



Milford Little League

Manager/Assistant Manager Responsibilities

Before the Season

1. Contact your team and introduce yourself. This needs to be done as soon as the team rosters are assigned post-draft.
2. ALL players must have a filled out Little League medical form provided to the team manager and kept in the equipment bag for the entire season. The medical form can be found on the league website.
3. Participate in pre-season field preparation day.
4. Attend and participate in league meetings.

During the Season

1. Maintain constant contact with your roster to help keep them informed of practices and games.
2. Distribute and collect raffle tickets from your team members. Attend meetings where the raffle tickets are collected.
3. Make sure you can field enough players for your games. If there are issues with fielding a complete team then contact your division commissioner, Lori Seluga, Pat Fallon (Baseball) or Brian Glynn (Softball) for any callups required. T-Ball – just play with what you can.
4. Behave yourselves during games! If you are thrown out of the game for any reason it is a mandatory single game suspension. Repeated ejections will result in longer suspensions or a ban from managing.
5. All Farms and Majors baseball managers are responsible for keeping records of/and reporting pitch counts.
6. If a player or coach is injured in any way, contact league Safety Officer Paul Jones immediately and begin the process of filing the required paperwork.

7. Provide payments to the Umpires 100\$ (50 each for two) or \$75 if there is only one. These payments are split between the visiting team and home team managers. SPECIAL CONDITIONS APPLY TO GAMES AGAINST OTHER LEAGUES.

Game Time (BOTH TEAMS NEED TO WORK TOGETHER)

1. Open the snack stands (Gehrig only), equipment shed, bathrooms and field gates.
2. Remove the tarps from the mound and home plate area. These need to be moved completely off the field and outside the fence.
3. Rake/Drag the infield area and mound, taking care to ensure no infield clay ends up in the grass. Push the clay away from the grass.
4. Line the field and make up the batter's boxes. (not necessary for tball or coach pitch)
5. Hat Collection should be performed during the bottom of the 3rd inning by the two last home team batters to bat during the second inning. The donations need to be placed in the lock boxes in the stands at the fields. LG – on the cabinet to the left as you enter the stand. RC – in the snack stand to the left hand side after walking in. Brewster – to the right after entering the door. All boxes are marked "Hat Collection" and envelopes are provided.
6. Post-game rake/drag the infield.
7. Replace the tarps to the mound and home plate areas.
8. Empty all garbage cans in the dugouts to the dumpsters at the fields. DO NOT assume the last game of the day will take care of it. The trash piles up and they will be overflowing quickly.
9. Lock up the field, shed, snack stand and bathrooms. Return keys to the lock box.
10. Once again both teams work together to keep our fields looking great during the season. The league, the facilities and fields belong to ALL of us and our children.
11. Bottom line this is a GAME and we are here for kids to have fun and learn how to play.

If you need to contact a representative of the league for any reason, please use the league website to find the appropriate contact information.

Make sure to attend league meetings on a regular basis to keep up to date on all league business.

It is Strongly Recommended that each manager find a parent to take up the role as Team Parent to assist with off the field activities; such as, but not limited to: regular communications, raffle ticket hand out and collection, reminding the manager/team to perform hat collection, ensuring that pre and post-game field prep/close out is completed and keys returned to lock boxes.