

## Lake Oswego Girls Softball Little League

### Manager Responsibilities:

**The Manager** is responsible for the team's actions on the field, and to represent the team in communications with the umpire and the opposing team.

- The Manager shall always be responsible for the team's conduct, observance of the official rules and deference to the umpires.
- The Manager is also responsible for the safety of his/her players. He/She is also ultimately responsible for the actions of designated coaches.
- If a Manager leaves the field, that Manager shall designate a Coach as a substitute and such Substitute Manager shall have the duties, rights and responsibilities of the Manager.

### Managers Must:

- Take possession of League Safety Manual and the First-Aid Kit supplied by LOGSLL and bring each to all practice or games.
- Make sure that telephone access is available at all activities including practices. It is required that a cellular phone always be on hand for emergencies.
- Attend a mandatory training session on Safety, concussion/head injuries, injury prevention and First-aid given by LOGSLL. At least one team representative is required to attend each year (either coach or manager).
- Attend the fundamentals training (at least one coach or manager) from each team must attend annually (training qualifies the volunteer for three years but one team representative must attend annually).
- Teach players the fundamentals of the game while advocating safety, including but not limited to:
  - Catching fly balls
  - Sliding correctly
  - Proper fielding of ground balls
  - Simple pitching motion for balance, mechanics and technique
  - Batting positioning, loading, swinging, ball contact and safety
- Not expect more from their players than what the players are capable of.
- Notify parents that if a child is injured or sustains a suspected concussion, she cannot return to practice unless they have a note from their doctor.
- Encourage players and volunteers to bring water bottles to practices and games. Also, strongly encourage parents that they bring sunscreen for themselves and their child.
- Ensure all their coaches and volunteers have submitted completed current year volunteer application forms accompanied by social security number and government issued picture identification to the Safety Officer for background checks and not permit anyone to assist with practice or games or have substantial contact with LOGSLL children who have not complied with this requirement.

### Prior to the Game Managers will:

- Work with the umpire to walk the field prior to the game for hazards. Look for rocks, glass, holds etc. and correct if feasible. It is the coach/managers responsibility to assure the players safety during the game. If there is a facility issue, report to the Facility Operations.

- Work with the umpire to inspect the players equipment before use. If a player has bad equipment: it is recommended it be made unusable to stop the player from “saving” it from waste.
- Ensure the players warm up prior to the game, are ready to play, are not injured or sick.
- Make sure there is a phone and a first-aid kit immediately available.

**During the Game Managers will:**

- Make sure that players carry all gloves and other equipment off the field and to the dugout when their team is up at bat. No equipment shall be left lying on the field, either in fair or foul territory.
- Keep players **alert**, and maintain **discipline** at all times.
- Be **organized**. Keep players and substitutes sitting on the team’s bench or in the dugout unless participating in the game or preparing to enter the game.
- Make sure catchers are wearing the **proper equipment**.
- Encourage everyone to think **Safety First**.
- Observe the **“no on-deck”** rule for batters and keep players behind the screens at all times. No player should handle a bat in the dugouts at any time.
- Keep players off the fences. No one should be climbing the fences, this is a preventable injury.
- Get players to **drink** often so they do not dehydrate. Get players to apply a generous amount of sunscreen.
- **Never allow children to play if they are ill, sustained a suspected concussion or head injury, or are injured.**
- Do not allow players to use poor fitting or defective equipment, it is highly recommended that the player’s equipment is made unusable to prevent a player from “saving” their equipment from discard. If it is league owned, arrange to have it replaced by the equipment manager.
- Always attend to children that become injured in a game. You must **notify parents if their child has been injured** no matter how small or insignificant the injury is. **There are no exceptions to this rule.** This protects you, Little League Baseball, Incorporated and LOGSLL. If there was an injury, make sure all accident report forms are filled out and promptly provide the forms and information to the LOGSLL Safety Officer.
- Supervise ejected, ill or injured players until released to the parent, guardian, or person the parent or guardian designates.
- Discuss any safety problems that occurred before, during or after the game with the LOGSLL Safety Officer.
- Ensure players utilize baseball/softball equipment appropriate for age, division, ability and as allowed under Little League Baseball and Lake Oswego Girls Softball Little League local rules. (This is intended to encompass all Little League rules on composite bat restrictions and managers are to keep themselves updated on website updates during the season for such).