

**CHARDON GIRLS SOFTBALL INC.**  
**GENERAL COACHING RESPONSIBILITIES**

Revised 1/24/10

1. Contact all players after Annual Meeting and set up practices by mid April.
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 4/9/10. The league will pay for 3 coach's shirts, should you need more please include a check for the appropriate amount with your team order. Extra coach's shirts will only be ordered if they are prepaid.
4. Pick up & distribute all team uniforms according to the size ordered on the registration form.
5. Check & clean all equipment. Discard cracked helmets & get replacements. Check bats be sure grip is secure and there are no dents or cracks. 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 the "Code of Conduct" to all participants.
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 schedule & coach's contact information to the webmaster to be posted at [www.chardongirlssoftball.com](http://www.chardongirlssoftball.com); a master schedule will also be posted.
11. It may be necessary for you to schedule games (FP). Joyce needs a copy of all scheduled games. If you need to reschedule a game due to weather conditions contact Joyce for available dates (285-9694).
12. Prepare for the game, line-up, find a scorekeeper, base coaches, always have a copy of all rules.
13. 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.
14. Pay the umpire before the game usually during the umpire's conference with the coaches.
15. **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.**