

2024 SEASON

**Managers & Coaches
Handbook**



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Introduction

This Handbook has been developed for use by all managers and coaches in York Little League. For the remainder of this document York Little League will be referenced as YLL. It is intended to provide a usable reference that contains the roles, responsibilities and requirements of the adult volunteers who work with our children. It is not intended to be a “How to Manage or Coach” manual. Coaching development clinics and other Little League reference material address that subject.

Please spend the time to read and understand all the material in the handbook. The intention is to review and update this handbook on an annual basis and include all important and useful information that will help to make your managing or coaching experience an enjoyable one. If you have any suggestions or comments on how to improve the manual, please contact any member of the Board of Directors.

Mission Statement

“20 Years from now the game won’t matter – the lessons learned will”

The objective of YLL shall be to implant firmly into the children of the community, the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier children and will grow to be good, decent, healthy, and trustworthy citizens. The attainment of exceptional athletic skill or the winning of games is secondary, the molding of future citizens is of prime importance.

The Manager's and Coach's Role

"It's about the KIDS!"

The heart of Little League Baseball is what happens between the manager or coach and the player. You, more than any other individual, will make York Little League's program a success or failure. It is you and your actions that determine whether the experience is a positive one for the players. You control the situation in which players may be benefited or harmed. You are front line – You represent YLL to the players and the parents – remember your actions reflect not only on yourself but the league as well.

As a Manager or Coach it is your role to:

1. Keep it safe – Make it FUN!
2. Reflect an understanding of the age group you are coaching.
3. Be aware that you are an example to those with whom you work.
4. Demonstrate an appreciation of the philosophy of Little League Baseball and cooperate with others in making the program of mutual benefit to all players.
5. Show by example, that you respect the judgment and the position of authority of the umpire. Instill in your players a respect for authority of adult leaders in the league.
6. Exercise your leadership role adequately but leave the ball game in the hands of the players.
7. Within the regulations of YLL and of Little League Baseball, provide an opportunity for each player to participate in every game.
8. Encourage your players at every opportunity. Strengthen their weaknesses –be ++ POSITIVE ++
9. Instill a desire to win and improve, striving to impart as much knowledge as possible to each player
10. Encourage good habits, good grooming and care of the uniform.

Code of Conduct

"Little League baseball is a program of service to youth. It is geared to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome community participation. The movement is dedicated to helping children become good and decent citizens. It strives to inspire them with a goal and to enrich their lives towards the day when they must take their places in the world. It establishes for them the rudiments of teamwork and fair play." (Little League Baseball Official Regulations and Playing Rules)

This Code of Conduct is intended to guide all members (administrators, managers, coaches, umpires, and players) of the YLL in carrying out this program.

1. Exhibit **Good Sportsmanship** at all times
2. Promote **Self-esteem** and **Team Unity**
3. Show **Respect** for your **Opponents**
4. Show **Respect** for the **Umpires**
5. Take **Care** of all **Equipment** and **Facilities**
6. **Prohibit Alcohol** and **Drugs** from the premises at all times
7. **Prohibit Smoking** (or other **Tobacco** Products) on the **Field** or in the **Dugouts**
8. **Prohibit Profane Language** and **Obscene Gestures**
9. Deal with **Grievances** in a Civilized Manner

As a member of York Little League, you are expected to uphold these rules and principles, both literally and in spirit. Failure to do so may result in the revocation of your participation rights.

Code of Ethics

Rules & Regulations for All Players, Parents & Participants

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, activity, practice, or other YLL sports event.
- I will demand a drug, alcohol, and tobacco free environment for my child and myself. I agree to assist by refraining from the use of said substances at all YLL events.
- I will treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, national origin, or ability.
- I will provide support for all YLL coaches and officials (*which may include fundraising activities, assignments to committees, or other necessary functions as needed or required*).
- I realize I represent YLL, and therefore I will be on my best behavior at all practices, activities, and games either as a participant or spectator.
- There is to be no abusive, disrespectful, discriminatory, or inappropriate language or behavior at any time.

