Majors B - TEAM MANAGERS INFORMATION

Thank you so much for taking on this role. It will enable your coaches to focus on training players and running the practices and games.

Team manager reports to: Team Head Coach & Division Coordinators

Checklist

- ☐ Liaison between the Head Coach, Division Coordinator and team families.
- ☐ Has each family complete a medical form for their player and keeps those completed forms for the duration of the season (forms on the Jericho website - https://www.jerichobaseball.com/forms-documents).
- ☐ Confirms with JB Administrator that all team officials have completed their criminal record check & Jericho Code of Conduct.
- ☐ Picks up team uniforms and delivers to players at the first practice. Collects $50.00 post-dated cheque (July 1st) from each family to hold until the jersey and belts are returned at the end of the season. Cheques can be returned to families or destroyed once the jersey and belt has been returned.
- ☐ Communicates practice & game schedules to players.
- ☐ Communicates any league announcements to their team's families (e.g. photo day, special league events etc.).
- ☐ Delivers photos to team families.
- ☐ Assigns a scorekeeper for each game.
- ☐ Assigns field prep, game coordinator and scoreboard operators for home games
- ☐ For home games, confirms umpires through the assignr app: (https://jerichobaseball.assignr.com/login; [redacted]) to verify that youth umpires are confirmed; Email a reminder to youth umpires two days prior to game, if no umpires are assigned contact your division coordinator.
- ☐ Pays youth umpires for home games (see umpire sign in sheet for fees, or online - https://www.jerichobaseball.com/forms-documents).
- ☐ Assists coaches with whatever is needed for running practices, games and scheduling special team events (pot lucks or social events).
- ☐ Helps assign team parents to league volunteer jobs.
- ☐ Organizes end of season thank-you gifts for the coaches if the team decides that they want to thank their coaches in that way (collect funds from team families to go towards purchasing a gift).

TABLE OF CONTENTS

CHECKLIST 1

IMPORTANT CONTACTS 3

KEY DATES 3

PHOTO DAY 4

UNIFORMS 4

MEDICAL FORMS 4

CRIMINAL RECORD CHECKS AND VOLUNTEER APPLICATIONS 4

TEAMSNAP 4

CONCESSION STAND 4

GAMES 4

UMPIRES 5

GAME COORDINATOR 5

RAINOUT / RE-SCHEDULED GAMES 5

CALL-UPS 6

PARENT /GAME DUTIES 6

SCOREKEEPING DUTY 6

FIELD MAINTENANCE AND SET-UP: 7

FIELD & WEATHER CONDITIONS: 7

APPENDIX 1: ASSIGNMENT TAB 8

APPENDIX 2: FIELD MAINTENANCE GUIDELINES 9

APPENDIX 3: FIELD SET-UP 10

APPENDIX 4: CONCUSSION RECOGNITION TOOL 11

Important Contacts

Emergency - 911

Police, non-emergency – (604) 717-3321

President – Terry Sharman, president@jerichobaseball.com

Players' agent –John Stark (Majors B & C, Minors and below), paminors@jerichobaseball.com

Safety Officer – Jim Salzman, safety@jerichobaseball.com

Umpire Coordinator – Tim Dow, umpires@jerichobaseball.com

Division Coordinator – Kendall Andersen, majorsb@jerichobaseball.com

Volunteer Coordinator – Jennifer Jones, volunteers@jerichobaseball.com

Uniform Coordinator – Irit Uzan, uniforms@jerichobaseball.com

Jericho Administrator – Tanja Reinkens, admin@jerichobaseball.com

Website – www.jerichobaseball.com

Key dates

April 3 – Al Herback Coaching Clinic, Beyond Baseball Basics, 5:30 – 10:00 pm, Alumni Gym - Vancouver College - 5400 Cartier St. – Open to all coaches and managers for the 9 – 12-years old age-groups.

April 7 – pre-season information meeting, 7:00 pm – 9:00 pm @ WPGCC, Oak Room, all coaches, managers and division coordinators are invited.

April 8 – practices start (only @ Jericho, Carnarvon NE, Carnarvon EC, Trimble SW, Trimble NW, Trimble SE)

April 13 – 1st games, Official Opening Day

April 20 – Easter Weekend, no games

May 4 – Jericho fun day & photo day at Carnarvon

May 18 - Victoria Day Weekend, no games, but come out and watch the May Long Weekend Tournament games, hosted by Jericho, if you're in town.

