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## TEAM SPORTS

1515 S. Seventh St., Ann Arbor, MI 48103 (734) 994-2300

### MEMORANDUM

**TO:** All Fall 2021 Diamond Sport Managers  
**FROM:** Karen Draves, Adult Team Sports Recreation Supervisor  
**DATE:** July 12, 2021  
**RE:** Manager Guidelines, Responsibilities, and Forms

The Community Education & Recreation Softball Staff is happy to welcome all teams to our Fall program. We appreciate your willingness to serve as your team's manager. Your position is essential to the successful operation of the softball program.

Listed below are the guidelines and responsibilities of a team manager. Fulfilling these responsibilities will go a long way to making your team's participation enjoyable this season.

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1. Familiarize yourself and your team members with the official rules of your sport (USA Softball Association Rules, Major League baseball rules) and the Rec & Ed Team Sports League Rules and their differences.
  2. Notify your team members of the dates, times and locations of all your league games and make sure they arrive on time. Game time is Forfeit time! Your game schedule will be emailed in mid-August. **Games are scheduled to begin the week of Aug 23, 2021.**
  3. Fill out your team roster and make sure that each player contract is completely filled out by each player and signed by you. Submit one check or credit card transaction for your team fee (made out to Ann Arbor Public Schools) and turn it in with your roster and contracts to the Rec & Ed office, 1515 S. Seventh Street, **by 5 pm on Thursday, August 19, 2021.** Anything submitted after the deadline will be charged an additional \$2.00 "late add" fee.
  4. Contact 734-994-2300 x 53254 or draves@a2schools.org immediately if your address, email, or phone numbers change.
  5. Contact 734-994-2300 x 53254 or draves@a2schools.org immediately if your team name changes. We will notify our statistician of this change.

6. Pick up your team's equipment (game balls, scorebook, official result sheets) or send a teammate to equipment pick-up at the Rec & Ed office, 1515 S. 7<sup>th</sup>, at the following times and dates: **Aug 18 or Aug 19, 2021: 11 am – 1 pm and 4-6 pm.**
7. Keep track of lineups at each game. Keep score for your team as well as the opposing team. You will keep the official score when designated as the home team on your league schedule.
8. Submit the game result sheet if you win your game. **Result sheets should be emailed to the statistician, Nick Doyle, at [doylen@a2schools.org](mailto:doylen@a2schools.org).** In the event of a tie, the home team is responsible for turning in the game result sheet.
9. REFUND POLICY
  - a. Refund requests must be made in writing.
  - b. Refund requests must be submitted to the Rec & Ed Office, 1515 S. Seventh St, Ann Arbor, 48103, email: [draves@a2schools.org](mailto:draves@a2schools.org) or [cancel@aaps.k12.mi.us](mailto:cancel@aaps.k12.mi.us).
  - c. Sponsor Fees
    1. Sponsor fee refund requests submitted to the office more than 14 days prior to your league's first scheduled game will be subject to a \$10 service fee.
    2. Sponsor fee refund requests submitted to the office 7-14 days prior to your league's first scheduled game will be subject to a 50% service fee.
    3. Sponsor fee refund requests submitted to the office within 7 full calendar days of your league's first scheduled game will be denied.
    4. No fees will be refunded after your team's first scheduled game.
10. In the event your team is in need of additional players or substitutes to round out your roster, ask the league director for the "Free Agent" list, and contact directly any individual players seeking teams.
11. In the event of inclement weather, game cancellations will be announced on the Rec & Ed Team Sports weather hotline: **734- 994-2300 x 53115**. Cancellations will also be posted on our website: **a2schools.org**. The Area Supervisor's phone number is 734-368-7418 (this phone does NOT receive text messages).

Please call immediately if you have a question or problem. We're here to assist you.

**DOCUMENTS YOU WILL NEED FOR THE SEASON** (all found on the web):

1. ALL IN ONE Team Roster & waivers – One copy must be submitted to the Rec & Ed Office no later than your league deadline day at 4:30 PM. Forms submitted after the deadline will be charged the \$2.00 late fee.
2. Proper Way to Lodge a Protest - FYI.
3. Reschedule Game Fee – Policy for fee assessed when teams request rescheduling of games after the start of the season.
4. League Rules – Please familiarize yourself with the rules.