



2010 Guidelines: Managers and Coaches Roles & Responsibilities Ballard Little League

1. Roles and Responsibilities of a Manager/Coach

The Manager/Coach shall:

- A. be responsible for the selection of their teams.
- B. be responsible for the welfare of the team he/she manages.
- C. ensure that his/her team is represented at any division meetings. Failure to comply may be cause for his or her removal.
- D. be responsible for the conduct of his/her players on the field.
- E. be responsible for informing his/her players of the importance of their conduct whenever they are in uniform, and what that uniform represents to them as players and to the league.
- F. clearly review the Ballard Little League Code of Conduct and articulate to both players and their parents the expectations for player conduct on the field and in the dugout, during practices and games, and the consequences for not meeting these expectations. These expectations and consequences can be either in writing or verbal.
- G. ensure that parents and spectators are supportive and positive in any feedback of the program and are willing to volunteer their services to improve it. Remind parents and spectators that unsportsmanlike behavior and grandstand managing are not tolerated by Ballard Little League.
- H. be responsible for handling disciplinary problems in the following manner. The player who has caused or is causing the problem will be contacted. If the player does not respond or correct the problems, the player's parent(s)/guardian will be notified. If there are no satisfactory results the Player Agent shall be contacted.
- I. ensure that a meeting of the team parents is held before the opening of the regular season (April 12) to review expectations for players, role and responsibilities of manager and coaches, parent and spectator behavior, parent volunteer opportunities, etc. Advance notice of the meeting is needed. Meeting can be held on the field after a practice, hosted in the home of one of the players or coaches, or any other convenient location.
- J. ensure that one team parent (mother, father, or guardian) is appointed as the Parent Representative and notify the Board of the identity of this individual.
- K. ensure that at least one person per team is available for umpire training and umpiring of games.
- L. shall be responsible for the care and maintenance of all equipment issued to his team. No replacements will be issued without proof of need. Managers who do not return borrowed equipment will not be allowed to use League equipment in any subsequent year without making a \$100 deposit. The deposit will be used to replace

any equipment lost or damaged by the manager in that subsequent year. Any balance will be returned to the manager.

- M. be responsible for keeping the scorebook up to date. The scorebook must identify innings pitched and played by each player during a regular season game. The number of pitches pitched by each pitcher shall be recorded for each game. The number is not to exceed National Little Rules and/or recommendations regarding the number of pitches pitched per game per pitcher. Scorebooks must be turned in to the President at the end of the regular season for use in calculating games played by each player on the roster of an all-star team at the end of the season.
- N. be responsible for a good relationship between the team and its sponsor (e.g. send game schedules, invite sponsor to games, send thank you notes written by players, etc.).
- O. notify opposing team of forfeit, if forfeit is known in advance of game.
- P. assure that no more than 3 coaches shall be on the field or in the dugout during any game. Specific numbers of coaches varies by Division and are referenced in the "Official Regulations and Playing Rules" of Little League.
- Q. assure that ALL persons on the field or in the dugout during a regular season, play-off, or tournament game MUST complete a Coaching Application form and complete the evaluation/recommendation process as described in these guidelines.
- R. assure that each batter and base runner wear a caged batting helmet as required during *practice*, regular season and tournament play. *Majors players may opt, with signed consent from parents or guardians, to wear non-caged batting helmets.*

2. Role and Responsibilities of President and Other Board Members

- A. Team Managers and Coaches shall be appointed annually by the President with the approval of the Board of Directors.
- B. President shall process all Coaching application forms and conduct Criminal History checks and reference checks prior to making coaching recommendations to the Board of Directors.
- C. While holding office, the Player Agents shall not manage or coach. The player agent shall resolve any issues involving the president as a coach or manager. Vice Presidents may manage or coach in their respective divisions, but shall not participate in the resolution of any disputes or complaints involving the VP's own team. Another Board member will be responsible for that investigation.

3. Recruiting New Managers and Coaches

- A. Recruitment by Vice Presidents - VPs recommend new coaches and managers to the President.
- B. Evaluation by President using Following Selection Criteria
 - i. Response to Questions on Volunteer application form
 - ii. Results of criminal history check
 - a) Conducted by Managers Committee
 - b) Board informed of any applicants with crimes of misconduct against children and crimes of violence. Names of applicants will NOT be disclosed.
 - iii. Membership of Ballard Little League

C. Recommendations of President for appointment submitted to Board for approval.

4. Review of Returning Managers and Coaches

- A. Evaluation of all past season managers and coaches by President and Division V.P.'s using 1) a comparison of past season's performance with Roles and Responsibilities of Manager/Coach per Ballard Little League Constitution and 2) results of parent and umpire evaluations or input .
- B. Recommendations of V.P.'s forwarded to President for reappointment or rejection
 - i. For past season managers and coaches asked to return, invitation letter with volunteer application, which Criminal History Information form and membership renewal, sent by President. A criminal history check will be conducted every year.
 - ii. For past season major and senior managers and coaches not asked to return, notification by President.
- C. Returning managers and coaches presented by President to Board for approval.

5. Role and Responsibilities of Managers Committee

The Board of Directors will appoint a Managers Committee consisting of at least three Division VP's. This Committee recommends reappointment of returning managers and coaches to the President. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.