

MANAGER'S INFORMATION

The role of the manager

- a. Know the rules, know the rules, know the rules. (Along with the coaches)
 1. Mercy Rule
 2. Pitching sets
 3. Substitutions
 4. Game time limit
 5. Other nuances of the rules regarding the division you're managing in.
- b. Become familiar with the bylaws and operating rules and policies of the league - These can be found on the home page of the website at the "Information" tab under "Documents."
- c. Discuss with coaching staff what your role will be - Communicator? Coach? Female in dugout? Etc.

Tips for completing line up sheet and how to submit player changes

- a. If you know who'll be at the game, consider filling this in before you get to the field. Turn sheet into both scorekeepers and ump.
- b. Use position number when filling in "Field Position." Pitcher=1, Catcher=2, First base=3, Second base=4, Third Base=5, Shortstop=6, Left Field=7, Center Field=8, Right Field=9, Rover=10.
- c. When a child is subbing in for another player, enter the subbing player's info on the line under the player she is subbing in for.
- d. Pitcher changes are especially important to turn in to umpire and other team's scorekeeper.

When and how to complete an Incident Report

- a. Incident Reports are found on the homepage of the website at the "Information" tab under "Documents." Some copies can also be found in the snack bar.
- b. A report should be submitted for circumstances you wish to bring to the board's attention that are non-injury related: i.e. wasps nests, unsafe field conditions, poor sportsmanship

Procedure for completing and submitting an Injury Report

- a. Injury Reports are found on the homepage of the website at the "Information" tab under "Documents." Copies can also be found in the snack bar.
- b. Should be completed when an injury occurs at practice/game.

Submit to: Secretary@rocklingirlssoftball.org

Overall Management Tips

- a. Game Preparation: Lineup sheets, score books, sunscreen, hair ties, bandaids, medical release forms, injury reports, dugout organization - i.e. clipboard with lineup, etc.
- b. Review and keep a copy of the Code of Conduct Forms - This was filled out at the time of registration by all families. A copy can be found on the homepage of the website at the "Information" tab under "Documents." This form embodies the league's philosophy.
- c. Along with the coaches, be an example of good sportsmanship.
- d. Be point of contact for photo button fundraiser.
- e. Ensure female in dugout at all games and at each practice.
- f. Ensure coaching staff is background checked (league pays for three) & wears badges.
- g. **Encourage parent participation!**
"Assign" a parent(s) to be scorekeeper, snack coordinator (if applicable), banner-maker/hanger-upper, end of season party planner, etc.
- h. While collecting \$ for banners, socks, etc. if your team has volunteers that need background checks beyond the three that the league pays for, consider dividing that cost up amongst parents. You can never have too much help!

Crucial Note

Ensure Stats are being entered in Teamsideline from the scorekeeping book. This is important because we use this information for the all star draft and for ranking pitchers and catchers for the next spring season.

For help, contact your division rep.

<http://www.rocklingirlssoftball.org/sites/rocklinsoftball/content/456/Board-of-Directors>