



Manager's Handbook

Article I. EGCLA Coaches Responsibilities

- Section 1.01 Attend required meetings or send a representative to pick up the information.
- Section 1.02 Read all EGCLA documentation; check your email and the EGCLA website every day for the latest updates at: www.egcla.org
- Section 1.03 Be knowledgeable about baseball fundamentals and rules.
- Section 1.04 Appoint capable coaches who are knowledgeable about baseball fundamentals and rules, and who will assume the responsibilities of the Head Coach when he is absent.

Article II. Coaching Influence - "A Coach can influence more young people in one season than most people can in their entire lives."

- Section 2.01 Set an example of good sportsmanship and behavior for your players, coaches and fans.
- Section 2.02 You are responsible for the behavior of your players, coaches, and fans.
- Section 2.03 Poor sportsmanship and dishonorable behavior will not be tolerated.
- Section 2.04 No taunting of players or coaches is allowed.
- Section 2.05 Teach and stress sportsmanship, fair play, and teamwork abiding by the rules at all times.
- Section 2.06 Stress to players to hustle at all times so you don't waste time between innings.

Article III. Draft Leagues

- Section 3.01 Declare to your Division Chairman the players you are protecting.
- Section 3.02 Head coaches may protect a grand total of **5 players** in all age groups (this includes assistant coaches kids and sponsor's kids).
- This includes a sponsor's child if they specify before the draft or rosters are formed that they want a specific sponsor who has a child playing.
 - This sponsor's child counts as one of the **5 protected players** if he is protected before the draft takes place or the rosters are formed.
 - If two coaches want to protect the same player, then the coach who had that player in the previous season gets priority.
 - If neither of the two coaches had the player in the previous season, then a coin flip will determine who gets to protect the player. Therefore in future drafts the EGCLA will not allow the coaches to agree to protect more than the allotted number of players as specified in the rules.



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Article IV. Field Supervisors

<u>Hoppe Park:</u>	Paul Johnes	(618-691-8451)	pauljegccla@gmail.com
<u>LeClaire Field:</u>	Dan Allaria	(618-910-9852)	danallaria@gmail.com
<u>Glen Carbon Miner Park:</u>	Alan Schaake	(618-792-7464)	alschaake@yahoo.com
<u>Glen Carbon Village Hall:</u>	Paul Johnes	(618-691-8451)	pauljegccla@gmail.com

Article V. Pre-season/Practice

Section 5.01 Contact your players as soon as possible after you receive your official roster.

(a) Contact your league chairman if you have a player quit and for any other problems.

Section 5.02 See Practice Procedure document for more details.

Section 5.03 Conduct a reasonable number of practices before games start.

Section 5.04 During preseason practices, put the pitching machine away after you are done with it.

Article VI. Team / Individual Photo Information:

Section 6.01 We will distribute a photo information packet to each Head Coach at the May coach's meeting.

Section 6.02 Stress to every player **to participate in the team photo** because these photos are given to our team sponsors.

Article VII. Game Schedules

Section 7.01 Games start on the Monday after Mother's Day.

Section 7.02 The VISITING team is listed FIRST and they will occupy the first base dugout.

Section 7.03 The HOME team is listed LAST and they will occupy the third base dugout.

Section 7.04 Kindergarten game schedule will be 12 games.

Section 7.05 1st - 2nd grade game schedule will be 16 games.

Section 7.06 3rd - 9th grade game schedule will be 16 games plus a single-elimination post-season tournament. Teams will be seeded for the post-season tournaments as stated in the league rules.

Section 7.07 10th-12th grade game schedule will be 16 games plus a single-elimination post-season tournament. Teams will be seeded for the post-season tournaments as stated in the league rules.



