



## ***Berthoud Fast-Pitch Softball Association***

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### **Coaches Guidelines**

#### **A. Conduct**

1. All coaches are expected to conduct themselves in a professional manner at all times and lead by example.
2. At no time shall a coach take part in any objectionable demonstration of dissent at an official's decision or towards any player that could be deemed as unsportsmanlike such as throwing or kicking of gloves, helmets, hats, bats, balls, etc.
3. At no time shall a coach commit or threaten to commit any type of violence or take part in any type of verbal abuse towards any player, parent, official, board member, coach, or any party involved with the direction of or running of a tournament or game.
4. No coach will allow or encourage the use of unnecessary rough tactics during any game, practice, or at any function associated with the BFPSA.
5. No coach will take part in or allow the use of profane, obscene, or vulgar language in any manner at any time.
6. No coach will take part in or allow gambling of any kind with anyone at anytime.
7. No coach will use tobacco, alcohol, or drugs, in or around the dugout during games, practices, tournaments, or at any time when associated with the young ladies of the BFPSA.
8. No coach shall ever arrive at a practice, game, or any event having to do with the BFPSA in an impaired manner of any nature.
9. No coach will take part in public discussions with anyone in a derogatory or abusive manner any play, decision, or personal opinion on any player during the course of a game.
10. No coach will speak disrespectfully towards any official, parent, player, manager, coach, tournament director, league representative, or board member at any time.
11. No coach shall demonstrate disrespect of the umpire's authority during a game.
12. All coaches will treat each player, official, parent, manager, coach, tournament director, league representative, or board member with respect and dignity.
13. Any discussion with an umpire will be conducted in a civil and respectful manner. If a call is deemed questionable, it is the head coaches and/or assistant coaches' right to request an explanation of the call.
14. The Head Coach is responsible for the actions of any member of his/her team including parents, spectators, and assistant coaches.
15. All coaches are expected to follow the BFPSA By-Laws, Code of Conduct, and Coaches Guidelines at all times when associated with his/her team or a BFPSA function of any kind.
16. All coaches understand that if something is not covered in the BFPSA By-Laws, Code of Conduct, or the Coaches Guidelines, it needs to be brought to the attention of the BFPSA Board of Directors for a ruling and/or determination before any action is taken.

#### **B. Team Equipment/Uniforms**

1. The Head Coach is responsible for all equipment issued to his/her team by the BFPSA.
2. The Head Coach shall keep an accurate inventory of all equipment and supply a copy to the BFPSA Vice-President once per quarter.
3. Equipment that becomes damaged, or that is lost or stolen, must be reported to the BFPSA Vice-President. The Head Coach may be responsible for the replacement of lost or stolen equipment.
4. When new or replacement equipment is needed, the Head Coach shall contact the Vice-President to inquire if any is available before purchasing equipment.

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5. It is the Head Coach's responsibility to determine what their team equipment needs are and to be responsible when acquiring said equipment.
6. All players will wear like uniforms and all uniforms will have the Berthoud Blaze prominently displayed on them. Any deviation from this rule must have the Board of Directors approval before acquiring uniforms. All uniforms must meet the rules set forth by the sanctioning body for any tournament and/or league.
7. The official colors of the BFPSA are Navy Blue and Athletic Gold.
8. The Head Coach will determine the color of the players and coaches uniforms. Uniform colors other than White, Navy Blue, Yellow/Gold must have Board of Directors approval before acquiring.
9. All coaches will wear like uniforms and have the Berthoud Blaze prominently displayed on them. All uniforms must meet the rules set forth by the sanctioning body for any tournament and/or league.

