

Coaches Agent:

The Coaches Agent shall be responsible for all coach recruiting, coordination of coach training, assembly and distribution of coach's handbooks, and coach mentoring. The coaches agent shall also work closely with Player Agents and division coordinators to ensure the teams are formed fairly and balanced, assist in managing the draft for the upper divisions and coordinate team formation of the lower divisions, ensuring the division final team rosters are correct, no issues are outstanding and all coaches are properly informed and trained. Coaches Agent will work with Umpire-in-Chief and CGS Board on supplemental playing rules for the league and coordinate with and manage the Safety Coordinator to ensure all players and coaches are safe.

In addition, Coaches Agent will assist/support all league events as part of the CGS Board of Volunteers, attend regularly scheduled board meetings and vote as necessary in all CGS board elections.

Duties include:

Spring

- Update (if necessary) and create / copy master Coaches Manual and pass on to Secretary to duplicate:
 - Manual to include:
 - Bylaws
 - League Policies
 - Supplemental rules
 - Duties / Responsibilities
 - Player Emergency Forms
- Coordinate with Player Agents in recruiting managers and coaches.
- Schedule and announce Coaches Meeting (for early January).
- Conduct a "Welcome" meeting for all new Managers and Coaches
 - How to run a practice
 - Expectations at game time
 - Coach responsibilities
 - Collection of background check paperwork
- Hold Managers/Coaches Meetings in conjunction with the Player Agent(s), before the season and at mid-season, or as required in order to:
 - Collect and Copy Background Check Forms and DL from all Coaches (must be received prior to first scheduled practice)

- Discuss and disseminate league information.
 - Discuss common problems and share softball information, knowledge, tips and strategies
 - Distribute manuals
 - Coordinate the registration of Managers/Coaches to NSA/ASA and League sponsored coaching clinics. Maintain records of coaching clinic certifications and attendance.
- Coordinate with the Equipment Manager the Distribution and return of Coaches Bags and Equipment
 - Maintain Records of Equipment distributed and returned
 - Act as a liaison between Board and Coaches in non-player issues
 - Work with UIC to schedule coaches clinics and go over rules with the umpires
 - Support and Assist President and Players Agent in Scheduling and Conducting Player Evaluations and Draft
 - Train league scorekeepers and hold scorekeeper's clinic before the start of league play
 - Schedule at least 1 Coaches Clinic with one outside “speaker” prior to start of the season (late December or early January)
 - Maintain records of Coaching Certifications and Attendance

Fall

- Coordinate with Players Agent and CGS Board in obtaining managers and coaches by early August
- Conduct Intro Welcome Meeting for new fall ball coaches
- Follow up with all coaches mid-season
- Chair Fall Ball Committee