

Bridgeville Athletic Association

Manager Responsibilities

First and foremost a “Manager or Coach” is the key person responsible for teaching the children how to play the game of baseball and softball, while having fun! The children will look up to this person as their mentor, the manager & coaches, should set a good example in the eyes of the children.

The following list includes the responsibilities that the manager should uphold for the team. Keep in mind, managers will have coaches that can share in the responsibility, so feel free to recruit one of your coaches to help out.

Mandatory Attendance at Coaches Clinic.

Bianco School of Baseball

105 Springfield Dr Canonsburg PA 15317

You are responsible for attending this meeting.

March 13th 7:00-9:00

- **Attendance at all General Session Meetings**, 3rd Thursday of the month, beginning November through October. (no meeting in December)
- **Communication with the parents.** Communication consists of:
 - Fundraising – keep the parent informed and organized with the fund raisers and promote positive sponsorship and involvement for your team.
 - Telephone calls and/or emails to communicate team schedules, rosters, contact information as well as practice times, dates and places.
 - Website accessibility – www.bridgevilleball.com
 - Uniforms – deliver uniforms prior to pictures
 - Pictures – scheduled for April 24th, team to show up at least 15 minutes prior to pictures.
 - Deliver schedules and rules to each family, a paper version.
- **Baseball or Softball rules** for your age group.
 - You must read and understand the rules of the game in order to teach your team the basics. Rules are posted on the BAA website.
- **Field prep work**, consists of:
 - Dragging the field, and drying the field after a rain prior to you start
 - Placing bases
 - Lining the field

Recruiting a coach (or more) to help with the preparation of the fields is highly recommended!
- **Equipment Management.** All equipment is picked up at the beginning of the season, it is also your responsibility to maintain the equipment throughout the season and return to the BAA equipment manager at the end of the season.
- **Reschedule Make-up Games** in a timely manner. Follow the guidelines set forth by the BAA Commissioner and by the league (CVC).
- **Mandatory Act 34 Clearance.** Fill out the form, (which can be obtained from the BAA website). Mail into the state for coaches’ clearance. All coaches and managers need to be re-approved every 2 years, keep track of the paperwork so you know when yours needs renewed. You must have a current, valid clearance form on file to be a coach or a manager! **NO ONE IS ALLOWED ON THE FIELD IF THEY HAVE NOT SUBMITTED AN ACT 34 CLEARANCE TO THE BAA.**