June 15 – Championship Day

Photo Day

Pick up and distribute photo order forms to players (Late April).

Distribute photos to team members on Championship Day.

Uniforms

Pick up and distribute uniforms to players before the first game, pick-up date TBD.

Please collect $50.00 deposit cheque from each family. The cheques can be made out to Jericho Little League and postdated for July 1, 2019.

Collect jerseys at the end of season and return/destroy jersey deposit.

Medical forms

All players must complete the medical form and return to Jericho's administrator or the Team Manager. The form can be found on the Jericho Little League website under forms and documents. If not submitted as a digital file, the form should be digitized (photographed or scanned) and the paper form shredded. The digital copies should be kept in a secure place accessible only by the team officials. Coaches and managers should have access to the forms during practice and games in the event of an emergency. At the end of the season, securely delete the forms.

Some families may have submitted their medical forms to the Administrator. Please check with the administrator before requesting that your families complete the form.

Criminal Record Checks and Volunteer Applications

All team officials must have a criminal record clearance letter on file with Jericho as well as a completed volunteer application. Confirm with the Jericho Administrator or Volunteer coordinator that Jericho has these documents on file for your team's officials.

Teamsnap

Managers & Coaches will use teamsnap for communicating with parents. To assign duties, send out reminders of upcoming games/practices/duties, and any changes to schedule.

Concession Stand

The concession is located at Carnarvon Park. Concession duty is open to everyone. Any parents that volunteer in the concession can apply those hours toward earning their volunteer deposit refund. The available volunteer shifts will be posted on the Jericho website at a later date.

Games

Games will be played at Carnarvon NW and possibly Jericho.

Please bring scorebook to every game & collect it at the end from whomever you've assigned to keep score.

Umpires

- When the **HOME** team please confirm umpires attendance for the game via email or phone (go to website http://jerichobaseball.assignr.com/login [redacted]
- Pay youth umpires and have them sign the Umpire's Sign-in sheet to confirm payment (See below for payment details)
- Manage umpire reimbursement money for the team and reconcile the leftover funds with Umpire Coordinator and Treasurer at season's end
- Contact umpires by phone if a game is cancelled due to rain or bad weather

The league will provide the team manager with money to pay the Umpires. This will most likely be handed out at the pre-season meeting, but if not, then there will be another time set aside. If you need additional funds, please contact your Division Coordinator.

Umpires are paid for their time if they are not given a minimum of 30 minutes notice of a game cancellation. Adult umpires are volunteers and do not receive payment for officiating games.

Game Coordinator

A team parent assigned to supervise and support youth umpires during games.

- Required if umpires are 15 years old or younger
- Must be available to speak with the umpire before the game and be present throughout the game
- Available to speak with the umpire if any question arises
- Respect for the umpires is the golden rule; ensures that coaches in no way interfere (ie. dispute; argue) the umpire's call
- Coaches may ask an umpire for time; may ask the umpire to confer with the other umpire; or ask for a rule interpretation;
- Outs/safe/strikes/ball should never be questioned; coaches should not approach umpires telling them what call they should make
- Assists the youth umpires with completing an incident report. An incident report is required when a player, coach, or spectator is ejected from the game.
- Submits the incident report to the Umpire in Chief, Tim Dow, umpires@jerichobaseball.com.

The appointment of the game coordinator is the responsibility of the **HOME** team. This role can be combined with one of the others as long as that parent is present throughout the game.

Rainout / Re-scheduled Games

A Game is considered "completed" if four complete innings are played (or 3 ½ if the home team leads)

Team managers should agree on a make-up day for the game as soon as possible (this could include one or the other team's existing practice time). The Division Coordinator keeps an online inventory of "open" field slots. When a makeup game time is agreed upon between the two team managers (please make sure that the teams do not otherwise have a game that day), the home team manager must book the field by contacting the division coordinator who will confirm that the specified day, time and location is available. Once confirmed the Div. Coord. will post it to the scheduling sheet (online – currently via Google Sheets). Once the Home team manager receives email confirmation and confirms that the new game is posted (online – currently via Google

Sheets), the home team manager must then contact the umpire coordinator to reschedule the umpires, umpires@jerichobaseball.com. Both team managers will then schedule the game in their respective teamsnap sites.

