

**CLEARWATER** **Bullets** **FAST PITCH**

*A hundred years from now it will not matter what my bank account was, the sort of house I lived in, or the kind of car I drove....but the world may be a different place because I was important in the life of a young athlete – a young lady.*

*The impact you have on a child is great and lasting, perhaps more than you'll ever know.....so make it positive.*

*Accepted By  
The Board of Directors  
On May 5, 2003*

# CLEARWATER **Bullets** FAST PITCH

## MANAGERS / COACHES MANUAL

The Clearwater Bullets Manager and Coaches are expected to be responsible individuals with knowledge of fast pitch softball. The Bullets' managers and coaches should always exhibit good sportsmanship, set a good example, and promote the Bullets organization. The team manager is responsible for the actions of their coaches, players, and parents. Fighting and foul language are not acceptable. The Board of Directors understands a manager is under extreme pressure to win and maintain a competitive team, but the manager is still required to conduct himself or herself as a professional.

Before the start of each fall season, the Board of Directors must ratify the managers. Ratified managers must submit the names of their coaches to the Board of Directors, and they too, must be ratified each year. If a manager removes a coach, the President must be immediately notified. Before a manager is permitted to add a coach to their roster, the Board of Directors must be notified so that person can be ratified.

### MANAGERS

Listed below are some of the responsibilities of a manager:

- Maintain the official team roster and submit it to the BOD by March 15
- Maintain team member's birth certificates
- Maintain team member's Registration, Travel, Permission and Medical Release form
- Maintain team insurance forms
- Maintain registration and financial records and submit a copy of receipts to the Bullets Treasurer.
- Financial planning, finances and records of the team.
- Enforcement of Clearwater Bullets player policies
- Maintain a professional manager-to-player relationship
- Hold team meeting with team members and parents on an as needed basis
- Responsible for the actions and conduct of the team members, parents, and coaching staff
- Conduct practices @ the Facility designated by the Clearwater Bullets Organization and the City of Clearwater
- Never allow a player to be placed on the roster only for her financial contribution with the thought she would never play a.k.a. money kid

- Be a spokesperson for the team

### **MANAGERS - Continued**

- Be available to speak to the Board of Directors upon request
- Set a positive example and be an ethical force within the Bullets organization

Coaches shall always conduct themselves in a professional manner. Foul language, fighting or any other inappropriate behavior will not be tolerated.

#### Head Coach

- Shall act as the manager in the manager's absence, whether due to sickness, vacation, etc.
- Shall aid in the field management of practices and tournaments and shall act as the manager's assistant.
- Shall be prepared to have any background check, as required by the City of Clearwater or the Board of Directors

#### Coaches

- Shall assist the manager and head coach with practices and tournaments under the direction of the manager.
- Shall be prepared to have any background check, as required by the City of Clearwater or the Board of Directors

### **BULLETS UNIFORM**

- All Bullets uniforms must have the Bullets block lettering exact logo. Any variation must be approved by the Board of Directors
- The Bullets colors are red, black, gray and white – no other variations accepted unless approved by the Board of Directors.
- Uniforms that are not made to the specification of the organization cannot be used.
- The standard minimum uniform should consist of shorts, sliders, shirts, a bat bag, a batting helmet, hat or visor and socks.
- It is the desire of the organization that all players are outfitted in a consistent manner.
- Managers' and coaches' golf or polo shirts should match the team uniforms with colors as outlined above and shall be consistent for their team. Teams are encouraged to maintain shirts in good condition.

- The Board of Directors has adopted a “Sunday Best” Policy in which every player will be outfitted with a “**Trader Sport**” Uniform for Sunday Play.

## ACCOUNTING

The Bullets organization maintains a general fund consisting of organization money that was raised from tournaments and other organization fundraisers. These funds are used for the general operating expenditures. At the discretion of the Board of Directors, surplus shall be distributed equally among the team accounts, at the start of the fiscal year.

As a subset of the General Fund, each team manager must maintain a team account to be used for the operation of their team. Although the Treasurer will maintain this account, the individual manager shall have full access to their team account.

The team manager is required to keep an individual player account of what monies each player has deposited into the team account. The recording of expenditures by player is optional but recommended. It is also recommended that each team periodically reconcile your account with the Treasurer’s books.

|                                 |  |                                       |       |
|---------------------------------|--|---------------------------------------|-------|
|                                 | Total of each individual girl’s revenues | _____                                 |       |
| E<br>X<br>A<br>M<br>P<br>L<br>E | ↗  | Total of independent donations        | _____ |
|                                 |  | Total of organization allotments      | _____ |
|                                 |  | Total team income                     | _____ |
|                                 | ↘  | Total expenditures                    | _____ |
|                                 |  | Net cash on hand remaining in account | _____ |

Team accounts may not operate with a negative balance, unless approved by the BOD.

