

KINGWOOD/FOREST COVE BASEBALL ASSOCIATION MANAGERS RULES AND RESPONSIBILITIES

Although a Manager's primary responsibilities center on planning practices and games, and coaching his players, there are certain ancillary functions that must be performed in order for the league to function smoothly. Therefore, the following will be the responsibility of each Manager:

1. Managers shall read, be familiar with and adhere to all KWFCBA Local League Rules and the Pony Baseball and KWFCBA Division rules for their Division.
2. Managers will be expected to help with major field maintenance and are responsible for pre-game field preparation and post-game field maintenance. Each team may be assigned a time to trim and clean up around the fences and spectator areas.
3. Managers shall remain at the field/practice site until all players and any siblings have been picked up by a responsible adult and until facilities closing is complete.
4. Each Manager shall hold at least one parents' meeting (with advance notice thereof to the Division Coordinator) as soon as possible after the draft.
5. At the parents' meeting, Managers should explain the season format and discuss the duties of the parents, Team Parent, and Scorekeepers as they relate to the functioning of the team. Managers are expected to enlist parent volunteers as needed to serve as scorekeepers, to assist with field maintenance, to work in concession stands, and to assist in coaching. Managers shall report to their Division Coordinator the names of at least two parents who will assist with field maintenance during the season.
6. Managers should distribute to parents copies of KWFCBA Local League Rules, Division Rules, Team Rosters, and practice and game schedules.
7. At the parents' meeting and as necessary during the season, managers will review with parents their responsibilities in regard to good sportsmanship as spectators.
8. Managers shall make parents aware of their responsibilities regarding trash pickup around the spectator areas after each game. The team is responsible for cleaning up the dugout area and spectator areas after the game.
9. Equipment and uniforms will be distributed by the Equipment Coordinator and/or Uniform Coordinator. Managers are required to maintain the team equipment in good order, and to turn in equipment promptly at the end of the season.
10. Managers shall verify that medical treatment authorizations (part of Waiver Form) are complete for each player and are immediately available at all games and practices.
11. If a player quits, the Manager will notify the league player agent and Division Coordinator within 24 hours.
12. Umpires will be treated with courtesy regardless of one's opinion as to how a game was called. Umpires are in complete control of games. Managers should not argue with or openly criticize umpires, spectators and other managers or coaches.
13. Any Manager, Coach, player or spectator who is ejected from a game or who violates KWFCBA Bylaws or Local League Rules is subject to disciplinary action. (See By-Laws)
14. Managers are expected to obtain a Team Sponsor ASAP. Uniforms cannot be printed until KWFC Baseball knows the identity of the Team Sponsor.
15. Managers are required to attend league-sponsored coaching clinics.
16. Managers are required to fill out game information in proper book within 24 hours of completion of a game. Failure to do so will result in a loss for his team.
17. Managers shall ensure that 2 adults are present at every function. This includes practices. The adult does not have to be a coach, and does not have to be present on the field. This adult can include a parent sitting on the bench or in their car.