

North County Senior Softball Managers Handbook (Version 7-1-2023)



www.ncseniorsoftball.net



North County Senior Softball Managers Handbook (Version 7-1-2023)



Table of Contents

Quick Contents	3
Purpose of this Handbook	3
About the League	3
Duties of the Managers [Summary]	4
You are a Drafter of Players	5
You are a Logistics Manager	5
You are Human Resources	6
What Happens on Game Day	7
Home Team [Manager]Responsibilities	9
Winning Team Responsibilities	10
You are the Player Rep	10
You are a Financier	10
Umpires and Disputes	11
Field Measurements	12

North County Senior Softball Managers Handbook (Version 7-1-2023)



Quick Contacts:

Parks (current field use):

Carlsbad Parks (Calavera) (to get field status) **760-602-4695**

Carlsbad Parks (Pine) (to get field status) **760-434-5022**

Carlsbad Parks (Alga Norte) (to get field status) **760-268-4777**

Carlsbad Fire / Paramedics: 911

Purpose of this handbook

As such, this handbook is intended to be a guide for managers and NOT a comprehensive book explaining details of rules. We wanted to create a “QUICK START” guide for managers. If the detailed information is not here, don’t worry. Between the ncseniorsoftball.net website, this handbook and a simple communication to other managers or commissioners, you should get a pretty good answer to most any question.

A little about the league

This league is a recreational league, focused on the enjoyment of playing a game we’ve all enjoyed in our younger years. While the goal of playing this game to achieve more runs than our opponents, we should not lose focus on the fun, enjoyment and comradery derived from our experiences.

North County Senior Softball Managers Handbook (Version 7-1-2023)



Duties of the manager (in summary)

Managers have a variety of responsibilities. Game-Day is just one set of responsibilities. Here are the roles you play:

- **Make yourself very familiar with our league's Local Rules and By-Laws. Managers should also encourage all players to become familiar with our local rules.**
- Whenever there is an Umpire Clinic held, Managers should make every effort to attend. Players should also be encouraged to attend if they tend to umpire bases or behind the plate.
- You are the Safety Manager for your team
- You will be drafting your players
- You are the logistics manager for supplies and equipment and bringing this to each game.
Managers should feel free to delegate the responsibility of transporting equipment to and from a game with their teammates.
- You are the H/R manager for your players
- You set the tone of the league
- You are the "Game-Day Ready" person
- You are the "Player Rep"
- You are a financier - collecting sponsors and player fees
- Most of all, you are the face of the league. You have a great family supporting you. Now, the details
- Regular communications (as needed) with players pertaining to, but not limited to rainouts, schedule changes, etc.
- Home team manager is responsible for communicating the final outcome of the game with the person charged with the responsibility of maintaining our website.

North County Senior Softball Managers Handbook (Version 7-1-2023)



The Roles you will play

You are the Safety Manager for your team.

Managers should stress that player safety is paramount in our league, second only having fun. Managers need to keep safety in their minds in all their decisions. Where players are positioned, running the bases, collision avoidance, knowing physical limitations, batting practice, etc., safety should be maintained uniformly throughout the softball experience and this remains so important to the momentum of our league. Discussing/stressing safe play with players is vital. We want to see everyone have a good time and stay healthy and safe.

You are the Drafter of Players

Around the end of a season, a new draft takes place. You will be getting player information from the commissioners. That's not enough! To be successful, you should attend some games when you are on a bye or come out to a Monday practice to see the new talent. Drafting new players is never as easy as looking at the 'big numbered' talent. It is really on you to understand the players. If you are unfamiliar with the draft process, please ask other managers and commissioners.

You are the Logistics Manager (refer to the list below)

You will need to keep on hand a few things. Some of this includes:

First Aid – Always have on-hand a variety of first aid-related items. (Procurement of these supplies are the responsibility of one individual. Managers should always be aware of who this individual is and communicate their needs as is necessary.

Tape – Blue painter's tape between 1.5" and 2". Buy it and then send an expense to the treasurer.

Balls and scorebooks – If you need official game balls or more scorebooks, a simple email or phone call to the treasurer will suffice.

North County Senior Softball Managers Handbook (Version 7-1-2023)



Misc. items – Currently, you are allowed an amount of discretionary spending for misc. items (currently \$100). These must be related to our game and could include buckets (for balls), painter’s tape, white boards, bat racks, markers, etc. Again, keep receipts and submit to the treasurer.

