



## 2021 Season Manager Information (Minor and Major Divisions)

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
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Safety Officer	Tricia Carvalho	315-224-3258	pcarvalho71585@gmail.com
Player Agent	Heidi Young	315-521-7905	hyoung247@hotmail.com
Game Scheduler	Hilary Reinwald	443-844-1913	sfll.schedulingcoordinator@gmail.com
Tournament Coordinator	Heidi Young	315-521-7905	hyoung247@hotmail.com
Coaches Coordinator	Jim Tanner	315-704-8044	jt30liu@yahoo.com
Fundraising/Sponsorship Coordinator	Christi Miller	716-432-6240	christilaw@rochester.rr.com
Equipment Manager	Kathy Martin	315-573-2061	kjtmad@gmail.com
Concession Manager	Tina Pagano	585-356-4549	christina_scutt@hotmail.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	Brian Heitmann	315-651-0199	bdheitmann5@gmail.com
Field Maintenance- Field 3	Brice McCann	315-651-2788	mccannba_19@hotmail.com
Fall Ball Coordinator	Dan Neville	607-592-2889	hneville@southseneca.org

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

*Josh Martin, President*

## DETAILS TO REMEMBER

- ❖ By **March 31<sup>st</sup>**, each Manager must contact all parents on his/her roster to provide them with his/her contact information.
- ❖ Please distribute the Raffle and BBQ Tickets at your first practice.
- ❖ Before a child may practice, the parent/guardian must read the Guidelines for Play and sign the Waiver/Release. These documents should be collected at the first practice and returned to Kathy Martin.
- ❖ All Managers and Coaches are expected to know and follow all Little League International and Local Rules. A Little League International Rule Book is available using the rulebook app which can be found at <https://www.littleleague.org/playing-rules/little-league-rulebook-app/>. A hard copy will be located in each press box. If you would like a hard copy, please let us know and we will get one to you. A copy of your division's Local Rules, along with general safety rules and issues, are included in this packet.

## PRACTICE SCHEDULES AND EXPECTATIONS

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 CANCELLATION / RESCHEDULING

A schedule of games will be provided to you in April. If you have any questions, please contact Hilary Reinwald, Game Scheduler.

In the event of a weather related last-minute game cancellation, the cancellation is at the discretion of the Home Team Manager in consultation with the Umpire and Visiting Team Manager. Communicate with each other concerning the field conditions to determine if the field is playable.

**It is the Home Team Manager's responsibility to immediately contact Hilary Reinwald, Game Scheduler, Al Loucks, Umpire Coordinator, and Tina Pagano, 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 game before canceling. 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".

## GAME DAY RESPONSIBILITIES

The Home Team is responsible for:

- removing and storing tarps from pitcher's mound and home plate (baseball field only).
- providing two game balls. These will be provided by the League.
- creating multiple copies of the line-up and submitting it to the Press Box and the Manager of the opposing team.
- setting up the field according to the local rules for your division (raking and lining the field, watering the baseline if it is too dry).
- setting up the pitching machine (minor divisions only)
- assigning an individual to be the score keeper. The Home Team's Scorebook is the official one for the game.
- keeping track of your own pitch counts.
- maintaining safety and decorum in the dugout.
- ensuring that the players remove all equipment, personal items, and trash from dugout and sweep it.
- replacing tarps on the field unless there is a game immediately following (baseball field only).
- ensuring that the press box windows are closed, scoreboard is turned off, and press box is locked if there are no other games to be played.

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.
- assigning an individual to be the score keeper. The Home Team's Scorebook is the official one for the game.
- keeping track of your own pitch counts.
- maintaining safety and decorum in the dugout.
- ensuring that the players remove all equipment, personal items, and trash from dugout and sweep it.

The Winning Team is responsible for:

- 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").

### **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.

## **CALLING PLAYERS UP**

Rather than cancel a game if you are short players, managers can call players up from a lower division. 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 at the Major Division for a game or 2, if needed. You, as a 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.

## **SAFETY RULES / ISSUES**

- Never leave kids unattended at practices or games; wait for all players to be 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 from Sarah Levis. There may also be extra items at the concession stand.
- Please complete an Incident/Injury Tracking Report when first aid is required. Please turn it in at the concession stand or 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.

## Additional Important Information For Team Managers

### Little League Website Use

(practice/game scheduling and reporting)

*\*\*Contact League Secretary for Login Info*

### Press Box & Batting Cage Codes

*\*\*Contact League Secretary for access codes*

### Volunteers

PLEASE REMEMBER- Anyone who helps at practice, anticipates helping at a game or plans to help in the concession stand on a consistent basis (more than 2 times), must complete the volunteer application process, which includes a background check. Please provide his/her email address so that an application can be sent to him/her to complete the process online. A copy of a valid driver's license is also required. Volunteer names and email addresses should be sent to Kathy Martin at [sfl.secretary@gmail.com](mailto:sfl.secretary@gmail.com).

