

RESPONSIBILITIES & DUTIES OF ADULT TEAM MANAGERS

1. **Submit the roster/waiver on time.** Ensure the roster is completed, legible and signed by every player and received by the first match. ALL PLAYERS must complete the roster/waiver before they are eligible to participate in the league. Any team without a roster on file by the league deadline is in jeopardy of forfeit sanctions and/or other disciplinary proceedings. Rosters are provided in the gym at your first game.
2. **Know the rules.** Managers are expected to know and adhere at all league rules and sport specific league and tournament rules. It is also expected and REQUIRED that TM's inform their team of any league rule changes, announcements, and park or facility rules.
3. **Share league information with your team.** Team Managers (TMs) are the liaison between their team and the league. If your contact information should change, please contact the League Coordinator (425.587.3331). All league communication will be through the Team Manager (TM) and managers are expected to disseminate league information to their team.
4. **Uphold Sanctions.** The TM is responsible for the conduct of their team and spectators. TMs are expected to uphold all disciplinary sanctions levied by the league and the City of Kirkland.
5. **Mandate Sportsmanship.** You are the example for your team. It is expected that Managers control their team, themselves and spectators from unsportsmanlike behavior.
6. **No Alcohol, Marijuana or Illegal Substances.** Alcohol, marijuana and illegal substances are prohibited in City of Kirkland or Lake Washington school district parks and facilities, parking lots and bleachers (Park Rule 11.80.210). Anyone suspected of consuming alcohol, marijuana or illegal substances before, during or after the game while on park property will be removed from the premises, and the League Coordinator will be informed. Team sanctions may result. Police may be called if necessary. All adult sports leagues are non-smoking leagues. It is the TMs responsibility to monitor his/her players and spectators.
7. **Championship prize.** The first-place finisher in the playoff tournament will receive a material prize.
8. **Uniforms.** Uniforms are not required for league or tournament play.