

Yucaipa Calimesa Girls Softball Managers and Coaches Duties

1. Managers and coaches are obligated to maintain and teach the goals of the league: Fun for all, good sportsmanship, fair play, teamwork and the skills necessary to play the game of softball.
2. Managers have complete responsibility for the operation and control of their teams. They are expected to listen to individual problems and/or complaints away from their team members.
3. Managers and coaches are expected to practice fairness and impartiality for all the girls on their team. Batting order and playing position decisions are up to the manager and coaches of the team. These decisions should be based entirely on the individual player's softball skills, experience and her sportsmanship attitudes.
4. Managers must conduct a mandatory parent meeting before the first team practice in order to introduce themselves and their coaches, outline the training program, explain what is expected of the girls and the parents, obtain background check release forms and payments for those interested in helping, ask about any medical conditions he/she needs to be aware of, enlist a team parent, obtain parent help if needed, explain functions and policies and to answer any questions. Managers are responsible for turning in a background check release form and copy of Driver's License for every adult who will be in the dugout or on the field during practices and games. This is an USA Softball and Yucaipa Calimesa Girls Softball requirement.
5. Managers are responsible for attending all MANDATORY manager meetings to collect information and equipment. Attending these meetings is vital to insure information is passed on to all involved in the league.
6. Managers are responsible for securing a team sponsor.
7. Managers are responsible for scheduling practices.
8. Managers are responsible for reporting injuries which required medical attention. An Incident Report form must be filled out by the manager and given to your Division Representative. These forms are handed out at the managers meeting.
9. **Managers are responsible for insuring that there is an adult female present at all team functions.**
10. Managers are responsible for all team equipment issued to them by the league. League equipment must be turned in at the end of the season. If there is any problems or questions concerning equipment contact the Equipment Manager.

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11. Managers are responsible for the overall conduct and safety of their players and spectators. The manager shall institute appropriate disciplinary action if necessary for the proper maintenance of the games, practices and team events. The Division Representative needs to be informed of these actions.
12. Home & Away team managers are responsible for prepping the fields before each game and putting league equipment (bases, pitching mound, chalk, broom, rake, box, etc.) back in the bin after the last game of the day.
13. In the absence of the manager, the coach is to assume his/her duties. This includes being responsible for the conduct of the team.
14. In the event a player drops from the team, the manager must report this to their Division Representative.
15. Managers are responsible for insuring equal playing time for all players.
16. Managers are responsible for turning in completed line up cards prior to the start of every game.
17. Managers and coaches shall abide by the USA Softball Code of Conduct and USA Softball Code of Ethics.