

## **Building and Managing an Adult Softball Team Checklist**

*Building and managing an adult softball team requires a coach with good communication skills, attention to detail and an ability to motivate players. Below are some helpful hints to make your experience as a team manager go smoothly. Please note that each team is different. The information below does not fully communicate everything a team manager needs to succeed but a good blueprint nonetheless.*

### **150-90 days prior to season**

- Confirm at least 12 players willing to play.
- Seek out sponsors.

### **75 days prior to season**

- Re-confirm the players willing to play. If players drop out, seek out replacements. Bloomington Parks and Recreation keeps a player pick-up list each season. You can access this list by calling 349-3700.
- Confirm with sponsor(s) and find out when money will be made available to you. Many sponsors will ask for a Tax ID #. The Tax ID # for the City of Bloomington is: 35- 6000954.
- If no sponsor:*** Divide the \$720 fee by 12 players (\$60). Add \$15 per player to order a team shirt. So, \$75 per player should be plenty.
- Conduct a team meeting at a location of your choosing. Your team meeting is an opportunity to introduce players, discuss the upcoming season, establish a team e-mail/contact list, collect player fees and get shirt/ uniform sizes.
- Order your team uniforms. Order 2-3 extra uniforms in the event you need to add players or a player loses his/ her uniform.

### **45 days prior to season**

- Download a team roster form at [www.bloomington.in.gov/softball](http://www.bloomington.in.gov/softball) or pick up a hard copy at the Bloomington Parks and Recreation office, located inside City Hall at 401 N. Morton St., Suite 250 weekdays between 8 a.m. and 5 p.m.
- Conduct a second team meeting to get player signatures on the roster, collect any outstanding player fees, hand out uniforms, and discuss league rules. Find out when your players are going to miss due to vacations, work, etc.
- Schedule a pre-season practice or two by calling 349-3700.
- Assign a team coordinator (possibly a player's spouse) to keep book and to communicate team information to the players.

### **30 days prior to season**

- First team fee installment is due. (\$375.50 for co-rec and \$360 for all other leagues). Payment can be dropped off the Bloomington Parks and Recreation office, located inside City Hall at 401 N. Morton St., Suite 250 weekdays between 8 a.m. and 5 p.m.

- \_\_\_ Familiarize yourself with league rules.
- \_\_\_ Familiarize yourself with pre-game responsibilities like creating and turning in line-ups.
- \_\_\_ Touch base with all players to make certain they are still playing.

### **14 days prior to first game**

- \_\_\_ Collect any outstanding player fees owed.
- \_\_\_ Become familiar with the information in your manager's packet.

### **1 week prior to season start**

- \_\_\_ Final team fee installment due. (\$375.50 for co-rec and \$360 for all other leagues). Payment can be dropped off at the Bloomington Parks and Recreation office, located inside City Hall at 401 N. Morton St., Suite 250 weekdays between 8 a.m. and 5 p.m.
- \_\_\_ Game schedule release upon receipt of final payment. Schedules can be picked up at the Bloomington Parks and Recreation office, located inside City Hall at 401 N. Morton St., Suite 250 weekdays between 8 a.m. and 5 p.m.
- \_\_\_ Communicate your first game date/time to all players. Hand out schedules after your first game.

***Sample Sponsor Request Letter***

Date \_\_\_\_\_

Dear \_\_\_\_\_,

My name is \_\_\_\_\_ and I will be placing a team in the City of Bloomington Parks and Recreation Department's adult softball program.

We are in need of a corporate sponsor for our team. The league consists of approximately 145 teams representing more than 1,700 players and hundreds of spectators. Your sponsorship of \$400 will ensure that your company logo will be exposed to the league, its players and spectators for a period of five months. Just think! Five months of advertising for only \$400.

Your company will receive:

1. Company logo on team jersey
2. Company name on league schedule
3. Updates on team results listed in the *Herald-Times*
4. Company name listed on the City of Bloomington Parks and Recreation's Web site
5. A sponsor plaque to hang at your business

Please send a copy of your company logo to:

Your Name Here  
123 Main Street  
Anytown, IN 12345

Or e-mail your logo to [Smith@smith.com](mailto:Smith@smith.com)

Please make checks payable to: (Coach's name or Bloomington Parks and Recreation)

Thanks you for your time and consideration.

Sincerely,

Your name here