

CTAA Manager Responsibilities

1. Attend monthly CTAA meetings and other scheduled league meetings. If unable to attend, send a representative.
2. Attend mandatory CTAA sponsored coaches clinic.
3. Attend tryouts and drafts for your respective league.
4. Perform the following functions:
 - a. Pick up equipment and uniforms from the equipment coordinator at the scheduled time for your league.
 - b. Distribute uniforms making sure all players have complete uniforms.
 - c. Handle the distribution and collection of CTAA fund-raiser, if applicable.
 - d. Collect uniforms and equipment and return them to the equipment coordinator at the scheduled time for your league.
 - e. Umpire in accordance with specific league policy.
 - f. Participate in field maintenance as required.
5. Schedule a worker for the concession stand for each home game, Community Day, and playoffs. You may also be asked to assist in the closing of the stand one time during the season.
6. Select a coaching staff. Managers are ultimately responsible for the actions and behavior of their coaches during games. Personal feelings between coaches and managers must be kept off the field. Disputes should be brought to the attention of the league coordinator or the CTAA executive board.
7. All managers should conduct themselves appropriately during the time they are with their team. Managers should lead by example. Restraint and good judgment should be used when discussing problems with umpires or opposing coaches and managers while with your team.
8. Managers are responsible for providing new game balls for each home game. At the end of each game, the home team manager is to complete a game summary sheet (if applicable) and an umpire pay voucher. The field and dugout are to be maintained at the end of the game to make sure that the field is usable for the next game. If your game is the last scheduled game of the day, be sure all field equipment is returned to the equipment box. Lock the box!!!
9. Follow all league rules and responsibilities established by the league coordinator.
10. Report any problems to the league coordinator as soon as possible.
11. The CTAA board of directors wants to remind all Managers and Coaches that no batting practice or base running is to take place without helmets being worn. Because of insurance requirements, we as an organization must make sure all players have helmets on when they are hitting or running bases. This applies to **practices** as well as games. **Any Manager or Coach of a CTAA team that is having a team practice or game where players are batting, on base, or coaching bases (including T-Ball, Softball and Baseball teams) must insure that their players have helmets on. This includes when practicing on a CTAA field or any other field (Blue Ridge Estates etc.) where batting or base running is being conducted.** Managers are responsible for informing their coaches of this requirement.

If one of your players is injured because they were not wearing a helmet, you could be sued personally by a parent. **As a manager you are responsible for the safety of the players on your team.** In addition, do not take any helmets out of the equipment boxes for your own use, as they are property of CTAA. By removing helmets you are putting other managers in a position that there may not be enough helmets to practice or play a game.

I understand my duties and responsibilities as a CTAA manager and that any violation of the above stated responsibilities could jeopardize my coaching status in the CTAA in the future.

Signed: _____ Date: _____

Print name: _____