



Team Manager Guide

Thank you for volunteering as a team manager for Highlands Little League this season! This guide covers the following topics:

- Communicating with your team
- Code of Conduct Forms (Coaches & Families)
- Uniforms
- Equipment
- Volunteer Roles
- Submitting Scores (A Ball & up)
- Photo Day
- Rescheduling Rainouts
- Highlands Little League Volunteer Policy
- Safety

Communicating with Your Team

Your main role is communicating with your team about schedules, league updates, events, volunteer tasks, and rainouts. Your team is set up in TeamSnap, which includes the roster, contacts, and schedule. If you're new to TeamSnap, visit their help page [here](#).

A parent meeting should be held in the first two weeks of the season (ideally before/after practice). Parents should be reminded to update their child's availability for practices and games in TeamSnap. The Manager will also want to decide whether team messaging will be preferred through TeamSnap, a WhatsApp group, or a combination of both.

Code of Conduct Forms (Coaches & Families)

At Highlands Little League, we prioritize sportsmanship. Please have all Coaches read and agree to the Code of Conduct, and please have all players and families read and agree to the Family Code of Conduct. Both can be found [here](#).

Contact your Age Group Coordinator or League Registrars if you have concerns about conduct.

Uniforms

T-Ball and Farm Ball:

HLL will provide players with a Highlands LL t-shirt and hat, which they will keep. Each player needs to bring a baseball glove and batting helmet (these can be purchased at sporting equipment stores such as Larry's Source for Sports in Westview Village, SportChek, etc.).



A Ball, AA, AAA, Majors, Juniors:

HLL will provide players with a uniform kit (top, hat, and socks). The uniform top must be returned at the end of the season. Each player must also wear grey pants, gloves, athletic cups, cleats, and batting helmets (not supplied by the league).

Strongly encourage all members of your team to label their personal belongings.

Equipment

Your team's equipment will be stored in the field house. Coaches and Managers will be provided a code for the lock box on the fence in front of the field house (located on the south side of the building). The key inside the lock box opens the righthand side of the fieldhouse.

Once your scheduled practice or game is over, **all equipment must be returned** to its proper place in the field house.

Volunteer Roles

Team Snacks (T-Ball, Farm Ball, A Ball):

A highlight for many players is the end-of-game snack. As team manager, you can ask parents to volunteer to bring a snack or create a schedule in the [assignments](#) section on TeamSnap.

Scorekeeper (A Ball & higher):

A Ball teams track runs and outs. AA teams track runs, hits, and outs. For Majors, the scorekeeper and pitch counter also manage the electronic scoreboard. A tutorial and cheat sheet are on our website.

NEW for 2025: Scoring for A Ball and higher will be done through Game Changer. Managers will need to have at least 3 parents trained on how to use and keep score in Game Changer. More details to come. Check the [Forms Section](#) of our website for more details.

Pitch Counter (AA & higher):

Track pitch counts for pitchers. Record the pitcher's and catcher's names along with the pitch count. The scorekeeper also handles the scoreboard for Majors.

Field Prep (A Ball & higher):

The home team handles field prep, including raking, chalking, setting up bases, and, for Majors, setting up the home run pylons. A guide is available on our [website](#). As team manager, you will need to ask parents to volunteer or create a schedule in the [assignments](#) section of TeamSnap.



Assigning Volunteer Roles:

Assign volunteer tasks instead of asking for volunteers. Share the roles with parents based on preferences and availability and create a seasonal schedule.

Submitting Scores (A & higher)

The Manager enters scores on Game Changer and TeamSnap.

Photo Day

Team photos are taken at our May Mid-Season Event. Sign-up details for timeslots will be sent out closer to the date. Once you have your team's assigned time, add this as an [Event](#) in Team Snap.

Cancelling and Rescheduling Games

A Ball: Coaches agree on game cancellations. If the weather is questionable, inspect the field before deciding. Rained-out A Ball games are generally not rescheduled.

AA and higher: Wait for the umpires' decision. The home team contacts the umpires if a game is cancelled due to rain. Managers should inform the Age Group Coordinator to reschedule.

Umpires

Umpires are assigned to AA and higher divisions. Remember, there is a zero-tolerance policy for abuse of umpires.

Highlands Family Volunteer Policy

Highlands Little League is **volunteer-run**, and every family is required to volunteer.

Volunteer Roles:

- Coach or Assistant Coach
- Team Manager
- Age Group Coordinator
- Events Crew
- Fence Setup & Removal
- Concession Volunteer
- Board Member or Committee Member

Field set-up and scorekeeping are expected of all families and are above and beyond the abovementioned roles.



Safety

We follow the Little League Canada Safety Plan, which includes:

- Criminal Record/background checks for every coach and manager
- Safe, hazard-free fields
- First aid kits available to volunteers
- A comprehensive safety plan
- Volunteers are trained on safety protocols.

Contact your Age Group Coordinator if you need to replenish your first aid kit.