

EAST LONG BEACH PONY BASEBALL

Member of PONY Baseball, Inc.

Operating Policy / Procedure – Manager Responsibilities

POLICY / PURPOSE STATEMENT

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

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

I. Manager Responsibilities

- A. All Managers applying for a team MUST be interviewed and approved by the Board of Directors.
- B. 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.
- C. Managers shall have a thorough understanding of the rules of PONY Baseball as set forth in the PONY rule book, any local rules as established by ELBPB, and the rules of the game of baseball as published by The Sporting News.
- D. Managers must submit to and pass fingerprint and background checks. Including Fall Ball managers.
- E. 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.
- F. Managers shall maintain discipline among their players, coaches and spectators, and are responsible for their actions.
- G. Managers shall encourage good sportsmanship at all times.
- H. Managers shall, during official league games, wear proper baseball attire, that at a minimum represents and/or matches their team colors. The Manager must also wear their league issued badge while on the field.
- I. Managers shall protect the safety of their players by: making sure that players use the appropriate protective gear as 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.
- J. 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.

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- a.) A \$100 deposit will be collected at field day to check out the league issued equipment. If the equipment is not turned in by the designated return date the deposit will be kept.
- K. Managers shall attend all business meetings called by the League or the Division Directors unless prior arrangements have been made to send a team representative or obtain the necessary information prior to or immediately following such meeting.
- L. 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.
- M. Managers shall promote and participate in League functions, activities and duties including, but not limited to, "Opening Day" and "Picture Day".
- N. It is the responsibility of the home team manager (the visiting team in BRONCO division) to prepare the field in that manner prescribed by the Field Director and to adhere to requirements regarding maintenance of the fields.
- O. It is the responsibility of the home team manager to ensure that the official scorebook and pitching cards are 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.
- P. It is the responsibility of the home team manager (the visiting team in BRONCO division) to ensure that all equipment is placed in the designated locked container at the end of the game. If you are the last team to leave the field the bathrooms must first be checked and then locked and the key returned to the container.
- Q. 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.
- R. Managers are responsible for repairing or reporting any field damage to the Field Director.
- S. All Coaches and Managers outside the dugout shall remain within the length of the dugout (Except Rookie/Shetland)
 - a.) Penalty - 1 st Offense - Warning
 - b.) Penalty - 2 nd Offense – All Coaches/Managers will not be allowed outside the dugout for the remainder of the game
 - c.) Penalty - 3 rd Offense – Ejection of the Manager