

# Manager Responsibilities

Updated: September 2017

## Policy

The team manager, as a representative of Temecula Youth Baseball, shall, by his or her actions and behavior, set an example for the players in his or her charge. Temecula Youth Baseball establishes these guidelines for its managers and coaches.

The responsibilities set forth in this policy shall apply to all managers and coaches in all divisions of Temecula Youth Baseball.

## Procedures

1. Managers for every division shall abide by the latest issue of the official rules of PONY Baseball Inc. No part of this policy shall be interpreted as superseding those rules and regulations.
2. Managers shall have a thorough understanding of the rules of PONY Baseball as set forth in the PONY rule book, any local rules as established by Temecula Youth Baseball, and the rules of the game of baseball.
3. Managers shall maintain discipline among his or her players, coaches and spectators, and are responsible for their actions.
4. Managers shall encourage good sportsmanship at all times.
5. Managers shall protect the safety of his players by: making sure that players use the appropriate protective gear as prescribed in the latest issue of the official PONY rule book; making sure that all equipment is properly stored and used during games and practices; and discouraging unsafe actions or behavior.
6. Managers shall be responsible for the care of equipment and uniforms issued to his or her team by the League. Broken or defective gear should be reported to the Equipment Director and returned promptly for repair or exchange. All league equipment and uniforms shall be returned no later than ten (10) days following the team's final game of the season. The Equipment Director will follow up with an email designating the time and location of the equipment drop-off (Typically Behind the South Field)
7. Managers shall attend all pre-season clinics and business meetings called by the League or the Division Commissioner unless prior arrangements have been made.
8. Managers shall make sure that all players are picked up from games and practices unless other arrangements have been made. **Under no circumstance** shall a manager leave the game or practice while a player is alone waiting for a ride. It shall be the Manager's responsibility for correcting any habitual tardiness.
9. In accordance with the Temecula Youth Baseball Constitution and By-Laws, every Manager is considered a Member-at-Large of the TYB Board of Directors. In this capacity, The Manager shall promote and participate in League functions, activities and duties such as fundraisers, field maintenance and special projects. In addition, managers shall:



# Manager Responsibilities

Updated: September 2017

- a. Ensure that all trash has been picked up from the dugouts, playing fields and spectators area before leaving a game or practice.
- b. Put out or take in bases, stripe or drag fields or perform other activities as necessary to render the fields in playable condition
- c. Arrange for overage of League snack bar duties or assign such responsibility to a coach, team parent, or another team individual. Snack bar duties must be performed by someone over the age of 16. There are no children allowed in the snack bar at any time.
- d. Perform umpiring duties, if such is required by the League, or assign such duties to a coach who has been adequately trained (delegation of this duty does not relieve the manager of the responsibility of making sure that the duties are performed).
- e. Repair or report to the Fields Director any field damage.
- f. Support the League, its officers and policies, and shall behave in a manner suitable for a member of the Board of Director.

## 10. Managers and coaches shall adhere to the following code of conduct:

- a. Shall not use profanity at any time during a game or practice or within the presence of any player of any team in the League
- b. Shall not abuse equipment or facilities in an obvious display of anger
- c. Shall not physically or verbally abuse any player, official, spectator, parent or League officer
- d. Shall not threaten or engage in fighting with any player, coach, manager, spectator, official, parent, League officer or other individual under any circumstances
- e. Shall not use smoke, use chewing tobacco (includes Vaping) on the field during any game or practice.
- f. Shall not be under the influence of intoxicants
- g. Shall not conduct themselves in any manner detrimental to Temecula Youth Baseball or PONY Baseball, Inc.

## 11. The following sanctions and penalties may be applied to any manager or coach found to be in violation of the responsibilities listed herein:

- a. Verbal warning from the Division Commissioner or member of the Board of Directors
- b. Written warning from the Division Commissioner or member of the Board of Directors
- c. Ejection by the umpire
- d. Suspension for one or more games, which may include practice(s)
- e. Payment to the League for lost or abused equipment
- f. Recommendation against post-season play
- g. Recommendation against future managing or coaching selection
- h. Expulsion from the League
- i. Arrest and charges
- j. Litigation in civil or small claims court.

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Name (Signed)

\_\_\_\_\_  
Date