Call-Ups

Occasionally, a Major B team may be short players. When this occurs, they may call up a Major C player. Call-ups need to attend their own games/practices over any call-up opportunity.

When you are short players, please contact the player agent to provide you with an eligible list of players. Call-ups are not allowed to play in the pitcher or catcher positions, and they must wear their original team uniform to identify them as a call-up player.

Parent /Game Duties

Jericho Little League is a parent participation program. Parents should be encouraged to help out during practices by setting up drills, tidying up the field and generally helping the coaches keep the players engaged.

Team Managers should prepare a duty roster scheduling parents on a rotational basis for the duties listed below (these are in addition to and independent of their volunteer duty to the league).

Post-practice field grooming (2 – 3 parents).

When you are the Home team, you will need 4 volunteers (two scorekeepers and two field prep; game coordinator can be combined with another duty).

Use the Assignment tab on TeamSnap prior to the start of the season to assign parents' team duties (see Appendix 1: Assignment Tab).

Send out reminders through TeamSnap to parents about their upcoming duty and shift (can be set up to occur automatically 48 hours before task).

Parents are responsible for arranging another team parent to substitute if they have a conflict with a scheduled duty. Coaches' families are exempt from these duties.

Scorekeeping duty

2 per game (one for pitch count and another for scorekeeping). The HOME team is in charge of the scoreboard. The parent in charge of pitch count operates the scoreboard.

1. Scorekeeper:
    a. *Home games*
        i. Set up the scoreboard (Scoreboard controls are stored in the field house).
    b. *Home & Away Games*
        i. record the players numbers/names from both teams on the score sheet & keep score (in the scorebook).
2. Pitch Counter:
    a. *Home games*
        i. Assist with scoreboard set-up (see above).
        ii. Operate score board.
        iii. Keep track of pitches for both teams on the pitch log.
    b. *Home & Away games:* sit with the scorekeeper and track the pitches on the pitch log.
3. Score and Pitch Count Reporting
    a. Home Team score keeper should file the score and pitch count for both sides with the Division Coordinator immediately after the game. In some years this is done with a simple google form (link to be provided).

Field Maintenance and Set-Up:

The **HOME** team is in charge of field set up and post-game clean-up of the field. Set-up needs to be finished 30 minutes before game time, allowing each team 15 minutes of infield practice time.

Field set-up includes the following:

- walking the field before each game to ensure it is safe and ready for play (no sticks, rocks, broken glass, dog waste, holes are filled in, etc.)
- raking the infield
- setting up the bases.
- Painting the baselines, and batter's box

Setup the scoreboard (Carnarvon NW only).

After the game, please return the scoreboard controls to the field house, put bases away, and groom the field.

See Appendix 2 for field maintenance guidelines.

See Appendix 3 for field set-up guidelines.

Field & Weather Conditions:

All fields are user discretion unless told otherwise. As such, avoid playing on fields that are saturated, have standing water, if the pitching mound is soft and muddy or there are large muddy areas in the outfield or infield. A general rule of thumb is if water seeps up around your feet, or pools in your footprints, the field is too saturated for play.

Lightning:

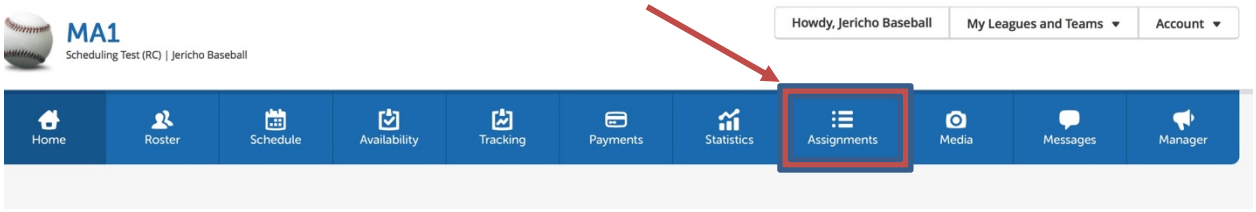
- When you can count 30 seconds or less between lightning and thunder, head for safe shelter
- Remain sheltered for 30 minutes after the last clap of thunder.

