



## Team Manager Role

You (or your coach) will send out an introductory email to your team. A sample email is attached as Appendix A. It is a good idea to have a team meeting (or just a parent meeting) early in the season so you can go over any details and questions. Your coach will choose a team name, or the players can submit suggestions – whatever your team's preference.

### **Collect paperwork:**

- Medical form (keep these all together in the coach's equipment bag, so that the forms are at every game / practice)
- Player code of conduct (submit to **Division Coordinator**)
- Parent code of conduct (submit to **Division Coordinator**)
- cheque to NLDS, in the amount of \$100, post-dated to July 1 for VOLUNTEER deposit (submit to your Division Coordinator, who will forward to the Volunteer Coordinator)
- cheque to NLDS, in the amount of \$100, post-dated to July 1 for UNIFORM deposit (submit to **Derek Mills** when you pick up Uniform Bin) **this applies to coaches in Super 7 division and older**
- please note that you will also need separate uniform deposit cheques from the coaches, depending on the division (chq to NLDS, amount \$100, post-dated to July 1) – **this applies to coaches in Tadpole division and older**
- Criminal record check: this is only applicable to parents who will be helping out directly with the kids; it is useful to encourage all parents to apply for the CRC, and it needs to be done **every year**. They need to do it specifically for North Langley Baseball, and there is a link on the website with our code.

*Please note that the medical form & code of conduct forms are on the website, so you can direct parents there (or you can print hard copies for them)*

### **Volunteer:**

Encourage team members to sign up for volunteer roles through [www.nlbaseball.ca](http://www.nlbaseball.ca). Every family is expected to do ONE volunteer event for the **LEAGUE** (unless they have prepaid the \$100 opt-out fee). Please note that team duties are **NOT** included in volunteer time. It is expected that all families participate in team duties throughout the season.



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### Team Duties:

Assign team duties when you have your game schedule:

- Scorekeeping
- pitch count, if applicable
- field prep AND take-down (field needs to be cleaned up AFTER the game as well – items put away, field raked, etc)
- umpires (again, depending on age group)
- dug-out parent (depending on age group – usually Tadpole and younger)
- Pitching machine: for teams that use a pitching machine, it is great to get one parent to run it for consistency. Sometimes the coaches will run it, but it would be better if they could focus on coaching the players on the field, and another parent were to run the machine.

### Availability & Communication:

You can setup a Team Snap account for your team, which many families find to be a useful tool for seeing when & where games/practices are being held. Please note that if you want to track 'availability' in Team Snap, you need to pay for that package (9.99 US/month I believe). Alternatively you can just use the 'free' version to update your game/practice details. You can also email updates to your team if you prefer (or a combination of both, which is how I like to communicate). The single most important thing that I like to stress to all of the families is to **PLEASE KEEP YOUR COACH & TEAM PARENT UPATED IF YOU ARE GOING TO MISS A GAME**. The coaches spend a lot of time planning positions & batting lineups before a game, because the rules on infield/outfield positions are very strict & detailed.

### Uniforms:

As mentioned above, once you have collected ALL of your team's uniform deposit cheques, you can get in touch with Derek Mills and go pick up your uniform bin at the equipment room. Derek will likely have two dates set aside for uniform pickup. He will give you jerseys, belts, socks & hats. Please note that the lower numbered jerseys are the smaller sizes, so please allocate your jerseys to the players based on their size, and instead of based on their favourite number. The kids will keep the socks & hats, but they are required to RETURN the jerseys & belts, or their cheque will be cashed at the end of the season. It is your job to collect all of the jerseys & belts at the end of the season as quickly as possible. Parents are required to purchase PANTS for their kids (white with a blue stripe on the sides) – please see the website for more information on the pants that are available through NLDS. **Please note that this applies to Division U7 and up.**



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### **Practices:**

**Friday** night clinics should be attended by all players. These are a great development tool for the kids. Your coach will choose another practice night that works for his/her schedule, and you can book a field location through **NLB Field Allocator**. You can also book batting cage time through Dan Smart – please see the batting cage calendar on the website.

### **Game duties for the Team Parent / Coach:**

- print off the various forms you need ahead of time (from the website): pitch count sheet, pitch count log, umpire evaluations
- report the score to your division coordinator or to the interlock association for your division
- complete the pitch count log, and send the pitch counts to your division coordinator at the end of each game
- pay the umpires (depending on age group). A cheque will be paid to the Team Parent or Coach at the start of the season for all of the home games' umpire fees. The Team Parent will then be expected to pay the umpires at each game, and account for the fees.
- complete the umpire evaluations (see website for this form), submit to your divisional coordinator

### **Raffle Tickets:**

NLDS sells raffle tickets every year as a fundraiser. The raffle coordinator will contact you to provide you with your team's books. Please make sure everyone returns the booklets to you in a timely manner, and then you obtain the complete team package and forward to raffle coordinator.

