

# ST. CLAIR SHORES BASEBALL SOFTBALL ASSOCIATION

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## **MANAGERS GUIDELINES & EXPECTATIONS**

- Managers and Coaches must have a Background Check submitted before the first practice.
- Managers and Coaches must have a Certificate of Concussion Training. A copy of the certificate needs to be turned in to your director before the first scheduled game. This is a State Law.
- Managers are given a roster of players and are expected to contact the parents/guardians within 48 hours of draft. Manager may use the help of parent assistants if they choose.
- Managers are responsible for obtaining, verifying and maintaining the roster of players on their team. Managers are required to have a copy of their team's roster, as submitted to by the director at all games. Managers, upon request, shall present any and all members of their team for the purpose of inquiry or identification.
- Managers are responsible for all communications with their team, such as practice schedules, teaching baseball/softball, rules and game schedules.
- Managers must notify their director and respected commissioner of any changes in the management of a team. Manager must submit in writing the new manager's name, address, phone number, and email within five (5) days of the change.
- Managers can appoint two coaches and a scorekeeper and are allowed on the bench during a game.
- Managers are responsible for maintaining good conduct and sportsmanship among all players, coaches, parents and other spectators associated with the team.
- Manager (Coach if Manager is absent) is to meet at home plate with the umpires prior to each game: get their names (write them in your score book) along with the game start time (write it down in your score book). Make sure you understand the rules and time limit. Have your SCSBSA rule book with you. **Verify time limit with umpire.**
- The manager (or coach filling in for absent manager) is the only person on their team to address or question an umpires ruling. Judgment calls are not subject to protest. Questioning of calls shall be handled like responsible individuals, so as not to embarrass the umpire, team, SCSBSA or yourself.
- Managers are responsible for submitting a game report by the next day and or before the next scheduled game to the division director. (Including innings pitched, ejections, injuries, etc.)
- Manager and coaches of the home team are responsible for set up and take down of bases and pitching machines.

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- Manager is responsible for making sure that equipment is not misused or abused. (Example: throwing of helmets) and also is responsible for turning in all equipment issued to the team within two (2) weeks after the close of their season or as notified.
- Manager is responsible for making sure their team is playing all rescheduled games.
- Manager must report to the division director of any players who have quit their team.
- Managers are responsible for ejected coaches, players, parents and any spectators connected with their team who are to leave the field or park upon the request of the umpire.
- Managers are responsible for making sure that all of their players are wearing all issued equipment. (Certified helmets and catchers helmets) Violation shall make the game subject to protest.
- Managers are not to have their teams and/or players engage in any games other than those scheduled by the recreation department unless approved by from the Vice President and appropriate Commissioner. For recreational teams, no scrimmage games may be played outside the association without prior approval from the appropriate Commissioner and Vice President.
- Manager must report to the division director immediately after the game, of the names of any opposing manager, coach, parent or spectator who had been ejected for the game.
- Manager or coaches must not use any profanity around his/her team during practices or games. If profanity is used during a game, manager or coach will be automatically ejected without warning. (This ejection will lead to a one game suspension)
- Managers must report to the appropriate commissioner and the director of all matters concerning conduct and discipline.
- Managers and coaches from both teams must assist the umpire in game and crowd control.
- Managers should enforce the “24 Hour Rule” – Do not discuss game time coaching decisions or any issues with parents for at least 24 hours after game or practice that is in question.
- Managers are expected to attend General Meetings as often as possible. (or other scheduled meetings in its place) Your assistant coach can come in your place, if need be.
- Managers and Assistant Coaches are the leaders of their team and should exemplify leadership by playing by the rules, be on time and dress appropriately (making sure kids have shirt tucked in, hat on straight, shoes tied, etc.). No yelling, obscenities, intimidation, alcohol or drug use, cigar or cigarette smoking allowed at practices and games. Maintain good sportsmanship throughout the season.