

## Cupertino Girls Softball League Manager Handbook

Welcome to your new team and the new season and thank you for volunteering!!

The Manager's main job is coordination of all the team and League Events, parent volunteer positions, communication to and from the team – all the administrative tasks. This may include managing the practices/game schedule, the attendance for each, clearly communicating all players and parents and, sometimes, developing line ups for games. Basically anything that will allow the Coach to focus on the on player and team development.

A good thing to remember is that anything can happen and that being flexible will be key to a successful season. The most important thing is to make the season fun for the player, the coaches and yourself.

Good resources to review are the CGSL website ([www.cgsl.us](http://www.cgsl.us)) and team handouts that you receive at the Coaches/Managers meeting (see website for date/time). They provide a wealth of information that will be useful in managing your team.

### PRE-SEASON

**The Coach & Manager Relationship:** You will meet your assigned Coach at the Coaches and Managers Meeting, usually held in early Feb. (Check [www.cgsl.us](http://www.cgsl.us) for meeting information). You may want to discuss his/her coaching philosophy, the separation of duties (who creates the line-up, who transports equipment, practice schedule, date for Initial Team Meeting and other items that will help the season run smoothly for the players.

**Contacting Your New Team:** Before you contact the team, familiarize yourself with the division requirements/rules. You do not have to be an expert, but the parents may ask questions about the schedule (days of week, times, length of season), equipment, etc. Once again, the website ([www.cgsl.us](http://www.cgsl.us)) is a great resource, Coaches/Managers Kick Off Meeting, Team Handouts and your discussions with the Coach are good sources of information.

Try to contact every family on your team soon after the Coaches/Managers meeting where you will receive your team roster and contact information. This is a good time to verify the contact information and solicit people for the team volunteer positions (please see volunteer positions information in the Team meeting agenda below). At the same time you may field parent questions; some you may have to research before responding.

When you contact your team, you'll want to tell the parents and players about the Initial Team Meeting including location, date and time. It should occur before the first day of Pre-Season. The start of Preseason date can be found on the calendar at [www.cgsl.us](http://www.cgsl.us).

**The initial-team meeting:** There is a great resource available to you on the CSL website to use in your first meeting, it can be found @ [www.cgsl.us](http://www.cgsl.us) and look for League Information for Adults and Players.

The team meeting purpose is to meet each player and parent in person, share the team philosophy, cover the skills the players will learn in this division, publish the practice schedule, gather information about the player's experience, provide the required equipment list, explain your communication plan and finalize the team's volunteer list. You will also want to choose your team's name at this meeting if possible. The League will ask for the team names before Opening Day.

Also you will be recruiting parents for the team volunteer positions. (See sample agenda at end of this document for descriptions). Every family should sign up for one of these positions, as well as, participating in the team chaperone, team snacks and snack shack staff schedule.

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**Pre-season practice schedule:** The League provides a preseason practice schedule for you at the Coaches/Managers meeting. This can also be found on the website @ [www.cgsl.us](http://www.cgsl.us) then look for Schedules. You will communicate this to your team.

It is helpful to include scrimmages in the practice schedule. Scrimmages can usually be scheduled the last week before Opening Day. This is especially helpful for the older divisions. You can arrange scrimmages with other teams' Coaches or Managers during the pre-season. You can use one of your scheduled field times or request a field assignment from the league by contacting the Chief Scheduler and the UIC.

A suggestion is to take the pre-season calendar and add the League scheduled events (i.e. pitching clinics), so there is one calendar for the parents to follow. League scheduled events can usually be found on the League calendar on the website.

### **Equipment purchase:**

Required equipment list may be found on [www.cgsl.us](http://www.cgsl.us) look for League Information for Adults and Players/equipment FAQs.

There are several places to purchase softball equipment in the South Bay. Most sporting goods stores (Big 5, SportsAuthority, Sports Basement) carry the required equipment, as well as specialty stores (Hardkete Baseball in Campbell, All Star Baseball Academy, All Out Baseball). As baseball and softball seasons begin, supplies maybe low, so encourage your parents to shop early.

There are also many etailers where you can order softball equipment (i.e. Western Athletic Supply [www.wasupply.com](http://www.wasupply.com)). If there is interest from your team for items, you can place a group order to save money on shipping.

## **SEASON**

**Communication:** During the pre-season and season, it may be helpful to send a weekly email to reminder the players and parents of the Softball event information scheduled for that week. The email would include the practices, games and other events for the week. It would include reminders about to the chaperone duty, game snack duty and Snack Shack duty. It is also a way to keep track of the scheduled absences and late arrivals. This information is helpful for the person who is creating the line-up.

There will be several times throughout the Season when you will receive information from the League to pass to your team. Some of the League communication may ask you to obtain information from your players and parents to be returned to the League. Examples of this would Opening/Closing day lunch counts, player clinic sign-up etc..

A Team Calendar is another way to keep families informed. This can be simple or complex depending upon the amount of information you wish to provide as well as your creativity. At the very least, the calendar should list the time and locations of practices and games.

### **Uniforms:**

You will receive and email from the League Uniform Coordinator to have your Team Uniform Coordinator pick up the uniforms. At the end of one of your practices, you will hand out uniforms. The easiest way to do this is to have the Team Uniform Coordinator place a jersey, a pair of socks and a visor in paper bags. Line the up the bags in numerical order by jersey #.

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Then line the players up in size order, shortest to tallest. Hand the lower #s to smaller players. After that, let the players negotiate for the #s they want....

Any suggestions as how to better hand out uniforms, please send them on....

You'll also receive Coach/Manager shirts with the uniforms to pass out to Head Coach, Manager and Asst Coaches.

