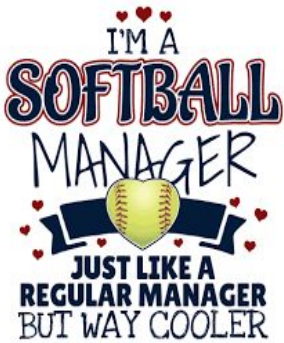


In this issue we will review some of the game management tasks you as a manager are expected to perform.

### Pre-Game Tasks:

- ❑ **Safety:** If you are the first to arrive at the fields please walk the dugouts and the outfield fence and check for rattlesnakes, spiders, bees. Ensure bathrooms are functional and have an adult visit each restroom before girls enter. Ensure girls are always accompanied to bathrooms by female adult.
- ❑ **Lineup Cards:** Have them filled out and ready to present at the coaches meeting with umpire. Lineups should include players number, their names, and position. Sample image shows DP/FLEX lineup where flex is always listed 10th. For round robin all players would be listed in player section (No subs). Straight 9 would be like shown without 10th player.
- ❑ **Scorekeeper:** Identify scorekeeper and ensure they have a scorebook and they know how to keep score. If you are the home team you will be the official score keeper and are expected to have someone blue can interface with in case there is a question on count/score. It is a good idea to have scorekeeper in your team keep score even if they are visitors as mistakes do get made.

PLAYER			NO.	POS.
19	1	HARRIS		6
17	2	ABLE		4
20	3	THOMAS		8
24	4	JONES		DP
15	5	ALEXANDER		3
22	6	MOORE		2
25	7	COOPER		7
7	8	MORRIS		5
3	9	RODGERS		1
18	10	GREEN (FLEX)		9
SUBSTITUTES			NO.	POS.
	10	HOWELL		
	4	BAKER		
	6	SMITH		
	35	BROWN		



	Last Name	1st	2nd	3rd	4th	5th
22	Sally	C	C	C	SIT	CF
0	Jane	SIT	LF	RF	2	SIT
14	Susie	SIT	3	3	LF	SIT
1	Debby	SS	SS	SS	SIT	SS
19	Kim	LF	SIT	1	C	C
45	Jennifer	2	SIT	CF	SS	CF
43	Diane	1	1	SIT	1	RF
99	Ann	P	P	P	SIT	P
2	Betty	SIT	RF	2	RF	SIT
13	Charlie	CF	2	SIT	CF	LF
20	Gigi	RF	RF	SIT	P	2
68	Aly	3	SIT	LF	3	3

### ❑ Positional play:

It is recommended you have a roadmap as to whom will play where. Game situations may change but having a chart like the one shown will help you determine whom has sat, whom needs to play infield, as well as manage the pitching outs. Have a plan as to whom will play where before you get to the fields.

- ❑ **Warm-Up Routine:** have a consistent warmup routine all your assistant coaches and players know. Stretching, throwing, batting stations, outfield/infield and pitchers/catchers warming up. Whatever order and duration you choose ensure it is consistent. Recommend you push your pitchers/catchers through the batting stations first so they have ample time to warm up. Give time for players to settle into dugout, check their gear, make a restroom stop, and tie their shoes.
  - ❑ Do not use the infield dirt to warm up unless league/tourney allows this. Most tournaments clearly articulate no warmups in the dirt. If it is allowed take care not to mess up field stripping
  - ❑ Ensure the warmups are safe and account for possible overthrows and sufficient room for bats to swing freely. No warmups without helmets.:

### In-game tasks:

- ❑ **Coaches Meeting:** Introduce yourself and shake both the umpire and the other coaches hands and wish them a fun game. The umpire will lead the meeting and explain the general rules set forth for that game, any field specific obstructions or boundaries, and then ask for your lineup sheets. Your lineup sheets should not be separated prior to review by umpire. Once umpire has reviewed lineup and you have agreed its the official lineup he will keep one copy and you will give another copy to opposing teams manager. If you are going to bring a player(s) as team captains to the meeting ensure you rotate the girls from game to game.
- ❑ **Time management:** Softball doesnt have time limits and is based on a 7 inning game. Unfortunately real life requires us to get home for dinner, get everyone their game, and finish tournaments in 2 days; so most of the games you will play will have a time limit. It stinks, we all hate it, but its a necessary evil. Ensure your kids are getting play time. You dont want to run out of time without giving a player a chance to participate. Time management does NOT mean having each of your nine fielders tie their shoes in series to try and kill time... thats bad Karma coming your way!
  - ❑ Taking 10 minutes to argue a call with Blue because you know you are right is a sure way to bore your players to death. Dont rob yourself of time by arguing with blue just to make yourself feel better.
- ❑ **Adjusting positions:** Substitutions and in game positional adjustments as the game requires.
- ❑ **Keeping spirits up and supporting the team**
- ❑ **Keeping parents focused on cheering and being positive.**
- ❑ **Ensuring coaches are doing their jobs**
- ❑ **Reacting to in-game situations and providing guidance to the players. More so at lower divisions**



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## Post-game tasks:

- ❑ **Handshake and Thanks:** Ensure your players acknowledge and thank every player on the other team. Catchers should thank the umpire on behalf of their team and so should you.
- ❑ **Clean dugout:** YOU are responsible for ensuring your team leaves the dugout better than they found it. As the manager you should be the last one out of that dugout and should ensure all equipment has been picked up and put away and trash has been thrown out. YOU should never be the one picking up the trash. If the girls can throw a ball they can throw trash away!
  - ❑ **Urgency:** If its a tournament or other games are scheduled please ensure your team evacuates the dugout with some level of urgency while leaving it clean. We all dont like having to wait for a team to take 20 minutes to leave the dugout when the next game is 25 minutes from starting!
- ❑ **Post Game Chat:** It shouldn't be long. The worst the game went for you the shorter the post game chat should be. Some of us talk a lot and some of us dont say enough but at a minimum thank your players and parents for being there and remind them of the next event (be it practice, game, etc). Please ensure you make visual contact with every parent before you let a kid wonder off.
- ❑ **Drag Fields/Empty Trashcans** (if applicable)
- ❑ **Lock down the fields** (if applicable) Ensure your field is locked and help other managers secure premises. Please query the snackbar crew and other coaches and offer to escort anyone to their car if needed.
- ❑ **Score Reporting:**(if applicable) Report your scores to the commish in a timely manner. Dont be "that guy"