

Central Springfield Little League



Manager's and Coach's Handbook Spring 2010

Visit us on the web at www.csll.org

Overview

Congratulations, the interview process is now complete and you have been selected to manage and coach for CSLL this season. This short manual will highlight many of the procedures you will need to be familiar with in order to make your season successful. It is the culmination of many years of experience by the league, previous managers and coaches. Included are examples of procedures and forms which will assist you in organizing your season.

CSLL's League constitution clearly states the objective of CSLL shall be to implant firmly in the children the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens. Further, it states that all directors, officers, and members shall bear in mind that the attainment of exceptional athletic skill or winning of games is secondary, and molding of future citizens is of prime importance. To lose focus of these simple concepts will cause you the most serious challenges as you try and move forward through the season.

The Board is excited to have you involved in this venture and looks forward to working with you as we put together the best season possible for everyone involved.

Congratulations and good luck!

POINTS OF CONTACT SPRING 2010

Divisional Vice Presidents

Seniors	Les Ratner	vpsrs@csll.org
Juniors	Les Ratner	vpjrs@csll.org
Majors	Jeff Gibson	vpmjrs@csll.org
AAA	Vicki White	vpaaa@csll.org
AA	Martin Bardak	vpaa@csll.org
A-Ball	Terri Flowers Bull	vpa@csll.org
T-Ball	Curt Schmader	vptball@csll.org

Player Agents

Seniors	Janice Gardner	pasrs@csll.org
Juniors	Janice Gardner	pajrs@csll.org
Mjrs/Minors	Janice Gardner	pamjrmin@csll.org
A-Ball/T-Ball	Jeanne Igo	paaball@csll.org patball@csll.org

Other Contacts

Chief Umpire	Steve Strausser	chiefumpire@csll.org
Team Parent Coordinator	Kendra Trainer	teamparentcoord@csll.org
President	Phil Grone	president@csll.org
Executive VP	Dan Dickinson	execvp@csll.org

CSLL Website: www.csll.org
CSLL Rainline: 703-971-0365

Important Upcoming Dates

1. Sunday February 28th from 4-8 pm - First Player Evaluations at Washington Irving Middle School Gym
2. Thursday March 4 from 7-8:30 pm – Managers/Coaches Orientation in Trailside Boardroom
3. Wednesday March 10 from 6:30-8:30 pm – Equipment handout at Trailside Equipment shed.
4. Saturday March 13th from 6-9 pm – Second Player Evaluations at Key Middle School Gym.
5. Monday March 15 at 6:30 pm sharp AA/AAA/Majors Draft at Key Middle School Cafeteria.
6. Tuesday March 16 at 7:00 pm - Mandatory Manager's and Coach's Local Rules Review at Garfield Elementary School Cafeteria
7. TBD from 7-9:30 pm – Manager/Coach Training at Dominion Baseball Academy located at 8827 Telegraph Rd Lofton, VA 22079.
8. Wednesday-Thursday March 17-18 at various times and locations – Combined practices.
9. Saturday March 20 at various times and locations – Individual team practices start.
10. Saturday March TBD – Junior/Senior Tryouts at Franconia Park
11. Wednesday March 24th from 6:30-8:30 pm at Trailside Equipment Shed – Uniform Pick-up for Tball, Aball, AA, and Juniors
12. Thursday March 25th from 6:30-8:30 pm at Trailside Equipment Shed – Uniform Pick-up for AAA, Majors, and Seniors
13. Monday April 5th at Trailside – Spring season start.
14. Friday April 9th at 5:30 pm at Trailside – OPENING NIGHT.
15. Saturday April 17th at Springfield Estates Elementary School – Team & Individual Picture Day
16. Saturday June 12 at Trailside after Post Season Tournament completes – Closing Day Ceremonies.

