

Information for CYB Managers and Coaches

1. A Few Important Matters for Managers and Coaches

1. If you find that you need to swap uniforms to get a proper fit, and when you need to replace equipment that breaks or wears out, you can see the CYB Equipment Manager in the rear of the 110 Building on Wednesday evenings from 7 to 8 PM. This schedule changes as the availability of the Equipment Manager changes, so please check the web site for updates to this schedule.
2. *Please* do not send individual parents or players down to exchange equipment or uniforms, as only team managers and coaches are authorized to do so. Serving 85 teams tends to take up the available time, and trying to serve 2500 players and parents (give or take) is not possible.
3. All players must be in league approved full uniform by the start of the season.
4. The team manager or a coach must stay with his team until the last player is picked up ***no matter how long it takes.***
5. Please observe all field rules. This will make it easier for maintenance of the fields.
6. Games are canceled and rescheduled by a league official only. Managers may ***not*** reschedule a game on their own.
7. The refreshment stand at the 110 fields provides a valuable service for players and spectators and earns money for league operations, which helps keep our fees down. Each team is required to man the stand with two parents or other volunteers a few times a year. ***Please*** remember your refreshment stand schedule. Be sure to schedule parents for your team's slots at the pre-season meeting, and be sure to remind parents when their turn comes up. It is critical to meet this obligation. **Please note:** Due to Board of Health Regulations and insurance requirements, no person under the age of 14 may enter the Refreshment Stand at any time, so parents cannot bring a tyke inside the Refreshment Stand at all, ever. Persons 14-16 years of age may volunteer in the Refreshment Stand only if an adult is also present.
8. No adults (18 or over) may manage or coach until a CORI (*Criminal Offender Record Information*) form has been completed, submitted to League officials and approved. Please return completed CORI forms for *all* adult volunteers (managers, coaches, and scorekeepers) before your team's first practice.
9. Players are not to be punished and/or suspended for missing practice due to family and/or religious commitments. All disciplinary action must be approved by the League Vice President and/or Board of Directors. For more information on player discipline, see [FAQ#Discipline](#) (http://www.chelmsfordyouthbaseball.org/Divisions/seniorfarm/slffaq.php#_Discipline). (This FAQ was originally written for Senior Farm, but the section on discipline applies to all divisions. Of course, acceptable behavior varies with age.)

2. CYB Insurance Regulations FOR MANAGERS

All players, managers, coaches and umpires are insured for injuries suffered during league-sanctioned activities. Here is what managers and coaches need to know.

1. The **CYB Parent Information Pack** includes a section that generally informs parents about our insurance program. Please make sure that all parents are given this information. Go over it during the pre-season parents meeting.
2. The Medical Release Form available on the CYB web site must be completed and signed for every player by a parent or guardian and returned to you. **No child may be allowed to practice or play in any CYB activity until this form is completed, signed and returned.** Managers and/or coaches must have these completed forms with them at all practices, games or other scheduled events during the season. If during periodic checks, the forms are not present, the player(s) will not be allowed to participate.
3. Copies of the medical insurance claim forms to be used in the event of an accident will be available from George Greenman at 251-3004. **Please remember that all accidents that occur during the season must be reported in writing within 24 hours**, irrespective of whether or not claims are filed, to George Greenman @ cjlgeorgeg@verizon.net

3. Rules for Use of the 110 Fields (includes Scully, Fitts, Lupien and Volunteer Fields)

1. Whether during games or practices, pitchers may only pitch from the mound, this includes coaches. Pitching from the grass is prohibited, including from the grass in front of the mound. Pitchers may warm up either on the mound, in the bullpens (where available) or outside the fenced field areas.
2. All batters must use the batters box at all times including during batting practice. There is no hitting from the grass areas.
3. Pre-game batting practice on fields is **not** allowed. You may use the batting cages if you have scheduled them or if they are open.
4. Smoking is **not** allowed in the dugout or on the field.
5. Use of drugs or alcoholic beverages is **not** allowed.
6. The home team occupies the first base dugout and the visiting team occupies the third base dugout.
7. Home team is responsible for installation of all bases and having the umpires gear on the field. Strictly speaking, the visiting team is responsible for raking the batters boxes, mound and around the bases, and both teams are responsible for dragging the base paths. As a practical matter, both teams are encouraged to help get the field ready for play.
8. All the items required to complete item 7 above are located in the equipment closets on each field. The key is available at the refreshment stand.
9. The home team is responsible for locking all the gates and the equipment closet at the conclusion of the final game of the day on the field. The home team manager is responsible to return the key to the refreshment stand.

4. Clean-Up Day

Chelmsford Youth Baseball holds a clean-up time each Saturday morning prior to the 9:00 AM games. Your team is required to participate in the clean-up when your turn rolls around. **Your turn is determined by the time of your Saturday game. If you are playing the 9:00 AM game, you are responsible for field clean up on that day.**

The entire 110 complex must be cleaned and you are responsible for the field you are playing on and the area surrounding the field. Rakes and trash bags are available and located in the equipment closets on each field. Please remember that this is a mandatory chore approved by the CYB Board of Directors, and all teams must participate. If you have any questions or concerns please contact Mike Donoghue or George Greenman.

You probably will not receive any further notice of your participation in this program. Just remember that if you are playing in the first game on a Saturday on a field at the 110 complex, you are responsible to have your team show up early for the clean-up -- and remember that the first game will not be allowed to start until the clean-up is completed. Delays in completing the clean-up will shorten the time allowed for playing your game. And on the first game of the day, the clock starts running at the scheduled starting time, so late start does not mean you get extra time to finish.

5. Uniforms

CYB supplies Major League Baseball replica uniform shirts and hats to all participants. The players are allowed to keep these items at the conclusion of the season. At the beginning of the season, each team (ages 9 through 15) chooses the color pants (white, black or gray) and socks they wish to wear for the season. Parents are responsible to purchase the appropriate pants and socks. Please note that *all players must be in complete uniform by the start of the season.*

Thanks for your help.

CYB Board of Directors