

SPRING MANAGER CHECKLIST

A step-by-step guide for Team Managers to launch the Spring Season

Prior to Tryouts

- ☐ Complete your Live Scan (fingerprinting), submit your background check, complete any required certifications. For more information, contact the safety officer (hwllsafetyofficer@gmail.com)

At Tryouts

- ☐ Attend player tryouts and complete the league-provided scoring sheet

Player Drafts

- ☐ See standing rules for details on draft procedure
- ☐ Be prepared with (1) COR aka "Coach of Record." Both your own child and your COR's child will be "protected" as part of your roster.
- ☐ Draft your team
- ☐ Be prepared to select a team name and practice slot at the draft
- ☐ Sign the volunteer manager [Code of Conduct](#), can be reviewed in advance on our website

After the Draft

- ☐ Once the rosters have been published, contact your team right away. In your first communication to the team, notify parents of your volunteer needs and request the player's jersey size and preferred number
- ☐ Call any parents that do not respond to your initial communication
- ☐ Complete the uniform size/number form - ASAP so uniforms can be ordered
- ☐ Set a date for your team meeting - a board member must be in attendance
- ☐ Pick up equipment from the Equipment Manager (hwllequipment@gmail.com)
- ☐ Draft a practice plan
- ☐ Review the League Standing Rules on the league website and download the Little League rulebook app

At the team meeting

- ☐ Introduce yourself and any other volunteers
- ☐ Explain your coaching philosophy and goals for the season. Discuss division specific rules, playing time, and your expectations of the players
- ☐ Inform parents of your practice schedule
- ☐ Inform parents of your preferred pant color (league will provide jersey, hat, socks, belt)
- ☐ Solicit volunteers not yet confirmed
- ☐ Complete the volunteer form provided to you