

Carlsbad Youth Baseball

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Manager/Coach Selection Policy

Purpose

The purpose of this document is to define the policy that CYB shall use for the selection of managers and coaches. The objective of this policy is to provide our customers with the highest quality of managers and coaches possible.

Definitions

Manager - The team manager is responsible for all aspects of the team's operation, including coaching, instruction, mentoring, directing and supervising the team's players, parents and assistant coach(es) as required, including instructing and upholding the league's Code of Conduct policy as it relates to any and all team activities.

Coach - The coach is generally a subordinate role to the team manager. The coach is primarily responsible for on the field instruction, direction and supervision of the players. As required, a coach may be called upon to assume any of the duties of the team manager, generally in a subordinate role to the manager.

Coaching Aid/Assistant - A coaching aid/assistant may be utilized by a team to assist a coach in instructional duties. An aid is NOT AUTHORIZED to play a supervisory role without the presence of the manager or coach. Coaching assistants who have not attained the age of 18 prior to the team's first regularly scheduled game are subject to the same guidelines for personal protective equipment as the team's players (eg protective cup for catching and helmet for batting, base-running and/or base coaching).

Scope

This document defines the criteria applied to selection of team **Managers** and **Coaches**. Selection of Coaching aids/assistants is at the discretion of the Manager and/or Coach.

Requirements

- 1) To be eligible for appointment to a Manager or Coach position, a candidate must have attained the age of 18 on or before the date of the team's first game of the season for which the candidate has applied.
- 2) To be eligible for appointment to a Manager or Coach position, candidate must submit a Manager/Coach Application Form in accordance with the following requirements:
 - a) Manager candidates must submit applications on or before the date of the final tryout
 - b) Coach candidates must submit applications at least one week prior to the first scheduled practice.

Forms may be submitted to the Registrar (along with player registration form), Division Commissioner, or Vice President of Operations.

- 3) All candidates must be willing to be subject to a background investigation by the league. This will include collection of fingerprint records and may include other background searches as deemed necessary and appropriate by the board, including police record and/or internet background web pages.

Responsibilities

The League **Registrar** is responsible for collecting Manager/Coach Applications submitted as a part of the registration process and for dispersing the following:

- a) lists of candidates to the Commissioners and to VP Operations
- b) Application Forms to VP Operations.

The Division **Commissioners** are responsible for:

- 1) recruitment of potential manager and coach candidates (particularly when the number of required managers and coaches exceeds the number of pre-season volunteer signups)
- 2) collection of application forms for candidates who have not filled out the form already
- 3) compiling lists of candidate managers and coaches for their respective divisions
- 4) ranking the list of manager candidates in order of recommended team assignment
- 5) presenting this information to the VP of Operations
- 6) assignment of approved manager candidates to teams within the division.

The **VP Operations** is responsible for dispositioning the approval status of Manager and Coach applicants. The VP Operations is also responsible for filing documents associated with each approved Manager and Coach applicant in the league record files. In addition, the VP Operations is responsible for maintaining the league's coaching records files from season to season.

Process Overview

The Manager and Coach selection process consists of the following basic steps

- 1) The **Vice President of Operations** collects Manager/Coach application forms from the registrar, Division Commissioners, and applicants.
- 2) The **Commissioner** compiles a list of proposed managers and coaches. Sources may include applicant information from the **Registrar** as well as independent contacts
- 3) The **Commissioner** and **VP Operations** review the entire list of Manager/Coach applicants.
- 4) The **VP Operations** generates an approval disposition for each applicant. In doing so, the **VP Operations** will consult the **Commissioner**, other Board members, and other parties as deemed necessary in each particular instance. All dis-approval dispositions will be communicated to the league president, and if deemed necessary by the president a meeting of the Board of Directors will be convened to rule on the approval disposition.
- 5) The **Commissioner** develops a Ranked list of approved Manager candidates, according to the criteria shown below. In doing so, the **Commissioner** will consult the **VP Operations**, other Board members, and other parties as deemed necessary in each particular instance. Ranked managers lists will be communicated to the league president, and if deemed necessary by the president a meeting of the Board of Directors will be convened to rule on the ranking disposition.
- 6) After ranking is completed, the **Commissioner** will assign teams to managers in rank order. Depending upon the number of teams formed and numbers of managers on the list, all candidates may or may not be appointed as a team manager.

Note: The ranking process does not apply to coaches.

Criteria

- 1) **Approval/Non-Approval Status** - In general, applications for Manager and Coaching volunteer positions will be approved based upon a combination of factors (not necessarily in order):
 - a) For a manager position, some level of prior coaching experience is highly desirable and may be required depending upon level of play
 - b) For a coach position, some amount of prior experience in coaching, teaching and/or mentoring youth groups is preferred, though not necessarily required
 - c) A track record of especially poor Managing/Coaching performance could be cause for dis-approval status
 - d) A track record of behavior that is not in accordance with the CYB Code of Conduct could be cause for dis-approval status

2) **Ranking** - As with the approval/non-approval status, ranking is based upon a combination of factors, of which no single factor can be evaluated on its own. The most important factors are:

- a) Proven ability to coach by virtue of a strong track record in CYB (as judged by parent evaluations, Commissioner evaluations, Board member assessments, and peer assessments)

- b) Ability to communicate with children and parents
- c) Compliance with league ideals/Code of Conduct
- d) Baseball knowledge
- e) Coaching track record outside CYB.

Ranking of manager candidates will be based upon a combination of all of these factors, with the objective of assigning the highest ranking to those candidates most qualified to provide the best overall baseball experience for the players and families.

Appeal

1) Candidates wishing to dispute a ruling on approval or team placement may do so by written notice to the VP Operations or League President. In the case of such a notice, the candidate will be an opportunity to meet before the board (prior to the draft meeting in the case of a manager candidate) and to receive information relative to the evaluation of their application. The outcome of such a meeting may be to alter the applicant's evaluation status/ranking, or not, depending upon the specific circumstances encountered during the review meeting.