THE DRAFT

1. Be ON TIME! This event is CLOSED to the general membership, and will only be open to appropriate managers, coaches and relevant league personnel. The integrity of this process MUST be protected at all costs.
2. All managers and coaches are expected to stay for the duration of the draft process. There will be a 30-minute period following the completion of the draft to discuss trades of drafted players.
3. Cell phones must be turned off or left outside. They are a distraction and the temptation to call a drafted player can cause problems.
4. Always be prepared to make your selection within the time limit set by the Player Agent. This expedites the process for everyone present. Have a system to eliminate drafted players from your lists. It slows the process down when managers try to draft a player already selected.
5. Section IV.a. of the Little League Official Regulations and Playing Rules states:
Any player who is league age 12 must be permitted to play in the Majors Division.
6. Upon completion of the draft, you will be issued a folder containing all emergency medical forms and scheduling information. TRIPLE check your folder and be sure you have a form for EVERY player you drafted. If you are missing any, make the Player Agent aware of it IMMEDIATELY so the player's form can be located.
7. Formulate a system for player draft notification. These notifications should be made within 24 hours upon completion of the draft process. Majors Division managers ARE NOT to make any notification phone calls. Split the phone call list between the Minors Division managers and coaches, preferably coaches, so as to leave all managers out of the process. Perception is reality. If managers make the calls, players will get the impression that since the AAA manager called them, for instance, they are in AAA. Sometimes it is necessary to include the Minors Division managers, but if using managers can be avoided, it is highly recommended.
8. If contact cannot be made in a reasonable amount of time (24 hours), immediately let the Player Agent know. DO NOT trust leaving information on answering machines as sometimes information does not get conveyed accurately or at all within a household. Request a call back. You need to hear a LIVE VOICE. Keep notes of who you spoke to or that you left a message requesting a call back. When you get a return call, document that as well. This will help a Player Agent if their involvement is necessary.

**AT NO TIME SHOULD A FAMILY BE TOLD THE DRAFT
LEVEL OR POSITION FOR ANY PLAYER!!!**

POST DRAFT

1. Use your Emergency Medical forms to formulate a “roll call” roster to document which players are present EACH DAY of practice. This, along with notes from your initial roster, will assist the Player Agent if a situation arises regarding the final level of placement of the player. Make the “roll call” roster alphabetical to include ALL players from all drafted levels. This again helps prevent the impression that a player was drafted at a certain level.
2. Keep in mind that these practices are to further evaluate players on their skill sets in order to place them at the appropriate level where they will have the most success. Managers should not be running any drills, if possible. Utilize and all assistant coaches to run drills so you can roam the drill station to further evaluate players.
3. When setting up drill stations, strive to utilize the drills from your manager/coach training sessions. This will assure consistency. Keep the practices moving, rotating groups from one station to another in a reasonable amount of time to prevent boredom.
4. **BE AWARE OF SAFETY AT ALL TIMES.** It is not prudent to have a returning Majors Division player throwing to a 9 year-old drafted player. A good way to split up the groups is by age. Some discretion should be used if a player is, for example, 12 years-old, but has never played. When running batting station, use the safety rule: If a player is not swinging the bat in the drill (Tee work soft toss, etc.), one end of the bat shall ALWAYS be in contact with the ground. This will help assure that no player will inadvertently get struck with a bat.
5. At the conclusion of EACH day’s practice, gather the parents and players together to announce the time and location of the next practice. **DO NOT** allow any player wander off to a parking lot or other area if a parent is not present to give the player a ride home. Be aware of any prearranged “carpool” situation so all players can be accounted for. **STAY WITH** the player until a ride arrives. **NEVER** leave a player unattended at a practice site waiting for a ride home.
6. When managers and coaches discuss the day’s events, do it after all players and parents have departed or later at a pre-designated location. **NEVER** discuss a player’s status within “earshot” of players and parents.
7. At the conclusion of the Preseason Practice sessions, it is time to assign the players to their final teams and notify them. If any players are to be moved, managers should exchange the Emergency Medical forms. Utilize these forms to make your final rosters for submission to the Player Agent at the pre-designated time and place. Exchange of forms due to player movement, must be done after parents and players have departed the final practice or later at a pre-designated location.

