

Team Roles and Responsibilities

All roles and responsibilities will be delegated by Future Cardinal Diamond Sports Board of Directors. To better assist each team, FCDS has compiled a non-exhaustive list of expectations for coaches and assistant coaches.

- ❖ **Head Coach:** The head coach/manager has the ultimate responsibility for the team and team activities. He/She reports to the program director. He/She is responsible for the overall development of the team and ensuring every player has a positive experience. He/she is responsible for:
 - Communicating the schedule (usually GroupMe created by FCDS)
 - Organizing practices
 - Finding a volunteer to serve as team parent.
 - Distributing uniforms
 - Establishing game line-ups and substitutions
 - Knowing pitcher eligibility based on pitch counts and/or innings.
 - Discipline and counseling
 - Ensuring equal, fair, and fun game play.
 - Field setup and clean-up when necessary.
 - Putting bases and equipment away at Haskell facilities.
 - Raking and dragging the field at Haskell facilities.
 - Picking up trash/debris from the bench and stands (all assistants and coaches)
 - Turning field, playground, and parking Lot lights on and off at Haskell facilities.
 - Communication with the Board of Directors. All communications should be directed to the appropriate sports director. The president should only be contacted in the absence of a director, or the communication is regarding one of the directors.

- ❖ **Assistant Coaches:** The Assistant coach is there to assist the head coach. Assistant coaches do not make team decisions or create situations that conflict with the head coach. They work at the discretion of the head coach. Responsibilities include:
 - Assisting with practices
 - Advising head coach of problem areas.
 - Learning specific functions assigned by the head coach such as hitting coach, pitching coach, etc.
 - Performing duties required by the head coach.
 - Learning the game.
 - Filling in for the head coach when necessary.
 - Supporting the head coach with parent conflicts.

- ❖ **Score Keeper (Parent or Coach):** The Score Keeper's primary responsibility is keeping team statistics, books and records. They assist with duties assigned by the head coach. The position is an appointed position by the Head Coach, not FCDS, that reports directly to the head coach. Score Keepers are selected based on their ability to perform the necessary assignments including:
 - Obtaining starting lineup from head coach and neatly filling in the scorebook, lineup card, and umpire's card.
 - Ensuring all player numbers, playing positions and batting positions are accurate.
 - Reporting any problems to the head coach.
 - Obtaining lineups from opponents and ensure both scorebooks agree.
 - Keeping the book tracking strikes, balls, hits, errors, stolen bases, RBI's etc.

- Keeping Pitch Counts and tracking pitcher's eligibility.
- Informing players of the batting order at the beginning of every inning.
- Ensuring the batters hit in sequence.
- Announcing the next on-deck batter.
- Informing coaches of opponent's previous at bats.
- Ensuring all substitutions are recorded properly and ensure players are aware of all changes.
- Informing opponents of changes.
- Ensuring the umpire's count is well kept.
- Ensuring the book is complete and ready for statistical analysis.

I have read, understand, and agree with the roles and responsibilities as outline above. I understand this is a non-exhaustive list.

Print: _____ Sign: _____

Date: _____