

Manager's Handbook



North Kitsap American & National Little Leagues

2018 Edition



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Little League's Commitment

The North Kitsap Little Leagues Board of Directors is extremely committed to the healthy development of the children in our program. As managers and coaches you deserve the full support of the Board to help you with your important job.

Define the Goals & Expectations

Our league constitution's stated objective is:

The objective of the Local League shall be to implant firmly in the children of the community 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.

To achieve this objective, the Local League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future citizens is of prime importance.

If this seems like a departure from the past, then the message has not previously been adequately presented and emphasized. The word must get out to all managers, coaches, and parents. Remember too that in youth sports, the goal is for ALL involved to be having fun – that certainly includes the kids, but also includes you, your coaches, the umpires, and the spectators.

Managing in Little League

Congratulations for being selected as a manager in the North Kitsap Little Leagues program. You may be thinking “Congratulations? Selected? Good Lord man, I was practically hounded to death until I finally agreed to say Yes!” Well, that may be true, but in all seriousness, not everyone is asked or has the qualities we are looking for. The things we look for when selecting a manager or coach are: Personal attributes such as appearance, disposition, poise, character, and leadership; Relationships with others such as parents, colleagues, and game officials; and Managerial duties such as coaching procedures and development of desirable habits in players. Each of you has demonstrated in some manner the positive attributes that are mandatory.

Managers and Coaches are among the most vital roles in the Little League program because it is you who work the most directly with the kids. Managers and coaches are role models. Every behavior, good and bad, has a long-term effect on each child. The North Kitsap community has trusted North Kitsap Little League with their children and NKLL is placing these kids in your hands. Kids are our clientele so let's treat them that way.

The real challenge of Little League is not to create more teams, larger tournaments, make more money, etc., but to make the program a better, more wholesome and enriching experience for the participants. In the final analysis, what happens to the Little Leaguer himself is the major objective of our program. The ultimate criterion of Little League is: *Is the youngster a better person as a result of his/her experience in the*

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program? Have lessons been learned and habits acquired which will make him/her more effective in future work, a better parent and a finer citizen? Beside such a criterion such factors as number of games won and lost, league championships, etc., are all minor considerations.

The ultimate success of Little League and the greatest challenge rests squarely upon the shoulders of the manager and coach. For it is *YOU* who work on a daily basis with the youngsters and it is *YOUR* task to teach the skills of baseball, teach and encourage sportsmanship, extract from all the desire to do their best while always keeping your sights on the ultimate criterion. You must always remember that the examples you set will have a profound and lasting effect on the youngsters whose lives you come into contact with.

Managing in Little League involves more than just knowing baseball or softball. To transform a group of young individuals into a team playing together is a challenge. Even the most knowledgeable ballplayers can't expect to be successful without knowing how to deal with kids. As one assumes the role of a Little League manager or coach, he or she becomes parent, psychologist, referee, minister, best friend, and baseball instructor.

When a child enrolls in the Little League program, a new relationship enters his or her life. Alongside "My mother says..." and "My father says..." comes another voice --- "My coach says..."

The phrase "My coach says..." as used here refers not to the "how to field a ground ball" part of the program, but rather to all the lessons a boy or girl learns from the coach about how to handle feelings or situations. The coach is a voice --- guiding, teaching, offering opinions about the child's progress and assessing the child's worth as a person. The child's understanding of what the coach says becomes a part of him or her, blending with and modifying all the other learning experiences that child will likely have throughout life.

Each coach is different. What you do must fit your personality. However, it is important to remember that a coach sets the emotional tone for the team. Happy coaches make for happy players. Both the successful pursuit of victory and the pursuit of happiness are byproducts of the way one does the little things. If one builds a happy team where players feel accepted and are encouraged to try, they are likely not to hold back for fear of failing. While happy players may not always win, they never lose.

It's All Right to Worry

It's not unusual for even an experienced coach to approach a new season with some uneasiness. How will the team do? How will the players and parents react? How will I stack up against the other coaches? How knowledgeable will I appear to the players?

