



Manager & Coach Handbook

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Manager & Coach Responsibilities

As a manager/coach for East Fullerton Little League you will be expected to satisfy several requirements:

- Complete online volunteer application, background checks, and safety courses.
- Attend Manager/Coach Meeting(s) prior to the start of the season
- Participate in EFLI functions such as Opening Day, Angel Day, Titan Day to the best of your ability
- Handle administrative requirements of the team
- Attend evaluations (Single A thru Juniors Only)
- Attend draft (Managers only)
- Hold team meeting at first practice
- Select a Team Parent
- Take responsibility for equipment issued to you by EFLI
- Participate in All-Star Tournament Team and Manager selection (Managers only)
- Learn and abide by Little League International Rules and Regulations, as well as EFLI Local League Rules
- Promote safety, sportsmanship and league camaraderie
- Encourage appropriate level skill improvement
- Represent EFLI in a positive manner at all times
- Respect managers, coaches, umpires, board members and other league representatives

Code of Conduct

All coaches, managers, parents and players shall read this Code of Conduct. No board member, manager, coach, player or spectator shall, at any time:

1. Lay a hand upon, push, shove, strike, or threaten to strike an official
2. Be guilty of heaping personal verbal or physical abuse upon any official for any real or imaginary belief of a wrong decision or judgment
3. Be guilty of an objectionable demonstration of dissent at the official's decision by throwing of gloves, helmets, hats, bats, balls or any other forceful unsportsmanlike action
4. Be guilty of using unnecessarily rough tactics in the play of a game against the body of an opposing player
5. Be guilty of a physical attack upon any board member, official manager, coach, player or spectator
6. Be guilty of the use of profane, obscene or vulgar language in any manner
7. Appear on the field of play, stands or anywhere on the EFLI complex while in an intoxicated state (Intoxicated will be defined as an odor or behavior issue).
8. Smoking while on the playing field or in any dugout
9. Be guilty of publicly discussing with spectators in a derogatory or abusive manner any play, decision or a personal opinion on any players during the game
10. Speak disrespectfully to any manager, coach, official or representative of the league

11. Be guilty of tampering or manipulating any league rosters, schedules, draft positions or selections, official score books, ranking, financial records or procedures
12. Challenge an umpire's authority. The umpires shall have the authority and discretion during a game to penalize the offender according to the infraction, up to and including expulsion from the game

The Board of Directors will review all infractions of the "Code of Conduct." Depending on the seriousness or frequency, the board may assess additional disciplinary action up to and including expulsion from the league with loss of all registration fees for the current season.

Zero Tolerance Policy

East Fullerton Little League has adopted a "Zero Tolerance" policy regarding inappropriate behavior. This policy will encompass all interactions during the course of the pre-season, regular season and post-season, which shall include but not be limited to the following: games, practices, field day, opening day, TOC, all-stars and any other league sponsored event(s). Our sons, daughters, nieces and nephews far too often watch many of us forget the real reason for being involved in Little League. In the Board's opinion, this is the reason for a zero tolerance policy and is why the Little League motto is recited by our players before each and every game. We must promote fair play, good sportsmanship and teach our children how to play the game. We feel it is everyone's responsibility to teach the players that there is more to the game than winning or losing and the final score. The entire Board of Directors takes this responsibility seriously. With that said the following statements will represent our position and more importantly constitute our "Zero Tolerance" policy from this point forward.

Our umpire's primary concern is to ensure our children's safety while upholding the spirit of the governing rules that guide Little League Baseball. We cannot and will not tolerate comments or constant complaining about umpire's calls. These comments jeopardize our ability to attract, recruit and retain our umpires, without whom the games could not be played. In instances where parents, spectators or coaches cannot control their comments or behavior, they will be forced to leave the game area and (in extreme situations) may lose the privilege of watching or attending future games. In all instances where discipline is required, the umpires are empowered to make the initial decision, and are the governing authority to act on behalf of the Board implementing the policy here in. In extreme situations/cases the Board will have the final say-so relating to long term expulsions/suspensions from involvement with the league.

