

## Team Manager Guide



# A Ball, AA, AAA, and Majors

Thank-you for volunteering to be a team manager for Highlands Little League this season!

This guide is intended to help team managers understand their role for teams.

This document will go over the following:

- Communicating with your team
- Code of Conduct Forms - Coaches and Families
- Uniforms and Equipment
- Division Rule Variations
- Other volunteer roles
- Submitting scores (A ball and above)
- Photo day
- Rescheduling rain outs
- Highlands Little League Family Volunteer Policy
- Safety

### Communicating with your Team

As team manager your primary job will be to communicate with the players on your team regarding game schedule, league communication and events, volunteer assignments, rain outs etc. Your team has been automatically set up for you in TeamSnap. Highlands Little League uses TeamSnap to run our league. Your team roster, contacts, and schedule has been automatically loaded into your TeamSnap account. If you are unfamiliar with TeamSnap please check out their help page at <https://helpme.teamsnap.com/collection/37-team-admins>

Of note: the schedule has been loaded in at the “League” level in TeamSnap so the league can see the entire schedule for all divisions at once. This enables us to quickly check on games, umpires, sort out rainouts etc.

It also means (unfortunately) that you can not make changes to the league scheduled games at the “Team” level. For example you can not add an arrival time, add a snack assignment, or mark a game as cancelled.

However, you can add "Assignments" in the Assignments Tab to every scheduled event including Snack Duty, Scorekeeper, Field Prep etc.

If a game is rained out or cancelled you will have to use the TeamSnap "Messages" tab to alert, email or Post that the game is cancelled - you will not be able to cancel or deleted the game in the TeamSnap Schedule tab.

### **Code of Conduct Forms - Coaches and Players**

At Highlands Little League we value fair play and sportsmanship above all. Please have every Player and Family read and agree to our Family code of Conduct form found on our website here:

[http://www.highlandsbaseball.com/wp-content/uploads/sites/508/2018/04/family\\_code\\_of\\_conduct.pdf](http://www.highlandsbaseball.com/wp-content/uploads/sites/508/2018/04/family_code_of_conduct.pdf)

Please have every Coach read and Agree to our Coaches Code of Conduct found here:

[http://www.highlandsbaseball.com/wp-content/uploads/sites/508/2018/04/coaches\\_code\\_of\\_conduct.pdf](http://www.highlandsbaseball.com/wp-content/uploads/sites/508/2018/04/coaches_code_of_conduct.pdf)

Once the document is reviewed the Family can sign off on our Team Code of Conduct Tracking form found here (and attached to this document).

<https://docs.google.com/document/d/1Yn1zAFGI5BHS-zYMKMeq2Ibll1pvJJMuill7ZXXNRU/edit?usp=sharing>

To save paper just have the parents sign off on the tracking form - and don't worry about printing out a code of conduct form for every player and coach.

Please keep a copy of the tracking form for the duration of the season. If you have concerns about any coach/player/family's conduct during the season please notify your division coordinator or any HLL board member immediately.

### **Uniforms and Equipment**

For A ball, AA, AAA and Majors players will receive a uniform kit consisting of a uniform top, hat, socks and belt. The uniform top and belt must be returned at the end of the season. Players can keep their socks and hat. It is recommended to write the players name in the cap as you hand them out in order to avoid confusion later. Kids should have their own grey baseball pants, baseball glove, athletic cup, baseball (or soccer) cleats and batting helmet.

For A Ball, AA, AAA, and Majors - team managers will collect a \$50 uniform deposit cheque post dated for June 30, 2019 made out to Highlands Little League. Please hold on to the team's

deposit cheques until season end. When the player returns the uniform and belt you can return the cheque to the family. If a player loses the uniform and belt then the league will cash the cheque to cover the cost of replacement.

### **Rule Variations by Division**

Are all on the website under ABOUT US - FORMS AND DOCUMENTS.

<http://www.highlandsbaseball.com/forms/>

Please have your coaches familiarize themselves with their division rules.

### **Other Volunteer Roles**

#### **Scorekeeper (A ball and Higher)**

Starting in the A Ball division - teams will need a scorekeeper for each game. Scoring in A Ball is quite simple as you are only tracking runs scored and the number of outs - using a regular scorebook.

Starting in the AA division is a little more involved as ideally we need to track runs, hits, outs - the whole gamut. Scorekeeping can be a little hard to learn at first, but is a lot of fun once you learn how to do it. Not all parents will be prepared to volunteer as a score keeper, but you should try and find 3 – 4 volunteers who are willing to share this task over the season. For games played on the Majors diamond the Home team scorekeeper and pitch counter will also be responsible for the electronic scoreboard.

A scorekeeping tutorial and notation cheat sheet can be found on our website.

#### **Pitch Counter (AA and higher)**

For divisions where the players pitch (AA, AAA, Majors) each team needs to keep a pitch count log. This is a straightforward job that can be shared out among all families on your team. The volunteer counts each pitch and records the pitchers name, catchers name and the number of pitches in the pitch count log book. For games played on the Majors diamond the Home team scorekeeper and pitch counter will also be responsible for the electronic scoreboard. A pitch count guide is available on our website.

