



MANLY SEASIDERS BASEBALL CLUB

MANAGER'S HANDBOOK



Last updated: June 2016

Handbook Contents

This handbook is a collection of useful information which has been put together to help Managers become accustomed to their role and hopefully make their job both easier and enjoyable.

Even if you are an experienced Manager please take a little time to look through these pages as things do change from time to time. If you are new to the sport it is recommended that you print yourself a copy of the handbook and keep it with you for the season.

If there is something you require that is not available here, please do not hesitate to seek help. Contact details are noted in the communication section further on.

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1. Communication and Reference Guide

1.1 Website

The Seaside website is our main communication tool, please get into the habit of logging on and looking around and please encourage your team also. There is an abundance of information on the website which will be very useful for Managers throughout the season.

All information will be made available on the website as it comes to hand. We ask that Managers remind players and parents to log on and have a look as there is some great information to be found which can really be a help to parents, players, Coaches & Managers. There are also links to other baseball related sites that are well worth exploring (such as Manly Warringah Junior Baseball Associate and the Manly Warringah Baseball Umpires) as well as links to our fantastic sponsors.

The web could always do with a few photos to keep it lively so if you have any of the teams or players please send them in to: secretary@seasiders.com.au

The site can be found at:

www.seasiders.com.au

1.2 “Off The Bat” – Seaside Baseball Newsletter

From time to time we produce a newsletter of what is happening within the Seaside club and Manly Warringah Baseball. Newsletters will be sent via email to all parents/carers, but will also be posted on the website for download. The newsletter contains great information including Coaching/Umpiring/Player Development clinics, future events, team news, gala days, representative player information, photos, etc. Should you wish to submit an article please contact the President at president@seasiders.com.au or the Secretary at secretary@seasiders.com.au.

1.3 Team Folders

From time to time there is information to share with families. If there is anything that needs to come direct to you or your team manager it will be placed in the team folder. You will be notified by email if there is a team folder to be collected and then the Manager needs to arrange for this to be collected from the John Fisher Park canteen on game day from 7.30am.

1.4 Manager’s Co-Ordinator

The Manager’s Co-Ordinator role is to assist the Managers in organising their team. You will be getting regular updates from the Manager’s Co-Ordinator throughout the season via email.

Please remember, communication is a two way street and you are more than welcome to contact the Manager’s Co-Ordinator with any queries or problems.

Name: David Gledhill
Email: president@seasiders.com.au
Tel: 0433 595-880

1.5 Coach’s Co-Ordinator

If there is anything you do not understand or need clarification about please feel free to send an email or give our Coach’s Co-ordinator a call.

Name: Eric Baer
Email: ericwbaer@gmail.com
Tel: N/A

1.6 Umpire's Co-Ordinator

If there is anything you do not understand or need clarification about umpiring or the rules of the game, please feel free to send an email or our Umpire's Co-ordinator a call.

Name: Brian Joyce
Email: brianjoyce@optusnet.com.au
Tel: 0410 486 505

1.7 Umpiring

It is the Manager's responsibility to ensure that the team provides an umpire each week. There are courses run each year to ensure that team volunteers have sufficient skills and knowledge to officiate a game. Managers should ensure sufficient parents/carers attend one of these courses so that there is a pool of volunteers who can umpire.

Seasiders have an affiliation with the Manly Warringah Baseball Umpires (MWBU) and would suggest that if you have any problems or questions regarding umpiring you contact this group they have a large amount of knowledge and may even be able to help with umpiring duties if you run out of options. Any request for umpires should be made early in the week or if possible in the weeks prior as spare umpires may already be allocated. MWBU's website is www.mwbu.com.au.

2. The Beginning of the Season

The key role of the Team Manager is to be the link of communication between the Club and your team's players and their parents/carers.

The Manager needs to deal with all the day-to-day issues of the team so the coach is free to coach.

2.1 Uniforms

At the designated Registration Days all players will receive Seasiders playing shirt, which must be cleaned and returned at the end of the season. Pants, socks and belt will need to be purchased from the club. All new players will also receive a free cap. For returning players who have lost their any of their uniform will need to purchase new items.

It is the Manager's responsibility to ensure that all players are appropriately attired each week prior to playing. Pride in uniform, pride in club.

2.2 Team Lists

You will be given a list of all you team members. You need to make sure all the details of parents/carers are correct. If you find any errors or people have changed email addresses/phone numbers, please notify the Club Registrar via registrar@seasiders.com.au.