You are the Human Resources Manager

Remember, the players are this league’s most valuable asset. Some things relating to players includes:

Medical Information – Always have on-hand updated medical and contact information for each player on your team. Send any changes to the commissioners.

Uniforms – If you are a new manager, get the old uniforms from the prior manager. At the beginning /end of each season, you will be exchanging uniforms with your players. Record sizes and forward data to commissioners.

Stats – Try to be mindful of your player’s ratings because you will be asked to re-rate at the end of each season. While you can share ratings with individual players, do not share other player’s ratings as it could promote a hostile environment.

Substitute players – As the HR manager, you might need some “seasonal help”. There is a process for obtaining substitute players that is discussed on the ncseniorsoftball.net website under the rules section. Just remember, this only comes into play if you have 11 or less players for a game. You need to plan for the need for substitute players during the week prior to the need. Refer to our Local Rules Supplement for details.

Recruiter – Don’t try to do everything yourself. Ask some of the players to help with bases, tape markings, pitching screen setup and tear down, ball collection, batting practice pitching, and scorebook record keeping. It is important to have one or two players who know these things in the event you will be missing some games.

You set the tone of the league

This is a recreational league. Keep the team temperature down; You are responsible to share this spirit with your teammates. Arguments should be kept to a minimum or eliminated. Enforce the code of conduct as needed.

At the beginning of each season, managers should share the Code of Conduct with their teammates.

North County Senior Softball Managers Handbook (Version 7-1-2023)



What Happens on Game Day?

On game day before you do anything, look out your window. Is it or has it been raining? If so, contact the other manager to discuss. Even if the rain stops, some parks do not want us playing on a soggy field. If you agree to play, always call or visit the park's offices to ask the field status. Number is listed on back page. The home team's manager has the final say in whether to play.

In addition to the equipment, supplies and player information, you must always have a lineup sheet and share this with the opposing manager prior to the start of the game. The lineup sheet must show player batting order by last name of player (first name as well).

Prior to a game, both managers should hold a pre-game meeting/discussion to talk about anything unique to the field conditions or player participation (i.e. any players leaving early)

Managers should strongly endeavor to only assign players to umpiring roles who are knowledgeable in our rules of the game, Local or ASA.

It is also important to identify any players who will be leaving early and/or arriving late to the game. All of this information **MUST** be communicated with the opposing manager **PRIOR** to the start of the game.

If for any reason, a shortened game [down to 7 or 8 innings] is warranted and agreed upon by **BOTH** managers (usually during the summer due to extreme heat), this game change must be agreed upon prior to the start of the game. Note: this does not apply to games shortened by immediate changing weather conditions.

Tip: As a courtesy, the team batting should always let the team fielding know the location/status of the fifth run (other than the open 9th inning (7th in a shortened game). For example, if the fifth run is on second base you may yell; "FIVE'S-ON-TWO".

Appeals are to be made by the manager(s) when a call is in dispute.

Mentor and groom prospective managers and commissions for future needs.

North County Senior Softball Managers Handbook (Version 7-1-2023)



Each manager should be provided with standard league game equipment which includes:

Keys to the storage cabinets at the applicable parks	A pitching screen
Ball basket	Ball bucket(s)
Bat rack	Supply of new balls
Supply of practice balls	Blue tape for run-through and scoring lines
Wagon	Home plate mat
Out sign	Scorebook(s)
Scoreboard	Medical/first aid kit (see below)

On game day, you should have a fully equipped Senior Softball First Aid Kit which consists of:

1 Scissors	4 Pairs of Rubber Gloves
1 Eye Wash	4 Eye Patches
4 Cold Packs-Chemical Cold Spray	1 Box Alcohol Wipes
1 Box Anti-Microbial Towelettes	1 Anti-biotic ointment
1 Hydrogen Peroxide Spray	1 Dermoplast Spray
1 Active Skin Repair Bandages	1 Box 1x3 Plastic Strip
1 Box of 3x4 Bandage	1 Box of 3x4 Elbow-Knee Bandage
1 Triangular Bandage	2 Rolls of Self Adhering Athletic Tape/Bandage
2 Rolls Adhesive Tape	6 4" Elastic Bandage Rolls
6 6" Elastic Bandage Rolls	1 box of 4x4 Gauze Pads

Managers are also provided with emergency contact information. This should be brought to each game.

