

Thank you for volunteering! We are often asked, “What exactly does the Business Manager do?”

The team Business Manager is perhaps one of the most important jobs on the staff. He/She has many responsibilities that start before the official season kick off and will continue through the entire season.

#### Typical “Duties” of a Business Manager

- Attend mandatory Palomar Conference and Poway Pop Warner meetings
- Help collect, maintain and organize team paperwork and books (Big & Little book)
- Work with Little Scholars rep to collect report cards and applications for players eligible for Little Scholars
- Set up chain gang and spotter schedule (this is a shared responsibility with the Team Parent)
- Attend conference weigh in
- Conduct weigh in and paper check before EVERY game, including play offs, and Bowl games
- Complete MPR (Minimum Play Rule) form for each game. At the end of each game have opposing team “checker” sign the MPR. If there were any issues before, during or after the game, have coach make notes on the MPR and turn in to League President. If no issues file the MPR form in the book (little book) for future reference
- Call in, text or email scores at the end of the game to the League President (coordinate with coach to determine if he/she will have you do this or if they will take that responsibility)
- Maintain sideline, i.e only rostered staff and players are allowed on the side-line along with 1 photographer OR videographer.
- Gather chain gang on the field 15 minutes before so they can meet with the referees
- Prep the checker (volunteer to go to opponents sideline) on their responsibility for the day
- If there are any issues contact your coach or a board member
- Last, but never least, be there to assist the coach however possible. Ultimately the coach is responsible for the working of the team. COMMUNICATION IS KEY!!

Thank you!