2.3 Child Protection Forms

Anyone who comes into contact with children in a position of authority or has the responsibility of looking after children MUST register with the NSW Guardian. There is a link on the Seasiders website under Useful Documents tab which outlines the process and contains links. It is the Manager's responsibility to ensure that the Manager themselves, the Coach and any Assistant Coaches have all undertaken their WWC check prior to the season start and also ensure that these WWC details are sent to the Seaside's Child Protection Officer, Gordon Blinkhorne at email gr.sa.blinkys@gmail.com

2.4 Competition Draw

Generally speaking an initial draw is release for the first few weeks of the competition and then a final draw is released. The draws will be sent via email to each Team Manager when available. They will also be made available on the Seasiders website. Once finalised it is often a good idea to print out copies of it for the team and hand it to parents/carers.

In addition, it is good to confirm game time and venue each week by email and determine if you have enough players for the game. If there are insufficient numbers please contact the Manager's Co-Ordinator as players from other teams may be able to fill-in to avoid a forfeit. The earlier in the week this is known the more likely alternative arrangements can be made.

3. During the Season

3.1 Communication

This is the most important aspect the Manager's role.

- **Manager and Coach** – this is an important partnership. The Coach 'coaches' the team and runs the game on Saturday. The manager looks after all the other details so the coach is free to do this. Keeping your Coach updated with everything is just as important as keeping the players and their parents updated.
- **Manager and Players/Parents/Carers** – this is vitally important. Depending on the information that has to be disseminated depends on how you choose to do it.

For general information, it is often easiest to send a group email to your players/parents/carers or simply grab the group for 5 minutes after a game on Saturday.

However it is NOT recommend you use email for wet weather and game day changes. This is not fool proof enough as not everyone has time to check their emails as they are flying out the door at 7.30am on their way to a game. Text messages work best for this, so setting up a team group in your phone is the quickest way to get the information across.

- **Manager and Club** – if there is anything that your team needs from the Club, it is up to you to contact the appropriate person in the Club whether it be gear, uniforms, umpires etc. If at any stage you are unsure who to contact, please give the Manager's Co-ordinator a call.

3.2 Fundraising and Social Events

Each year we need to raise funds to keep the kits updated, have the appropriate safety equipment and generally keep the club running so there will be some fundraising and social events that will be organised. The details of these will come separately, but you will need to make sure everyone in your team has been advised and get them involved. If you have any fundraising activity ideas please speak to the Club President or send an email to president@seasiders.com.au.

3.3 Scoring

Every team has to have a scorer. It is best if all parents/carers have a go at this, especially the T-ball parents/carers as it is not hard to score a T-ball game and it helps you learn more about the game.

Baseball however is a little harder to score, but it is still recommended to have at least two to four parents able to take a turn. You need two people involved in scoring at each game of baseball, one to actually score and the other to take the pitch count.

The club has some very experienced scorers and it can be arranged to have your team's parents taught how to score. Contact the Manager's Co-Ordinator to arrange something for your team.

Also see Section 5.4 – Scoring

3.4 Umpiring

At every home game your team must supply two umpires. You will have approximately half of your games at home during the season. The Manly Warringah Baseball Umpires holds umpiring courses at the beginning of the season and the more parents/carers you can get along to these courses the better for all. Not just because you will have more people to choose from to umpire the home games, but also the more appreciation the parent/carers will have for the game their kids are playing.

3.5 Match Reports

This is the fun part ! The Club encourages teams to submit a weekly match report. This report is then published on the Seasiders website on the "Our Teams & Team Reports" page. The kids get real buzz out of seeing their names in print each week and it works well to continue to encourage the kids and highlight any special things to concentrate on for development. It is up to you as manager how you wish to organise this. Some teams have a roster and a different parent/carer is responsible for writing this up. In other teams there may be a parent, who can see themselves as the next great sports journalist and you

cannot get the pen out of their hands. Other teams have either the Coach, Manager or the players themselves write it up.

Please make sure this is submitted each week, the kids really do enjoy reading about themselves and there have been some very funny reports over the years. To submit the match report, simply email your report to the Club Secretary at secretary@seasiders.com.au.

Don't forget to put the key details of the game. eg. date of game, your team name, who you played and the score/result.

3.6 Ground Set-Up/Pack Up

Generally speaking we have two time slots for our games being 8:30am and 10.30am. The early game teams are responsible for making sure the diamonds are set up. There will be ground stewards to help with this, but since your team needs to arrive at least half an hour prior to the game you should have parents/carers there to help if needed. It is advisable that this duty also be put on a roster. Preferably those who are rostered on will turn up 45 minutes before so that everything is in place in plenty of time.

The teams who play the second time slot are responsible for packing up the diamond, making sure all rubbish is cleaned up, picking up the bases and putting them in the gear bins, returning the gear bins back to the canteen and taking the Scorer's tables and chairs back to the canteen.

