Ferndale High School Volleyball
Team Manager Responsibilities and Expectations

Team managers are expected to attend all games/practice and complete the duties necessary to help support the volleyball team. It is expected that managers conduct themselves professionally in the school and the community. Managers must be academically eligible according to Ferndale High School Player Code of Conduct. Manager positions are a privilege and not a right. Any behavior that is determined to be detrimental to the team, its personnel or Ferndale High School is subject to review.

General Managerial Duties
- Keep track of player attendance and excuses utilizing Google Sheets
- Organize line judge assignments for home games
- Help organize team fundraising efforts, such as the Pink Out game
- Supervise study table (Wednesday’s from 2:2:45 pm in The Nest)
- Plan, organize, and run Senior Night Festivities, including gifts
- Support other manager(s) when your duties are complete
- Other duties as assigned to assist the coaching staff, such as team banquet, etc...

Practice Duties
Before (15 minutes prior to practice)
- Provide daily attendance reports to coaching staff
- Help set up equipment

During
- Participate in a drill when we need an extra player
- Work with coaches during practice to help set-up and execute drills
- Ensure players are completing drills correctly and remind them of drill details
- Keep track of score during scrimmages

Game Day Duties
Before
- Assist with concessions set-up
- Retrieve scorebooks from athletic office, place at stats table
- Locate game balls and flags, place at stats table
- Notify line judges of their duties

During
- Maintain accurate statistics on all players
- Provide quick reports on player performance to coaching staff (example, how many times Susie missed her serve)

After
- Retrieve scorebooks from stats table and turn in to coaching staff
- Collect game balls and flags, place in storage
- Assist with concessions break-down