Administrative disciplinary action may be taken at the discretion of a YLL official, approved adult coach or board member. All disciplinary action will be reviewed by the appropriate director and/or YLL officer(s). Any YLL parent/guardian or participant seen by a public official, approved coach, officer, director, or member acting in a manner unbecoming of a participant could mean immediate suspension from the event or from all scheduled events, either permanently or for a designated period of time. If the severity of the action necessitates, a suspension or expulsion from YLL may occur. The respective coach or director may immediately suspend a child or adult not to exceed the event the incident occurred in. Any suspension beyond the event the incident occurred in or expulsion from the activity must be made by the majority vote of the YLL Board of Directors.

PARENT/GUARDIAN APPEAL PROCESS

Any Parent/Guardian, who has a disagreement with a coach, shall attempt to resolve the issue directly and respectfully with the coach. If the issue cannot be resolved at that level, that parent/guardian should address the disagreement with the Director of Baseball Operations or Player Agent. Any parent who has a disagreement with the Director of Baseball Operations or Player Agent which cannot be resolved at that level, may contact the YLL President or his/her designee to request a formal review of the disagreement or grievance. Before a Board action may take place, the party with the grievance must direct written correspondence to the YLL President or his/her designee explaining the details and/or allegations; (names, dates, times, places, and a brief summary of the problem or allegation). The Board must address the matter within 7 calendar days of receipt of the parental complaint or grievance.

Administrative Responsibilities

As a manager you are required to perform the following administrative functions:

- Attend a minimum of one Coach's Clinic.
- Attend PCA Workshops (usually held via ZOOM).
 - Required to coach in Tournament play.
- Support League Fundraisers.
- Read and familiarize yourself with the Official Little League Playing Rules.
 - The Little League app is highly recommended to download and is free!
- Communicate all problems/concerns promptly to the Player Agent and Director of Baseball Operations.
- Read this Handbook Familiarize yourself with Emergency and Safety Procedures Stress SAFETY at all times.

Pre-Season Responsibilities

Prior to the start of the season, you are responsible to:

- Attend Assessments.
- Select assistant coaches.
 - Be sure to set the expectations you expect from them and what they should expect from you upfront.
- Attend draft/selection of your team.
- Communicate to parents/players.
 - GameChanger is highly recommended.
 - Communication.
 - Import your team!
 - Track scores and pitch count.
- Pick up uniforms and team equipment (review team equipment for problems / issues).
- Conduct a team meeting at 1st practice to clearly define your expectations of yourself and your players.
- Conduct a parent meeting at 1st practice to define expectations, outline communication protocol.
- Hand out uniforms.
- Attend Field Maintenance Days – encourage players and parents to also participate.
- Tee Ball, A and AA managers are strongly encouraged to attend and assist with at least 1 practice at the start of the season for a AAA, Major, or Juniors Practice. The goal in this is to share ideas between managers.
- Working with other managers in the same division is also strongly encouraged. A “shared practice” helps to balance the instruction being provided.
- Stress SAFETY at all times and be ever mindful and aware during practices / games.

In-Season Responsibilities

During the season you are responsible to:

- Actively teach players the fundamentals of the game (PRACTICE!).
 - At Minor A and lower divisions rotate players to gain experience at all positions.
- Remember always KEEP IT SAFE.... MAKE IT FUN.
- Provide equitable playing time for all players.
- Maintain open, positive communication with parents.
- Stress SAFETY at all times.
- Maintain a copy of all players Medical Release Forms at all practices and games.

Game Day Responsibilities

On game days, you are responsible to:

