



## 2019 Season Manager Information

Welcome! We are excited to have you as a manager of a team this year! We realize you are giving up a significant part of your personal time to coach this season and genuinely thank you for your time and efforts. Our programs cannot exist without the dedication of our volunteers. While some of you are returning volunteers and others are new to our program, it is important to remember Little League's expectations:

*It is required that the manager and coach have understanding, patience and the capacity to work with children. The manager and coach should be able to inspire respect. Above all else, managers and coaches must realize that they are helping to shape the physical, mental and emotional development of young people.*

*- Little League International*

Not only are you teaching the game, you are also teaching safety, sportsmanship, discipline, respect and integrity all while encouraging them to have fun. The Board of Directors is available to assist you with any questions or concerns you may have throughout the season.

Position	Name	Phone Number	Email Address
President	Joshua Martin	315-651-0804	kjtmad@gmail.com
Vice President	Jason Herron	315-521-6899	jherron@senecafallscsd.org
Vice President- Softball	Brice McCann	315-651-2788	mccannba_19@hotmail.com
Treasurer	Mike Karsten	315-719-8122	allyolds68@yahoo.com
Secretary	Kathy Martin	315-573-2061	kjtmad@gmail.com
Safety Officer	Sarah Levis	315-730-0605	smitch97@hotmail.com
Player Agent	Heidi Young	315-521-7905	hyoung247@hotmail.com
Game Scheduler	Hilary Reinwald	443-844-1913	hgotham14@hotmail.com
Tournament Coordinator			
Coaches Coordinator	Jim Tanner	315-704-8044	jt30liu@yahoo.com
Fundraising/Sponsorship Coordinator	Christine Olmstead	315-246-0776	caolmstead1983@yahoo.com
Equipment Manager	JR Levis	315-730-0045	jrlevis83@hotmail.com
Concession Manager	AnneMarie Seals	315-283-8495	annemarieseals@yahoo.com
Umpire in Chief	Al Loucks	315-224-6916	wgsoccer10@gmail.com
Field Maintenance- Field 1	Joe Sapio	315-491-4750	jasapio1@gmail.com
Field Maintenance- Field 2			
Field Maintenance- Field 3	Brice McCann	315-651-2788	mccannba_19@hotmail.com
Uniform Manager			

Again, on behalf of the Board of Directors, thank you for volunteering your time. Have a great season!

*Josh Martin, President*

## IMPORTANT DETAILS TO REMEMBER

- ❖ Within two weeks of the draft, each Manager must contact all parents on your roster to provide them with his/her (and coach, if available) contact information.
- ❖ All Managers and Coaches are expected to know and follow all Little League International and Local Rules. A Little League International Rule Book will be provided to each team. A copy of your division's Local Rules, along with general safety rules and issues are included in this packet.

## PRACTICE SCHEDULES AND EXPECTATIONS

**\*\*\*Field #1 is Off-Limits between April 13<sup>th</sup> and Opening Day, April 27<sup>th</sup>.\*\*\***

It is the responsibility of the manager to:

- establish a practice schedule and distribute it to all parents on your roster. To reserve a field, please go to [senecafallslittleleague.org](http://senecafallslittleleague.org). At the top, select "Login" and then "Coaches". You will be given a choice of our fields and batting cage to reserve. Click on the one you want to reserve. Then time slots will be offered for reservation. Pick one and reserve it. No Manager can reserve a field more than two weeks out. No exceptions! \*\*Note that if there is a game, even a make-up game not on the schedule, they have rights to the batting cage one hour before their game. Games always have preference over practices.
- ensure that all practices include time for stretching/calisthenics, agility drills, and team-building and sportsmanship.
- instruct players and parents on the proper nutrition for before, during, and after physical activity.
- be sure players are scheduled for no more than three events per calendar week. An event is a game or a practice. At the start of the season, you may host three practices per week. Once the games start, the number of games per week varies. You may have one game in a certain week. That same week, you may host two practices for your kids. If you have three games, then please do not host a practice. Pre-game practice is actually called a warm-up, not a practice. So pre-game does not count.