Registration

Those interested in becoming a manager or coach must fill out our online volunteer application. EFLL will do everything in our power to let you know if you have been selected as soon as possible. However, because we do not like to turn players away, we may not know how many players/teams we have until after makeup evaluations.

If you have requested to manage a team (Single A through Juniors), please plan on attending evaluations and makeup evaluations. If you have requested to manage/coach a TBall or Rookie team, please plan on attending the Rookie/TBall parent meeting.

Player Selection System

The EFL Player Selection System is designed to achieve the following objectives:

1. Maintain a competitive balance among teams in each division
2. Ensure the youths are assigned to divisions, which match their athletic ability

The competitive posture of EFL teams to other Leagues is secondary consideration. The safety of the players is first.

Allowing a player to participate in a minor division where his physical skill dominates that of the average player endangers the well-being and safety of the majority of youths with whom s/he competes. Henceforth, restrictions are now limited to the following:

1. Twelve year-olds in any division other than Majors.
2. Ten year-olds below Triple A (AAA)
3. Nine year-olds below Double A (AA)
4. Seven year-olds will attend evaluations for the Single A Division for consideration

Exception: Managers and first assistant coaches may freeze a son or daughter on the team without the approval of the Board.

No player will be required to play more than two years of Single A baseball except with approval of the Board and the player's parents.

Draft System

All team managers and coaches who have eligible sons/daughters, who they intend to draft, must state their intentions in their Manager/Coach application. Freezes will be limited to one manager and one coach and may only be a son or daughter of a league approved coach. A committee consisting of the Player Agent, President, and Vice-President will determine which round the protected players will be placed in. Players will be placed in rounds no lower than determined by the Little League Operating Manual based on age and division.

In the case of siblings whose parents have requested they play together, the manager will have the option of taking all or a single player. If the manager elects to take both, this will use up their next draft choice and will be passed during the next round. If the sibling option is not taken, then the remaining sibling will remain in the draft. All divisions will draw for their draft order using a blind method (e.g. picking from a hat). Drafting will be in "serpentine order" where the last team drafting in a given round becomes the first team to draft in the subsequent round. This will continue until teams have been filled.

All twelve year-olds WILL be drafted into the Major Division unless a waiver is granted. The rest of each Major team will be filled out with 11 and Player Agent approved 10 year olds.

Guidelines

- Twelve year olds must be drafted into the Majors Division unless a waiver has been granted by Little League Baseball
- All eleven year olds NOT drafted in the Majors Division must be drafted on a AAA team unless deemed as a safety risk
- All ten year olds NOT drafted in the AAA Division must be drafted on a AA team unless deemed as a safety risk
- All nine year olds NOT drafted in the AA Division must be drafted on a Single A team unless deemed as a safety risk
- All eight year olds NOT drafted in the A Division must be placed on a Rookie team
- The Rookie Division shall consist of 6, 7, and 8 year-olds only. No 9 year-olds unless they are a safety issue in the Single A Division
- The TBall Division shall consist of 4, 5, and 6 year-olds only. No 7 year-olds unless they are a safety issue on the Rookie level

The Player Agent and the Board of Directors will handle all exceptions to the age guidelines on a case-by-case basis. The decision of the Board is final.

Players who do not participate in the tryouts will be placed on a waiting list under the sole control of the Player Agent.

Player Assignment

It is the policy of EFLL to refuse to permit a player to be reassigned to a lower division except for reasons of safety to the player. The league will only consider such actions when requested in writing by the player's parents. The player agent will consult with the manager, commissioner, and parents of the player before rendering an opinion to the President. The decision of the President (or his/her designate) will be final.

Notification of Players/Parents

The Manager should notify all players of their selection to a team, preferably the day following the draft and no later than two days following.