### Field Maintenance Day- April 10 (Raindate April 17)

Please encourage parents to participate in this event to help prepare the fields for play. In order to maximize efficiency and to make it easier to comply with COVID regulations and guidelines, we are asking that young children do not participate in this event.

### Opening Day- April 24

Minor and Major Baseball and Softball games will be played on this day. There will be an Opening Ceremony held via Facebook Live at 9:00 AM which will include honoring Paul Kelley for his service to the league and another Opening Ceremony held via Facebook Live at 1:00 PM which will include the dedication of the completed softball dugouts. Raffle winners will be announced during these ceremonies.

### Pictures- April 24

Pictures are scheduled for Opening Day and will be taking place at the Rec Center. A schedule for pictures will be given to you at least one week prior to Opening Day. Teams should meet outside the Rec Center 5 minutes prior to their designated times. (Even if a child is not purchasing pictures, he/she needs to be present for the team picture.) You will be given envelopes to distribute to your players ahead of time. The players need to bring their envelopes to the photographers at your team's scheduled time. Extra envelopes will be available on Picture Day.

### Raffle Tickets

You are receiving ticket packets for each player, containing 10 tickets each. Distribute the tickets to your players when you meet prior to April 10<sup>th</sup>. As tickets are sold, the purchaser should retain the larger portion and the player should collect the smaller portion and return it in the envelope with the money and any unsold tickets. **Please collect the tickets from your players by April 21<sup>st</sup>, the Wednesday before opening day. Turn them in to the Sponsor/Fundraising Coordinator, Christi Miller. She will be available at the Field One Backstop from 6-7 PM on Thursday, April 22nd and Friday, April 23rd.** (If a player does not turn them in on time, tickets/money will continue to be accepted by Christi at the baseball field as late as 8:30 AM on April 24th, Opening Day.) If you have any questions or need additional tickets, please contact Christi Miller (716)432-6240.

### Chicken BBQ- June 5 at FIVE STAR BANK

The Chicken BBQ will be held on Saturday, June 5, 2021 from 10:00am-1:00pm at Five Star Bank. You are receiving ticket packets. Each player will be given 5 tickets to sell. If a player needs more tickets to sell, they will contact you and then you can contact me. The cost of each ticket is \$10.00. As tickets are sold, the purchaser should keep the ticket and the money should be placed in the envelope. **Please collect the ticket envelopes containing money and any unsold tickets by Monday, May 17, 2021. Please turn the envelopes in to Christi Miller who will be available at the Field 1 Backstop the evening of Tuesday May 18th from 6:00pm to 7:00pm or turn them at the Concession Stand prior to May 18, 2021 at 6:00pm.** There will be additional meals available on the day of the event until 1:00pm at the cost of \$12.00 per meal. If you have any questions or need additional tickets, please contact Christi Miller (716) 432-6240.

**Concession Stand**

Our concession stand is run by our Concession Manager, Tina Pagano, but is staffed by league volunteers. Please encourage parents to volunteer in this way. Anyone who volunteers more than 2 times, will need to complete the volunteer application process.

**Equipment**

If your equipment breaks or you need additional equipment, please contact the Equipment Manager, Kathy Martin.

**Uniforms**

Uniforms will be distributed no later than April 21<sup>st</sup>.

## Managers and Coaches Safety Guide

This year's little league season is just around the corner. This time frame prior to practices beginning is an important one for managers and coaches to review safety information and tips on how to keep your players safe while teaching them to love the game!

- Please remember to always keep a copy of the players medical release forms with you at all times, as you can never know when it'll be needed.
- Regularly check the inventory of your first aid kit. Ice packs go fast!
- Always inform the parents or legal guardian anytime a player becomes ill or injured at any sporting event.

*Always err on the side of caution....When in doubt, sit them out!*

Here is a quick overview of some potential injuries you could see on the field and how to treat them.

### **Concussions**

Signs and Symptoms:

- Unable to recall events before or after injury
- Appearing dazed or stunned
- Moves clumsily
- Answers questions slowly
- Loses consciousness even if only for a moment
- Shows mood, behavior or personality changes
- Reports headache or "pressure" in the head
- Nausea and or vomiting
- Balance problems
- Dizziness or blurred vision
- Light or noise sensitivity
- Groggy, foggy, hazy or sluggish
- States they "don't feel right" or "feeling down"

-Players who have sustained a head injury with the possibility of having a concussion, should not be allowed to continue play. A parent or legal guardian should be made aware immediately and they should be advised to seek further medical evaluation.

-If a player has been diagnosed with a concussion, he/she should provide you with a medical release from a medical professional prior to being allowed to resume play. A rare, yet very serious condition can occur if the player sustains a second concussion before being able to fully heal from an initial concussion, known as Second Impact Syndrome. SIS causes rapid swelling of the brain and holds a 50% chance of death with a 100% certainty of brain damage!!

