



Cascade Little League Procedures

Title: Manager and Coaches Responsibility

Effective Date: January 1, 2009

Purpose

To provide league managers and coaches the expectations and responsibilities for Cascade Little League and create a safe and caring environment for players to learn, practice and play little league.

Definitions

Coach – A coach is appointed to perform such duties as the manager may designate

Manager – Manager is a person appointed by the president to be responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team.

Responsibility

1. Attendance at all mandatory manager meetings. Failure to attend or send a proxy without justification may result in removal from team.
2. Umpire two games per season.
3. Attendance to a coaching clinic. Failure to attend may result in removal from team.
4. Regularly check the contents in assigned manager's mailbox.
5. Review the basic Baseball & Softball Instruction manual for basic fundamentals on skills and teaching techniques of baseball and softball
6. Review the 2009 baseball or softball Official Regulations and Playing Rules book.
7. Provide parents the Cascade Little League Expectation Memo during the first practice.
8. Managers and coaches shall abide by the Cascade Little League try out and draft procedures.
9. Assure that player's legal names are documented accurately in the scorebooks, nicknames or abbreviated names reduce the eligible requirement for All-Stars.
10. Assure that an injury report is completed in a timely manner, after all minor or significant injuries to players. This form is found in the managers/coaches notebook and must be submitted to the Safety Officer for further processing.
11. It is the Responsibility of the managers/coaches to check all fields prior to allowing players on the field before each game.
12. For minor league teams (Tball and AA) it is recommended to have more practices as these ages are the up and coming champions in the Cascade Little League and additional practices between games will assure more skills and techniques being taught.
13. Assure that all player information, including medical release form, is with the manager/coach at all times during practices and games.
14. Check equipment in on the assigned check-in date at the end of the season.
15. Assure that each family on assigned team, which did not opt out, assist for two shifts in Lindy's concession.
16. To be on time for all practices and games.
17. To teach the basic fundamentals of the game to the best of each coaches ability.
18. Be as fair as possible in giving equal playing time to all players.
19. Be positive and respect each player as an individual.

20. To teach the players the value of winning and losing.
21. To set reasonable expectations for each child and for the season.
22. To always be positive with their team, the opposing team and the umpires.
23. Any confrontations will be handled in a respectful, quiet and individual manner.
24. Exhibiting good sportsmanship and decorum at all times. This includes not smoking, using smokeless tobacco or being under the influence of alcohol or illegal drugs during games, practices or other official Little League duties that bring them in contact with players.
25. Enforcing the proper conduct of all team staff and players during games, practices or other team events.
26. Arranging for umpires if they are the home team and umpires have not been assigned for that game.
27. Organizing pre game field preparation when they are home team. Field preparation includes: lining batters box, pitching circle (softball), infield foul lines only-not outfield; securing bases.
28. Organizing post game field clean up when they are visiting team. Field clean up includes: raking dirt areas (rake away from grass edges), storing bases in the designated area when it's the last game of the day.
29. Seeing that there is a coach present to supervise their team on the field from the point of pre-game warm-ups until the conclusion of the game.
30. Organizing both field prep and clean up when hosting an inter-league game.
31. Both teams are responsible for leaving the playing field and dugouts clean and ready for the next game. Remember to clean all trash out of dugouts at end of game.
32. Home team supplies official scorekeeper.
33. Reports player substitutions to umpire and scorekeeper.
34. Prohibits food in the dugout. Beverages are acceptable
35. Turning in any required reports following each game.
36. Seeing that all players are in the care of a parent or guardian before leaving the game or practice site.
37. besides requiring good general safety practices and appropriate warm-up techniques to prevent injury of players, managers are responsible to see that the following safety requirements are followed by their team:
 - a. No jewelry may be worn during practices or games. (watches, rings, piercing rings, bracelets, etc...)
 - b. Medical Alert bracelets may be worn but must be completely taped down to protect the player with the exception of the bracelet face.
38. An ice pack, first aid kit (including League approved protective medical type gloves), and medical release forms for all players must be with the team at all games and practices.

Injury Procedures

1. Provide appropriate first aid.
2. Call for emergency units when deemed necessary.
3. Approved protective medical type gloves shall be used to deal with bleeding wounds and disposed of in a sealed plastic bag.
4. If player is able to return to the game have them change out of their bloodstained clothing and have it placed in a sealed plastic bag. (A player will be allowed to play out of uniform in such a case.)
5. Bloodstained ground areas should be rinsed with a solution of two and one half parts bleach to ten parts water. If necessary, the soil should be removed and disposed of in a sealed container.
6. Bloodstained equipment must be removed and decontaminated before being put back in play.
7. The manager must turn in an injury report to the League Safety Officer's box for all injuries, regardless of severity.
8. The manager shall report injury of any player, regardless of severity, to their parent.

9. The manager shall be responsible to see that an insurance claim is filled out by the parent/guardian of any player requiring medical treatment. The manager will see that the claim is turned in to the League Safety Officer's box.

Transportation

1. Transportation of a team member by the team manager or coach is not recommended.
2. Little League insurance does not cover transportation of players by a team manager or coach.

At any time necessary, a manager or coach may contact the CLL Coaching Coordinator with questions.