## GAME DAY RESPONSIBILITIES

The **Home Team** is responsible for:

- providing two game balls. These will be provided by the League. (Minor and Major Divisions)
- creating multiple copies of the line-up and submitting it to the Press Box and the Manager of the opposing team. (Minor and Major Divisions)
- setting up the field according to the local rules for your division.
- assigning an individual to be the score keeper. The Home Team's Scorebook is the official one for the game. (Minor and Major Divisions)
- keeping track of your own pitch counts. (Minor and Major Divisions)
- maintaining safety and decorum in the dugout.
- ensuring that the players remove all equipment, personal items, and trash from dugout. Dugout should be swept. (Minor and Major Divisions)

The **Visiting Team** is responsible for:

- creating multiple copies of the line-up and submitting it to the Press Box and the Manager of the opposing team. (Minor and Major Divisions)
- assigning an individual to be the score keeper. The Home Team's Scorebook is the official one for the game. (Minor and Major Divisions)
- keeping track of your own pitch counts. (Minor and Major Divisions)
- maintaining safety and decorum in the dugout.

- ensuring that the players remove all equipment, personal items, and trash from dugout. Dugout should be swept. (Minor and Major Divisions)

The **Winning Team** is responsible for (Minor and Major Divisions):

- reporting game data to the link provided on our website within 24 hours. Go to [senecafallslittleleague.org](http://senecafallslittleleague.org). Select "Login" and then "Coaches". Click on "Submit a Press Release". (If not within 24 hours, click "Submit Score for Standings").

## **MINOR AND MAJOR DIVISIONS-**

### **Batting Cages:**

One hour before all games, the batting cages are for the teams playing the games. Home gets the first half hour of that specified hour and the visiting team gets the second half hour. Or, if the coaches don't care, then neither do we.

### **Baseball Field Lights:**

The lights to the field should only be used for 7:30pm or later starts. If you have a 6:00pm game, the lights should only be turned on if the ump and managers agree it is unsafe to see the ball (most days they aren't used at this time slot). Please use common sense and practicality; it costs money to have the lights on. They should not be turned on any time before it is necessary.

### **Mid-Season Call-Ups:**

Rather than cancel a game, managers from the next league up can call players up to play the game. It's a good opportunity for the younger kids and helps get games in rather than not playing them. We are looking for 4-5 males and 4-5 females that are talented enough and willing to play up a game or 2 if needed. You, as a Coach Pitch or Minor League Baseball or Softball Manager, might have 1 or 2 boys and/or girls that would fit this description. Please email Heidi Young, Player Agent, with a list of 1 or 2 children and their phone numbers within the first two weeks of the season. If you have a need for one of these players, contact Heidi Young and she can give you the information that you need to contact a player to see if he/she can play for you.

## **GAME CANCELLATION / RESCHEDULING**

A schedule of games will be provided to you in April. If you need to reschedule a game for a specific reason at that time, contact Hilary Reinwald, Game Scheduler.

In the event of a weather related or other last-minute game cancellation, the cancellation is at the discretion of the Home Team Manager. Both managers should communicate with each other on field conditions and then the Home Team Manager will decide whether or not the game will be played.

**It is the Home Team Manager's responsibility to immediately contact Hilary Reinwald, Game Scheduler, Al Loucks, Umpire Coordinator, and AnneMarie Seals, Concessions Manager.** This is vital for letting concession volunteers and umpires know immediately when a game is called. Please be courteous.

Home Team Manager must now enter in the reschedule. If possible, try to find a day that you can reschedule the contest to before cancelling. If you can't find a date, you still need to cancel the game on [senecafallslittleleague.org](http://senecafallslittleleague.org). Reschedule the game as soon as possible and not later than 24 hours after the cancellation. Select "Login", "Coaches", and then, "Reschedule a Game".

## SAFETY RULES / ISSUES

- Never leave kids unattended at practices or games; wait until all players have been picked up.
- Managers must have medical forms for all players at all practices and games.
- First Aid Kits must be checked and stocked; supplies may be requested at the Concession Stand.
- Please complete an Incident/Injury Tracking Report when first aid is required. Submit it to Sarah Levis.
- No jewelry of *any* material during practices or games, except medical tags.
- Only the Manager and up to two approved Coaches are allowed in the dugout.
- There is no “on deck circle.” Players may not take warm-up swings in or around the dugout.
- Pitchers must wear a helmet while warming up.
- Adults cannot warm up pitchers; any player warming up a pitcher must wear a catcher’s mask.
- Male catchers must wear cups; all catcher’s masks must have a throat guard.
- No sliding head-first.
- No throwing of equipment, even gloves. 1<sup>st</sup> time – warning; 2<sup>nd</sup> time – removal from the game.