

SVLL Team Manager Responsibilities and Check List

Pre-Season:

- ❖ Attend the Player Evaluations (with Coach) for your Age Level - (February 11, 2012)
- ❖ Attend the Player Draft (Managers only) and draft your team - (February 12, 2012)
- ❖ Call and Email all players drafted, introduce yourself and team name - (February 12, 2012)
- ❖ Attend the Mandatory Manager Meeting and Pick up Team Equipment - (February 28, 2012)
- ❖ Request for and secure 1 or 2 volunteers to be "Team Mom" - very important
- ❖ Request for and secure a Scorekeeper and a Pitch Count person for season
- ❖ Request that one of your parents become "Emergency Umpire" and goes to Umpire Training
- ❖ Attend one Coaching Training Session (Mandatory) - March 3, March 4, March 9, March 11 (TBA)
- ❖ Notify Team of First Practice and distribute Schedule as it becomes available
- ❖ Make sure that Coaches, Helpers, Emergency Umpire - anyone that will be working on the field or with players has filled out and submitted (online) a Volunteer Form and had a Background Check - important
- ❖ Request that 1-2 parents take charge of Field Preparation before games (drag & line field)
- ❖ Read & Know Rulebook (provided February 28, 2012 at Manager Meeting)

Administrative Responsibilities:

- ❖ Collect 3 forms of Proof of Residency (such as Drivers License, Utility Bill, Cable Bill, Voters Registration Card)
- ❖ 3 Forms of Proof of Residency must be dated between 2/1/2011 and 2/1/2012 - important
- ❖ Collect and hold onto: Medical Waiver, Concussion Forms, Parent Code of Conduct - important
- ❖ Establish an Email Distribution List or a Phone Tree (Team Mom if needed)
- ❖ Discuss with Team Mom your end of season gift for kids (sweatshirts - for in season use)
- ❖ Download a roster from Bonzi or make one yourself with Home, Cell & Emergency numbers - keep it with you

Volunteer and League Wide Fundraising Responsibilities:

- ❖ League wide Fundraising: You are the lead and responsible for your team, do not blow this off, remind players and parents at each practice and via email, collect funds (Team Mom).
- ❖ Your efforts in League Wide Fundraising or lack thereof will be taken into consideration when you apply to Manage in future years.
- ❖ Each team is responsible for Staffing the Concession Stand (1-2 times per year), make sure you have volunteers from your team to do this (Team Mom).
- ❖ Inform team of other SVLL events where volunteers would be appreciated (work parties, etc.)

Team Meeting:

- ❖ Can be held the first Practice (before or after) or separate to introduce yourself
- ❖ Many of the Administrative tasks above can be taken care of and collected at this time
- ❖ Introduce or Solicit the "Team Mom(s)" and other Team Volunteers
- ❖ Tell the parents how you plan on coaching (your Philosophy) and what your goals are for the kids and team
- ❖ Ask that the kids each tell you (verbal or written) what their Goals are for the Season - everyone is different, some just want to have fun, some to play with friends, some to Pitch or Catch, some to be an All Star.
- ❖ Ask that your voice is the one the kids listen to when they are hitting, pitching, running, fielding and that the parents voice is heard cheering.
- ❖ Ask that parents under no circumstances ever get involved in a discussion with the umpire of any kind.
- ❖ Ask parents to communicate with you any questions or concerns regarding their child or the team but do it after the game and away from all children.
- ❖ Discuss and Support any Fundraising Activity that the league is asking the kids to take part in
- ❖ Hand out any Practice Schedules at this time - they will be emailed to you
- ❖ Confirm Home, Cell and Emergency numbers on your roster
- ❖ Use your "Team Meeting" Checklist - available on the SVLL Web Site
- ❖ Allow Parents to ask you Questions

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Practice Responsibilities:

- ❖ Have an organized plan - involve Coaches and Helpers (tell them what you want during warm ups)
- ❖ Have a backup plan for when it rains (covered areas are small) or lack of helpers for drills you want to do
- ❖ Remember - your team is allowed 4 organized events per week (Games and Practices, Sunday to Saturday)
- ❖ Contact Scheduler to reserve field if you want more practice time (rainouts, conflicts etc.)
- ❖ If you have Bucky Baseball Academy Cage or Facility time - you go. Do not blow it off to practice outside if weather is nice, this costs the league \$40 - \$100 depending on what was reserved for you.
- ❖ If you know you will not practice on Field or Bucky's as scheduled, contact Scheduler with as much advance notice as possible.
- ❖ If you get Rained Out - be sure to contact Scheduler with date (we get refunds)
- ❖ Fundamentals Handbook: Drills, Instruction, Situations, Running etc.

Pre-Game Responsibilities:

- ❖ Secure Umpires for Game (Home Team), recommended that this is done in advance, for entire season
- ❖ Confirm that Umpires will be there for your game
- ❖ Pre-Game Team Plan - warm ups, throwing, hitting, fielding, infield (Coaches & Helpers)
- ❖ Make sure your team is using legal bats (New Rule: it is an out and Coaches will be ejected)
- ❖ Make sure Scorekeeper has book and lineup, make sure Pitch Count Person has binder & instructions

Game Responsibilities:

- ❖ Ensure proper / required play time for each player (Game Play Chart is helpful)
- ❖ Positive Coaching Alliance Handbook (Remember that the final score does not indicate success)
- ❖ Introduce yourself to Umpires and opposing Manager - go over any ground rules for the field
- ❖ Make sure you have a copy of the approved Composite Bats for use in Little League (SVLL web site)
- ❖ If your game is cancelled due to rain (Rainout Line) - call your Umpires, opposing Manager and Parents
- ❖ Know the Rules you are playing by: Farm League Rules, Babes Rules, Interlock Rules, Little League Rules
- ❖ Ask Pitch Count Person to compare with other team after each inning (Home book takes precedent)
- ❖ Make sure that you follow the LL Pitch Count rules for each Pitcher (depending on age)
- ❖ You are responsible for your Parents in the stands or down the line, let your voice be the one that is heard by the kids and the umpire during the game - always in an appropriate manner.
- ❖ This should be the Fun part, thank you for your time and have a Great Game!

After the Game Responsibilities:

- ❖ If you are Interlocked with Falls LL and Snoqualmie Valley North LL, you will need to report your score and pitch counts on the SVNLL Web Site (win or lose).
- ❖ If the Pitch Counts do not equal what your opponent had, you will be contacted to resolve the conflicting reports - remember to have your Pitch Count Person check with other team after each inning and end of game.
- ❖ If a game is rained out, you will need to contact the Interlock Scheduler (usually Falls LL) and request it be re-scheduled. In some cases, you may be asked to contact the other Manager to find a good date to play the game. You may also need to schedule the game on a day that you had a scheduled practice or you may have a practice bumped due to make up games needing the field.
- ❖ If you are not in an Interlock situation - contact the SVLL Scheduler to secure a field and date to make up the game.
- ❖ Report any Serious Injuries to the SVLL Safety Officer
- ❖ Start Planning for the next Game or Practice - who is available to Pitch, what needs to be improved on, how can we play to our strengths, who needs to start or sit to ensure proper play time.
- ❖ Ask yourself: How can I help these kids achieve their individual Goals for the season?