



**South Suburban
PARKS AND RECREATION**

**SPORTS DOME
TEAM MANAGER DUTIES**

It is the duty of the team manager to represent his/her team in a responsible manner that is in accordance with the expectations and guidelines outlined in this document. The team manager is the primary point of contact and a liaison between their team and the staff of the South Suburban Sports Dome. It is the duty of the team manager to obtain all information regarding league play and to communicate it to their respective team.

SOUTH SUBURBAN MISSION

The mission of the South Suburban Park & Recreation District is to foster healthy living through stewardship of the environment, parks, trails, and open space and by providing recreational services and programs.

REGISTRATION & FEES

The team manager is responsible for the registration of their team. Teams are registered on a first-come, first-served basis each season. League administrators reserve the right to reject any team registration.

ADULT LEAGUES - Teams will be required to pay a non-refundable registration deposit (*see specific league registration info for amount*) to reserve their team's place in the league. The team manager will be required to provide a valid credit card to keep on file at the time of registration for any delinquent balance. Each team must pay 50% of their total team fees due (*see specific league info for total team fees due*) before their first scheduled game. Each team must pay 100% of their total team fees by the third week of each season. Any balance remaining after the third week will automatically be charged to the team manager's credit card on file; if no card is on file, team will automatically forfeit and not be able to play all games until all fees are paid.

YOUTH LEAGUES- Teams will be required to pay all team fees at the time of registration. Teams will not be registered unless payment is received.

Team managers may register online at www.sspr.org/DomeLeagues, over the phone by calling (303)754-0541 or in-person.

MANDATORY MANAGER'S MEETING

A mandatory manager's meeting will be held at the beginning of each season. All team managers must be present at this meeting. If the team manager cannot attend, another team representative must attend in his/her place.

ADULT LEAGUES- Any teams not represented at the manager's meeting will be assessed an administrative forfeit.

RESPONSIBILITIES

Team manager responsibilities include:

1. Obtain all information regarding league play and communicate it to your team. Distribute team schedule and notify team of any schedule changes.
2. Ensure your team abides by all district, league and facility rules, including the *SSPRD Code of Conduct*. Managers shall hold his/her team accountable. Each player should know and understand all league/facility rules, regulations and expectations prior to participation.

3. The behavior of his/her team, including them self, players and spectators. Any on-field disputes will be discussed with the team manager only. All participants shall demonstrate good sportsmanship at all times, win or lose, to all players, officials, spectators and staff.
4. Ensure your team roster is properly completed and that all players have signed the roster prior to participation.
5. Ensure your team is ready to play at the scheduled game time. Arrive early to check-in each week.
6. Ensure that your team area is cleaned after each game. Please throw away all trash – Thank you!
7. Communicate with League Administrators as needed.
8. Inform Sports Dome staff of any forfeits by 4:00pm on game day.
9. Request any schedule changes 72-hours prior to your team’s next game. Teams will be required to pay a \$25 rescheduling fee and all officials’ wages for any rescheduled games.
10. Regularly check www.teamsideline.com/sspr for correct scores and schedule updates.

CONTACT INFORMATION

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Websites

www.sspr.org

www.teamsideline.com/sspr - *Schedules & Standings*

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