

Manager / Coach Responsibility List

Following are some of the responsibilities expected if awarded Manager or are asked to help Coach a team. Additions to this list should be directed to the League Secretary.

1. Mandatory TEAM representation for any Divisional and Monthly WMBL General Meetings.
2. Managers to submit all their coach's names to League secretary. Must have completed Volunteer Application for current year.
3. Coordinate practices. Uniform distribution. Coaches hat/shirt ordering.
4. (pickup / turn in) League practice equipment--Responsible for proper use and treatment.
5. Prepare field for play (line field, set up bases, put out equipment, etc.) Obtain key for field shed and returning key at the end of the year.
6. Assure that equipment is put away after each game (game bags, bases, etc.)
7. Report all missing or damaged equipment ASAP.
8. Keeping players' and coaches' conduct under control. Set a good example. *Communicate, communicate, communicate with your people.*
9. Police field and dugouts for trash after each game. Get your kids to help pick up trash in the dugout and in the stands (maybe it will give the crowd a hint to use the garbage cans).
10. Help prepare complex for Opening Day in any way possible (field help, painting, trash pickup, etc.).
11. Concession Stand schedule coordination for your team.
12. Report all injuries immediately to your Division Director so it can be logged in the Incident File.
13. Any disciplinary issues should be brought to the Board immediately.
14. Check your mailbox in office above concession stand each time you are at complex.
15. Distribution of League correspondence and information as necessary (flyers, newsletters, etc.).
16. Advise the parents of league information – do not expect your players to relay this info to their parents, as it often is misinterpreted or not even relayed.
17. Advise parents and kids that the lost and found is in the Concession Stand.
18. Picture distribution at end of season. Advise your Division Director if you cannot get in touch with family to get them their pictures (they are already paid for and we are liable for this merchandise).
19. Trophy distribution at end of season (if applicable). Kids look forward to this!
20. Keep Secretary advised of all roster changes (quits, phone number changes, etc.) to keep League database current.
21. Emphasize to your players the need to advise you ASAP if they cannot make the game. This allows you the option of calling a player up from a lower division using call-up procedure.
22. Minor division (9-10yr olds) and all divisions below should rotate player positions to allow learning and experiencing all facets of the game.
23. Home team must turn in game reports to office (Major, Minor & Sr. Instructional).
24. Division Directors to keep standing board up-to-date (wins/losses and homeruns). (Major, Minor & Sr. Instructional). To assure meeting credits, submit sign-in sheets to league Secretary from all division meetings.
25. Managers & coaches must coordinate with umpire director to provide umpires for all games as needed. (Base umpires for Major & Minor) (plate and/or base umpires for Sr. Instructional)
26. Take note of players' abilities for ratings.(mid-season and end of season ratings for all players)
27. ***Communicate, communicate, communicate with your people (team, director and board).***