#### **Field Prep (A ball and up)**

At the start and end of each game the Home team is responsible for field prep. In A ball this involves raking the playing area, chalking the foul lines, installing the bases and setting up the pitching machine. Some coaches prefer to do this themselves, but generally it is best if volunteer parents do the job of field prep such that the coaches can focus on warming up their team.

For AA, AAA and Majors the field prep is a little more involved – the infield and pitching mound need to be raked, the batters boxes and foul lines chalked out, bases installed, and for the

Sowden field the home run pylons need to be set up at 200 feet from home plate. A guide to how to do field prep correctly can be found on our website.

### **Banners (AAA and Majors)**

For games played on the Majors diamond (D1) the Away team are responsible for hanging the 3 advertising banners on the outfield fence. These banners are stored in the field house under a sign. The banners must be taken down and put away at the end of the game.

### **Assigning Volunteer Roles**

It can sometimes be difficult to get enough volunteers for all the roles you need. HLL is an entirely volunteer run league and all parents are required to commit some volunteer time during the season. It is often more effective to assign the volunteer tasks than to ask for volunteers. One method is to explain the volunteer roles, ask parents to let you know if they have a preference for a particular task and if they have any dates that they know will not work for them to volunteer. Once you have these responses you can build a schedule that shares the team volunteer roles out to all families.

### **Submitting Scores (A and higher)**

Starting in the A division, the Home team manager is responsible for submitting the games score to their division coordinator. This allows the coordinator to update the results and standings on the website. During the playoff round teams in Majors will also be asked to submit their pitch count for each pitcher.

### **Photo Day**

HLL always does our team photos on Opening day.. HLL provides the basic team plus individual photo for each player. Our Photo Coordinator will get Photo forms to you in early April. Please hand out to your families. Photo coordinator will also send out a sign up form so you can sign your team up for a photo time on Opening Day. Families can bring the photo form with payment (for any additional photos) to the photo session on opening day.

### **Cancelling and Rescheduling Games**

Games may have to be cancelled due to bad weather.

A ball games are cancelled by agreement of both team coaches. As the weather can change rapidly in North Van, teams should not cancel the game unless it is actively raining and no sign of stoppage or after they have inspected the playing surface to see whether the game can go ahead. Rained out games in A Ball are not usually rescheduled, so every effort should be made to play games on the original date.

For games in AA and higher divisions that use umpires, teams should attend the field as usual, and wait for a rain-out decision by the umpires. Rained out games in these divisions have to be rescheduled. If it is actively raining with no sign of stopping 30 minutes prior to game time the coaches can call off the game. In these cases it is up to the home team to notify the umpires by

email. Team managers should contact the division coordinator as soon as a game is rained out to be assigned a new date for the game.

### **Umpires**

For AA division and higher umpires will be assigned to you games. The league will make every effort to have both a plate umpire and a base umpire at every game. Please be sure your families know that Highlands Little League has a ZERO tolerance for abuse of Umpires.

No coach shall attempt to change any Umpire's decision that involves judgment. Failure to abide by these rules may result in forfeit of game.

Remind your families:



### **Highlands Family Volunteer Policy**

Little League prides itself on being a 100% volunteer driven organization.

All families in our baseball community find ways to help out and get involved. Whether you help out with field prep and score-keeping at games, sign up to manage or coach a team, or help us coordinate one of our season events, we appreciate your enthusiasm that makes our league a great place to be!

Every family is required to to put in volunteer time with our league. If a family is unable to meet the volunteer requirements they will make a \$100 donation to our league at the end of the season.

The following volunteer roles enable a family to meet the volunteer requirements:

1. Coach
2. Assistant Coach
3. Team Manager
4. Coordinator - Division or Event
5. Board Member
6. Events Crew - Opening and Closing Day
7. Fence - Set up and removal
8. Committee Member: Umpires, Events, Safety, Fields

This year we are asking team managers to collect a deposit Cheque from each family post dated to June 2019 for \$100. If the family meets the volunteer requirements by the end of the season the cheque will be returned. If not the cheque will be cashed.

Typically we would not include scorekeeping, pitch counting, or field prep as an official volunteer role as all families are asked to help out in these areas.

So this year managers will collect 2 cheques from every family (A ball and above) - one \$50 Uniform Deposit and one \$100 volunteer deposit.

## **Safety**

At HLL we adhere to the Little League Canada Safety Plan which includes:

- Processing of volunteer background checks
- Ensuring all league sites are safe and free of hazards
- Ensuring coaches and other volunteers have quick access to complete first aid kits
- Ensuring leagues have a comprehensive safety plan
- Ensuring all relevant league volunteers have access to and knowledge of the safety plan

If your first aid kit needs replenishing please advise your division coordinator who will alert our safety officer - first aid.



## HLL Code of Conduct Tracking Form

TEAM: \_\_\_\_\_ DIVISION: \_\_\_\_\_

\*\*\* I acknowledge I have read and understand the HLL Code of Conduct for Players/Coaches, and I have read and explained the Code to my Player. I will abide by the conduct for the season.

	First Name (Player/Coach)	Last Name	*** Acknowledgement of COC Please Sign in this box	Date
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