

Keystone Little League

Manager's Introductory Email - Sample



Welcome to the <Division Team>!

Your son has been selected to play in Keystone's <Division Name> division. I want to welcome him, you and your family to the <Division Name>. Please note that your son does not need to attend any further tryouts.

About your coaches: My name is <your name> and I have been given the privilege of managing this team - <Brief introductory information...how long you have coached, information about your family, coaching philosophy, etc.>

<Coach Name>...<Brief introductory information...how long you have coached, information about your family, coaching philosophy, etc.>

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<Some information if / as desired – Example> This is our second season coaching together - our philosophy regarding the game of baseball and coaching is the same: To teach new skills and improve on existing ones; to have fun while challenging players to perform their best; and most importantly, whether winning or losing to display good sportsmanship; overall, to help them grow as ball players and young adults.

Equipment: I'm sure you already know the basics - In review, each player needs a batting helmet, cleats, a cup, a glove, and a non-big barrel, non-composite bat (Unless approved by Little League International). KLL will be providing a shirt and hat for each player; the team will be wearing <Manager / Coaches select the color pants, belt and socks for each player to wear> which you will need to provide. Mouthpiece & heart-guards are optional.

Positions: If your son has a preference and / or wants to pitch or catch please respond to this email with this information. We have 12 players but will do our best to fit players to their preference where possible.

Practice and Game Schedules: As of now, I do not have an official practice or game schedule - I will forward this information to you as soon as it is made available to me. <Insert general seasonal information here – example> For the spring season we will likely initially have several weeks of practice (2 practices per week) before the season starts; once games start (mid-February) we will have 2 games per week - typically one weeknight, one Saturday game per week; note that a separate fielding and / or batting practice may also be scheduled.

Player Roster: Your teammates are: <List the other members of the team>

Parent Involvement: In past spring seasons, there have typically been no formal practices scheduled once the season begins; therefore it would be beneficial to each player if you were able to also coach your son at home as much as possible - Please let us know if you have any questions regarding drills, mechanics, etc. We will also like parent involvement to help with snacks (fruit juice/water/sports drinks and fruit are preferred over chips and candies and cookies), field maintenance before and after games (lining the batters boxes and field, and dragging and raking the infield, home plate area and pitcher's mound).

If there are any questions you have, or any concerns, please don't hesitate to let us know.

Please respond to this email me to verify that you've received this email and with what position(s) your son is most interested in playing. Also let me know if this is the best contact information for me to use for future communications.

Thank you,
<Manager's Name>

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Contact information:

<Provide Manager and Coaches Contact Information>