



City of Richfield
Recreation Services
7000 Nicollet Avenue S, Richfield, MN 55423
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www.cityofrichfield.org/adultsports

Building and Managing an Adult Softball Team

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
- Register your team at www.cityofrichfield.org/register or download the registration packet at www.cityofrichfield.org/softball. You can hold your team's spot with a \$100 non-refundable deposit while you collect league fees from sponsors or your team members.

75 days prior to season

- Re-confirm the players willing to play. If players drop out, seek out replacements. Richfield Recreation keeps a free agent list each season. You can access this list by emailing nthompson@cityofrichfield.org.
- Confirm with sponsor(s) if applicable and find out when money will be made available to you.
- If no sponsor, divide the fee by your number of players.
- Will your team be ordering uniforms/shirts? Tack on shirt money on top of the league fee.

45 days prior to season

- Familiarize yourself with league rules.
- 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, discuss team rules, and get shirt/ uniform sizes.
- Find out when your players are going to miss due to vacations, work, etc.
- Order your team uniforms, if applicable. Order 2-3 extra uniforms in the event you need to add players or a player loses his/ her uniform.
- Schedule a pre-season practice. Taft Park is available on a first-come, first-served basis the week before the regular season, weather pending. Check field playability at 612-861-9189, option #1.
- Assign a team coordinator (possibly a player's spouse) to keep book and to communicate team information to the players.

(over)

30 days prior to season

- The remainder of the league fees are due by Friday, April 1st. Your team can be dropped from the league if payment is not in, so be sure to line up payment before that deadline.
- Familiarize yourself with pre-game responsibilities like creating and turning in lineups.
- Touch base with all players to make certain they are still playing.
- Collect any outstanding player fees owed.
- Become familiar with the information in your manager's packet.

1 week prior to season start

- Game schedule is usually completed approximately one week prior to the league start date. Managers will receive a welcome email notifying them that the schedule is posted online at www.cityofrichfield.org/softball. Notify your team when it has been posted.
- Roster/Waiver: Download a team roster form at www.cityofrichfield.org/softball or pick up a hard copy at the Richfield Recreation office, located inside at 7000 Nicollet Avenue weekdays between 8:30 a.m. and 5:00 p.m. All players must complete all information and sign it to be eligible to play. It can be hand in to the Recreation Staff at the fields before you first game. You can add to the roster throughout the season by asking the Recreation Staff for your original copy or filling out an additional roster with the new players and that copy will be added to your original roster.
- Games balls will be distributed the first night after your completed roster is handed in.