8. Many ways of final player placement notification have been utilized over the years, but the best way appears to be the phone call from the manager. Try not to assign teams at the final practice location, as it could be uncomfortable for some players and parents.

**AT NO TIME SHOULD A FAMILY BE TOLD THE DRAFT LEVEL
OR POSITION FOR ANY PLAYER!!!**

CSLL MANAGER CHECKLIST

The following checklist is provided to assist managers in their organization and preparation for the regular playing season at Central Springfield Little League (CSLL). It contains the important actions which should be completed as soon as a team is assigned.

1. Notify players of their team assignments. For TB-1 and TB-2, this action should be completed within 24 hours of receiving team rosters from the Player Agent. In the Major and Minors Divisions, this action should be completed concurrent with the termination of pre-season practices.
2. Construct a team roster which needs to contain the following information: player names; parent(s); or guardian(s) names; addresses; phone numbers; and e-mail addresses.
3. Schedule and conduct a team meeting for parents as soon as possible. Communication is very important in order to ensure a successful season. The following items should be addressed:
 - a. Determine if player has transportation requirements to games and practices.
 - b. Provide parents with game and practice schedules
 - c. Provide locations and directions to all practices and games.
 - d. Obtain a volunteer to be the team parent, as well as a volunteer to handle the fund-raising project. These parents will meet with the Special Projects Committee for complete explanations of individual responsibilities.
 - e. Obtain a volunteer/volunteers to be the official scorekeeper for the team (A-Ball – Jrs). Make sure the score keeper can attend the training sessions.
 - f. Obtain a volunteer to be the team umpire (A-Ball – Jrs). Team umpire will umpire for your team if no umpires are available. There will be umpire training given to all who want to be a team umpire. The training will be conducted by Chief Umpire Steve Strausser.
 - g. Inform parents they will be required to volunteer in the concession stand for at least one shift during the season (each team is responsible for 2 five person shifts during the season).
 - h. Discuss player-provided equipment.
 - i. Inform parents of team sponsor. Encourage them to patronize the sponsor's business.

j. Inform parents of the communication process at CSLL – Communication should be routed through the manager, Division VP, Player Agent, and if necessary, the CSLL President or Executive Vice President.

k. Discuss your philosophy on player positions, rotations, pitching, etc. and inform parents of local rules and policies involving pitching and player participation.

4. Issue uniforms to each player. Caution parents not to use bleach on the uniforms. Contact equipment manager for any special uniform requirements or when equipment has been damaged and needs to be replaced.

5. Study and be familiar with CSLL Safety Plan and Safety Manual. These documents contain many requirements that are the responsibility of managers.

6. Be familiar with the Little League Official Playing Rules as well as CSLL's Local Rules and Policies. Note: Local Rules and Policies are listed in the Handouts link on the CSLL website.

EQUIPMENT

1. Upon designation of your team, you will be given a date by the equipment committee to pick up your league-issued equipment.
2. At the time of equipment issue, you will be required to check all equipment received against a form used by the equipment committee.
3. Check and sign for all equipment in your bag. Your signature on the form verifies what you were issued. In addition, items on the form will be marked as to what is expected to be returned at the end of the season.
4. For preseason practice and accountability purposes, it is recommended that you, in some way, label each piece of equipment in your bag with your team name and level. This will assure you will be able to keep track of all issued equipment.
5. As you label each piece of equipment, examine it for possible safety violations. Examples to look for would be batting helmets with cracks or catcher's helmets lacking throat guards. Bring faulty equipment to the attention of the equipment committee ASAP so it can be replaced with safe equipment. **DO NOT** utilize any piece of equipment that you deem to be unsafe. **ALWAYS** err on the side of caution.
6. Make it a habit to check your equipment periodically for accuracy of inventory and safety issues. Bring any issues to the attention of the equipment committee ASAP.
7. CSLL is strictly enforcing the Little League Bat rule that all bats used must meet a Bat Performance Factor (BPF) of 1.15 or less. All parents that went thru registration were told of this and received a handout on what is and is not valid.