The danger lies in the fact that the coach's uneasiness may cause him to become tense and unnecessarily critical. He may become too passive or try to be a "pal" to the players. A pal can't set the standards needed to give the team a sense of direction and the confidence that comes from knowing someone is in charge.

A smile that lets the kids know you like them and are looking forward to the season with them will help promote good feelings. Decide early how you will motivate them. Will you make them fear your criticism or seek your approval and praise? (No one can like someone he fears.)

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How will you handle your own mistakes? Will you bluff? Will you argue that it wasn't a mistake? Will you ignore it? Or will you call attention to it yourself, apologize, and attempt to rectify it?

Remember that the most powerful teaching device you have is not what you advise, but what you *do*. Think about how you would like your players to handle their mistakes. Then show them by the example you set.

How to Earn Respect

Respect is something a coach can never successfully demand (though it is possible to be so frightening that the disrespect is kept hidden by a frightened player.)

True respect is earned. It comes when the coach respects himself and shows respect for others – players, umpires, and opponents. If a coach is abusive, the individual player will begin to wonder when he or she will be the target. Be less than you ask of your players and you'll get less from them.

There will be many situations when you'll disagree with an umpire, an opponent, or one of your players. You can't solve a problem until you get the facts. Start by listening. You can't learn by talking. People will be more willing to consider your views if they feel you've taken the time to understand (not necessarily agree with) their position. Present your question or complaint without sarcasm or insulting remark. Anyone can show respect when things are going well. The players need to be shown how to do it when things are tough.

Managers, parents, and all adults who are close to a child and his team should keep a sense of perspective. The adult who is bitter or angry after an error or a loss should consider helping the Little League program in some other capacity than as a manager or coach. The danger is that he will fill the players with an undue sense of guilt, failure, and shame.

The manager and coaches set the key to the psychological impact of the Little League experience. Place the emphasis on the effort made and not the result. You can praise a player for his faithful attendance at practice, for his attitude and not just his batting and fielding percentage. This approach helps build children who keep trying, who don't coast when they are ahead, who won't give up when they are behind or defeated, who won't feel the pressure to go beyond the bounds of the rules and good sportsmanship to win.

Prepare the Child

Some of the main goals for the Little League age child are to gain increased self-control over feelings and to channel them into appropriate actions, to increase his ability to subordinate his own wishes for the good of others or the group, to increase the ability to accept delay in gratification, to learn new skills, and to gain the satisfaction of mastery. Finally, and perhaps the most important of all, to feel an acceptance by one's own parent or substitute parent such as his coach or manager. This is the key to building self-esteem and confidence in children. Little League experience can provide a supportive environment for sharing in mutually accepted rules of the game. The team effort of practice and of not quitting during a game or a season, are all extremely valuable. These are contributions that are important for a player who may never get a hit or catch a ball in a whole season. If they can do these things, their parents and their managers should be proud of them and praise them for their participation.

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There is a saying, "Prepare the child for the path, not the path for the child." There are many parents who feel the urge to intercede on their child's behalf with the school teacher or the Little League manager about playing their child more. This is preparing the path for the child, not the child for the path. Every time we do it, we rob our youngsters of the chance to solve the problem on their own or to solve it with our support, without our actually doing it for them.

There is value in a child experiencing some frustration, tension and anxiety. Properly dosed, it promotes psychological growth.

The key to frustration's being helpful is that it not overwhelm the child so that he quits or ends up spinning his wheels with a hopeless feeling. He needs support and guidelines to shift his focus and give him a new sense of direction so that he can finally accomplish some success in the task. The normal Little League age youngster can psychologically handle the disappointment of loss, of personal and team mistakes, if he feels a basic sense of self worth, if he feels the support of his parents and his manager or coach, and if he feels that his relationship with them isn't changed by his losing, not getting a hit, or dropping the ball.

Get Their Attention with Words of Praise

Little League managers and coaches need to recognize the power they have to help youngsters. The coach who realizes this can provide a strengthening of the positive aspects of the attitude and, where it exists, a corrective experience for the negative attitudes.