3.7 Rosters

Get the parents/carers involved ! You should not and cannot do it all on your own. Draw up a roster ASAP for these things like:

- Scoring;
- Umpiring;
- Field set-up/take down;
- Half time oranges;
- Etc.

If you have any difficulties working out your team rosters, give the Manager's Co-ordinator a call. Remember we cannot expect our kids to play as a team if the parents do not function as a team too !

3.8 Making It Fun !

There are many ways you can help make Saturday baseball/t-ball fun for everyone. These are limited only by enthusiasm and your imagination.....

- Player of the Match/Most Improved certificates – The little ones love getting a certificate.
- Stickers – again, a favourite for the little ones.
- Special mention in the team match report for birthdays, great play, most improved player or even a quote of the week (kids can say some of the funniest things when you least expect it).
- Weekly (or less frequently) treats for the players after the game.
- Organise some fun team building events – for example - player vs. parent games, team BBQ or lunch somewhere after the game.

3.9 Photos

We aim to have photos taken before Xmas so that they can be used for gifts. Details will be sent to you in advance so that your team has plenty of notice. The club insist that every player must take part in the photos so we get a full team, but there is no obligation to purchase a photo. It should be noted though that the Club receives a commission on every photo sold so it does act as a bit of a fundraiser for the Club.

4. End of Season

4.1 Uniforms

The shirts need to be returned to the Uniform Steward at the end of the season FULLY CLEAN. It is up to you if you wish to ask players to bring a change of clothes to the last game and you wash all uniforms yourself, or if you ask your players to wash and return them to you.

It is helpful for each player to return the uniform in a bag clearly marked with their name. This helps in keeping track of who has returned them.

All uniforms issued to the team at the start of the season must be returned. The uniforms are not cheap, costing over \$100 to replace. So the expense of a uniform not returned will need to be covered by the player.

4.2 Presentation Day

Every player gets a medal/trophy at the end of the season showing the number of games they have played for the Club. There are also special awards given out for the Coach's Award and the Player's Player Award. Special Club presentations are also given out.

Our presentation day is usually in the afternoon of the last game of the season at John Fisher Park. We start with the AGM when next seasons' committee is elected and then present the team medals/trophies and a few Club awards. Please take note of the players who aren't present so that you can arrange to get their trophy to them.

Overall, it is a nice way to finish up the season.

5. Other Information

5.1 Rules of the Game

Everyone is able to access the most current rules of the game through the “Useful Documents” section of the Seaside’s website.

It is useful for the Manager to print out a copy of this at the start of each year and have it with them at each game, just in case there is a technicality which arises during the game.

Also, over the years, we have found that a lot of parents yell things at the kids from the side line that are not right and the kids get very confused. So please read these and feel free to hand them out to the parents in your team or encourage them to go to the website. Often it is good for the parents and kids to run through the rules together.

Knowing the rules of the game makes it easier for everyone to enjoy the game more !

5.2 Player Participation

Over the course of the season, all Players must have approximately the same number of defensive innings to ensure equal Player Participation. No fielding player shall be sat off for two or more consecutive innings, unless due to injury or disciplinary reasons. Should a player be sat off for 2 or more consecutive innings, the reasons should be clearly stated on the result sheet.

All teams are to bat through their team line-up. Scorers are required to record each Player’s defensive innings on the Result Sheet for the game by recording players sitting off in defensive innings. Failure to submit a fully completed Result Sheet may result action being taken by the JBC.

The JBC League Recorder will monitor the number of defensive outs completed by each player. If the JBC Competition Recorder determines that players within a team have unequal defensive outs, the JBC Competition Recorder will notify the Coach concerned and direct the player participation within the team be balanced. Should the Coach fail to take appropriate remedial action within the time directed by the JBC, further action can be taken at the discretion of the JBC.

5.3 Results Sheet

A Results Sheet must be filled in by the HOME TEAM in ALL divisions except the T-Ball U8 at the end of each game. The Manager of the HOME team must make sure that this is handed in at the canteen at the ground of play.

Generally speaking, filling out the Results Sheet is best done by the Scorers as they can record who sat out in each inning (the DO’s), fill in the score and get the Coaches and Umpire(s) to sign the form while you (the Manager) and the Coach are wrapping up the game and packing up the kit, etc.

However, the Manager is ultimately responsible for the Results Sheet. Please ensure the scorer has completed the result sheet correctly. Failure to have a fully and correctly completed Results Sheet will result in the game not being recorded and hence your team will not be awarded their “win points”.

