



Thank you for volunteering as a **Team Manager** with Highlands Little League this season! Team Managers play a key role in keeping the season running smoothly for players, coaches and families.

This guide covers:

- Communication and team set up
- Codes of Conduct
- Uniforms and equipment
- Volunteer roles and assignments
- Photo Day
- Rainouts and scheduling
- Volunteer expectations
- Safety

COMMUNICATING WITH YOUR TEAM

Your primary responsibility is communication. This includes schedules, league updates, events, volunteer assignments, and rainouts.

All teams are set up in TeamSnap, which includes rosters, contacts, and schedules. If you are new to TeamSnap, please visit the [TeamSnap Help Centre](#).

A parent meeting should be held within the first two weeks of the season (ideally at the beginning of a practice, while the players are occupied). During this meeting:

- Ask families to confirm and update player availability before each practice/game in TeamSnap (this helps coaches with planning their sessions)
- Confirm how your team will communicate (TeamSnap chat, WhatsApp, or a combination)
- Inform families how volunteer requirements will be assigned (sign-up in TeamSnap vs. Manager assigning tasks)

Consistency is key—set expectations early.

CODES OF CONDUCT (Coaches and Families)

Highlands Little League prioritizes sportsmanship and respectful behaviour.

- All coaches must read and agree to the [Coaches Code of Conduct](#)
- All players and families must read and agree to the [Family Code of Conduct](#)

Both forms are available on the league website. Any conduct concerns should be directed to your Age Group Coordinator (AGC) or the League Registrar.

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UNIFORMS

The league provides Blastball and T-Ball players with:

- Highlands Little League t-shirt
- HLL hat

Players keep both items.

Families are responsible for:

- Baseball glove
- Batting helmet

Equipment can be purchased at local sporting goods stores such as Larry's Source for Sports (Westview Village), or SportChek.

EQUIPMENT

The league provides all equipment needed for the team in the large equipment box located behind D4 (T/Blastball diamond). Coaches and Managers will receive the lockbox code via email.

All equipment must be returned to its proper place after each practice or game.

VOLUNTEER ROLES

Team Snacks

End-of-game snacks are a highlight for many players. Managers may:

- Ask parents to volunteer on TeamSnap under "[Assignments](#)"
OR
- Create a snack schedule using TeamSnap "Assignments" and assign families on a rotating basis.

PHOTO DAY

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

CANCELLING/RESCHEDULING GAMES

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Blastball and T-Ball games are not rescheduled. If it is raining, opposing coaches will reach out to each other to determine whether the game will go ahead. Your AGC may cancel all games should heavy rain be forecast throughout the day.

HIGHLANDS FAMILY VOLUNTEER POLICY

Highlands Little League is a volunteer-run organization. Every family is required to contribute.

Volunteer roles include:

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

Field setup is **expected of all families**, in addition to the roles listed above.

SAFETY

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

- Criminal record/background checks for all coaches and managers
- Safe and hazard-free playing fields
- First aid kits available to volunteers
- A comprehensive league safety plan
- Volunteer safety training

Contact your Age Group Coordinator if your first aid kit needs replenishing.

AGE GROUP COORDINATOR CONTACTS

- Blastball: HighlandsLLagc+Blastball@gmail.com
- T-Ball: HighlandsLLagc+TBall@gmail.com