



Team Manager Guide

T Ball and Farm Ball

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 - Coaches and Players
- Uniforms and Equipment
- Team Snacks
- Photo day
- Rain Outs

Communicating with your Team

As team manager your primary job will be to communicate with the players on your team regarding game schedule, practices, 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, and 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 note to the game entry, or mark a game as cancelled.

However, you can add “Assignments” in the Assignments Tab to every scheduled event including Snack Duty.

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 - Coaches and Players

At Highlands Little League we value fair play and sportsmanship over 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

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

At the Tball and Farm ball levels we do not have our families sign the documents. However if you notice any issues through the season re: code of conduct of any family of coach please alert your division coordinator or a board member as soon as you can.

Uniforms and Equipment

Our T-batters and Farm Batters will receive a team uniform (shirt and hat) that they get to keep at the end of the season. These players will also need a glove and a batting helmet. Optional items are grey baseball pants. It is recommended to write the players name in the cap as you hand them out in order to avoid confusion later.

All the equipment you will need is stored in the field house. Coaches and Managers will receive a code for the lock box located on the fence in front of the field house. The key opens the right hand side of the field house. Please ensure that your teams return all equipment to the correct place in the field house - there will be signs up to guide you.

Team Snacks

For many players from T Ball to A Ball the end of game snack/drink is the highlight of the baseball game. The team manager should create a schedule such that each family takes it in turn to bring a team snack. Teams may continue with snacks in higher divisions, although as the players get older and the games get longer the snack is a less critical part of the baseball experience! Please do a quick check with your team to see if there are any allergies or food restrictions and share that info.

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. T ball and FARM 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. If there is standing water on the field the game should be cancelled. Rained out games in T Ball and Farm Ball are not rescheduled, so every effort should be made to play games on the original date.

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.