### ***The Game/practice schedule:***

The League will provide you a game and practice schedule. A suggestion is take this schedule and add practices and League Events (i.e. Player skills clinics) in a single calendar. League scheduled events can usually be found on the League calendar on the website.

Also for practices, MVRC batting cages, sliding pads, other League equipment are available for team practices after the scheduled games have started on a given day. These items are located at MVRC fields on the grounds or in the field shed. (Please note Batting Cage etiquette: Allow teams with games access to batting cages until game time.)

One suggestion is to take the Season schedule and add all the assignments for Snack Shack duty, Snack duty, chaperone duty etc and publish it.

Note: All divisions play an interleague schedule. That means that on Saturdays, your team may travel to play teams in the local Bay Area (14/16Us may travel during the week too!). Please remember to include directions to the fields. Field addresses can be found on the schedule and on the website ([www.cgsl.us](http://www.cgsl.us)). Also remind families to bring chairs since not all fields have bleachers.

### **Weather line**

You will use this A LOT during a rainy Season. Call this on practice and game days with questionable to bad weather to see if the fields are open. The phone # can be found in the Team handouts or on the website ([www.cgsl.us](http://www.cgsl.us)).

### **Line-up and player positions**

You will want to discuss this with your Coach.

If you are responsible for the player positions, you will want to rotate players through all positions for younger divisions. At the older divisions (12U+) positions may become more specialized. Regardless of the division, players should learn in a recreational league and player's time should be balanced between the infield and the outfield.

You may also be asked to do the batting line-up. The goal is to have all players get the most at bats. In the younger divisions, you may want to rotate (ex start with the next player after the last player at bat in the last game). In older divisions, it is more specialized using the traditional line-up methods.

Even if you are not asked to do the line-up or the positions, you may want to keep track of the stats (or recruit a parent to do it). There is a fantastic stat aid on the website. It can be found @ [www.cgsl.us](http://www.cgsl.us). It is called the Softball Organizer Spreadsheet.

### **Game time:**

It is the manager's responsibility to provide the line-up to the opposing team and to the scorekeeper for your team. You will also hand the umpire the line-up and the pitchers by inning. If you are the Home team, your scorekeeper will be the \*official\* scorekeeper. He/She will need to sit close to the home plate Umpire as the Ump may need clarification on counts, runs scored etc...

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The scorekeeper will return the book to you (or whoever keeps team stats). CGSL does not keep standings during the Season, but they are kept for Tournament play.

### **Dugout:**

It is the manager's responsibility to manage the dugout. At the younger ages this would include getting players prepared for the next at bat, fielding position (ex. Getting catcher in gear once the 2<sup>nd</sup> out is made).

For all divisions you are there to ensure the game runs smoothly by communicating the batting order & positions, arranging scorekeeper, providing First aid and ice, keep batters on deck, Catcher gear-up/down, insure players clean up equipment and dug out, that the players thank the Umpire(s).

It is your responsibility to insure good sportsmanship of players AND parents!! You are to support and defend coaches' positions and buffer the Coach from parental issues.

### **Conflict Resolution:**

As unpleasant as it may be, it is your responsibility to manage conflicts on your team, between the parents and Coaching staff, between your team members and other teams etc. Though these are few and far between, they do occasionally occur. If you need help, please do not hesitate to ask for help from a Board Member.

**First Aid:** As manager you will be responsible for team first aid. The League provides a first aid kit for you to bring to each practice and game. Please notify the safety director for replacement supplies. It is also your responsibility to bring ice or ice packs to each team event. You'll need to have a copy of the signed Auth to Treat from too.

Please be prepared to treat cuts and scrapes, burns, nosebleeds, and bleeding. You will want to prevent dehydration and heat exposure of your players.

You will want to familiarize yourself with the closet place to obtain treatment. In the unlikely event that a player is hurt, please contact parents and decide best course of treatment. If you have to leave the field, leave the Chaperone in charge. You will be responsible to mark the injury in the scorebook, complete an Accident Report form (can be found in the team handouts) and turn into the League Safety Director within 24 hours.

**Skills Contests:** Contests help players cement the learning of the skills they should develop in each age division. There are several inexpensive items that can be used to incent players. Try Snack Shack tickets to help the League fundraising efforts.

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Sample Initial Team Meeting Agenda:

## Division # and Team Color Softball Parent Meeting

### 1. Welcome & Introductions (Manager /Coach)

Coaches, Manager, Parents and Players (including sports experience)

### 2. Review League & Coach's Philosophy for the age level (Coaches)

- a. League
- b. Coach's
- c. Pitching philosophy

### 3. Review Dugout Rules (Manager)

- a. Water or sports drink only
- b. No gum, jewelry, seeds, siblings, parents
- c. Team equipment
- d. Line Up board use

### 4. Review Expectations of Parents (Manager)

- a. LOTS of Communication. If your child cannot attend a practice or a game, let the manager know as far in advance as possible.
- b. Drop off and pick up your daughters on time.
- c. Check roster for correct information.

### 5. Review Equipment list

- a. [www.cgsl.us](http://www.cgsl.us)
- b. See Equipment FAQs

### 6. Volunteer Positions

- a. Every family will be assigned snack shack and field prep duty during the season, in addition to volunteering for team duties.
- b. Volunteer positions include:
  - Team Banner
  - Scorekeepers
  - Uniform Coordinator
  - Secure Team Sponsor
  - Snack/Snack Shack/Chaperone/Field Prep Scheduler
  - End of Season Party Coordinator(s)
  - Practice chaperones
  - Photographer (optional)