

# SUN CITY SOFTBALL CLUB

## Guidelines for Weekend League Manager's Responsibilities

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### MISSION STATEMENT

Promote and administer fair and balanced competition among teams participating in the Sun City Softball Club Weekend League.

### Sun City Chartered Club Rules and Procedures - Section Three, Item C.

*“Proper conduct and decorum is essential to preserve the active adult lifestyle that has been created within the Community. To this end, all chartered club members are expected to respect the rights of others and be courteous in all dealings with fellow members. Club members who become abusive, project an undesirable or inappropriate image, or who blatantly create turmoil, disruption, or dissension among club members, other clubs or the Community Association in general may have their club memberships suspended.”*

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This document outlines the responsibilities and duties of a manager of a team within the Weekend League of the Sun City Softball Club:

### Manager Conduct

As a manager, you are a representative of the Softball Club and the Weekend League. As such you should conduct yourself at all times at the field in accordance with above “Club Rules and Procedures”. This means treating all players, other managers, umpires and the Competition Committee with respect and consideration. It also means that you need to emphasize to your players to conduct themselves accordingly as well.

### Types of Managers

There are two types of managers in the Weekend League:

- **Player manager** – as the name suggests this is a manager that is also a designated player on their team. As such, they have all the obligations of both a player as well as a manager. These individuals are members of the Weekend League and have been rated as such.

# SUN CITY SOFTBALL CLUB

## Guidelines for Weekend League Manager's Responsibilities

---

- **Non-Player Manager** – these individuals do not play for a Weekend League team but have agreed to manage. They must be a member of the Softball Club and the Weekend League.

### Prior to Season

- Review the ratings document that the Competition Committee prepares and get as familiar as possible with the players and their skill levels in preparation for the League draft.
- Attend the pre-season manager's meeting to review all the processes and procedures, prepare for the season and discuss any concerns or questions.
- Participate in the club ratings day and attend the Managers Showcase.
- Participate in the post season managers meeting to discuss and review all the players' ratings that were submitted in the post season Manager's Player Evaluation.
- Prepare for the season's draft by identifying those players/positions you wish to have on your team. Attend the draft and create your team for the season.
- Keep the ratings and the draft process confidential. Do not share ratings with your sponsor or other players.
- After the draft, contact all players on your team, informing them that they are members of your team and who are their teammates.
- Pre-season plan a meet and greet for all your players and coaches to pass out team shirts, hats/visors, practice and game schedule. Team shirts and hats/visors are only for the Manager, the Coach, Scorekeeper and Team Members. Shirts are not to be passed out to sponsors.
- Prior to the first regular season game, discuss your approach to managing the team, review your expectations and resolve any player questions or concerns.
- Make sure your players understand and adhere to the "Code of Conduct" for all Softball Club members.
- Read the current Sun city Softball Club Rules and Playing Conditions found on the web site and cover them with your players.
- You are allowed to have three (3) Coaches. Manager's choices for a Coach need to be submitted to the C.C. for approval. Be aware that the coach must wear the approved uniform to be allowed on the field during a game.

# SUN CITY SOFTBALL CLUB

## Guidelines for Weekend League Manager's Responsibilities

---

- You should have your own scorekeeper and scoreboard operator for every game as the home team.
- Invite Sub Pool players to your practices.

### During the Season

- Lead the team practices in order to make sure you understand each player's strengths and weaknesses and how they can improve.
- You must adhere to the Player Replacement requirements as outlined in the CC Guidelines. You must have your full complement of players for every game.
- Contact the CCSPC when the original team player is available to return to play. Should the drafted player arrive at a game and the Competition Committee was not notified, the assigned substitute pool player will play that game.
- Ensure that you have a Scorekeeper and Scoreboard operator as appropriate.
- Communicate with your team each week, confirming everyone's ability and availability to play. Remind them of any practice scheduled and time of the next game.
- Invite Sub Pool players to your practices if you know that you will not have all your Regular players present.
- As you are creating your weekly line-up ensure that each player has, at least, the minimum number of innings played as the League requires which is three defensive innings.

### During games

- Have your team warmed up and ready to play before the assigned time. Be aware that games can start earlier (as well as later) than scheduled.
- Umpires will supply one 12-inch softball prior to the start of the game. Balls are provide by the League.
- You are responsible for monitoring your player's behavior and readiness to bat, pinch run and field in the position designated that inning. Ensure that everyone (including yourself) abides by the Code of Conduct.
- Only a manager or designated coach identified prior to the start of the game is permitted to approach an umpire to review or appeal a call made on the field. Balls and strikes cannot be challenged.

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## Guidelines for Weekend League Manager's Responsibilities

---

- When a pinch runner is used, the manager/coach must request time and inform the home plate umpire of the change by announcing the pinch runners uniform number **and** the number of the player that is being replaced.

### **Post-Game**

- From your scorebook document the Hits/At Bats, BB and SAC flies for each Player and Sub for the BA and OBP. Verify with the Official Scorekeeper. Also include batters faced, walks and strike outs by your pitcher. Email your players stats to the CC Stats Coordinator as soon as possible after your game.

### **Post Season**

- Complete and submit end of season player ratings (Competition Committee to provide template of information to be submitted).
- Inventory shirts, remaining hats, and visors.

***Revised: January 23, 2024***