Freetown Youth Athletic Association

PO Box 575, East Freetown, Massachusetts 02717
www.fyaa.com

Dear Managers & Coaches;

We would like to take this opportunity to express our sincere appreciation and thanks for volunteering to manage a baseball/softball team this season. The FYAA Board of Directors has taken to necessary steps to make this season a successful one, but we need managers and coaches to complete this process.

Let us remember why we are here to teach and model the ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger and happier youth and will grow to be adults who demonstrate these same characteristics.

In order for an organization to be successful we need to have communication between everyone, parents need to be informed of practices and games so they can get the players there on time. Parents also need to be informed of other FYAA responsibilities. When issues arise the Division Directors need to be notified immediately so that it can be resolved quickly.

In addition to teaching and managing your team, there are some "house keeping rules" which you will be responsible for throughout the year. These "rules" are attached. We asked for everyone's assistance and cooperation in making this year a successful one.

Thank you and good luck to all!!

FYAA Board of Directors

Managers Responsibilities

As a Manager you must seek to create and inspire high moral character firmly in the youth of the community, teaching and modeling the ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be finer, stronger and happier youth and will grow to be adults who demonstrate these same characteristics. Those who administer these programs shall bear in mind that attainment of exceptional athethic skills or the winning of games is secondary to these goals; molding of future adults and citizens is of prime importance.

- ***COMMUNICATE WITH YOUR PLAYERS AND PARENTS THROUGHOUT THE SEASON***
- ***Abide by the standards set forth by the FYAA as outlined in the Association By-Laws available on the website***
- ***Abide by the Code of Conduct***
- ***Obtain phone numbers and e-mails addresses early and discuss with your parents the best way to reach them***
    - ***Set up a phone tree in the event that a game or practice needs to be cancelled last minute***
- ***Communicate with parents and remind themof their duties and obligations throughout the season.***
    - ***Concession Stand Duty: Designate a team parent who will follow-up with each parent the evening before their scheduled concession duty.***
    - ***Raffle Ticket responsibility – remind parents of turn-in dates***
- ***Notify parents of important dates and events which occur throughout the season***
    - ***Practice and Games schedules***
    - ***Raffle Ticket turn-in dates***
    - ***Concession Stand duty***
    - ***Opening Day***
    - ***1st Game***
    - ***Picture Day***
    - ***Field Clean-up days***
    - ***Family Nights***
    - ***Playoff schedules***
    - ***4th of July Events/Parade***
- ***Be responsible with the equipment you obtain for use throughout the season, return it in the condition it was obtained.***
    - ***Managers will ultimately be responsible for damaged, misused, or stolen and/or missing equipment.***
- ***Pickup and return your equipment to the Equipment Manager at the equipment storage area located at KRR at scheduled times.***
- ***If home team you are responsible to prep & line field prior to the start of the game, return all equipment back to the appropriate storage sheds***
- ***When dragging clay fields only use nail drag and stay at a minimum 12" from the grass at all times, those areas should be completed with a rake. In the event that the field is wet and drying agent is needed please ensure that you use the product sparingly and avoid having the produced spread into the grass area of the infield or outfield.***
- ***Home team is required to unlock the concession stand and bathrooms.***
- ***Home team is required to ensure that all doors are secured prior to leaving the field, this includes bathrooms, concession stand, sheds, etc. In order to ensure consistency please follow the order to determine which home team is responsible.***

- *The home team on little fenway is responsible to ensure that everything is secure prior to leaving for the night. In the event that the game on little fenway ends prior to any other game, you can either remain at the complex until all games end or ask another manager to secure the complex for you.*
- *This same procedure will be followed at KRR with the team on the KRR field having the responsibility to secure the complexes. In the event that there are no games on little fenway or KRR then the softball fields will have responsibilities.*

- *Tarps should be returned to the pitchers mound and home plate areas, unless otherwise directed*
- *Division Directors should be notified of the game result within 24hrs of the games completion – e-mail scores to Director or Webmaster.*
- *In the event of inclement weather on game day, the manager of the home team shall determine if the fields are playable. If a game is canceled the home team manager shall notify the opposing team manager and communicate the field conditions and cancellation. The home team manager shall then contact and notify the concession stand director so that parents working in the c-stand can be contacted. The home team manager shall then notify the umpire contact person to notify the umpires scheduled of the cancellation. The umpire contact person is different for each division.*
- *The Manager is required to ensure every assistant on the field or in the dugout has been CORI'd in compliance with the FYAA requirements. Failure to do so shall result in disciplinary action against said manager at the discretion of the BOD.*
- *In the event that a disagreement occurs during any part of the season between a player, parent, umpire or fan it will be the managers responsibility to notify the Division Director of the incident.*
- *In the event that a written complaint is received by the League or Manager or Coach directly, the following will take place:*
  - *The Manager or Coach will inform the league by notifying the Division Directors of the complaint and said Manager or Coach will turn over said complaint or copy to the FYAA BOD*
  - *The FYAA By-Laws will be followed in documenting and addressing such complaint within the guidelines outlined*
- *At the conclusion of each season a Managers/Coaches evaluation form will be distributed to all team parents with encouragement for all to complete and forwarded to the Manager or the association PO Box*
- *The Manager is responsible for the actions of the players, coaches, parents and fans. Harassment of opposing teams, players, umpires will not be tolerated. Any manager, coach, player or fan ejected from a game by the umpire will be automatically suspended from the next game. That manager, coach, player or fan is not allowed to be at the baseball complex in which the team they represent is playing. The result will be a forfeit for that team.*
- *Failure to comply with any of these duties and responsibilities may result in disciplinary action at the discretion of the BOD*