



Team Manager Guide

Thank-you for volunteering to be a team manager this season! This guide is intended to help team managers understand their role for teams in Rookie Junior through to the Majors division.

As team manager you will be responsible for the following tasks

- Communicating with your team
- Forms and CRCs
- Uniforms
- Concession
- Other volunteer roles
- Submitting scores
- Photo day
- Rescheduling 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 head coach or division coordinator will provide you with a full contact list for the players on your team. You may choose to communicate via a regular email program or use a team management system.

Team management systems allow you to set up your players' emails, the game schedule and have players indicate when they will be away for games. These systems can take a bit of work to set up at the start of the season, and some of them require payment for some features – however they do make the job of managing your team much easier. Most of these systems also support a mobile app, allowing parents and coaches to view information about the team easily on a smart phone.

MSLL does not recommend any specific team management system, so you can chose the best option for you. Some popular team management systems are:

- TeamSnap (www.teamsnap.com)
- RosterBot (www.rosterbot.com)
- Shutterfly (<http://www.shutterfly.com/sports-team-websites>)

At the beginning of the season you should get in touch with each player on your team and let them know the game schedule, regular practice time and any other information that your coach would like you to pass on to the team.

It is recommended to have a parent meeting at the start of the season – during the first practice is often a good time. You can use this meeting to introduce yourself to the team parents and go over the volunteer roles and expectations for the season.

Forms and CRCs

Your division co-ordinator will send you the medical information for each player collected during registration. You need to print these forms and bring them to the field for every game in case of an emergency. It is recommended to put these in a waterproof folder in the team equipment bag.

All coaches and any parent who will be working directly with the players (for example supervising the dugout or coaching during practices) needs to have a valid criminal record check (CRC). Instructions for applying for a CRC can be found on the Coaches page of www.msll.ca. Please ensure that your coaches have their CRC.

Uniforms

For Rookie Junior and Rookie Senior players will receive a team uniform that they get to keep at the end of the season. Rookie Junior players will receive a set of grey baseball pants. For Rookie Senior and up players reuse the baseball pants that were provided by MSLL last season. If players require a new size in pants they should come to one of the “pants exchange” sessions at the beginning of the season to trade their current pair for a better fit.

Teams in AA/AAA/Majors will receive a baseball jersey that must be returned at the end of the season. The team manager or head coach will be asked to provide a deposit cheque to the equipment manager which will be held until the end of the season when the uniforms and team equipment bag is returned. The team manager/coach may choose to ask each player to provide them with a uniform deposit.

Every player and coach will receive an MSLL baseball cap in their team colours that they get to keep. It is recommended to write the players name in the cap as you hand them out in order to avoid confusion later.

Please remind parents that an athletic jock/jill is mandatory for all players in Rookie Junior and higher divisions.

Concession

All MSLL teams that play in Myrtle Park are required to work a few sessions in the concession. The concession is a big part of the Little League experience – offering coffee and hot chocolate for evening’s when it’s cold, ice cream when the weather gets warmer and of course serving hot dogs and mystery bags throughout the season.

Each team will be assigned 2-4 shifts in the concession based on their division. An evening concession shift runs from 5.30pm to 8.30pm. On weekends the concession shifts are either 9.30-12.30, 12.30-3.30 or 3.30-6.30pm. Volunteers work in the concession in pairs, and it is recommended to split each 3 hour session in half to be 1.5 hours, so you will need a total of 4 volunteers for each concession date that is assigned to your team.

Either the concession manager or one of the concession supervisors will be there to unlock and set up the concession at the start of the session, and lock up and cash out at the end of the day.

Try to assign your concession shifts equally throughout the team so every family takes a turn. Most people enjoy working in the concession as it is a good chance to meet lots of other MSLL families.

Other Volunteer Roles

Scorekeeper (Rookie Senior and higher)

Starting in the Rookie Senior division teams will need a scorekeeper for each game. Scoring in Rookie Senior is quite simple as you are only tracking runs scored and the number of outs. MSL provide a custom score sheet for Rookie Senior.

Starting in the AA division we use a regular score book for games. 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 score keeping tutorial and notation cheat sheet can be found on the Parents page of www.msll.ca.

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 the Parents page of www.msll.ca.

Field Prep (all divisions)

At the start and end of each game the Home team is responsible for field prep. In Rookie Junior and Senior 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 Seycove 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 the Parents page of www.msll.ca.

Banners (AAA and Majors)

For games played on the Majors diamond the Away team are responsible for hanging the 3 advertising banners on the outfield fence. These banners are stored underneath the scorer's booth. The banners must be taken down and put away at the end of the game.

Team Snacks

For many players in Rookie Junior and Rookie Senior 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!

Assigning Volunteer Roles

It can sometimes be difficult to get enough volunteers for all the roles you need. MSLL 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 (AA and higher)

Starting in the AA 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

MSLL photo day takes place on the first Saturday in May. Every team has individual and group photos taken. Each team will be assigned a time for their team photo. You should plan to have your team arrive 15 minutes before your assigned photo time, so that everyone is ready and the photo day schedule can stay on track.

MSLL pays for each player to receive a “Memory Mate” which includes the player’s individual and group photo. Parents can use the photo order form to order additional photos, gifts, enlargements etc. The team manager is responsible for picking up the team photo order forms which will be available from the concession 1-2 weeks before photo day and distributing them to the team. The manager also needs to complete the photo team sheet according to the instructions provided in the photo package. Once the photos are delivered, the manager shall pick them up from the concession and distribute them to the team.

Cancelling and Rescheduling Games

Games may have to be cancelled due to bad weather. Rookie Junior and Rookie Senior games are cancelled by agreement of both team coaches. As the weather can change rapidly in the Cove, teams should not cancel the game until as close as possible to game time and only after they have inspected the playing surface to see whether the game can go ahead. Rained out games in Rookie Junior and Rookie Seniors are not 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. Team managers should contact the division coordinator as soon as a game is rained out to be assigned a new date for the game.