

September, ____

Dear Parents of SMBA Players,

To provide the best possible basketball experience for players and the necessary support for coaches, I have volunteered to act as the Team Manager. I will be available to be the liaison between the coaches, parents, and SMBA. Concerns about team and SMBA issues should be directed to me.

I will also be helping our coach with general duties that need to be completed in order for the team to function safely and efficiently.

- I will be distributing the team roster and schedule. The schedule can also be found on the [SMBA](#) web site. I will notify parents/players of any schedule changes.
- I will also be asking you to fill out player information cards that include medical information and emergency contact numbers. Please have those available for collection no later than the first game of the season.
- The team will need a scorekeeper or timekeeper for each game so I will be seeking volunteers to perform this simple task. There is information regarding [time keeping](#) (see game play rules) and a [sample score sheet](#) located on the web site.
- We also need a volunteer to tend to the door for each practice. We may not prop open the door because of the risk of vandalism, so we need to take turns being at the door until all the players have arrived and then return 15 minutes before the end of practice to let the parents in.
- As a team, we may decide to have team photos done. I will be taking a poll to see if we should do this, and help to organize a date.
- If we have a team windup, I would like to have someone step forward to help organize this.
- If we would like to purchase a coaches gift I will organize that after Christmas.
- If there are issues you would like to have raised with the league, I will be happy to communicate them to the league either throughout the season, or at the AGM, which I will be attending.

I look forward to your support to help make sure this season runs smoothly. I can be reached at _____

Sincerely,

Team Manager