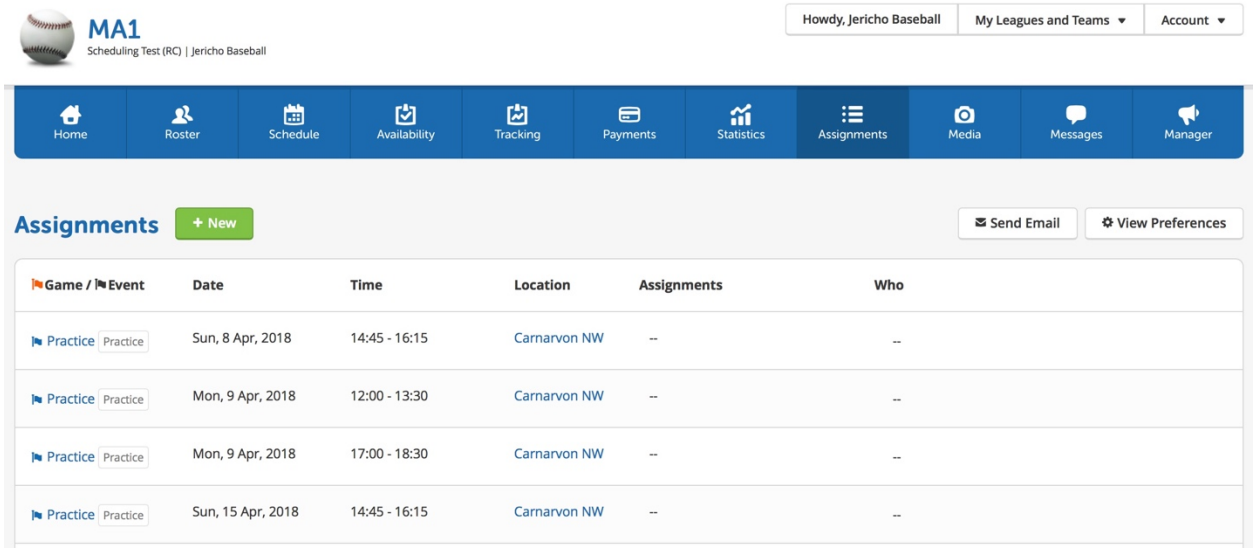
Air Quality:

Sometimes we're impacted by high levels of air pollution due to wildfires. The amount of pollution in the air is rated using the Air Quality Health Index (AQHI) scale. An AQHI value of 10+ indicates that there is a high level of pollution in the air. When the AQHI reaches 10+, strenuous outdoor activity should be reduced or rescheduled. Please take this into account for your games and practices and consider whether or not a cancellation or reschedule is warranted.

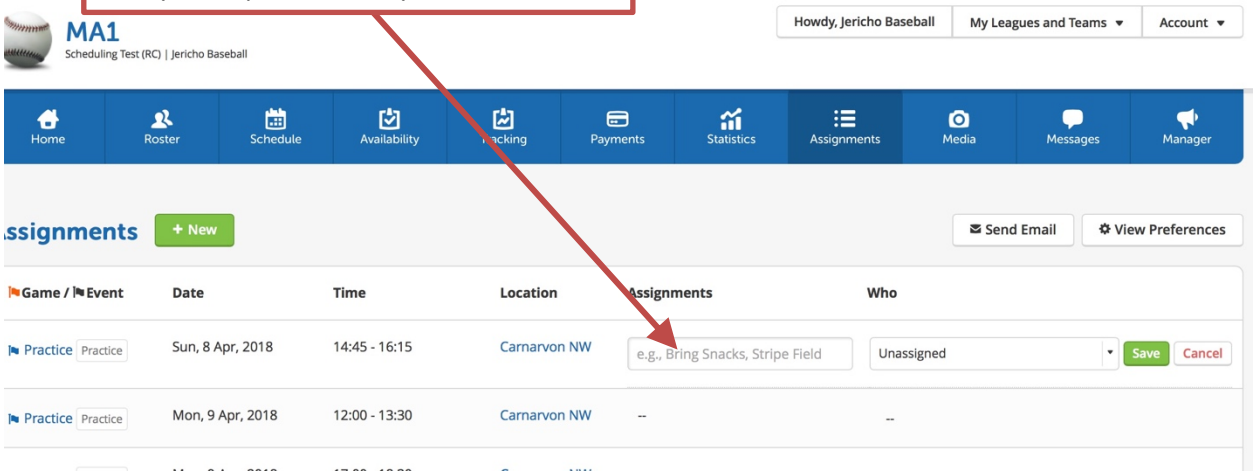
The AQHI forecast for Vancouver can be found here:
https://weather.gc.ca/airquality/pages/index_e.html