- Arrive early enough to complete the tasks listed below.
- Have players warm-up before the game.
 - A half hour minimum is recommended.
- Complete lineup cards and meet with the umpire(s).
- Maintain discipline on/off the field.
- Abide by the Code of Conduct and the Official Little League Playing Rules.
- Ensure the SAFETY of all participants.
- If due to social distancing the dugouts are not used a separated area from parents and spectators will be used in its place.
- Specific home team game preparation duties include:
 - Prepare the field (rake, place bases, line the foul lines).
 - Should only use about ½ a bag of chalk per game.
 - Batter box is 3' x 6'. Draw the outline in the dirt before putting down the chalk.
 - Provide 2 new game balls to the umpire prior to the start of the game.
 - Notify Umpire In Chief (UIC) and Player Agent of any cancellations and reschedules.
 - Designate a coach to be a team scorekeeper and team pitch counter.
 - **Complete and file pitch count form following the game and email the Player Agent.**
 - **Report umpire names and amount paid at the conclusion of each game to the Player Agent, UIC and Treasurer.**
 - Remove and store bases in equipment boxes.
 - Close lock all facilities (rakes, equipment boxes, etc.).
 - Notify the Director of Baseball Operations or Player agent when chalk or drying agent is down to one bag.

Post-Season Responsibilities

At the end of the season (to include tournament play), you are responsible to:

- Submit a post-season assessment of all players.
- Turn in league equipment, keys, and manager folder.

Field Maintenance

Most of the fields we use are provided to us by Springettsbury Township. We have limited abilities to perform maintenance on these fields without prior township approval. Hand tools and dirt needed to keep the fields play ready may be taken care of by our program. Anything other than basic infield maintenance needs to be taken care of by the township. **No machinery is allowed on township park property at any time.** If there is a maintenance issue at one of the fields, please contact the Player Agent and Director of Baseball Operations.



The best practice is to rake and drag the field as much as possible after every practice and game. Fill divots with moist soil and manually compact. If it is a large divot contact the Director of Baseball Operations.

Emergency Procedure

In the event of an emergency (accident, injury, illness, etc.) you should immediately use the following procedure:

A. Call “911”

Identify yourself. I am (_____) with York Little League. Give the nature of your emergency
State the specific location.

B. Ask for immediate Help at the Complex

Use the P.A. System (if applicable) at the field your team is playing to ask for a doctor or nurse
Send someone to wait for the emergency vehicles and personnel at the complex entrance.

C. Clear the Area

Coaches must ensure that the area is cleared immediately for emergency personnel. Ensure all
spectators have cleared the area. The resumption of the game will be made by the umpires.

D. Notify the Board

Fill out a safety incident report. Contact the Player Agent and YLL Safety Officer as soon as
possible.

Lightning OR Thunder Safety Procedure

In the event of the first evidence of lightning OR thunder, play must be suspended immediately! All coaches & players must be in a safe location (vehicle is best). A minimum of thirty (30) minutes must be waited coaches & players can take the field again. A minimum of thirty (30) minutes must be waited after each subsequent lightning strike or sound of thunder.

York Little League Tournament Baseball

Does your son or daughter show some promise and is he/she able to step up their game to a tournament level brand of baseball? Make plans NOW to continue your baseball season and tryout for the YLL Tournament Teams. The player selection process typically begins near the beginning of May where players are selected through votes of manager and coaches of their respective divisions and tournament tryout sessions.

It is never too early to start planning for the tournaments! Please discuss this throughout the season so potential tournament players can schedule their vacations without interference; however, DO NOT GUARANTEE A ROSTER SPOT. Rosters (including Managers) are not allowed to be announced until May 15th per Little League rules. The following is some general information as more will become available during the regular season.

Player Selection and Tournament Play:

1. Players are recommended for tournament play consideration solely based upon their regular season performance.
2. Players are selected for tournament play based upon regular season performance in addition to tournament tryouts.
3. Players may be selected based upon their ability to play positions other than those played during the regular Little League season.
4. Tournament play is competitive by nature as opposed to the instructional philosophy encouraged during the regular YLL season. During tournament play, players are guaranteed no more than the minimum playing time as defined by the official Little League Tournament Rules.
5. Players are expected to be present for all team practices and games throughout tournament play. The practice schedule will be as dictated by the tournament team coaching staff
6. Tournament play may require significant travel to various host league locations. Parents will make every reasonable effort to ensure that their child is present for ALL team practices and games as communicated by the tournament manager.

This year teams can be selected and announced as early as May 15th.

2023/2024 York Little League Board of Directors Contact List

President - Josh Graver josh.graver@yorklittleleague.org

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