to the day that will be missed.

Track :

Levels of responsibilities vary based upon which coach they manage for and what events they support. Managers' duties include, **but are not limited to:**

All managers:

- Able to operate a stopwatch and record times on spreadsheet.
- Take daily attendance on spreadsheet.
- Be in charge of parent sign out book for meets.
- Aid in uniform check out and check in which might require lifting.

Throws- Clean implements, 8lb shot, 2lb. Discus.

Long jump- rake pit, retrieve rakes from shed and put away.

High jump- take pit in an out of shed daily for practice.

Pole vault- remove straps from pit (requires release of 2# strap approx 50lbs torque, remove weather cover, place bar on standards during practice and meets.

Hurdles- place hurdles in proper place, weight of approx 20 lbs. Per hurdle.

Basketball:

Managers' duties include, **but are not limited to:**

- **Stat keeping:** Stat forms or iPads will be provided. Managers will keep offensive and defensive stats during all games.
- **Water:** Managers will refill water bottles throughout practices and games.
- **Med kit:** The managers are in charge transporting med kits to away games. Managers are asked to let coaches know when supplies are getting low in the med kit. The coaches will work with the managers before practices to refill any needed supplies.
- **Practice:** Managers will be responsible for setting up drills during pre-practice which includes but not limited to: getting out ball racks, filling balls with air, getting out cones, getting out practice jerseys, etc. Managers are also asked to help clean up all supplies after practice. Managers must be ready during practice to assist the coach when needed.
- **Jerseys:** Managers are responsible for helping launder jerseys after games. Managers also have to organize, sort, and hang/fold jerseys once they are clean. Managers aid in uniform check out and check in which might require lifting.
- **After Season:** Managers must assist coaches in organizing storage room, accounting for all jerseys and balls, and storing equipment during off-season.
- **Attendance:** The expectation is for managers to be at ALL practices and games. When an absence does occur, coaches must be notified ahead of time.
- **Expectations:** The managers are an important component to our team concept. The manager will be an extension of the coaches and facilitate administrative duties listed above. The managers are as important to our team as our players and will be treated as a team member.

Volleyball:

Managers' duties include, **but are not limited to:**

- **Stat keeping:** Stat forms or iPads will be provided. Managers will keep stats during all games.
- **Water:** Managers will refill water bottles throughout practices and games.
- **Med kit:** The managers are in charge transporting med kits to away games. Managers are asked to let coaches know when supplies are getting low in the med kit. The coaches will work with the managers before practices to refill any needed supplies.
- **Practice:** Managers will be responsible for setting up drills during pre-practice which includes but not limited to: getting out ball racks, filling balls with air, getting out cones, getting out practice jerseys, etc. Managers are also asked to help clean up all supplies after practice. Managers must be ready during practice to assist the coach when needed.
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- **After Season:** Managers must assist coaches in organizing storage room, accounting for all jerseys and balls, and storing equipment during off-season.
- **Attendance:** The expectation is for managers to be at ALL practices and games. When an absence does occur, coaches must be notified ahead of time.
- **Expectations:** The managers are an important component to our team concept. The manager will be an extension of the coaches and facilitate administrative duties listed above. The managers are as important to our team as our players and will be treated as a team member.