

# Manager Duties

Deliver your affidavit to the Tournament Director or District Staff as soon as you arrive at the park, before taking the batting cage, field, or dugout. Do not just drop it off with anyone (or no one) sitting at a scorekeeper's table. You cannot occupy the dugout, warm up, or play unless the TD or District Staff have it in their possession.

The Tournament Director must approve any substitute manager or coach not listed on the affidavit **before** warm ups.

Complete, legible lineups should be turned in to scorekeeper's table at least 30 minutes before game time. Include name pronunciations (players and coaches) for announcers. Consider typing a pronunciation guide and bringing it with you to each game. Slide it in with your affidavit. It does not need to be put on the lineup or even in lineup order.

Have your equipment out of equipment bags and ready for inspection while the teams are taking infield. If you notice any illegal or defective equipment, remove it immediately. Equipment that is removed by the tournament officials will not be returned until **after the tournament has ended**.

If your lineup changes between the time you turn it in and the plate meeting, review the changes with the official scorekeeper and make sure the changes are reflected in the book. The book will be the official record.

Substitutions and special pinch-runners must be made with **the official scorekeeper**- not the opposing team, not the pitch counter, not the scoreboard operator, not the announcer- the official scorekeeper. What gets announced is not what matters, only what is in the book. Ask for time, receive time, approach the umpire-in-chief and together go to the official scorekeeper to make the changes. Have the scorekeeper repeat it back to you if there is any confusion. Better to take a few seconds more than have the scorekeeper make a change that you didn't intend.

Offensive changes can only be made when the player being substituted for is at bat or on base. You cannot make offensive changes ahead of time. Defensive changes can be made anytime the team is on defense.

After the game, **do not leave the park without the pitching affidavit** completed by the Tournament Director. Verify immediately. Changes will not be made once you accept it from the Tournament Director.

In bracket play, make sure you do not leave before doing any necessary coin flips. They will be done as soon as possible, but that is likely after the end of the last game of the night. If you aren't there, someone will stand in for you.

Daily information will be updated nightly on the District 16 web site (<http://vadist16.org>).

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