A manager cannot move to another team if his first team has a negative balance.

If a manager changes age groups within the Clearwater Bullets organization, the account shall stay with the team. If the team moves with the manager, the manager can ask the BOD to move the funds with the team or the portion of the team that moves.

If the manager resigns or is not ratified and a new manager takes over the team, the account shall remain with that team. If the team split due to player age restrictions, the BOD may approve a prorated amount to be moved up with them. If the team is disband, the account shall be terminated and the residual funds shall be distributed to the general fund.

The team manager is ultimately responsible for the team account.

Any changes in the team account as outlined above shall be presented to the BOD for their approval.

## **BUDGETS**

Each manager shall submit to the BOD a team budget consisting of anticipated team expenses for Board approval by March 15. The budget should include a minimum of:

Revenue – expected from each player; projected funds from the BOD, donations, etc.

Expense – Travel (hotel, meals, airfare), uniforms, equipment, tournament fees, etc.

Amendments – An amount of \$500 or greater must be submitted to the BOD for approval.

## **PLAYERS TRANSFERRING FROM ONE BULLETS TEAM TO ANOTHER**

- Player transfers are difficult for the Bullets' organization, both team managers, parents and, more importantly, the players of both teams. When these situations arise, we all must display the utmost integrity in dealing with the transfer.
- Players that owe money to a Bullets team may not play on another Bullets team until the first team's account is current. Any money to be transferred shall be agreed upon by the two team managers and brought to the Board of Directors for approval. Any disputes shall be brought to the BOD for resolution.
- If monies are to be transferred because of a player changing teams, the accounting shall be complete enough for the BOD to accurately see that individual player's revenue and the team expenses (divided by the number of players) that would then enable the manager and the BOD to determine any monies to be transferred.
- It is extremely unethical for a manager to contact a player on another Bullets team either by email, phone or in person, in an effort to entice the player to play for them. If a player wishes to transfer to another Bullet's team, her parents must contact the Bullets' President and request a release. The President will advise the Board and both team managers of the situation. At that time the manager has the option to either try and retain their player or release her. The player's account will be distributed as outlined in #1 above.

## **GETTING PARENTS TO WORK WITH YOU, NOT AGAINST YOU**

Believe it or not, 99% of all parents out there are sane and workable. If you want to be a successful manager, you have to deliberately make an effort to train them. The following is a list of strategies and ideas that will help you in this endeavor.

- Most parents who push do so because they don't know how to be helpful and do not understand the effects that this has on you and their child.
- You are in a position as a coach to give parents the two things that they want the most and that frequently causes them to say and unhelpful things.
  - They want their child to feel happy.
  - They want their child to be successful.

## **GETTING PARENTS TO WORK WITH YOU, NOT AGAINST YOU**

- Help parents redefine what it means to be a winner. Winning is about pushing your own limits and constantly striving to do better than your best.
- Don't use a crisis intervention model with parents. Don't wait for problems and emotions to arise before you are forced to deal with them. Use a preventive model and commit yourself to training parents from day 1 in your program. Actively educate them with verbal and written material.
- Clearly define the roles of player, coach and parent so they know what is expected of them and how they can best help the team. For parents, specifically state that coaching is something you do and they don't. Define what it means to coach so that they won't have any confusion about the matter.
- Establish yourself as an expert. You know the sport, (even if you're inexperienced) and it's your job to see that things are run the way you see fit. Although parents may challenge you on this, act as if you are the expert in a non-defensive way.
- Define a common mission for the team and organization. Let parents know where you want to go and how they can help you and their children reach these goals.
- Communicate. Keep lines of communication open between you and the parents. Be approachable. Encourage them to bring their problems to you directly. Listen to them and give them the feeling that you hear them and can understand where they are coming from, even if you don't agree with them.
- Keep professional whenever possible. Do not use your emotions to respond to problem parents. If they push your buttons, keep your emotions out of your interactions with them. If you lose your professional perspective, you can't be effective.
- Help parents understand the developmental perspective you have in training. Most parents don't understand why their child isn't winning everything in sight. Explain to them about the long-term process you are involved in with their child and the proper way to measure success with it.

I certify, I have read or will read and understand the Clearwater Bullets, Inc. Coaches / Managers Manual

Coach / Manager Name (printed) \_\_\_\_\_

Coach / Manager Signature \_\_\_\_\_

Team \_\_\_\_\_

Date \_\_\_\_\_