



## Team Manager Responsibilities

Team Managers serve as the point of contact between the City of Austin Athletics Office staff and their team. We ask that all team managers read each document and/or attachment thoroughly.

It is the responsibility of the Team Manager to make sure that:

- All players sign and complete the roster/waiver prior to their first match they play in. Prior to playing, all teammates must also present ID when checking in for all matches.
- All rosters are updated when new player additions are made.
- The Athletics office is notified as soon as possible when games are needing to be forfeited.
- All rescheduled games, game cancellations, and forfeits are relayed to members of the team.
- Submitting all written protests to the Athletics Office within 24 hours of incident in question.
- Each player is aware of the rules, procedures, and player Code of Conduct put in place by the City of Austin Athletics department.
- All members of their team conduct themselves in a manner within accordance of league rules and Code of Conduct. Any member of the team who fails to comply with city rules should be removed from said team.
- Relay/forward all player suspension documents to the proper teammate(s).