North County Senior Softball Managers Handbook (Version 7-1-2023)



Home Team [Manager] Responsibilities on Game Day

Home team is responsible for field prep. This includes:

[Out sign and rubber home plate mat.](#)

[Pitching Screen](#)

[Tape or Chalk](#)– Marking run through, commit and score lines. Website has a diagram with exact measurements.

[Bases](#) – Get them from the storage lockers or park offices. If you don't have keys for Alga and Calavera lockers, please ask one of the commissioners.

Specifically at Pine Avenue Park, the field equipment (bases, cones and cone-measuring string are stored in the park office this should be secured and returned by the home team.

[Balls](#) - Home team provides a new ball and a good back up ball. Game ball should be labeled with the home team initials and game date. At the end of the game the home team gets the balls. You use these for batting practice for your team.

The home team scorebook is the official source for the score throughout the game. At the end of each half inning, each team should share the runs scored by their team with each other to ensure the scorebooks are accurate.

At the end of every game, don't forget to collect all your equipment and the bases. Pick up and dispose of all tape. Deliver the bases back to their origination. Respect our parks and make sure everything is in better condition than when you started. The last team to leave a field is responsible for locking the cabinets or making sure the equipment box is returned to the Pine Avenue Park office.

North County Senior Softball Managers Handbook (Version 7-1-2023)



Winning Team [Manager] on Game Day

CONGRATULATIONS! You won! The winning team manager is responsible for:

Write-ups and official scores – You (or a designate) are required to put together a brief write up of the highlights of the game and the official score. Remember to speak with the losing team manager (or delegate) to get highlights from their team. This information must be delivered to the league commissioners and the person who maintains our website no later than 5pm on the day of the game so that it may then be added to our website. For examples of write ups please refer to the website or ask any manager or commissioner for some examples.

You are the “Player Rep”

Managers meetings – Once a month all managers and commissioners will assemble to discuss league issues and to vote on any items set forth. Managers (or delegates) are encouraged to attend these monthly meetings as they directly affect the league. Remember – you are the voice of your players. Please respect them and try to attend these meetings.

You are the “Financier”

There are times when you will be asked to collect monies that are due to the league. Some instances include:

Sponsor interfacing – Prior to a new season, you are responsible for collecting the sponsor fees. Additionally, you may need new shirts due to general wear and tear. The amount you need for this can vary but generally it should be in the ballpark of \$15 - \$25 per shirt. New shirts should last about 2 years. Sponsors pay for the team shirts.

We do not want to communicate with our sponsors only when we need money. As a general practice, it may be a good idea to communicate with your sponsor throughout the season. Let them know how the team is doing. Then when it comes time to collect sponsor fees you aren't such a stranger. Develop a relationship because without our sponsors we have no league.

North County Senior Softball Managers Handbook (Version 7-1-2023)



Player Fees – At the end of every season, you will be asked to poll the players on your team to see if they will play next season. For all players wishing to play, you are required to collect the player fee and signature on the Membership Application and deliver to the treasurer. Players are responsible to provide updated information about personal contact information, medical contact, prescriptions or emergency contacts should these change during a season. You should collect all monies and deliver one lump sum rather than doing this one-at-a-time.

Umpires, Rules & Disputes

We adopt the ASA rules and have league specific rules as well. A great way to learn is to attend the Monday pickup games as many times there are rules clinics. Additionally, there is a wealth of information on the rules on our website. If you have a question after the game, contact the commissioners.

Calls Responsibility

In our league we designate certain coaches to double as umpires. Since base coaches double as umpires, it is crucial that you make sure you have base coaches for every at bat. The following represents who is responsible for what calls:

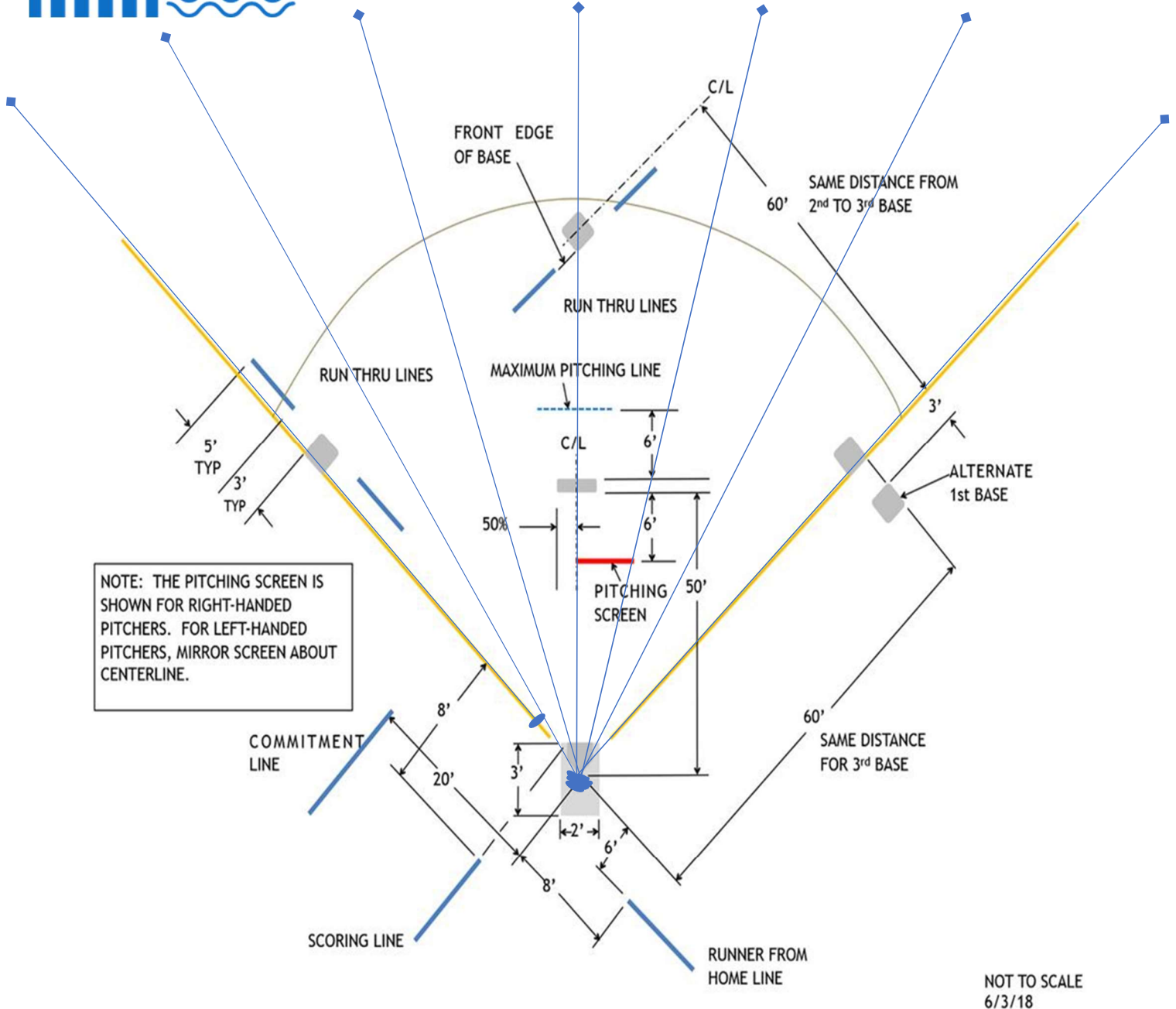
Home Plate (Umpire)	Pitches, Outs, Fair, Foul, Plays at home
First Base Coach	Plays at First Base, Appeal calls made by the home plate umpire for plays made at home plate/scoring line. Note this does not include balls and strikes, Observes runner to second base running through run-through lines)
Third Base Coach	Plays at second and third Base.

Always Remember – The umpires do their best and must be approved by you prior to the game beginning. On any call that you deem questionable always confer with either first or third base coach, the umpires and your fellow manager. Never create an atmosphere of animosity – be a leader.

North County Senior Softball Managers Handbook (Version 7-1-2023)



Field Measurements and Layout



7 Outfield defensive line cones should be placed 130 feet from the back (point) of home plate; one at each foul line, one approximately 45' from 2nd base (15 three-foot paces) and two evenly spaced between foul cones and second base cone, on each side of the center [second base aligned] cone.