### **C. Practices/Games**

1. It is the Head Coaches responsibility to schedule all practice time for their team through the BFPSA Field Coordinator when utilizing any of the facilities located in the Town of Berthoud.
2. The Head Coach will determine his/her team's practice schedule. Practice time is controlled by the Town of Berthoud on its fields during the months of April, May, June, and July.
3. The Head Coach is responsible for selecting what tournaments and/or league his/her team will register to play in. The Head Coach is also responsible for the registration of same and for the payment of fees associated with them.
4. All coaches shall conduct practice in a manner that provides every player an equal opportunity to improve their skill level through active participation.
5. The Head Coach will be responsible for giving all players the opportunity to display their skill and ability in game situations. The Head Coach does not need to provide guaranteed or equal playing time to any player unless required to do so by the rules set forth by the sanctioning body for which they are playing.
6. The Head Coach, or his/her appointee, will determine the line-up for each game.

### **D. Roster**

1. The Head Coach shall determine who is on his/her roster at all times.
2. Any player currently suspended, for any reason, will remain on the team's roster and be listed as a substitute player in the line-up, but will not be eligible to play unless necessary to avoid playing with less than nine (9) players.
3. It is the responsibility of the Head Coach to make sure his/her roster is kept up to date with the sanctioning bodies they play with.

### **E. Disciplinary Actions**

1. The Head Coach may suspend any player for disciplinary reasons provided the following actions take place:
  - a) Communication with the player and parent/guardian explaining why, and
  - b) A letter explaining the reason for suspension is provided to the Executive Board within twenty-four (24) hours of the suspension.
2. The Head Coach cannot suspend any player for longer than one (1) tournament, or two (2) games for non-tournament teams, without receiving Executive Board approval prior to the suspension.
3. The Head Coach must notify the Executive Board twenty-four (24) hours prior to any player being removed from their roster for disciplinary reasons.
4. Disciplinary actions that do not involve suspension or expulsion are the sole discretion of the Head Coach. The Head Coach shall be fair, unbiased, and consistent when handing out punishments.

### **F. Team Finances**

1. The Head Coach will be responsible for all team money.
  - a) The Head Coach may appoint a team representative to handle this duty for him/her, but the Head Coach will still be responsible for all team money.
2. The Head Coach will be responsible for all fundraising activity for the team.
  - a) The Head Coach may appoint a team representative to handle this duty for him/her, but the Head Coach will still be responsible for all fundraising activity.
3. All fundraising activity must fall within the guidelines of the BFPSA Fundraising Policy which can be found on our website at <http://www.berthoudblaze.com>.
4. The Head Coach is responsible for creating a projected team budget and providing it to the BFPSA Board of Directors. (By-Laws-Article 6-Section C)
5. It is the responsibility of the Head Coach to collect all team fees from players.
6. Each player will have an individual account within the team bookkeeping to account for player fees paid and fundraising credits earned. A bi-monthly statement must be provided to the players/parents showing their current status.
7. No team shall have the power to borrow money or to incur debt for which the creditor will have recourse to any other team or BFPSA.

### **G. Other**

1. The BFPSA Code of Conduct and the Coaches Guidelines are intended to provide clarification and additional guidance to the BFPSA By-Laws. If any conflicts exist between the documents, the BFPSA By-Laws will be the governing document. All remaining provisions will remain in effect until rescinded or modified by the BFPSA Board of Directors.
2. The BFPSA Board of Directors has the right to add, modify, and/or remove any information contained in this document at any time. A current and active copy of this document will be available on our website at <http://www.berthoudblaze.com>.
3. Anything not covered in the BFPSA By-Laws, Code of Conduct, or the Coaches Guidelines, will need to be brought to the attention of the BFPSA Board of Directors. No decision shall be made, or action taken, until the Board of Directors has a chance to review the issue and determine if further action is required. The BFPSA Board of Directors shall have the final authority of any issue brought before them and their decision and/or interpretation is final.
4. Failure on the part of any coach to adhere to the rules and guidance set forth by the BFPSA shall result in a mandatory meeting before the Board of Directors to discuss the issue. Disciplinary action may include, but is not limited to, suspension for a period of time or expulsion from the BFPSA as determined by the Board of Directors.