

Manager Responsibilities

Once selected, managers have the following responsibilities

1. Equipment
 - a. Attend equipment pick up day
 - b. Maintain equipment throughout the season
 - c. Bring equipment cleaned and keys to equipment inventory day at the end of the season. **Let us know if equipment is not satisfactory!**
2. Fund-raising- Collect fund raiser tickets and money at the 1st practice and assure that it gets to the fundraiser coordinator (Jeff Bobroski). This needs to be done at the first practice. **Any Parent NOT handing their ticket money in on the 1st day of practice will NOT receive their child's uniform. If ticket money is not turned in by the 1st game the child Will Not participate in Games!!**
3. Games
 - a. Attend Umpire Clinic
 - b. Assume home team responsibilities (Line field, put bases in, put up American Flag, open concession stand, turn lights on, drag field after the game, repair pitching mound, rake infield around bases, put bases away, take down American Flag, turn out lights, close and lock up the concession stand.
4. Field Maintenance
 - a. Attend field work days. Contact parents on your team to assist with these field work days. **The more we have the faster we get done!**
 - b. Complete field maintenance duty per field maintenance schedule. This includes rake and drag the infields, repair pitching mounds, empty garbage cans into dumpster, pick-up loose garbage, clean-up of dugouts. At the complex pick up loose garbage, empty garbage cans into the dumpster, clean-up of dug outs, raking the infields, and repair pitching mounds
 - c. **All managers** will be responsible for lining the fields, putting up American Flag, getting bases out, and opening concession stand, turning on lights(if necessary) prior to the games. All managers are responsible for taking down American flag, putting bases away making sure concession stand is closed and locked, turning out lights at the end of each game. **This includes dragging fields, repairing mounds, locking up equipment sheds, turning off lights, and clean-up of dugouts, closing and locking of concessions stand after practices!!**
 - d. The **pitching machine coaches** are responsible for getting out and putting away the pitching machines and extension cords neatly.
 - e. **T-Ball coaches** will be responsible for getting out and putting away the T's and bases
 - f. **Softball coaches** are responsible for installing and removing pitching rubbers. A tape measure has been left in each concession stand for you. Also hammer and nails are in the sheds to help secure the pitching rubber in the ground.
 - f. You **MUST** attend the end of the year Field work Day to clean all concession stands, take down signs, backstops, batting cages, etc.
5. **Home Team Responsibilities**
 - a. Report to the field 1 hour early to drag the field if necessary, line the field including batter boxes, get out the bases, put up American Flag and open concession stand.

b. Put the flag up before the first game and take it down after the last game. The exception is the memorial field complex, which the flag stays up all the time.

c. If you are the last game, the bases need put away, take down the American Flag, close and lock up the concession stand, turn out lights, drag the field, rake around bases, repair pitching mound.

d. At the Lake Field please put up 4 orange cones, 2 out on roadway by sharp curve behind home plate to prevent traffic from going past the boat dock and 2 near the concession stand that prevents traffic from coming past the concession stand towards the ball field.

d. Make sure to have a team **PARENT** or yourself make a list of 2 people working the concession stand at all home games. Please turn a copy of this list into a board member so we can put it in the concession stand for all games.

Failure to have workers for concession stand can result in a FORFEIT.

6. Please notify any board member if a problem occurs at the field. We will need to take care of any incident that may arise.

7. All managers **MUST** put in a half's day work in, on the weekend of the softball Tournament (June 13-14). Also you must make sure parents sign up for a 3 hour work duty.

8. **Visiting team Manager**, except when playing inter-league games, then **HOME** team **MUST** email all scores to Rich Quick @Rquick21_2004@yahoo.com or Scot May @scot912@gmail.com. This is so we can keep accurate standings and we can put the scores in the website. The website is www.ebgll.org