



# PGSA Manager and Coach Code of Conduct

Pearland Girls Softball Association (PGSA) has established this document to communicate the responsibilities and conduct of both Managers of Record and Coaches of Record. This document is to be reviewed and acknowledged every season by every Manager of Record and Coach of Record coaching within PGSA.

## **Responsibilities:**

As Managers and Coaches, there are responsibilities that you will have throughout the season. Below are a few of the most important items that have been taken from the PGSA Rules.

1. The Manager of Record has the sole right to run his/her team as they see fit, as long as it is in the best interest of all players, meets the requirements of PGSA Rules and meets requirements of this document.
2. Each team has one Manager of Record and one Coach of Record. These two individuals are to attend tryouts and the draft.
3. The Manager of Record is responsible for providing proof of certification to their respective Division Director for the following items:
  - a. Completed USA Softball background checks for Manager, Coach and all volunteers helping on the field or in the dugout.
  - b. Completed and passed SafeSport and ACE certifications for either the Manager of Record or the Coach of Record.
  - c. NOTE: All of these checks/certifications expire August 31st every year.
4. It is the Manager of Record's responsibility to ensure that his/her team is fully represented on Field Maintenance Days by a minimum of two persons.
5. The Manager of Record must select a Team Parent who will be a member of the Booster Club and will assist him/her with the Team's business and responsibilities.
6. A team is limited to three mandatory events per week. This includes games and practices. Any events beyond three are strictly voluntary. A player cannot be penalized for not attending voluntary events. The Manager of Record and/or Coach of Record shall be in attendance for all events.
7. The Manager of Record and Coach of Record are responsible for ensuring players are wearing helmets while taking batting practice in the cages or on the fields at all times. Failure to do so will result in team's loss privileges and possible removal from coaching by the PGSA Board.
8. The Manager of Record and Coach of Record are responsible to ensure that all before, during and after game duties are performed. The duties are posted on each dugout. It is encouraged to have the parents of the team perform these duties.

## **Conduct:**

As Managers and Coaches in a youth sports program, you play a crucial role in shaping the experiences and development of young athletes. Your conduct sets an example for players, parents, and fellow coaches. To ensure a positive and safe environment for all involved, PGSA requires adherence to the following items:

1. Model Sportsmanship: Demonstrate respect for all participants, including players, parents, officials, and opposing coaches. Win or lose, maintain composure and exhibit good sportsmanship at all times.
2. Prioritize Player Development: Focus on the holistic development of each player, emphasizing skill-building, teamwork, and personal growth over winning at all costs.
3. Provide Safe Environment: Ensure the safety and well-being of all athletes under your supervision. Follow appropriate safety protocols and address any concerns regarding player health or safety promptly.
4. Fair and Equal Treatment: Treat all players fairly and equally, regardless of skill level, background, or personal attributes. Avoid favoritism and provide opportunities for every player to contribute and improve.
5. Effective Communication: Maintain open and clear communication with players, parents, and program administrators. Keep parents informed about schedules, expectations, and any relevant updates.
6. Respect Privacy and Confidentiality: Respect the privacy and confidentiality of players and their families. Refrain

from discussing personal information or sensitive matters with unauthorized individuals.

7. **Professional Conduct:** Conduct yourself in a professional manner at all times, both on and off the field, including social media platforms. Avoid engaging in behavior that could reflect poorly on the program or set a negative example for players.
8. **Continuous Learning:** Commit to ongoing learning and improvement as a coach. Seek out opportunities for training, education, and mentorship to enhance your coaching skills and knowledge.
9. **Positive Role Model:** Serve as a positive role model for young athletes, demonstrating integrity, resilience, and dedication to the sport. Uphold the values of honesty, respect, and fair play in all your interactions.
10. **Address Issues Promptly:** Address any concerns or conflicts that arise within the team or program promptly and professionally within 24 hours of incident. Take appropriate action to resolve conflicts and maintain a positive team environment. Advise appropriate board member as necessary, i.e., Division Director.
11. **Follow Program Policies:** Adhere to all program policies and guidelines, including those related to conduct, discipline, and the rule book. Familiarize yourself with program rules and expectations and ensure compliance among players and staff.
12. **Promote Fun and Enjoyment:** Foster a positive and enjoyable experience for all players, emphasizing the importance of fun, camaraderie, and personal growth in sports participation.

The Manager of Record and Coach of Record will **NOT**

1. Verbally, physically, sexually or emotionally abuse, harass, or haze a player, official, or peer. Any physical contact in an aggressive manner, profanity, verbal abuse, or obscene gestures will not be tolerated.
2. Illegally use or possess drugs or alcohol at team events such as practices, games, tournaments etc. Coaches will be drug and alcohol free at any event representing the Pearland Girls Softball Association.
3. Show excessive favoritism toward one player over another. Intentionally isolate, shame or single out a player in a destructive or harmful way.
4. Retaliate against a player, parent, peer, or official.

Failure to comply with PGSA Rules or this document could result in consequences referenced in the attached PGSA Incident Investigation and Offense Penalty document.

By adhering to this code of conduct, you contribute to the overall success and well-being of the Pearland Girls Softball Association. Your commitment to these principles helps create a positive and enriching experience for young athletes and promotes the values of sportsmanship, teamwork, and personal development. Thank you for your dedication and leadership as a coach.

Season (Fall or Spring): \_\_\_\_\_ Year: \_\_\_\_\_

Manager/Coach Name (printed): \_\_\_\_\_

Manager/Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Incident Investigation and Offense Penalty

## Purpose

To establish a consistent process for investigating reported incidents involving coaches, umpires, parents, board members, or players, and to prevent or reduce similar incidents in the future.

## Procedure

1. **Report Receipt:** Upon receiving a complaint, the recipient must immediately notify the Division Director, Player Agent, Vice President, and President. Acknowledge the complaint in writing and request supporting evidence (e.g., video, photos) and statements from all involved parties.
2. **Initial Review:** Refer to the PGSA Manager and Coach Code of Conduct & Offense Penalties document(s) to determine if corrective action is already outlined. If the incident is not addressed in the document(s), require the involved parties to complete the approved Incident Report within 24 hours.
3. **Evidence Review:** The Division Director, Player Agent, and Executive Board (Treasurer, Secretary, Vice President, and President) will review all reports and evidence to determine corrective action.
4. **Special Committee (if needed):** If no consensus is reached, a special committee appointed by the Vice President and President will review all materials and vote on appropriate penalties.
5. **Corrective Action Statement:** A written summary of findings and actions will be emailed to all appropriate parties after the investigation.

## Offense Penalties

**Responsibility** – Head Coaches are fully responsible for the conduct of their coaching staff, players, and parents.

### Prohibited Conduct

1. Use of profanity or alcoholic beverages by players, coaches, managers, spectators, or parents.
2. Intoxication on premises.
3. Smoking in dugouts, inside fenced areas, bleachers, or surrounding areas (permitted only in designated areas such as the parking lot at Dad's Club).
4. Failure to follow posted traffic and parking rules, including speed limits and designated parking signs.

## Penalty Structure

**First Offense:** Immediate **1-game suspension**.

**Second Offense:** Immediate **2-week suspension** from all PGSA activities.

**Third Offense:** **Suspension** from all PGSA activities **for the remainder of the year**.

### Notes:

- *Penalties may carry over into future seasons.*
- *Prior incident history will be considered in determining corrective actions.*
- *The Board reserves the right to impose **additional penalties** as deemed necessary based on the extent of the incident.*