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Article VIII. Game Management

- Section 8.01 Enforce the "no soft toss hitting into fences" rule. This damages the fences.
- Section 8.02 Ensure that your players don't warm up, play catch, or swing bats where a spectator could be injured or a car could be damaged.
- Section 8.03 Ensure that each player that takes the field is in full uniform as issued by EGCLLA.
- (a) Ideally try to have all players with the same color socks, same color as uniform shirt.
- Section 8.04 Enforce no tobacco in the dugouts and on the field.
- Section 8.05 Be organized by game time with a completed lineup and an inning by inning breakdown of players by position. If this isn't done ahead of time too much time gets wasted between innings trying to set up the defense. Do this for your entire roster and if someone doesn't show up, it is very easy to simply fill in with a player that is not playing in that inning.
- (a) Time taken between innings to set the defense should be 1 to 2 minutes.
 - (b) Time limits must be enforced.
- Section 8.06 Coaches are NOT allowed to modify the rules set by the EGCLLA of their division for any game, although both coaches may agree to modifying a rule. Umpires are to enforce the rules set by the EGCLLA.
- Section 8.07 Keep dugouts clean. Pick up trash in dugouts after your game.
- Section 8.08 During the season if you are the last pitching machine game of the day, put the pitching machine away.
- Section 8.09 No hassling of umpires will be tolerated at any level.
- (a) If it occurs coaches and fans are subject to ejection from the park.
 - (b) If the ejected person does not abide by the umpire's request, the game will be forfeited.
 - (c) Any problems or comments concerning umpires should be forwarded to your division chairman.



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Article IX. After the Game

- Section 9.01 Report game results and rainouts as stated in the EGCLLA rules.
- Section 9.02 Contact your players about rainouts and makeup games.
- Section 9.03 Keep dugouts clean. Pick up trash in dugouts after your game.
- Section 9.04 Stress to your team to patronize our concession stands. They help fund our league.
- Section 9.05 Don't hassle the concession stand workers with complaints. They have nothing to do with running the league; they just work in the concession stands.
- (a) If you have a problem, contact your Division Chairman.

Article X. Game Results for Team Standings (Grades 3 - 12 only)

- Section 10.01 It is the **coach's responsibility** (win or lose) to enter game results on the Team Snap app. Score should be confirmed with opposing coach prior to submitting.

Article XI. Rainout Procedures During Game Schedule Only

- Section 11.01 Rainout information will be communicated through the League website Team Snap app.
- Section 11.02 If the field workers determine that the field is too wet, then they will let us know that the games are cancelled and you will be notified by email/text message. If it rains after they have prepped and left the field, then you may not receive a message. **If you are not notified then you must assume that your game has NOT been cancelled.**
- Section 11.03 **Coaches must** report all rainouts to your league chairman, he will keep track of them.
- (a) If you have more than 2 rainouts, then we will start making them up beginning with the first one. For example, after the 3rd rainout, then your 1st rainout will be rescheduled, and after the 4th rainout, then your 2nd rainout will be rescheduled and so on.
- (b) **DO NOT** enter a canceled game as 0-0 in Team Snap, doing so will result give incorrect records in the standings.



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Article XII. End of Season

Section 12.01 Collect and return to EGCLLA on the designated return day all pants and equipment that was issued to you.

- (a) The coach is liable for pants and equipment not returned.

Section 12.02 Distribute pictures to entire team.

Section 12.03 Pick up and distribute trophies to your players.

- (a) Kindergarten thru 3rd Grade - Participation Trophies
** 3rd Grade only - 1st & 2nd place trophies for post-season tournament
- (b) 4th thru 9th grades - 1st & 2nd place trophies for regular season and post-season tournaments
- (c) 10th - 12th grade - 1st place trophy for regular season and post season tournament

Article XIII. Disciplinary Action of Coaches

Section 13.01 Any coach who does not abide by these rules and responsibilities can be suspended or removed as coach by the EGCLLA Board of Directors.



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EGCLLA Regular Season Team Won/Loss Record Summary

Team Number: _____

Game #	Game Date	Field	Opposing Team #	Won	Lost	Tie	Record
Game # 1							
Game # 2							
Game # 3							
Game # 4							
Game # 5							
Game # 6							
Game # 7							
Game # 8							
Game # 9							
Game # 10							
Game # 11							
Game # 12							
Game # 13							
Game # 14							
Game # 15							
Game # 16							



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Manager's Notes from Division Chairman meeting