

MANAGERS & COACHES DUTIES

A. League

1. Attend all meetings or designate a coach to go in your absence.
2. Attend all work days, or designate at least one person from your team to be there.
3. Junior Coaches - Rate players on forms provided by league and turn them in to league president by designated date. (All players are available for draft, unless managers child or under age.)
4. Turn in scorebooks by designated date.
5. Take care of issued equipment. If something needs a minor repair, fix it.
6. Try to recover balls that go over embankment, etc..
7. Manager and coaches are responsible to provide an adult to work in the concession stand at any of their games played on the Reisch field, failure to do so could result in a forfeit of game and/or suspension from coaching.
8. Contact designated insurance claim handler when someone on your team is injured. Also take notes about the injury because it is important for the claim. Claims must be made within three days of occurrence.
9. Senior teams can have a manager & two official coaches prior to draft, but if one of the prior years coaches and /or manager leaves the team and his child is still on that team, then those positions can not be filled prior to the draft. You may get another coach through the draft.

B. Field & Fieldhouse Duties

1. Get field in shape before practice or game.
2. If you cancel a game for any reason the home team manager is responsible for calling the umpire and the snack bar worker to tell them not to show up.
3. The home team passes the hat and turns the money in at the snack bar.
4. The visiting team will "police up" the field and bleachers after the game, put trash in garbage cans.
5. The teams playing on Reisch field may designate someone to announce their game, however the manager must make sure the equipment is turned off and building is clean & secured.
6. You are responsible for the general conduct of the adults & children attending the practice or game on your designated field. In short you are in charge and have not only the right, but the responsibility to maintain order on league property.
7. Help keep fieldhouse & fields clean and in good condition. Don't be afraid to pick up trash and clean the building including bathroom. We do not have a designated grounds keeper so you see something needs to be done, do it.
8. It is the responsibility of each team playing a game on the Reisch Field to provide one parent to work in the concession stand. It works best to have a list of workers before the season starts. It is the money made in the kitchen that allows us to keep sign up cost down. Appoint a team mom to help schedule. Failure to provide the helper could result in a forfeit of game and/or suspension from coaching.

C. Team Duties

1. Contact players within days of knowing who is on your team after draft. Call them as soon as possible because the word gets out fast in school that the teams were picked.
2. Start practice as soon as possible, weather permitting.
3. Contact members of your team in a timely manner, for anything concerning team, such as: signups, draft notification, practice times, practice & game cancellations & re-schedules.
4. Schedule parents - coaches meeting as early in the practice schedule as possible, during practice time.
5. Collect and return raffle ticket money & stubs by May 1st.
6. Show sportsmanship and clean language, remember you have a large influence on the children you are coaching.
7. Team photos will be taken during the second week of the season, so it is very important to have your players and coaches show up by the designated time. If the players or coach is not there they may not be in the photo.
8. Do not abuse the umpires, most of them are volunteers and deserve the respect of players, coaches & parents.
9. Pass out uniforms, keep track of what uniform each player receives.
10. Turn scorebooks into league president. Scorebooks will be made available for each coach in the upper leagues to see how individual players performed during the season and how they improved.

All rules and regulations are at the interpretation of the HLBA Board of directors and can be changed at any time.