

Bandon School District Manager Responsibility Agreement

Manager Responsibilities:

- Keep up with your school work. Academics are the first priority of a student athlete/manager. Academic policies can be found in the student handbook.
- Be at all practices, games, and meetings. All excused absences must be coordinated in advance with the athletic director and coaches. Any unexcused absences will result in not being allowed to participate on the day of the absence.
- Respect other players.
- Listen to your coaches. Your coaches were hired because of their knowledge of the game and how to teach it. What your coach says goes.
- Conduct yourself in the appropriate and respectful manner at all times. Whether at school, a game, or at practice – you must remember that you are a representative of the Bandon School District and your behavior will reflect on our school. So, treat other teams, schools, spectators, and officials with the utmost respect. Remember, without them, there would not be a game.
- Accept your role on the team.
- Take care of the uniforms and equipment. Keep track of them and keep them clean. They are the property of BSD.
- Take care of yourself. Student-athletes/managers need adequate sleep and a healthy diet to perform at their best.

I, _____, have read and understand the rules for maintaining a spot on the _____ team at Jones Middle School. I understand that failure to comply with the rules will result in appropriate consequences and/or game suspensions. I further understand that continuous failure to comply with these rules may result in dismissal from the team.

Player Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Roles and Responsibilities by Sport

Football

Manager duties include but are not limited to the following.

- Stat Keeping- stat forms will be provided. Managers will keep offensive and defensive stats during all games.
- Water Stations- during practices and games managers will keep water bottles full and readily available for players.
- Med Kit- the manager will be in charge of letting coaches know when supplies are needed in the med kit. The coaches will work with the manager before practices to refill any needed supplies.
- Practice- managers will be responsible for setting up drills during pre-practice which includes but are not limited to: setting up equipment, unlocking storage sheds, getting out 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 in and check out which might require some lifting. As a reward for dedicating their time and effort, football managers will be issued a jersey (just like what 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 as listed above. The managers are as important to our team as our players and will be treated as a team member.
- Attendance- the expectation is for managers to be at ALL practices and games. When an absence does occur, athletic director and coaches must be notified ahead of time.
- After Season- Managers assist coaches in organizing storage rooms, accounting for all jerseys and balls, and storing equipment during off-season.

**Being a football manager, at times, will include some heavy lifting or not more than 20-50lbs. Usually heavier items will be carried by more than one person. Coaches and players will assist managers with heavy lifting.

Roles and Responsibilities by Sport

Track and Field & XC

Manager duties include but are not limited to the following.

- Able to operate a stop-watch and record times
- Take daily attendance on a spreadsheet
- Be in charge of parent sign out books for meets
- Aid in uniform check out and check in which might require some lifting
- Set up any pre-practice drills and equipment
- Organize, sort hang/fold singlets
- Launder uniforms
- Ensure med kit is fully stocked and notify coach if supplies are needed
- *Attendance*- the expectation is for managers to be at ALL practices and games. When an absence does occur, athletic director and coaches must be notified ahead of time.
- *After Season*- Managers assist coaches in organizing storage rooms, accounting for all jerseys and balls, and storing equipment during off-season.

Roles and Responsibilities by Sport

Basketball

Manager 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*- managers will refill player water bottles as needed or when requested to
- *Med kit*- managers are in charge of 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 are 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 practices to assist the coach when needed.
- *Facility maintenance*- managers are responsible for sweeping the gym floor before and after practices.
- *Jerseys*- managers are responsible for helping launder jerseys after games. Managers also have to organize, sort, hang/fold jerseys once they are clean. Manager aid in uniform check in and check out which might require some lifting.
- *After Season*- Managers assist coaches in organizing storage rooms, 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, athletic director and 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 as listed above. The managers are as important to our team as our players and will be treated as a team member.

Roles and Responsibilities by Sport

Volleyball

Manager 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- managers will refill player water bottles as needed or when requested to
- Med kit- managers are in charge of 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 are 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 practices to assist the coach when needed.
- Facility maintenance- managers are responsible for sweeping the gym floor before and after practices.
- Jerseys- managers are responsible for helping launder jerseys after games. Managers also have to organize, sort, hang/fold jerseys once they are clean. Manager aid in uniform check in and check out which might require some lifting.
- After Season- Managers assist coaches in organizing storage rooms, 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, the athletic director and 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 as listed above. The managers are as important to our team as our players and will be treated as a team member.