***E.S.P.L. JOB DESCRIPTION***

***BUSINESS MANAGER***

***2011***

Works closely with Fairfield Senior Centre representative in the producing of all pertinent information for the annual spring package given to registered players.

***Job Description:***

**1:** Produces playing schedule for year.

**2:** Produces team rosters.

**3:** Produces annual Executive contact list for the E.S.P.L.

**4:** Produces annual player list with phone numbers.

**5:**  Insert following in spring package: E.S.P.L. current rules Fairness committee guidelines Jacket order form Playoff round information sheet Injury/Incident Report Team player/jersey Number list Submissions for Position of Responsibility

**6:** Assign volunteers to help in the collation of spring package to be handed out at spring banquet