Praise gets their attention. Whether the team you're coaching is composed of 5-year olds or 15-year olds, always keep in mind that kids respond to praise. They look for it, they're nourished by it, and, right or wrong, they expect it. Be liberal with praise. Nobody was ever ruined by being over-praised. Praise sincerely given doesn't make people rest on their laurels; it gives them confidence to continue when the going is hard.

Get in the habit of giving out compliments to your players. If they have talent, praise their skills. If the talent is lacking, praise their efforts. The coaches who get the most from their athletes are those who use praise as a standard motivational technique.

If you feel you have to criticize an athlete, and you want him or her to listen to you, give a "praise sandwich." That means you offer a slice of praise first ("Sally, you're beginning to develop a terrific throwing arm."), then a quick slice of constructive criticism ("But Sally, try to remember to throw to the cutoff."), and finish with another positive ("The runners know better than to try to get an extra base when you're near the ball.").

Yelling is not the same as coaching or teaching. The flip side of praise is openly criticizing young players by screaming at them. Sadly, this happens a lot during youth games when the coach becomes frustrated by poor play. The truth is that yelling is a very destructive process.

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It lowers the self-confidence of a player by embarrassing him, it tears apart the rapport and trust between the coach and player, and it accomplishes nothing except letting the coach blow off steam. In the dictionary, to coach means to instruct, to encourage and to actively teach. It does not say that screaming or yelling is part of the process.

Above all, avoid sarcastic comments. Sarcasm is the worst thing you can lay on your team. Although sarcastic humor may be very popular in entertainment, there is no place for it in youth sports. As a coach or parent, please understand that kids ages 5-15 really don't understand the humor of sarcasm. Even worse, they're just as likely to take your intended humor literally. As a coaching, or parenting, technique, sarcasm serves no purpose at all.

How to Set Team Policies

Players follow team rules better if they participate in making them, and understand the reasons for them. At an early team meeting discuss the need for rules. Ask the players for suggestions, and let them know that you value their suggestions. Players can accept even rules they dislike if they are clear, if the coach believes in the rules, and if they are applied fairly to all players.

When rules are broken, try not to solve your problems in public. Speak to the offending player(s) privately. Try not to lecture. Don't tell the player how "let down" you are, and don't tell him how disappointed you are. If a consequence is in order based upon your team policies, select an appropriate one. Don't wave it over the player's head, or create a "dog house." Simply implement the consequence. If you've kept things in perspective and are comfortable with your decision, the player can remain a valuable member of the team.

Be careful not to pick consequences you will feel guilty about. If you can't think of one right away, don't feel that you are on the spot. You might talk about it with the player. You might tell the player you will think about it and talk later.

Some Interesting Types of Players

The Scapegoat

One member of the team may become the dumping ground for the negative feelings of the others. Being the player "nobody likes" is not a pleasant way to have a relationship, but for some players it is better than no relationship at all. Being ignored is what such a player fears most. So the scapegoat antagonizes people to control their attitudes. "Nobody likes me" is the name of the game, and the coach who plays it loses. Try not to let the player manipulate your feelings. Finding something positive to say about the player tends to end the game.

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I'm Not Any Good

This is another device to get attention. If, as a result of the behavior, you give this player more praise than you would otherwise give, you've rewarded the behavior. So will arguing that he or she is really a good player. Accept the player's right to label himself if he wants to. Don't agree with the negative self-assessment, simply acknowledge it. ("I think that was a pretty good throw, even if you weren't satisfied with it.") But only say it *once*.

The Bragger

Inside this player is saying "I don't feel important, so I'll try to say things to impress people and make them notice me." Putting the braggart down doesn't help. It just makes him feel more inadequate. Try to let him know the good you see in him, and encourage him to be noticed by others by saying nice things about them.

The Clown

Generally this is not one of the better players, but one who attracts attention by being the oddball. Probably he wouldn't resort to such behavior if he weren't having troubles. Don't be too quick to laugh at the jokes or pranks. Try not to share in his humiliation. Take him seriously. Give him attention when he *isn't* clowning, so he'll know he does not have to be a joke to be noticed.

