

# 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 Through The Draft
- **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 Meetings, Call-In Scores, etc.
- **Grunt Work:** Field Prep, Cancel Games/Calling Parents, 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.

**Contracts, Forms & Liability Waivers:** Each Manager will receive the appropriate required documents to be completed for each child and must be signed as required 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).

**Rosters:** Each Manager will complete an official roster after the draft is completed.

**Equipment:** Equipment will be given out at the Equipment Shed (). 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 the Equipment Manager.

**Uniforms:** *Uniforms will be provided for all Leagues.*

**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. Some players, especially in younger age groups, have a tendency to swing bats unaware of others around them, or throw balls to someone when they're not looking. Set up rules with the players at the first practice. Batting helmets with face guards will be available upon request. Please let the equipment manager know as soon as possible.

**Catcher's Equipment:** Complete catcher's equipment will be issued. Mask and chest protector must always be worn in all practices and games.

**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. 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 are in lock box at each park).

- B. 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).
- C. Must pickup umpire's equipment before the game and drop off after game (Umpire equipment in Lock Box at each park).
- D. Managers need to check fields the night before the game to check field conditions and plan the appropriate field maintenance.
- E. Manager may apply drying material to Loveland fields only – not Riverview Park or Paxton Ramsey Park. If field has just a few wet spots, bring a rake and attempt to make the field playable.
- F. Rakes are the only tools allowed on Loveland Fields . DO NOT use shovels, squeegees, etc. You can't work the Miami Township Fields (Riverview Park and Paxton Ramsey).
- G. No vehicles are permitted on fields.
- H. MANAGERS WILL BE HELD ACCOUNTABLE FOR DAMAGES TO FIELDS.
- I. As much as possible, help each other get these games played on time on the day they are scheduled.

**9. 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. **Ron Bronner 683-3890**
- C. Call your Field Coordinator for field availability for the makeup 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. Be sure the make-up date, time, and place are clearly communicated. Do not rely on anyone in Manager's family to pass information on. Do not wait for the opposing Manager to reschedule games. If you encounter difficulty scheduling an away game 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.

**10. LSA Coaches Meeting & Coaches Clinic:** The Coaches meeting will be in February and shall be attended by both the Manager and Coach if possible. **SOMEONE MUST BE PRESENT, AS THIS IS A MANDATORY MEETING.** The Coaches clinic will be held in March or April and shall also be attended by either the Manager or Coach.

**11. Picture Day: *Sunday May 15<sup>th</sup> in Loveland Middle School Gym***

**12. Winning Team:** Winning Manager always emails score into the League Director. Please be timely.

**13. 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.

**14. Rules:** All Managers will be given USSSA and North Cincy Softball League. Please read carefully. Do yourself a favor and "Know the Rules".

**15. 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.

**16. 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.

Note: Visit our website at [www.lovelandsftballassociation.com](http://www.lovelandsftballassociation.com) for key dates, operational issues, coaches corner, etc.