



AHLL 2024 HELP SHEET

DIVISION: _____

TEAM: _____

**TEAMS ARE NOT PERMITTED TO PRACTICE
UNTIL ALL POSITIONS ARE FILLED**

MANAGER
2 points

1) *Name:* _____
Email: _____
Cell: _____

TEAM COORDINATOR
2 points

1) *Name:* _____
Email: _____
Cell: _____

ASST. COACHES
2 points each

**Only Single A, Coach Pitch & Tee Ball may have a
3rd Assistant Coach earn points*

1 *Name:* _____
Email: _____
Cell: _____

2 *Name:* _____
Email: _____
Cell: _____

*3 *Name:* _____
Email: _____
Cell: _____

FIELD MAINTENANCE
1 point each

**Must also attend Field Day for additional 1 point*

1 *Name:* _____
Email: _____
Cell: _____

2 *Name:* _____
Email: _____
Cell: _____

SCOREKEEPER
2 points

**May have 2 scorekeepers earn 1 point each
(Required for AA, AAA, & Majors Only)*

1 *Name:* _____
Email: _____
Cell: _____

*2 *Name:* _____
Email: _____
Cell: _____

UMPIRES
1 point each game

(Required for Single A, AA, AAA, & Majors Only)

1 *Name:* _____
Email: _____
Cell: _____

2 *Name:* _____
Email: _____
Cell: _____



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JOB DESCRIPTIONS / RESPONSIBILITIES

MANAGER

The Manager is ultimately responsible for all aspects and responsibilities of the team, including:

- Single A & up: Drafts players for team after attending Tryouts and Evaluating players
- Creates Practice plans and executes them with assistance from Assistant Coaches
- Sets positions & line-up for Games
- Creates a game plan that adheres to Little League Rules & AHLL By-laws with regard to playing time
- Effectively communicates with players, parents, and league officials
- Builds a sense of community within the team
- Works with Team Coordinator to ensure all volunteer assignments are filled for each game, including Umpire Assignments for games assigned
- Attends Managers Meetings (Safety Meeting, Division Meetings, Coaches Clinics, Umpire Trainings)

ASSISTANT COACH

- Executes Practice Plan at direction of Manager
- Fulfills Base-Coaching or Bench (Dugout) Coaching responsibilities
- Provides feedback to Manager as needed
- Able to fill in for Manager as needed (games/meetings)
- Only those officially listed as Assistant Coaches with AHLL are permitted to be on the field or in the dugout during games

FIELD MAINTENANCE CREW

Assist Manager/League by prepping field before & after **games AND practices**. Crew must:

- Drag Field
- Rake / Fill / Tamp Pitching Mound and Batters boxes
- Water Infield, Pitching Mound, and Batters Boxes
- Cover Mound
- On game days, chalk batters boxes & foul lines
- Last game on Saturdays: Empty dugout trashcan and replace trashcan liner. Carry trash to dumpster in parking lot.
- Attend Field Day scheduled for Saturday, January 27th
- **EVERY PRACTICE, EVERY GAME. TAKE PRIDE!**

TEAM COORDINATOR

- Assists manager with Effective Communication to parents
- Creates Volunteer Assignment Schedule for games and Umpire Assignments
- Manages & Collects any Team Fees, if applicable (Examples: Umpire Deposits, End of Season Party, Coaches Gifts, etc.)
- Builds a sense of community within the team
- Attends Team Parent Meetings (usually 1-2 per season)
- Coordinates volunteers from Team for League-Wide Events (i.e. Field Day, Snack Shack Assignments, Picture Day, Angel Day, etc.)

SCOREKEEPER

- Required at AA, AAA, & Majors levels.
- Each team should have two trained scorekeepers to account for illnesses or other absences
- Must have attended free District 30 Scorekeeper Clinic to learn basics
- Maintains Pitch Count Log/Affidavit
- Submits scores/pitch counts to League

UMPIRES

- Required for Single A, AA, AAA, & Majors
- AHLL will staff at least one "Plate" umpire per game at the Single A, AA, AAA, & Majors levels. If available, a second umpire may work the game as a "Base" umpire
- Teams must supply at least two AHLL or District 30 "trained" Umpires.
- Attend at least one free AHLL or District 30 Umpire Clinic prior to the start of the season
- Fulfills team umpiring assignments as directed by AHLL Umpire in Chief
- Assists with filling umpire assignments for tournament games hosted at AHLL fields