The Tattletale

This player wants to earn favor with the coach by telling you what you want to hear and getting other players in trouble. Accept what the tattletale says matter-of-factly. If you simply say "I'll take care of it" you have acknowledged the player, but not praised the behavior. Don't bother to lecture the tattletale, as that simply provides negative attention.

The Wounded Warrior

Never argue with a sprained ankle or a headache. You can never be sure, and you can't run the risk of being wrong. If it is a pattern, it may be a way of reacting to pressure. You *can* keep this player from upsetting your game plan by simply not counting on him too much. Perhaps this is a player who can help off the bench. Or maybe he'll be okay as a surprise starter. These may be ways to build confidence and cut down on the seriousness of the player's "injuries". Always error on the side of caution with any injury that occurs in practice or a game.

Some Interesting Problems

The Winning Streak

Success can bring some added pressure. Some will become bored with winning, and will be satisfied only with winning "bigger". Frequently both coach and players can find it frustrating when outsiders imply that only winning is acceptable.

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Winning is great, but a coach can try to diminish the pressure by helping the players remember that past success does not guarantee a future free of mistakes or losses, and by keeping the focus on effort, not just results.

The Losing Streak

That is *real* pressure. When nothing is going right and everyone *knows* what you're doing wrong, free advice and criticism begin to come from anonymous experts in the grandstands. As coach, you have an obligation to protect your players. What the coach thinks is more important than the opinions of the grandstand "volunteers".

As coach, you must find the positive in the midst of the errors. Praise the effort, even if it is not producing positive results. Work on the situation "right now". Scale down the goals to something the players can attain. For a pitcher that might mean making the other team put the ball in play, rather than allowing the walk. For a fielder it might mean keeping the ball in front, as opposed to fielding it cleanly. If the game itself is out of reach, a coach may need to play a "game within a game", forget the score until the team is ready, and set more realistic goals.

What to do After You Win or Lose

Generally speaking, wins and losses are spread around, and teams get to experience both sides. Enjoy the wins with the team. However, encourage your players to give the opponent a genuine pat on the back, because soon enough you'll be in their shoes. Ask your players to use their memory of how losing feels when they shake hands with the losers.

When you lose, don't let your players dim the winners' joy by making excuses. Remember that the way the coach takes the loss gives the players a sense of perspective. The team will come back faster if it walks away from the loss with heads high, and begins to concentrate on the next game. The game just played should be for the winners. The next one can be yours.

Parents Who Interfere

Inevitably you will receive some "help" from parents who want to share, even if they do not want to commit themselves to assist you. Try to accept their ideas and feelings, even if you do not agree with them. However, remember that no coach can please everyone. Don't even try. At the same time, don't be defensive. Understand that they really are trying to help, express appreciation for their interest, and encourage whatever they may be doing that is helpful to the team.

Subs, Scrubs, and Benchwarmers

Unless a coach is careful, the substitutes can become almost "non-people". Not playing is only part of the problem. Perhaps even more important may be the insignificance a substitute may feel in the eyes of the coach and the other players. Unfortunately, too often the players who need the least encouragement get the most applause.

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No player should leave the field thinking that his presence didn't matter. Every player should feel it was important that he was there, even if he spent a lot of the game on the bench.

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Pre-Season Checklist

The following checklist maybe helpful to get the season started. If you have other ideas for the list, please let the Board know and we'll add your thoughts to next year's list.

- Prepare a letter to the team parents outlining your objectives for the season. Stress the goals of the program, what they should expect from you and what you expect from them and the players.
- At your first team meeting discuss your letter, practice schedules, parent volunteers needed, league and team rules, etc.
- Volunteer Help from your team:
 - Team Parent (Let the Board know who your Team Parent is; we'll include them on pertinent e-mails for upcoming events so that it's not all on your shoulders!)
 - Umpires
 - Concession Stand
 - Field Preparation before and after games
 - Practice Help
 - Pictures
 - Score Keeping
 - Mariners Little League Day Game Tickets
 - Others
- Get equipment from Jeremy Kramer (509) 280-4801, equipment@nkll.com and check it all for missing parts or damage.
- Plan each practice to keep all of the kids busy.

