

Top Gun Senior Softball

New Manager Orientation

November 25, 2024

Welcome to your role as a team manager/coach within Top Gun Senior Softball! Along with the standard responsibilities of leading a team, there are a few unique duties that come with being part of the Top Gun organization. These tasks align with our core mission: to promote the game of senior softball and support charitable activities, all within the framework of our player code of conduct.

Your role is vital in upholding the values of Top Gun. Be a champion and ambassador for the organization, helping us maintain our tradition of excellence. Don't feel overwhelmed—the responsibilities listed below are manageable, spaced out over time, and designed to benefit both your team and the organization.

1. Serve on the Top Gun Board of Directors

- Attend board meetings or designate a representative if you're unavailable.
 - Participate in key decisions such as voting on the annual budget and initiatives outlined in the bylaws.
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2. Awards and Recognition

- **Player of the Year (POY):** Select a Player of the Year for your team to be recognized at the annual banquet. This is a coach's choice award, based on your criteria, and does not have to be tied to MVP performance.
 - **Emerald Award:** Notify the executive board of any players who have been part of the organization for 20 years so they can be recognized with this award at the banquet.
 - **Hall of Fame Nominations:** Submit nominations for the Top Gun Hall of Fame for players who meet the criteria. Be sure to meet the annual deadline (currently July 31).
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3. Act as a Liaison Between Your Team and Top Gun

- **Annual Player Dues:** Collect dues from your team and provide the corresponding roster to the dues coordinator (currently Sergio) at the start of the season. Submit funds to the treasurer (currently Vic).
 - **Communication:** Share Top Gun updates, news, and announcements with your team. Additionally, provide a team photo for the Top Gun website and communicate team successes (e.g., major tournament wins) so they can be publicized and celebrated within the organization.
 - **Promote Member Benefits:** Familiarize your team with the benefits of being a Top Gun member, including the annual banquet, stipends, and our nonprofit status.
 - **Charity Contributions:** Solicit donations from your team for the annual contribution to our designated charity (currently the Navy-Marine Corps Relief Society).
 - **Annual Banquet Headcount:** When requested, gather an accurate count of players and guests attending the banquet. This ensures proper food ordering and venue arrangements.
 - **Uniform Standards:** Ensure new uniforms adhere to Top Gun standards as publicized on the Top Gun website. Mature teams with existing uniforms that join the organization are not required to immediately comply but should plan to transition to the Top Gun standard when replacing their current uniforms, typically within a season or two.
 - **Support Top Gun Tournaments:** While attendance is not mandatory, teams are strongly encouraged to support the organization by participating in Top Gun-hosted tournaments whenever possible.
 - **Other Tasks Including Volunteer Recruitment:** Solicit volunteers from your team to support Top Gun events, such as tournaments or the annual banquet.
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A Final Word

Remember, these responsibilities are spread throughout the year, and you'll always have the support of the Top Gun executive board. Your contributions make a significant impact on the success of your team and the organization as a whole.

Thank you for your dedication to Top Gun Senior Softball!

Contact Information:

For questions or assistance, feel free to reach out to Jeff Blakeman (760-450-8192) or any other member of the executive board.