



MDSL 2010 Manager Responsibilities

The duties, responsibilities and obligations of the team manager shall include, but are not limited to, the following (which may be delegated):

Obligations:

- Actively promote a positive environment of:
- Camaraderie
- Sportsmanship
- Teamwork
- Developing relationships among its members and the community
- Promote participation by its members in such athletic, social, cultural, or charitable activities
- Promote the growth of leadership, coaching and playing skills within the team.
- Conduct him/her in a professional and courteous manner.

Team Business:

1. Select and approve all players and non-players for his/her respective team.
2. Responsible for registering your team and that **ALL** fees including, players fee, sponsor fee, and any other fees associated with the league are paid.
3. Communicate all league correspondence and communications to team members as required.
4. Represent your team members at all league meetings including manager's meetings and any other meetings that are associated with the league.
5. Contact the Executive Board on behalf of the team with any questions, issues identified, comments or suggestions. Please limit this to one person speaking on behalf of the team.
6. Obtain and manage the relationship with your team sponsor.
7. As manager you are also responsible for managing your own team finances which includes your own bank account if you choose to.
 - a. If requested, provide a complete and accurate budget to any member of his/her team. The team manager has (1) one week to provide the information. Budget must include all income, (such as: player fees, fundraising activities) and expenses (such as: equipment, uniforms, fees).
 - b. If the team manager fails to provide the requested information, the team member can submit notification to any Executive Board member in writing or by electronic mail (e-mail) after one week has passed.



8. In the event that a team member(s) writes to the MDSL Executive Board with a specific issue regarding team finances, the team manager may be required to provide updated budget and bank account information to the MDSL Executive Board.
9. Failure to do so within 10 days of formal notice from the MDSL Executive Board will result in an automatic removal from position, unless otherwise stated by the Commissioner. Legal may be brought by the MDSL Executive Board, depending on the severity of the issue at hand

League Business:

1. Identify an additional delegate from the team to replace the team manager if he/she is not available.
2. Provide accurate player information to the umpire and opposing team manager before each game.
3. Provide the MDSL Executive Board with the name(s) of any players/non-players that have resigned from his/her team. Team managers must do this within 24 hours of receiving notification from the player/non-player.
4. Provide the MDSL Executive Board with the name(s) of any players that have been relegated to "non-player" status. Team managers must do this within 24 hours of receiving notification from the player.

Team Manager Resignations:

1. A team manager may resign from a team in writing to the MDSL Executive Board.
2. The team will be responsible to elect another team manager and notify the MDSL Executive Board before the next scheduled league game.
3. The MDSL Executive Board must approve the new team manager once he/she has been declared.

EXCEPTION: In the event that a team manager resigns his/her position on the same day that a regular league game has been scheduled, the team will not be required to declare a new team manager that day, but will be required to do so before the next scheduled league game.

Team Manager Removal:

A team manager can be removed from his/her position in one of two ways:

1. Removal by the MDSL Executive Board for not following the rules outlined within the Constitution, By-Laws, Rules of Play, Manager's Responsibilities, and or MDSL policy and procedures.
2. Removal by a two-thirds majority vote by the players and non-players on the team manager's respective team. Proof of this vote must be given in writing to the MDSL Executive Board, before removal is finalized.



Outstanding Debt To League/Team:

A manager/player or non-player that owes a financial or in-kind debt to the league or team will have their membership suspended. Outstanding team and league debt records will exist for a minimum of (5) five years until the debt has been repaid. A manager/player/non-player has the right to appeal their suspension to the MDSL Executive Board.

Team Debt Process:

The team manager is responsible to notify the MDSL Executive Board of any debts incurred by a player/non-player in writing or by electronic mail (e-mail) after notice has been provided to the team member. Notification must include:

1. Type of debt
2. Approximate / actual value of debt
3. Circumstances of how debt was incurred
4. The date the member was notified of the debt and method of notification (verbal or email)

A player will have their membership suspension removed once the debt has been fully paid back to the team / league or to the satisfaction of the team manager or MDSL Executive Board.

League Debt Process:

- The Treasurer is responsible to notify a player/non-player of any debt owed to the league (example: bounced check) in writing or by electronic mail (e-mail). Their respective team manager will also be notified. A manager/player or non-player that owes a financial or in-kind debt to the league will have their membership suspended.
- A manager/player or non-player may have their membership suspension removed once the debt has been fully paid back to the league, or to the satisfaction of the MDSL Executive Board.