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Ground and Operating Rules

Practices

Try to follow your practice schedule for the field. Using your schedule for March, carry it over into April, May and June.

No player will be allowed to practice until his/her medical release form is filled out, signed by parent or guardian, and turned in to the manager. Try to get this done at your first team meeting and let parents know so that they can bring the information they'll need.

End practice about 15 minutes before sunset. Don't risk someone getting hurt by a hard to see ball.

Make sure the parents know when and where your practices are being held. Give each family a copy of the roster with the players' and coaches' phone numbers.

Games

Games provide the testing ground for all of the hard work done during practices. In order to keep the program going, however, several things are the responsibility of all teams.

Concessions

Each team is responsible for assistance in the concession stand. The teams will be scheduled times when ***two adult*** volunteers will be expected to assist in the operation of the concession stand. Your team will be responsible for the assigned time. Usually you'll be asked to cover a four-hour block of time that can be broken up into no more than two shifts of two-hours each. When we don't get volunteers to help we are often forced to close the concession stand, so please do your best to find volunteers!

The adult volunteers are not expected to run the concession, they are only asked to assist. This is primarily front counter sales. The managers are responsible for scheduling adult volunteers for their times. Volunteers are expected at least 15 minutes prior to the start of the assigned time and remain for at least 15 minutes after the shift ends.

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Umpires

Umpires are needed for every division, with the exception of T-Ball. On average a team plays two games per week. If each team commits one or more volunteer to two games per week we will have enough umpires for all of the games. Each team AAA & above will be responsible to provide an umpire for at least 4 games, other than your own, to be eligible for post-season play. Whenever possible a “League” umpire will also be scheduled for the game. “League” umpires will generally assume the “Plate Umpire” position and the teams’ umpires will support him/her on the bases.

If not enough “League” umpires are available before the start of the scheduled games; those who are available will be scheduled to games in the following order.

- Senior Baseball and Softball
- Junior Baseball and Softball
- Intermediate Baseball
- Major Baseball and Softball
- Minor AAA Baseball and Softball
- Minor AA Baseball and Softball
- Minor A Baseball and Softball

North Kitsap Little League and District 2 make available training for continuing and new umpires. Contact our Umpire In Chief (UIC) Chris Boyd at uic@nkll.com for more information.

The league provides protective equipment. It is kept in the Umpire Room in the clubhouse. Please return it after you are done so someone else can use it. Individuals will not be assigned games at a level beyond their capabilities and comfort level. The goal is to have plenty of support on and off the field.

Mandatory Play

The primary reason kids sign up for Little League is to play ball. Their motivations are not to win games, develop into good citizens, learn teamwork, or any of the many aspects of the program that the adults attribute to success. One of the most important ways you can give the kids entrusted to you a good experience this year is to let them play the game.

Little League Regulation IV (i) states “Every player on a team roster will participate in each game for a minimum of six (6) defensive outs and bat at least one time.” There may be occasions such as a game shortened due to darkness, weather, time limit, or the ten-run rule, when a player does not receive the required minimum play time. The requirement then is that the player ***must start*** the next game, and play the remaining minimum for the game in which he was short ***and remain*** in the game until he has also played the required time for the current game.

Note that the manager is responsible to get all players into each game for at least the six outs and once at bat in every game regardless of whether or not it was shortened.

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If the game was not shortened, all six innings are played (7 in Senior), and a player has not played the required time, the manager shall for the:

- A. First Offense - receive a written warning from the Board of Directors.
- B. Second Offense - be suspended for the next scheduled game.
- C. Third Offense - be suspended for the remainder of the season.

Intentional or repeated violations of this regulation **will** result in the manager being suspended for the remainder of the season. Remember, **everyone** plays in **every** game.

