**COACHES INFORMATION**

Thank you for volunteering your time and coaching at Davie Little League!

We know that this volunteer position can require a lot of time, effort, and energy and we appreciate you taking on the task. We recommend that you identify parents or family to assist you in the following positions:

**Assistant Coach (2), Team Parent, Scorekeeper, Pitch Count Keeper, and (optional) Field Maintenance Assistant.**

Having extra hands will assist you in game days running smooth.

All volunteers **MUST complete an application and background check** waiver online PRIOR to assisting on the field. This is a Little League rule and applies to all leagues.

Meetings will be held prior to the season and these are MANDATORY for the manager. Occasionally, team parent meetings will be announced and held as needed.

A handful of forms you will need are included in this book. You will be given a few copies, but you will need to make your own copies of the Master Copy in your binder. The forms can also be found at: littleleague.org.

Below are a few items to know as you coach this season at Davie Little League:

* **Communication** – it is highly recommended that once you receive your team roster with contact information, you print a copy and place it in the team binder.
	+ Communication is key for a smooth season of coaching and for the sake of the parents/players. It is recommended that you establish a group thread for your team, such as the free platform “GroupMe”.
	+ The manager or designee needs to make sure they are sending all important information to the parents in a reasonable time frame.
* **Home Team** – uses the 3rd base dug-out, lines the field, and is responsible for turning the lights off the field you played on, unless the visitor team is still raking in which that manager is responsible. If the opposing team is a guest team, then the home team will rake/sweep.
* **Visitor Team** – uses the 1st base dugout. For DLL vs. DLL, the visiting team rakes the field after a game around the bases and, on the fields with grass in the infield, sweeps the dirt off the grass both on the infield edge and outfield edge, and puts the equipment up. THIS MUST BE DONE after the last game to be played on that field for the day.
* **Practices** – a practice schedule will be published after try outs. Coaches wishing to hold additional practices will sign on the published sign up sheet. No practices are to be held on fields not authorized by DLL (this is for insurance purposes.) If you are NOT going to use your scheduled practice time, please announce it on a coaches thread so that another team can utilize it.
* **Games** – a game schedule will be announced once practices begin and it will load onto your team page online. You can sync this schedule with your smart device so updates are automatic. In the first week, games are often adjusted and moved around as conflicts are realized.
	+ In most cases, teams will interleague with other Little Leagues which will require traveling.
	+ It is a good practice to have your team arrive for any game, home or away, at least 30 minutes before game start time.
	+ The younger players typically receive the earlier time slot.
	+ The game time standard depends on the division and is decided by the Home Team’s league. This is to be announced by the umpire PRIOR to the start of any game. The scorekeeper will note the time announced.
	+ The home team will send the score of the game to DLL’s designee.
	+ In inclement weather, a decision to close the fields is made by 4pm, on most days. This is announced in a coaches thread and via Facebook. If there is no message, the fields are still open. Rescheduling of cancelled games may or may not occur.
	+ The field umpire may stop a game at any time for inclement weather and will decide whether to “wait it out” or cancel any further play. If the decision is made to attempt to “wait it out”, all players are to wait inside a vehicle – not under a shelter at the field.
	+ If a game is being played on the field after your game, manager’s will have their players pack and vacate the dug out and field immediately after the conclusion of the game. Team meetings, snack/drink handouts, will take place off the field and out of the dugout.
* **Game Balls** - You will be given new game balls. These are not to be used at practice but saved for the games. Home team is responsible for providing the umpire with at least two game balls before the game, one is new and the other can be a gently used prior game ball. Do not use any other type of balls for game play except the ones provided.
* **Team Equipment** – the manager will receive equipment at the beginning of the season to include catcher’s gear, scorebook, etc.
	+ It is the responsibility of the manager to return the gear at the end of the season.
	+ Managers will also receive the shirts and hats for distribution and may send a designee.
	+ Managers need to announce to the parents during the first practice what color of pants, socks, and belts the kids will need for the season. (Please see the “Davie Little League Equipment Guide” for further player equipment information and make copies for parents as needed.)
	+ DLL maintains a “Swap & Shop” closet that players/parents may utilize for their personal equipment needs. Coaches are allowed to assist in getting their player the correct equipment that fits their needs, however players/parents are NOT allowed in the closet alone.
	+ Donations received are to be placed in the proper bins in the closet.
	+ No equipment marked or located in areas belonging specifically to DLL is to be given out.
	+ The “Lost and Found” is in the board room, and at the end of the season, the items will be donated.
* **Field Equipment** - is kept in the shed to include chalk liners, measuring tapes, rakes, and brooms. You will be supplied with the code to the lock. Coaches are responsible for putting all equipment back in the shed and locking it.
	+ DO NOT mark the foul line into the grass of the outfield with chalk (lyme).
	+ Make sure you put a hole plug in the ground if you move the bases
	+ If you use a hole digger to help install/move the bases, make sure it is returned.
* **Pitching Eligibility** - You will need to keep a pitcher eligibility log from game to game, and this is different from a Pitch Count Sheet. Pitch count sheets are for your designee to use to assist them with keeping up with pitch count and should be placed beside the Pitcher Eligibility Sheet. This is to be completed at the conclusion of each game and kept in your binder. If the opposing team does not wish to sign the sheet, marked “Refused” in the space.
* **Injuries** – if any player is injured, no matter how minor, their parent/guardian is to fill out page one of the Little League Injury form before the end of the day. The coach will then email a copy of that form to the DLL president.
* **Fundraisers** – when DLL announces fundraisers for the teams, or opening of the merchandise store, the Manager or designee must relay the information to all parents.
* **Batting Cages** – batting cages are on a first come, first serve basis unless there is a Sign-Up sheet. Teams with games that day are given priority and we ask that coaches work together to make the amount of time a team gets in a cage fair.
	+ If other teams are waiting to use the cages, teams are only allowed to occupy one cage at a time. Only one player at a time is allowed in the cage.
	+ The gated warm up area next to the cages is for pitchers and catchers ONLY.
	+ The last team in the cages is responsible for cutting off the lights, located on the fence at the entrance to the cages.
* **Parent Information** – It is a good idea to have a parent meeting at the beginning of every season, typically at the start of the first practice. It is also helpful to create and distribute an information guide to your new parents, along with the Davie Little League Equipment Guide. If parents have concerns during the season, they may reach out to the designated player’s agent.
* **Snacks** - it is at the discretion of the manager to create a snack sign-up sheet. Having a great team parent can really help here! Typically, this is done for the younger players and eventually phases out as the kids age. Please make sure all trash is being picked up. Snacks are provided by parents and not DLL.
* **Trophies** – DLL will have medals for the Spring season winners ONLY. Beyond the Spring season, it is up to the manager to collect funds and obtain their own medals.
* **Access to the Board Room** – only board members have keys to the board room, however coaches are allowed in the room for things such as the “Swap and Shop” Closet. Children are to be kept out of the board room when possible.
* **Complex Upkeep** – Coaches are responsible for their team’s trash left in the dugout, around the field, etc. Please encourage your players to pick up trash, even if it is not theirs to help keep our fields clean. Turn in any items left behind to the lost and found. Make sure the fields are raked and swept, if applicable.
* **Lights** – make sure the lights are turned off when you leave your field. The light box for the big field is in the small shed near the concession. You will use the key inside the building to access the exterior panel. DO NOT flip the main breaker inside the building.