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TEAM SPORTS

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

MEMORANDUM

TO: All 2022 Summer Softball, Kickball, and Baseball Managers
FROM: Karen Draves, Recreation Supervisor
DATE: March 1, 2022
RE: Manager Guidelines, Responsibilities, and Forms

The Community Education & Recreation Adult Sports Staff is happy to welcome both new and returning managers and teams to our summer program. We appreciate your willingness to serve as your team's manager. Your position is essential to the successful operation of the 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 Amateur Softball Association Rules or official Baseball rules along with the specific Rec & Ed League Rules for your sport and know 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! You can call 734-994-2300 x 53254 any time to confirm your night of play. Your league schedule will be sent via email approx. 7-10 days prior to opening day.
 3. Fill out your team roster and make sure that **ALL REQUESTED PLAYER INFO** is completely filled out. Submit one credit or debit card transaction for your team fee and submit this with your roster to the Team Sports Supervisor via email to draves@a2schools.org (Or, if the office re-opens, to the Rec & Ed office, 1515 S. Seventh Street, by the specified dates below between 8:00 AM to 4:30 PM). Anything submitted after the deadline will be charged an additional \$2.00 per player "late add" fee.

Deadline for all softball and kickball teams:
Deadline for all baseball teams:

5 pm on May 5, 2022
5 pm on May 12, 2022

4. Contact draves@a2schools.org immediately if your address or phone numbers change.
5. Contact us if your team name changes. We will notify the statistician.
6. Pick up your team's equipment: game balls, scorebook, official result sheets, and league rules, on the designated pick up days (the week prior to opening day – exact info will be sent in April). We ask your cooperation in obtaining your team's equipment on a timely basis. You may send a team member or other representative to pick up your equipment.
7. Keep track of lineups at each game. Keep score for your team as well as the opposing team. You 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. **Results should be emailed to doylen@a2schools.org.** In the event of a tie, the home team is responsible for turning in the game result sheet. Late result sheets result in inaccurate standings.
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 or by email: draves@a2schools.org or 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.
 5. **There is no refund for Team Fees.**
10. In the event your team is in need of additional players or substitutes to round out your roster, ask the Adult Team Sports Supervisor for the "Free Agent" list of players who are seeking a team. You may then contact any of the individuals and invite them to join your team.
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: **aareced.com**. During evening hours, you may also call the on-site 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.

PLEASE NOTE ON THE WEBSITE THE FOLLOWING DOCUMENTS YOU WILL NEED FOR THE SEASON:

1. Official Team Roster – One copy must be submitted to the Rec & Ed Office no later than your league deadline at 4:30 PM. It must include all player waivers completed for any player or substitute you plan to have participate on your team.
2. Reschedule Game Fee (on the website) – Policy for fees assessed & department protocol for when teams request rescheduling a game after the start of the season.
3. Proper Way to Lodge a Protest– (on the website) For your information.

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5. ASA Softball Banned Bat List - view on the MASA website for most up to date info.
6. Player Release Form (*on the website*) - To be completed and given to a released player.
7. Reschedule Game Fee (*on the website*) – Policy for fees assessed when teams request rescheduling of games after the start of the season.
8. Accident Report Form – (*on the website*) If someone on your team is injured during league play or an incident (crowd problem, theft, or vandalism) has occurred, completely fill out the report and submit it to the Rec Office within two days. Additional forms are available from the site supervisor.
9. Team Sports Policy on Probation, Suspension, and Hearing Procedures (*on the website*)
10. Referee Concerns, Policy and Procedures (*on the website*) – For your information. If you have any problems or concerns with an umpire, please follow this procedure.
11. Blood- Born Pathogens Information Sheet (*on the website*) – For your information.