If you are having difficulties with a player missing practices or being disruptive you must discuss this with the Board of Directors. Only the Board may discipline a player by restricting playing time. You **may not** bench a player on your own volition.

But how can you be sure that everyone plays enough to satisfy the minimum time? It is actually quite easy to get everyone **double** the minimum time. See the chart below for an example of how every child on a 13 player roster can play at least 4 defensive innings of a 6 inning game.

Batting Order	Inning (X = In the Field on Defense)					
	1	2	3	4	5	6
Player						
A	X	X	X	X	X	X
B	X		X		X	X
C	X		X		X	X
D	X		X		X	X
E	X		X		X	X
F	X	X		X	X	
G	X	X		X	X	
H	X	X		X	X	
I	X	X		X	X	
J		X	X	X		X
K		X	X	X		X
L		X	X	X		X
M		X	X	X		X

Note that in this example all players played at least four innings (Player A even played the whole game!) Everyone will get at least one at-bat due to the continuous batting order, which we use in the Majors Division and below. Typically at least five or six players will bat in an inning, and everyone will get several plate appearances.

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Field Preparation

The *home* team is responsible for lining the field prior to the game and the *visitors* for raking the field afterwards.

Lining the field is easy once you have done it a few times. The chalk and other tools are available in the small storage bins near the fields.

First, place the batter's box template (softball uses the three foot wide by seven foot long box all others use the three foot wide by 6 foot long box) so that the double bar is toward the pitcher with the top of the spacer even with the front of the plate. Mark the outer edge of the template and then flip it over to mark the other box. Line the outside, front, and back of the box (it is not necessary to mark the side near home plate) with chalk placing it so that the line is totally *inside* your mark.

For softball the box extends four feet toward the pitcher from the center of the plate and three feet toward the backstop.

Next, stretch a string from the point of the plate to the outside edge of the base at first/third. Place the chalk line totally on the *fair* side of the string. You don't need to place the line past the bases.

After the game, the *visitors* rake the infield. The base paths, area around home plate, and the pitcher's mound need to be thoroughly raked and repaired after the game. Rake the field the way you would like it to be when you start a game. Fill in the batter's box holes and those on the mound. When raking the base paths, don't rake the dirt onto the grass. Doing so creates a dangerous lip at the grass edge and kills the grass. This is also true if you are prepping a field prior to a game if it has water or mud on it. Rake the base paths in the direction of the base path not perpendicular to it. The area near home plate should be leveled off so that the dirt surrounding home plate is even with the top of the plate. This after-game attention is very important to keep the fields in safe playing condition.

Uniforms

Under normal game conditions, all players are expected to be in uniform, including cap.

During inclement weather (wind, rain, cold, etc.) in which the chief umpire deems that the game can be played, he may allow defensive players, other than the pitcher and catcher, to wear coats. Under such conditions, the umpire may also permit defensive players to play without caps. Any hoods will need to be tucked in to the back of the outer shirt as a safety concern.

Players should be encouraged to wear long sleeved jerseys of a common color under the uniform when the weather is cold. The jersey should be a color other than white or gray (the pitcher will *not* be allowed to wear a white or gray jersey).

No player will be permitted to wear jewelry of any kind. This includes hair pins and metal hair clips. The only exception is jewelry that alerts medical personnel to a specific condition.

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Food & Drink in Dugouts

Food (including gum and sunflower seeds) is not allowed in the dugouts or on the fields. Players may bring non-glass containers of water or sports drinks into the dugout.

Cleanup

After each game, both teams must do a thorough cleanup of their dugout, the corresponding bleachers, and surrounding grounds. Get the spectators to help with this. Empty garbage cans into the dumpsters and replace the liners. If you need additional garbage can liners, please ask for them at the concession stand. Remind the spectators that we have no paid staff waiting to clean up after them.

Equipment

Each manager will be responsible for the uniforms, helmets, bats, gloves, etc. that the team is issued. The equipment will be assigned at the beginning of the season and will all be collected at the conclusion.