Note: If you are playing a team from North Sydney and you are at their home ground can you also fill in a result sheet and bring it back to John Fisher Park canteen. The reason is that at those grounds there is no canteen and because they are out of our area it can take a long time for the results to get to JCC.

The Results Sheet information is forwarded to the JCC Competition’s recorder no later than 6pm on the “game day” and it is then downloaded into the competition tables on the JCC website. The recorder is also responsible for recording the defensive outs and will contact clubs where teams are not complying with the rule.

You can find a copy of the result sheet (there is one for T-Ball and one for baseball) on our web site under the “Useful Documents” area.

5.4 Scoring

At every game there needs to be a scorer from each team. Scorers often work together even if they are from the “opposition” because if the scorers don’t agree there is a major issue with the game. Better to have the conversations as the event occurs rather than at the end of the game.

5.4.1 T-Ball Scoring

T-Ball scoring, you only need to record what the batter and runners do. For example, if they swing and miss at the ball on the tee, or if the hit and make it to first base, then plot their progress around the diamond till they get out or home. One person can manage this very easily, but as mentioned earlier it is advisable to have at least 3 to 4 people in the team who can score so it can be taken in turns.

5.4.2 Baseball Scoring

Baseball and Zooka scoring, on the other hand is more complicated, but not impossible to learn. You need to not only record what the batter and runners are doing but also where the ball goes and who fields it. You also need to watch the pitches, how many balls and strikes the pitcher throws, as well as the total number of pitches a pitcher throws to a batter and in an inning. This is why it is necessary to have 2 people scoring at every game.

The Manly Warringah District Baseball Association has in place strict guidelines on how many pitches a young pitcher can throw in a game (and over a weekend). They do this for the protection of the child’s arms and shoulders. Therefore recording the pitch count is an essential part of scoring and has to be recorded on the results sheet. If a Coach over pitches a player, then he (the Coach) can be called before the MWDBA judiciary, resulting in a ban from Coaching.

There are copies of a standard pitch count sheet on our website under “Useful Documents”

Seasiders run scoring clinics at the start of the season, but if you cannot get to this and need some assistance please do not hesitate to contact The Manager’s Co-ordinator and he/she will be able to put you in touch with someone who can help.

5.5 Clinics

From time to time the club will run clinics such as scoring, umpiring, coaching, pitching, batting etc. If the club runs such clinics it is in the interest of the relevant people to attend as it will give great insight to how to complete the targeted task. We would encourage you to actively promote such clinics with your team. Should you identify a need for a particular clinic then please let the Manager’s Co-ordinator know and they will seek to arrange something for your team.

5.6 Ground Locations

Ground locations, maps and current Council notified conditions can be found on the Seasiders website under “Playing Grounds & Wet Weather”

5.7 Wet Weather

Wet weather can often be a confusing time for Clubs, Managers, Coaches and Parents/Carers

Each council has a wet weather line that can be called during the week for relevant grounds status and they also update their websites regularly. The Seasiders website has a direct link to each ground’s status under “Playing Grounds & Wet Weather”.

If it is wet or has been raining heavily check by either following one of the links on the Seasiders website or calling the wet weather line for the applicable Council for the ground you are playing or training on.

Ground status should be checked the afternoon of training or Friday afternoon prior to Saturday’s game.

Wet weather lines are as follows:

- Warringah(John Fisher, St Matthews Farm & Aquatic) 9981 2099
- Pittwater (Rat Park) 9970 1236
- North Sydney (Flat Rock & Bicentennial Reserve) 9777 7631

IF A COUNCIL HAS CLOSED A FIELD, NO TRAINING OR GAMES ARE PERMITTED THEREON UNTIL FURTHER NOTICE. ONCE A FIELD HAS BEEN DEEMED UNFIT FOR PLAY, ALL INSURANCE IS VOID UNTIL CLEARANCE IS GIVEN FROM THE RESPECTIVE COUNCIL. NOT HEEDING THIS RULE CAN RESULT IN ENFORCEABLE PENALTIES BEING IMPOSED.

If the park is OPEN but it is raining, the decision as to whether games will proceed will rest with the ground stewards, Club President and umpires at the respective ground on the morning of the game.

This information is passed to the President of each club who in turn will make sure all Team Managers are informed. It is then up to you to advise your team.

Although the Presidents and ground stewards are at the grounds very early, it may not always be possible to get hold of all "early game" Managers before 7.30am. It is suggested as a rule of thumb you instruct your team that:

"If you do not hear otherwise, or are in doubt.....GO TO THE GAME !"

MANLY SEASIDERS BASEBALL CLUB



BASEBALL BY THE BEACH