### **Tournaments:**

The Tadpole division will participate in our annual Will Smith Memorial tournament (please note that there may only be enough space for some of the Tadpole teams). For information on this and other tournaments, please see the website. If you choose to enter a tournament, the fee will be your team's responsibility, so please let your parents know ahead of time if you are planning to enter a tournament. (for example, a PoCo tournament fee of \$300 is split amongst a team of 12 players = \$25 per family)



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### APPENDIX A – Sample Introductory Email

(\*\*\* underlined items are based on prior years, but would change from year to year)

Hello everyone!

Welcome to an exciting new season of North Langley Baseball, \_\_\_\_\_ division. My name is \_\_\_\_\_, and I'm your team parent. Your coaches are:

Coach: Name & phone number

Assistant Coach: Name & phone number

Assistant Coach: Name & phone number

We're looking forward to meeting you all soon. The season gets off to a very quick start, and I'm sure I'll be sending you lots of emails in the next few days as everything comes together. We don't have the final schedule yet, but it looks as though games will start **next week**. I'll keep you posted on that as soon as we know more. If you have additional email addresses that you'd like to add to our communications, please let me know. I've attached a copy of the league rules for your info.

I realize it's very short notice, but I'm wondering if you would be available for a "meet & greet" / mini-practice (including the boys/girls) this **Thursday evening (APR 2) at 6:00pm at the covered picnic area by the Walnut Grove Waterpark.**

There are some administrative things we need to take care of to start the season, so it would be great if we could start on that this Thursday:

- two forms: Player's/Parent's Code of Conduct & Medical Release (I've attached a scan of these two forms if you'd like to fill them out ahead of time, or we will bring hard-copies on Thurs)
- please bring two cheques:
  - \$100 uniform deposit, payable to NLDS post-dated to July 1 (**\*\*\* IMPORTANT NOTE: we will not actually get our uniforms until we have our deposit cheques, so we really need these**)
  - \$100 refundable volunteer fee payable to NLDS post-dated to July 1
- it would be great if your boys could come up with some suggestions for a team name, and we can have a vote on Thurs. Our uniforms are royal blue (home) and black (away), both with white trim and lettering. Please remember to label your child's hat & glove with his/her name 😊

Dugout parents are required to do a criminal record check, so I'd really appreciate it if you could please take a few minutes to do this? Here is the link to the online criminal record check for NL Baseball:

<http://www.nldiamondsports.ca/page/show/1512042-criminal-record-checks->

As you may remember, the league depends on parent volunteer hours. Every team member is expected to complete 1 volunteer league event, such as FIELD CLEAN-UP DAY, PICTURE DAY, WILL SMITH TOURNAMENT. Please register for your volunteer event(s) through the



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North Langley Baseball website, unless you have prepaid the opt-out fee. This volunteer event is separate to the Team Duties, which all families are expected to participate in throughout the season. Once we have the schedule, I'll assign duties for each game (eg. scorekeeping, pitch count, pitching machine, field prep, umpire, etc). Thank you all in advance for your participation 😊

Our team will be playing in the annual Will Smith tournament (**\*\*\* this email is a Tadpole example**), and that tournament is dependent on parent volunteers. Which brings me to an urgent request for volunteers (you may have seen an email from the league already):

**SAT APR 4th is "Field Clean-up Day". It would be great if you could spare some time to help setup our home field for the season (Fort Langley field) at 10:00am.**

We will update you soon with more information regarding practices, and Friday night clinics (Apr 21-May 26). North Langley Baseball is putting on Friday night development clinics for all teams Super 7 and older. These sessions are run by The Armoury together with NL coaches. These are a great opportunity for the kids and we would like all our players to attend. We will also schedule 1-2 practices per week, depending on our game schedule.

Here are a few more upcoming dates to be aware of (times & details tbd):

APR 11: Coaching Caravan (kids & parents to attend)  
APR 23-26: Will Smith Memorial Tadpole Tournament  
APR 25: Picture Day

Once we have our game schedule, I will setup Team Snap. Please make sure you update your availability for all of our games & practices. **In particular, please let me know ASAP if you are going to miss a game?** The coaches spend a lot of time preparing positions & batting lineups for each game, as the rules are very strict on infield/outfield positions for each player.

**Could you please let me know whether you can make it to our meeting this Thursday?**

If you ever have any questions or concerns, please don't hesitate to contact me or our coaches. We want to make this a terrific experience for everyone.

Thanks, and I'm looking forward to a fun season!

Name

Phone Number



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### Future Email Sample:

Hi everyone!

Here is a quick summary of our upcoming events:

#### TUES APR 7: Practice at 6:00pm at Gordon Greenwood

#### THURS APR 9: Game at 5:30pm at Fort Langley (pls arrive at 5:00pm)

Field Prep: \_\_\_\_\_  
Scorekeeper: \_\_\_\_\_  
Dug-out Parent: \_\_\_\_\_  
Pitch Machine / Umpire: \_\_\_\_\_

#### SAT APR 11: Coaching Caravan at 2:00pm at Walnut Grove

#### SUN APR 12: Game at 9:00am at Walnut Grove (pls arrive at 8:30am)

Field Prep: \_\_\_\_\_  
Scorekeeper: \_\_\_\_\_  
Dug-Out Parent: \_\_\_\_\_  
Pitch Machine / Umpire: \_\_\_\_\_

Thanks!

Name

Phone Number