Each team will receive an adequate supply of equipment for the season in good condition. Closely inspect the equipment frequently. Notify Jeremy Kramer at (509) 280-4801 immediately if you have any equipment that needs to be replaced or repaired. If you are unable to reach Jeremy, contact your division coordinator.

Every team is issued a fully stocked first aid kit with the equipment. This must be carried with the team for all practices and games. Kits will be restocked at the concession stand. Bring your kit to the concession stand to be replenished or to obtain additional ice packs.

Batting Cages

The batting cages provide a great source of hitting repetition that is not available in the normal practice. In order to keep this running smoothly, everyone needs to follow a few rules.

- Only adults are allowed to operate the pitching machines.
- Keep the kids out of the shed.
- Don't allow the kids to play with the ball machine balls.
- Properly adjust the height of the friction block if you change a machine from baseball to softball. We have had severe damage to the machines in the past because this was not done.
- If you use the double wheeled machine, don't throw knuckle balls. Knuckle balls? The wheel speeds for the two wheels need to be set approximately 15 apart from each other so that the ball has some spin on it when thrown by the machine.

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Team Parent(s)

Try to get a team parent at your first team meeting. Let him/her know what you expect the duties to be.

Usually, the team parent will make up a snack schedule for every game. They are responsible for the pictures, notifying players of changes in game or practice schedules, end of the year picnic, etc. This can be a long list and you may find that several parents need to participate in the duties. If so, the team parent can coordinate these efforts. When you find a team parent, notify the board so that we can get them on distro of important e-mails – otherwise, you'll be responsible for all of those on your own!

In addition to the general purpose team parent, it is strongly encouraged that you solicit parent volunteers to be responsible for prepping the field prior to games and raking up afterwards as described above.

Scorekeepers

Try to get a scorekeeper as soon as possible. Multiple parents can split the duties. The home team scorebook is official, including for any pitch records at AAA and above.

NO score is kept in T-Ball.

Loan your rulebook to the scorekeeper for review. Let them know what information you would like to keep track of in the book. At the lower levels it may not be important to track base hits and errors. Let them know.

Conduct

In order to set a good example for the young people, the use of alcohol at any Little League function is strictly prohibited. This includes all practices and games.

No smoking, vaping or use of smokeless tobacco is permitted in the dugouts or on the fields. Tobacco is also not permitted on any school property. Please refrain from smoking or chewing during practices as well as games. You will not be permitted to leave the game to have a smoke. If you leave the game (You asked permission from the umpire first right?) for a valid reason and also have a smoke, the umpires have been instructed to not allow you to return for that game. Please don't smoke around the kids and encourage your team's family members not to smoke during practice or games. Smoking is not allowed in the stands.

Players and staff must always be respectful of the other team. This goes for the umpires as well. Remember judgment calls are final and ***cannot*** be discussed. If you have a question about a rule interpretation, ask for time (and wait until it is granted) and discuss the issue calmly with the umpire who made the call. You will not be allowed to argue judgment calls and you may be removed from the game if you do not present your case in a polite fashion.

All of our umpires are volunteers just like the coaches and managers. They have a very difficult job to do. Please remember it is just a game. Inappropriate behavior towards umpires by players, coaches or managers will ***NOT*** be tolerated. If inappropriate behavior occurs it may be grounds for removal from the program.

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Insurance

North Kitsap American and National Little Leagues, the registered players, and volunteers are covered by insurance we purchase from Little League, Inc., Williamsport, PA.

The coverage through Little League is *secondary* insurance. Which means its coverage begins *after* the injured person's own medical coverage. If an eligible person does not have primary coverage, then the Little League insurance becomes primary and will cover the incident.

All volunteers' names must be on file with NKLL to be covered. All practice fields must be on file with NKLL to be covered. If you use a facility for practice other than those we assign, you must get it reviewed by a Board member and get the facility registered so its use will be covered by the insurance.

Accident report forms must be filled out and filed with the NKLL Safety Officer immediately following an accident.

Please Remember that Dogs are not allowed at the ballpark. Thank You