APPENDIX 1: ASSIGNMENT TAB





When you hover your cursor over this area associated with an event, the assignment boxes appear. You can add as many tasks per event as you need.



APPENDIX 2: FIELD MAINTENANCE GUIDELINES

by Jericho's Field Maintenance Guru, Gerry Kitson.

Raking out the infield dirt after games and practices helps promote better drainage from either rain fall or irrigation. The important areas are home plate, the mound, and around the bases. There is displacement of infield dirt, (rock dust), during games or practices. This material must be raked back into its original position otherwise these areas can fill up with water and become mucky or muddy. When this occurs, it takes a lot of extra pregame or pre-practice set up time.

Brushing the grass edges will eliminate the build-up of lips. Lips are the gradual build-up of rock dust. They act as ramps whereby ground balls can take unpredictable bounces that take away from the joy and safety of the game. Both Carnarvon diamonds will have brushes and rakes in the equipment boxes.

After heavy rains there may be some puddling. These areas should drain soon after the rain stops. **Never, and I repeat never, sweep water off of the infield dirt.** Two reasons why we never sweep water off of the infield dirt:

1. Sweeping water will also sweep infield dirt, (rock dust), onto the grass edges of the infield which will build-up lips over time.

2. Obviously, where water lays there is a low spot. Sweeping the water away will also sweep infield dirt away which will make the low spot wider and deeper and accumulate a bigger puddle the next time it rains.

If water has to come off the infield dirt, dig a hole, submerge a bucket and then sweep the water into the bucket until it is drained. Pour water from bucket away from the infield. Once the water has been removed, level off this area by adding some infield dirt, (rock dust), so as to lessen the likely hood of a puddle forming during the next rainfall.

If you see anybody sweeping water off of the infield dirt, please ask them to stop immediately. No excuses, sweeping water off of the infield dirt is unacceptable.

General rules of thumb: when raking please be careful not to rake any material into the infield grass edges and sweeping the grass edges is very important in maintaining lip-free infields.

APPENDIX 3: FIELD SET-UP

EMPTY
CHALKER AFTER USE

Fill with only 2 scoops of chalk.

Two scoops covers batter's box & baselines.
Open one door for nice 2 inch lines.
Empty chalker after use to prevent caking.
Use spray paint on grass for foul lines.

BATTER'S BOX & BASELINES

How to chalk line a field

1. Prepare infield
2. Outline batter's box
3. Fill chalker
4. Chalk batter's box
5. Run string line to bases
6. Chalk baselines
7. Empty chalker

APPENDIX 4: CONCUSSION RECOGNITION TOOL

CONCUSSION RECOGNITION TOOL 5 ©

To help identify concussion in children, adolescents and adults

Supported by

FIFA

RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- **Neck pain or tenderness**
- **Double vision**
- **Weakness or tingling/ burning in arms or legs**
- **Severe or increasing headache**
- **Seizure or convulsion**
- **Loss of consciousness**
- **Deteriorating conscious state**
- **Vomiting**
- **Increasingly restless, agitated or combative**

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to so do.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- Headache
- "Pressure in head"
- Balance problems
- Nausea or vomiting
- Drowsiness
- Dizziness
- Blurred vision
- Sensitivity to light
- Sensitivity to noise
- Fatigue or low energy
- "Don't feel right"
- More emotional
- More Irritable
- Sadness
- Nervous or anxious
- Neck Pain
- Difficulty concentrating
- Difficulty remembering
- Feeling slowed down
- Feeling like "in a fog"

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion:

- "What venue are we at today?"
- "Which half is it now?"
- "Who scored last in this game?"
- "What team did you play last week/game?"
- "Did your team win the last game?"

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

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ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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