BATTING PRACTICE SCHEDULE

Day before games:

IF A TEAM HAS A 5:45 MONDAY GAME; BP IS SCHEDULED

The visiting team has the Batting Cage from 5:45 – 6:30

The home team has the Batting Cage from 6:30 – 7:15

IF A TEAM HAS A 5:45 TUESDAY GAME; BP IS SCHEDULED

The visiting team has the Batting Cage from 5:45 – 6:30

The home team has the Batting Cage from 6:30 – 7:15

IF A TEAM HAS A 5:45 WEDNESDAY GAME; BP IS SCHEDULED AT:

The visiting team has the Batting Cage from 5:45 – 6:30

The home team has the Batting Cage from 6:30 – 7:15

IF A TEAM HAS A 5:45 THURSDAY GAME; BP IS SCHEDULED AT:

The visiting team has the Batting Cage from 5:45 – 6:30

The home team has the Batting Cage from 6:30 – 7:15

IF A TEAM HAS A 5:45 FRIDAY GAME; BP IS SCHEDULED

The visiting team has the Batting Cage from 5:45 – 6:30

The home team has the Batting Cage from 6:30 – 7:15

*Batting cages are open to all teams on Saturday and Sunday; to play the next game will have **PRIORITY** of use. Each team's display good sportsmanship in sharing the cages during open*

When more than one team is waiting, players from both teams

Additionally, TB-1 managers and coaches are reminded they pitching machine to the storage shed after their practice.

Weekday Pre-Game Batting Practice:

MAJORS: - Batting Cage 2

Mon – Thurs

The visiting team has Batting Cage 2 from 4:30 – 5:00 pm

The home team has Batting Cage 2 from 5:00 – 5:30 pm

ML1/AAA: - Batting Cage 1

Mon – Thurs

The visiting team has Batting Cage 1 from 4:30 – 5:00 pm

The home team has Batting Cage 1 from 5:00 – 5:30 pm

ML2/AA: - Batting Cage 3

Mon – Thurs

The visiting team has Batting Cage 3 from 4:30 – 5:00 pm

The home team has Batting Cage 3 from 5:00 – 5:30 pm

TB1/A: - Batting Cage 1, 2, 3

Mon – Thurs

The visiting team has Batting Cage from 4:30 – 5:00 pm

The home team has Batting Cage from 5:00 – 5:30 pm

Weekend Pre-Game Batting Practice:

SAT 9:00 am GAMES

The visiting team has Batting Cage from 7:45 – 8:15 am

The home team has Batting Cage from 8:15 – 8:45 am

SAT 11:15 am GAMES

The visiting team has Batting Cage from 10:00 – 10:30 am

The home team has Batting Cage from 10:30 – 11:00 am

SAT 1:30 pm GAMES

The visiting team has Batting Cage from 12:15 – 12:45 pm

The home team has Batting Cage from 12:45 – 1:15 pm

SAT 3:45 pm GAMES

The visiting team has Batting Cage from 2:30 – 3:00 pm

The home team has Batting Cage from 3:00 – 3:30 pm

SAT 6:00 pm GAMES

The visiting team has Batting Cage from 4:45 – 5:15 pm

The home team has Batting Cage from 5:15 – 5:45 pm

Post Game Webmaster Notification

Standings are kept for the AA, AAA, Majors and Juniors divisions on the CSLL website. The winning manager of each game needs to email the following information to the webmaster (webmaster@csl.org) by the end of that day in which the game was played.

Date:

Scheduled Game Start Time:

Division:

Winning Team:

Score:

Additional Information Available on Website

Under the Handouts link the following items can be found and should be reviewed by all Managers and Coaches:

1. Local Rules and Local Polices
2. Rules Matrix
3. Safety Plan (new one coming soon), Accident/Incident Report form and Safety Observation forms.

Under the Training link the following items can be found to aid in training and identify player developmental goals by divisions.

1. Player Developmental Goals.
2. Player Drills and Skills Development
3. Progressive Throwing