

# Central Springfield Little League



## Manager's & Coach's Handbook

2007

## **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 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

## Juniors/Majors/Minors – 2007

### **Division Vice Presidents**

Juniors	Mark Smith	(703) 569-3942	<a href="mailto:smithma@cox.net">smithma@cox.net</a>
Majors	Eric Nelson	(703) 924-0399	<a href="mailto:Eric.L.Nelson@usdoj.gov">Eric.L.Nelson@usdoj.gov</a>
AAA	Ryan Schlunz	(703) 451-5930	<a href="mailto:schlunzfamily@cox.net">schlunzfamily@cox.net</a>
AA	Terry Sellers	(703) 913-8104	<a href="mailto:Terry36@sprynet.com">Terry36@sprynet.com</a>
A-Ball	Denise Carson	(703) 643-1861	<a href="mailto:Deinise.G.Carson@cox.net">Deinise.G.Carson@cox.net</a>
T-Ball	Rick Boddie	(703) 922-7293	<a href="mailto:rfboddie@cox.net">rfboddie@cox.net</a>

### **Player Agent**

Terry Sellers (703) 866-2062 [Terry36@sprynet.com](mailto:Terry36@sprynet.com)

CSLL Website – [www.csll.org](http://www.csll.org)

CSLL Hotline - (703) 971-0365

## **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. Although there is no Little League rule governing that all 12 year-old players be drafted in the majors division, majors managers are highly encouraged to draft as many league-age 12 year old players as possible, if their skill sets are of major league caliber. This will be their last opportunity to play in the “premier” division of Little League. To deny 12 year old players this opportunity is the wrong thing to do.
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.

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

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.

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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.

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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/Srs). Make sure the score keeper can attend the training sessions.
  - f. 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).
  - g. Discuss player-provided equipment.
  - h. Inform parents of team sponsor. Encourage them to patronize the sponsor's business.
  - i. 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.

- j. 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.

## **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.

## BATTING PRACTICE SCHEDULE

### Day before games:

#### **IF A TEAM HAS A 5:45 MONDAY GAME; BP IS SCHEDULED FOR SUNDAY AT:**

The visiting team has the Batting Cage from 5:45 – 6:30 pm  
The home team has the Batting Cage from 6:30 – 7:15 pm

#### **IF A TEAM HAS A 5:45 TUESDAY GAME; BP IS SCHEDULED FOR MONDAY AT:**

The visiting team has the Batting Cage from 5:45 – 6:30 pm  
The home team has the Batting Cage from 6:30 – 7:15 pm

#### **IF A TEAM HAS A 5:45 WEDNESDAY GAME; BP IS SCHEDULED FOR TUESDAY AT:**

The visiting team has the Batting Cage from 5:45 – 6:30 pm  
The home team has the Batting Cage from 6:30 – 7:15 pm

#### **IF A TEAM HAS A 5:45 THURSDAY GAME; BP IS SCHEDULED FOR WEDNESDAY AT:**

The visiting team has the Batting Cage from 5:45 – 6:30 pm  
The home team has the Batting Cage from 6:30 – 7:15 pm

#### **IF A TEAM HAS A 5:45 FRIDAY GAME; BP IS SCHEDULED FOR THURSDAY AT:**

The visiting team has the Batting Cage from 5:45 – 6:30 pm  
The home team has the Batting Cage from 6:30 – 7:15 pm

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*Batting cages are open to all teams on Saturday and Sunday; however, teams that are waiting to play the next game will have **PRIORITY** of use. Each team's manager/coach is expected to display good sportsmanship in sharing the cages during open periods on weekends.*

*When more than one team is waiting, players from both teams should alternate in the cage.*

*Additionally, TB-1 managers and coaches are reminded they are responsible for returning the 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