



**Managers and Coaches
Guide
HVL Baseball**



Keys

- First and foremost, HAVE FUN
- Stress fundamentals – run an effective and organized practice
- Run and stretch before each practice and game
- Hold mandatory parents meeting before first practice to inform as to how manager will run team, what is expected from parents and players, etc.
- Try to give ample playing time to all players
- Hold pitchers to a maximum pitch count : suggestions A=75, B=70, C=65, D=60
- Address all issues promptly
- Know the rules of the game
- IF YOU NEED HELP, ASK FOR IT
- BE RESPECTFUL of Umpires – do not ride them, do not argue balls and strikes



- HVL baseball rules, bylaws, forms, etc. can be viewed and/or downloaded from <http://www.hvlac.org/>
- Baseball committee meetings will be scheduled by the Knothole Commissioner before, during or after each season as deemed appropriate.



Manager Expectations

- Contact all players before season and submit roster in a timely manner.
- Turn in mandatory Manager and Coach applications before March 15th of every year.
- Process all late sign ups for players on their team that miss scheduled signups in January.
- Distribute uniforms at the beginning of the season, collect uniform pants and belts from your team at the end of the season and turn in clean pants and belts on the designated turn in date at season's end.
- Follow the rules as specified on the HVLAC website and by the Knothole association.
- Have a representative from your team attend meetings or turn ins in your stead should you not be able to attend yourself.



Manager Expectations - continued

- Only practice on designated fields at designated practice times or on Saturday afternoons or Sundays unless prior permission is granted by manager of team whose practice slot is being taken.
- See to that your designated concession stand staffing requirements are met and attended.
- Schedule rain out make ups with other teams.
- Contact your team to reschedule make ups, practices, or other team functions as they occur.
- To communicate to the commissioner immediately should problems arise.



- Managers are evaluated each year and approved by the Baseball Committee for ongoing participation. Approval is based upon:
 - Feedback from your team, parents and coaches from other teams.
 - Level of participation in attending meetings, working concession stand, uniform turn in, etc.
 - How the manager handles adversity with their players, parents and umpires.
 - Teaching sportsmanship and seeing that their teams adhere to the Code of Conduct.



Complaints

- All complaints called into the Commissioner will be communicated to the manager to be addressed.
- Complaints that are deemed serious and continue after being addressed will be treated on a case by case basis by the Baseball Committee; judgments levied by the committee are considered final.



Uniforms

- Each player will receive a hat, socks, belt and pants.
- Jerseys are the responsibility of each team and must conform to the uniform policy as set forth on the HVLAC.ORG website.
- Managers are responsible for returning cleaned uniform pants and belts to the Knothole Commissioner after the season is completed on the designated turn in date.
- Managers will inform players/parents that if pants and belts are not returned, a \$40.00 fee will be charged.



Field Duties

- Teams are responsible for lining their field for home games.
- **PITCHING DISTANCE** : Class AA = 60 feet, 6 inches; Class A = 60 feet, 6 inches, Class B = 54 feet; Class C = 48 feet; Class D = 45 feet.
- **BASE DISTANCE** : Class AA = 90 feet; Class A = 90 feet; Class B = 80 feet; Class C = 70 feet; Class D = 60 feet.
- Managers are responsible for scheduling umpires for their home games and reporting their scores as specified in their district's knothole guidelines. The home team is responsible for scheduling make ups.
- Umpire gear and lining equipment is stored in the coaches alcove and must be returned there immediately after usage. Any shortages of supplies should be communicated to the Knothole Commissioner.
- Each team is responsible for cleaning up after themselves at all times. Keep the bleachers and grounds litter free. Trash receptacles are located behind each backstop.



Field Practice Time

- Team practices will be determined at the beginning of the season at the equipment distribution and field assignment meeting. Field assignment for home games for the year will be communicated before the first game. Field usage outside of these designated times must be communicated and approved through the email routing list to all coaches that could be affected.
- Batting cage and instructional equipment is on a first-come first-serve basis.
- Be considerate of others when utilizing fields, cages, etc. There are many teams needing to use the facilities, please do not bogart.



Game Postponement

- The Director of Fields and Grounds (Jim Lightner, 537-4499) will make the call on field closures. The Knothole Commissioner will make the decision in his absence. Managers and coaches are responsible for contacting their respective players.
- It is the home team manager's responsibility to contact umpires if their game is cancelled. Umpires are to be paid prior to the start of the game. Umpire keeps the full amount even if the game gets cancelled in the first inning.



Summary

- Manager is responsible for the actions of their team, including players, coaches and parents.
- Manager is evaluated and approved each year.
- Manager is responsible for distributing and collecting their team's uniforms.
- Manager is responsible for scheduling umpires for their home games.
- Manager is responsible for lining fields for their home games.
- Managers is responsible for ensuring that their designated concession stand obligation is met.