



MCBR TOWN DIRECTOR/PROGRAM RESPONSIBILITIES

All programs/Town Directors should have procedures and individuals responsible to make sure the following items are addressed and completed:

- Directors must be ready by Oct 1st to provide MCBR (email Tim Chase at anotherdaytsc@gmail.com) with list of teams participating in the upcoming MCBR season.
- Directors should be involved with head coaches with deciding what division in their league age level is most appropriate for their team. This should be figured out in Sept so teams are ready to answer all the questions that are part of our Coach/Team registration. Directors and experienced MCBR coaches in your program know our division ranking structure and it's on our website. MCBR will give head coaches draft divisional alignments in March with a couple days to appeal placement before initial schedule is drafted. Head coaches should not be initially thinking about this in Dec or Jan.
- Directors are responsible for making sure team payments are made/delivered to MCBR BY the stated due date. Know how each of your teams plan to pay MCBR if your teams pay MCBR individually by team or combined payment at the program level...if a team coach is sending a check to MCBR, Directors are to be involved and make sure coaches are collecting early and getting the payment to MCBR...late payments have to stop as teams form in Aug and full payments are due Jan 31.
- Directors are responsible to assure that Head Coaches are checking player age eligibility to each team at the time of tryouts or time the player is accepted by their program or team to that team's roster. MCBR does not grant play down exceptions under any circumstance...and Town program or head coach oversight is definitely not a reason to expect MCBR to make an exception. MCBR reviews all teams for player age eligibility (for the league the team is in) in Feb after all teams are fully rostered with MCBR and paid. MCBR will not be checking age eligibility when a player registers with MCBR. It's the Head Coach/Town Programs responsibility at team formation time.
- Have a designated "go to" coach in your program that fully understands all our MCBR processes (below) and is very familiar with MCBR Procedures and the information and functions of our SE website and this person is who your new and lesser MCBR experienced coaches go to FIRST for answers and help. Only the Program Director should seek help from MCBR when no one in their program knows the answer:
 - Purchasing Team insurance procedures
 - Rostering rules
 - Boundary Rules
 - Team registration (Each coach register themselves)(Coach cannot roster everyone)

- Player registration (Player parent must complete the MCBR registration for each player)
 - Head Coaches check player age eligibility at team formation time/tryouts..before the player registers with MCBR.
 - Assistant Coaches (Each assistant completes the MCBR Coach registration)
 - Entering scores (how to use SE app and/or browser Edit functions)
 - Game Id
 - entry (via web browser)(Web browser preferred method for all game edits)
 - Game location entry
 - Creating events (nonleague games/scrimmages should not show in standings or on Game Ticker)
 - Recording scores and marking games “postponed” for rainouts/reschedules
 - Scheduling dynamics for each age and division
 - Umpire notification protocols
 - NAYS Coaching training completion for coaches new to MCBR (also push coaches to not answer “no” to coach registration question “Are you NAYS certified?”, when they really are and are too lazy to go find it. Makes much more work for MCBR volunteer.
- Be sure all HCs record all scores (winning team) on web schedule for Regular Season Games or mark it “postponed” for rainouts/reschedules – score or mark it night of game. (important for reconciling umpire invoices)
 - **Directors need to make sure their Head Coaches know the MCBR expectations for rescheduling make up games-and make sure they are playing them-work with other Town Director to resolve issues with coaches avoiding games, cancelling games on short notice, and are having availability issues/player attendance issues.**
 - Get makeup game on calendar within 3 days of rainout/cancellation-play makeup as soon as possible and DO NOT just move it to end of season. MCBR is not responsible for coaches not getting all games played because they defaulted to moving make up games to late/end of season and also play so many weekend tournaments that it disrupts the MCBR season and infringes on opponents schedule, etc. There are no refunds for unplayed games.
 - There is a huge uptick in 2025 of last minute cancellations due to many “avoidable” reasons. You need to consul and consult with your HCs to understand their team makeup and if players are on multiple teams or if the HC is planning to “squeeze” the MCBR league into a busy two month season with no room for rainouts or rescheduled games. If a team cannot play 16 games in the allotted time with flexibility then you should consider not entering them in MCBR. That doesn’t mean MCBR feels MCBR teams shouldn’t play in tournaments...it’s the number of tournaments and parent/player and coach commitments that are causing many problems that never used to exist in MCBR. Coaches need to be organized with all player availability concerns for the entire MCBR season.

- **Make sure HCs understand that the umpire groups will charge a cancellation fee for games cancelled/postponed within 7 days of the scheduled game date (this may be changing to 10 or more days notice-stay tuned for 2026 season). Fee charged was one umpire fee but may go up in 2026. The HC that cancelled the game is charged by the umpire group and MCBR is not responsible and does not pay this cancellation fee for the offending team. This cost is not built into league fees and is caused by the offending team. MCBR does not want to hear from a HC saying he did not know about this cancellation fee cost. It has been on the website for a couple years and in pre-season information to HCs. HCs should build this cost into fees that the team/Town Program charge their player families and be ready to pay.**
- Counsel teams on MCBR playoff participation. No last minute decisions delaying process.
- Review and report all unplayed games to MCBR POC with reasons why they were not played – last week of the season
- MCBR does not issue any refunds for unplayed games for any reasons! There is no easy out for not making every effort to play all 16 regular season games. HCs need to understand and realize that their actions to cancel games impacts many other committed families on opposing teams and the umpires that were assigned to the games weeks before. Umpire groups cannot easily reassign an umpire to other games. A cancelled game usually means the umpire loses seasonal income. HCs need to sensitize team parents about the cost of short notice cancelled/postponed games.