-All coaches and managers should be encouraged to visit the "Heads up Prevention and Awareness" course for further information and free certification on concussion awareness at <https://www.cdc.gov/headsup/index.html>

### ***Strains***

Signs and Symptoms:

Pain

Treatment:

(R.I.C.E.) Rest, Ice, Compression and Elevation.

### ***Sprains***

Signs and Symptoms:

Pain, swelling, dislocation or discoloration

Treatment:

(R.I.C.E.) Rest, Ice, Compression and Elevation.

Special Considerations:

A player with a potential sprain should not be allowed to continue play.

Prevention is key... proper warm up and stretching should always be done

### ***Open/Closed fractures***

Signs and Symptoms:

Pain, swelling, dislocation, discoloration, appearance of bone, bleeding

Treatment:

Control bleeding, keep wound area clean, stabilize limb without attempting to re-align or straighten, contact 911 if necessary, do not apply pressure unless bleeding is uncontrollable.

### ***Bruises/Contusions***

Signs and Symptoms:

Pain, Swelling, discoloration

Treatment:

Rest, Ice pack (on for 20 min. off for 20 min)

Special Considerations:

When bruising or contusion is located on the head, neck or chest, players should be evaluated for potential concussion or respiratory changes

### ***Cuts & Scrapes***

Signs and Symptoms:

Bleeding and torn skin

Treatment:

Use first aid kit for supplies to stop bleeding with an attempt to keep wound clean

Special Considerations:

Any equipment with blood on them need to be removed from play. This includes the players Uniform!

### ***Minor Eye Injury/Irritation***

Signs and Symptoms

Redness, Watery, Dirt in eyes

Treatment

Avoid rubbing the eye, if supplies are available flush the eye if needed

### ***Major Eye Injury/Irritation***

Signs and Symptoms:

Impaled object in eye

Treatment:

Cover the GOOD eye and stabilize object on the eye (ex: with a cup). DO NOT PULL THE OBJECT OUT OF THE EYE. Prevent movement .



### ***Nose Injuries***

Signs and Symptoms:

Swelling, bleeding, discoloration, dislocation

Treatment:

If bleeding: lean player forward and punch nose closed until bleeding ceases. Ice

Any other injuries: apply ice

### ***Mouth Injuries***

Signs and Symptoms:

Broken teeth, bleeding

Treatment:

Save the tooth, control bleeding with gauze

### ***Heat Exhaustion***

Our players are exposed to extreme temperatures at times. It is important that every player carry a substantial amount of water during play. Please encourage your players and assistant coaches to adequately hydrate themselves beginning 24 hours prior to playing. If a player arrives without water please take every step needed to ensure they obtain some.

Signs and Symptoms:

Heavy sweating, muscle cramps, weakness, nausea, extreme thirst or complete lack of thirst, feeling faint, confused

Treatment :

Get player out of the sun, rest, sip water, wet towels applied to "hot spots" (groin, armpits, back of neck)

Special Considerations:

If severe, medical attention may be needed as fluids and electrolytes may need to be replaced

### ***Heat Stroke***

Signs and Symptoms:

Lack of sweating, dry, red, hot skin, nausea, confusion, loss of consciousness

Treatment:

Contact 911 as this is a true emergency. Get player out of the sun, rest and cool down

### ***Loss of Consciousness***

Signs and Symptoms:

Player feels faint, swoons, loses consciousness

Treatment:

Verify breathing, verify pulse, if no pulse begin CPR if trained. Contact 911

### ***Epilepsy/Seizure***

Signs and Symptoms:

Blank stare into space, uncontrollable shaking, player states they are about to have a seizure,

Treatment:

Assist the patient to the ground if not already there and clear the space around them. Never place anything in a seizing person's mouth. Never attempt to hold the person down. Maintain their safety by controlling their surroundings and not touching them. Contact 911. After seizure has ceased, place the patient on their left side until medical personnel arrive and if needed at that point, something soft can be placed under their head, but not before this point.

### ***Choking***

Signs and Symptoms:

Inability to breathe or speak, holding of throat, unable to cough, severe anxiety

Treatment:

If they can move air in and out of their lungs, leave them alone. If you are trained in performing the Heimlich maneuver, do so. Call 911. If the person becomes unresponsive, begin CPR if properly trained in doing so

### ***Allergic Reaction***

Signs and Symptoms:

Itching, watery eyes, hives, red/blotchy skin, swelling, tightness in the chest or throat, difficulty breathing

Treatment:

If player carries an epi-pen, administer it immediately and contact 911. If no epi-pen, contact 911 immediately

### ***Commotio Cordis (rare, yet possible)***

A rare yet serious injury that can occur when an object such as a baseball strikes the chest wall with enough force, during a precise interval of the heart rhythm that can STOP the heart of the player.

Signs and Symptoms:

Player collapses after impact, no pulse is felt

Treatment:

Call 911 immediately, begin CPR with early AED application and shock if advised

### ***CPR***

Signs and Symptoms:

Unconsciousness, no pulse, no respirations

Treatment:

Follow local CPR/AED guidelines. If classes are needed or wanted contact members of the little league board for further guidance.