

CHARDON GIRLS SOFTBALL INC.
GENERAL COACHING RESPONSIBILITIES

1. Contact all players after the Annual Meeting and set up practices by April 15th .
2. Review all documents in the team binder & complete all necessary paperwork by the designated dates.
3. Complete the team uniform order and turn in to Joyce Campbell no later than 4/9/12. The league will pay for 3 coach's shirts, should you need more please include a check for \$10/shirt with your team order. Extra coach's shirts will be ordered if they are prepaid. (we cannot reorder shirts so be accurate)
4. Pick up & distribute all team uniforms according to the size ordered on the registration form. (date/time T.B.A.)
5. Check & clean all equipment. Discard cracked helmets & get replacements. Check bats be sure grip is secure and there are no dents or cracks. Complete an inventory sheet & turn it in at the annual meeting to Jeff Campbell. Return all issued equipment in good condition at the designated time & place.
6. Have all assistant coaches fill out an application and turn all applications into VP Laurie Bevington (285-9813) before games begin. All assistant coaches must be approved by CGS League Trustees we suggest you limit your choice to 2 assistant coaches who will be responsible for all duties should you be unavailable at any time.
7. Distribute, Review, & Have Signed the "Code of Conduct" before your 1st game to be turned in to VP Laurie Bevington (285-9813) or the player may NOT be allowed to play.
8. If you are unable to attend practice or a game, have an assistant coach of record assume your responsibilities. (another unofficial person may help the assistant coach if necessary)
9. Establish a line of communication. You may use a call tree to contact players if practice/game is cancelled. (Delegate, it is not your sole responsibility, other coaches or parents may help)
10. You may submit a team practice & game schedule + coach's contact information to the webmaster to be posted at www.chardongirlssoftball.com; a master schedule will also be posted.
11. It will be necessary for you to schedule games (FP). Joyce needs a copy of all scheduled games to be handed in at the scheduling meeting. If you need to reschedule a game due to weather conditions contact Joyce for available dates (285-9694).
12. A pixie schedule will be distributed to you by 5/1/12 it is your responsibility to contact Joyce should you know of any conflicts before the schedule is released. Joyce will reschedule games if necessary due to weather only.
13. Free pitching lessons for fast pitch will begin in March. It will be your responsibility to arrange for girls on your team to participate after the CGS Annual Meeting (3/24/12). Please contact Jacki Campbell 440-725-2522.
14. Prepare for the game, line-up, find a scorekeeper, base coaches, always have a copy of all rules.
15. If you are the HOME team, line the field, fill in all holes in the infield (especially the pitching area), & put out the bases. Return bases & liner to the shed & LOCK the shed after the game.
16. Pay the umpire before the game usually during the umpire's conference with the coaches.
17. **BEFORE PRACTICING OR PLAYING PLEASE WARM-UP YOUR PLAYERS PROPERLY TO REDUCE INJURY.** Suggestions: Begin with a short jog (not run) & basic stretches.

Thank you for volunteering we appreciate your participation.