

# LSA Manager & Coach Roles & Responsibilities

## ROLES:

**I. Manager:** The Manager is the Leader of the Team and is responsible for managing all aspects of it. Major responsibilities include:

- ***Build*** a Team
- ***Communicate*** with Players, Parents, League Director, Umpire & Field Coordinator
- ***Organize*** all Activities (Practice Schedule, Games, etc.)
- ***Teach*** the Game of Softball to Your Players and Help Them Improve
- ***Administrative Duties:*** Attend LSA & District Meetings, Call-In Scores, etc.
- ***Grunt Work:*** Field Prep, Cancel Games/Calling Parents, Umpiring Games, etc.

**II. Coach:** The Coach is second-in-command, and assumes full responsibility for the Team when the Manager is absent. The Coach often assumes specific responsibilities delegated by the Manager (Pitching Coach, Creating Line-Up, Field Prep).

- ***The most successful Teams will recruit additional personnel to assist in the operation of the team and delegate responsibility to them!***

## RESPONSIBILITIES:

Below is a list of responsibilities for successfully running a team. Please READ THIS INFORMATION. All questions, comments, problems etc. should be directed to your League Director first.

1. ***Contracts:*** Each Manager will receive enough Player's Agreements/Contracts for each child. Two copies, cards #1 and #2, are for the league, and must be signed by the player, parent, and Manager. Pay particular attention to these to be sure they are filled out completely and correctly (and you will save yourself a lot of time and aggravation). These must be turned into your League Director. Kids are not eligible to play until these are turned in.
2. ***Liability Waiver:*** Each Manager will receive an official liability waiver to be signed by all team players and parents, and turned in with the contracts.
3. ***Rosters:*** Each Manager will receive an official roster to be filled out and turned in with the contracts.
4. ***Birth Certificates:*** All players are required to furnish a copy of their birth certificate to their Manager. Copies only, as they will not be returned. Managers keep these and a copy of their official roster in the event of a protest on eligibility from an opposing Manager.
5. ***Equipment:*** Equipment will be given out at the Equipment Shed (Infinite Self Storage 10686 Loveland Madeira Rd.). Each league has a time for pickup. Sometimes the equipment or uniforms are not in on time, so please be patient. If you require additional balls or your equipment gets lost or broken, contact your League Director.
6. ***Uniforms: Uniforms will be provided.*** Each player will be issued a shirt, shorts, and socks. **The shorts must be turned in at the end of the season.**
7. ***Batting Helmets:*** All players must wear batting helmets when batting and running bases in all practices and games. **NO EXCEPTIONS.** The Manager or Coach running the practice is responsible for monitoring all safety aspects. Set up rules with the players at the first practice.

8. **Catcher's Equipment:** Complete catcher's equipment will be issued. Mask and chest protector must always be worn in all practices and games.
9. **Field Preparation Responsibilities of the Home Team Manager:** It is not the umpire's responsibility to set up the field. The home team Manager must arrive early enough to set up the field. District rules provide for the opposing team to protest games played on fields not properly set up, which could lead to forfeiture of the game for your team. Even though the City of Loveland is responsible for maintaining the fields, the home team Manager must:
  - A. Line the Field if not done (Liners at McCoy, Lever, Phillips, Symmes Park, LHS and Loveland Middle School (LMS).
  - B. Supply bases, home plate, and pitcher's rubber.
  - C. Measure (not step off) field dimensions for bases and pitcher's rubber from home plate (Carry a 100 ft. measuring tape in your equipment bag).
  - D. Must pickup umpire's equipment before the game and drop off after game (Umpire equipment in Lock Box's at McCoy, Phillips, Lever, and Symmes Park).
  - E. If field has just a few wet spots, bring a rake and attempt to make the field playable.
  - Manager may apply Turface to Loveland fields only – not Riverview Park or Paxton Ramsey Park. A limit of 4 bags per game will be enforced by LSA. Managers utilizing more than the limit will be invoiced for the overages.
  - F. Managers need to check fields the night before the game to check field conditions and plan the appropriate field maintenance.
  - G. Hand drags are permitted.
  - H. No vehicles are permitted on fields.
  - I. MANAGERS WILL BE HELD ACCOUNTABLE FOR DAMAGES TO FIELDS.**
  - J. As much as possible, help each other get these games played on time on the day they are scheduled.
  - K. Field Permits are required to play on Miami Township fields (Paxton Ramsey and Riverview). Please contact the Field Coordinator to obtain a copy of the permit if you scheduled to practice or play on these fields.
10. **Cancellation/Rescheduling Responsibilities of the Home Team Manager:** If field is not playable 2 hrs. before the scheduled start time, the home team Manager must:
  - A. Call the visiting team Manager (or coach) to cancel game. Ask about possible make-up dates.
  - B. Call the Umpire Coordinator to cancel umpires.
  - C. Call your Field Coordinator for field availability for the make up game. (Rescheduled games have priority over any team practices and the Field Coordinator will notify Managers so affected.)
  - D. Call the visiting team Manager (or coach) to reschedule game (make-up game must be played within 2 weeks of original game date). Be sure the make-up date, time, and place clearly communicated. Do not rely on anyone in Manager's family to pass information on. **AWAY GAMES: Do not wait** for the opposing Manager to reschedule games. If you encounter difficulty scheduling an away game within the 2 week window, notify your League Director.
  - E. DO NOT ALLOW RESCHEDULED GAMES TO STACK UP AT THE END OF THE SEASON!!!**
  - F. Call the Umpire Coordinator to reschedule umpires.

11. **SOGFSA Managers meeting:** Meeting in April shall be attended by the Manager or his representative. **SOMEONE MUST BE PRESENT, AS THIS IS A MANDATORY MEETING.** Game schedules will also be given out at this meeting.
12. **Picture Day:** Always on a Saturday in May. Some teams may have games that day before the pictures (dirty uniforms), but this problem is unavoidable.
13. **Winning Team:** Winning Manager always calls score into area score keeper. Please be timely.
14. **Game Ball:** Home team shall furnish new game ball. Visiting team provides a suitable second. You will get an ample supply of new game balls before the season starts.
15. **Rules:** All Managers will be given USSSSA & SOGFSA Rules. Please read carefully, especially the **special rules**. Do yourself a favor and "Know the Rules".
16. **Conducting Practice:** Keep the kids busy. If you have one kid batting and the rest standing around, you are wasting valuable practice time. Maximize "active time" for all players at practices by breaking into 3 groups of 4 or 5 at one time. Assign coaches to each group.
17. **Coaching:** Coach complex softball skills in steps and break down into components. Practice in slow motion. Explain why a specific component helps in overall performance. Avoid lengthy verbal description and instead present a visual demonstration or image of the skill or body movement.
17. **Fans:** The Manager is responsible for the conduct of the fans. It would be wise to talk to the parents before the season starts.