

# LONG BEACH PONY BASEBALL

Member of PONY Baseball, Inc.

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## ***Operating Policy / Procedure – Manager Responsibilities***

### **POLICY / PURPOSE STATEMENT**

The Board of Directors of Long Beach Pony Baseball (LBPB) has adopted the following policy and procedures regarding the responsibilities of Managers assigned to teams participating in LBPB league games, events and activities.

The LBPB Board of Directors is committed to ensure the best possible baseball experience for the members of our league. League Policies and Procedures have been established and agreed upon by a majority decision (vote), by the Board of Directors in accordance with the following:

- (1) The best interest of the majority of the league
- (2) The best interest of an individual (when it does not conflict with #1)
- (3) The progressive direction and vision for the future of the league (when it does not conflict with #1 and #2).

The team manager, as a representative of LBPB, shall, by his or her actions and conduct, set an example for the players under his or her care. LBPB has adopted the following guidelines, which shall apply to all managers and coaches in all divisions of LBPB, which will be collectively referred to as “Managers” in this policy.

### **I. Manager Responsibilities**

- A. 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.
- B. Managers shall have a thorough understanding of the rules of PONY Baseball as set forth in the PONY rulebook, any local rules as established by LBPB, and the rules of the game of baseball as published by The Sporting News.
- C. Managers must notify the players assigned to their team within three (3) days of the draft and must promptly establish and maintain a practice schedule.
- D. Managers shall maintain discipline among their players, coaches and spectators, and are responsible for their actions.
- E. During the manager’s and umpire’s meeting at home plate, managers/coaches will provide line-up cards as follows:
  - a. One copy will be given to each manager—this will be the “official line-up”.
  - b. One copy will be given to the official scorekeeper.
  - c. One copy will go to the announcer—15 minutes prior to game time.
- F. Managers shall encourage good sportsmanship at all times.
- G. Managers shall, during official league games, wear proper baseball attire; “Uniform” is defined as baseball pants and regular team jersey.
- H. Managers shall protect the safety of their players by: making sure that players use the appropriate protective gear 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.

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- I. Managers shall be responsible for the care of equipment and other assets issued to their teams 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 assets shall be returned no later than ten (10) days following the team's final game of the season.
- J. Managers shall attend all business meetings called by the League President to send a team representative or obtain the necessary information prior to or immediately following such meeting.
- K. Managers shall make sure that all players are picked up from games and practices unless other arrangements have been made. UNDER NO CIRCUMSTANCES, shall a manager leave the game or practice while a player is alone waiting for a ride. It shall be the Manager's responsibility to correct any habitual tardiness on the part of their team's players and/or parents.
- L. Managers shall promote and participate in League functions, activities and duties including, "Opening Day" functions.
- M. It is the responsibility of the home team manager to ensure that the official scorebook is completed and turned in at the conclusion of each game. Failure to do so may result in the Division Director having to determine the necessary records. This could affect a team's win/loss and/or pitching stats.
- N. It is the responsibility of the home team manager to ensure that all equipment is placed in the designated locked container at the end of the game.
- O. Managers are responsible for making sure that all trash has been picked up from the dugouts, playing fields and spectator areas before leaving a game or practice.
- P. Managers are responsible for repairing or reporting any field damage to the Field Director.
- Q. Managers are responsible for collecting all league-required items from his players. This includes forms, registration and sponsorship money, jerseys, etc.
- R. Managers are required to comply with California State regulations regarding annual concussion protocol certification.