First Team Meeting

Each Manager will hold a team meeting with the parents of the players on his team. This meeting should be held at or before the first practice. The purpose of this meeting is to get acquainted with the parents and to let them know what is expected of them and the players.

Suggestions for a successful team parent meeting are presented below:

1. Introduce yourself, your Coach, and your backgrounds
2. Set practice locations and start and finish times. Point out that the Manager is required to never leave the practice area until all of his players are picked up. Make sure the parents are aware of what you will do when

- they are late. Stress the importance of attending all practices. Baseball is a team game and skills must be practiced with the other players in their positions. If someone misses a practice, then the team suffers
3. Explain special Little League Rules such as minimum playing time, pitching limitations, etc.
 4. Explain and discuss parent and player conduct
 5. Equipment needed for practices: Gloves, shoes, hats, long pants and safety equipment. Require clean and complete uniforms for every game
 6. Recruit Team Parent, Scorekeeper, etc. **GET PARENTS INVOLVED!**
 7. Question and answer period

A good team meeting will get you off to a great start with your kids and their parents.

Team Parent

A team parent plays a critical role in facilitating communication between the league and your team throughout the season. Team Parent responsibilities include the following:

1. Informing parents and players of all information and details regarding EFLI events (picture day, Hit-A-Thon, Angel Day, etc.)
2. Coordinating Snack Bar volunteers
3. Distributing team pictures
4. Arrange for team parties during & at the end of the season and collect money from the players for gifts for the Manager and Coach

Practices

Running effective practices is a real art and the Managers need to try to improve their skills at every opportunity. All EFLI Managers are required to attend the Coaches Clinic that we sponsor each year. Additionally, team managers will be provided with a coaching resource book to help organize practices. If you need additional assistance with planning practices, please contact our Director of Coaches.

Practice locations and times will be determined following the Draft and Rookie/TBall parent meeting. Practices will generally be held on either a Monday/Wednesday or a Tuesday/Thursday. Due to volunteer schedules, field availability, and the complexity of scheduling teams, we cannot guarantee practice times on certain days of the week but we do our best to accommodate all manager requests. Practices begin in late January/early February when it gets dark very early. Practices can be held as early as the managers are available (usually around 4:00/4:30). Once the time changes and we have longer daylight hours, managers can push practices back to later starting times.

Practice field locations are generally as follows:

- Juniors - Amerige Park and Ladera Vista Junior High
- Majors - Commonwealth Elementary, Ladera Vista Junior High, Maple Elementary, Woodcrest Elementary, Chapman Park (only available prior to Opening Day)

- Triple A through Single A - Commonwealth Elementary, Ladera Vista Junior High, Acacia Park, Byerrum Park, Maple Elementary, Woodcrest Elementary, Richman Park, Chapman Park (only available prior to Opening Day)
- Rookie/TBall - Commonwealth Elementary, Byerrum Park, Acacia Park and, Richman Park

Managers generally hold practice two days per week until games begin. Higher divisions may opt to continue practice two days a week throughout the season. This is always up to manager discretion.

Please note that most of our practice locations do not have restrooms available. Make sure parents are aware of this and plan accordingly with their children (especially those younger ones).

Equipment

Equipment will be issued to the Managers, who will be responsible for its return at the end of the season. Managers will be asked to sign for all equipment issued by the Equipment Manager. Equipment that is broken or damaged during the season must be repaired or exchanged with the Equipment Manager. Damaged safety equipment such as batting helmets and catching gear shall not be used. Boys and girls playing the position of catcher in games and practice must wear a protective cup. This is considered personal equipment and is not provided by the League.

Uniforms

Uniforms will be issued to all registered players. The uniforms will consist of the hat and jersey. Managers can decide the color of pants, belt and socks. Players will provide their own pants, belt and socks. Lost uniform items may be replaced, depending on availability, at the players expense. Team Parents should contact the Uniform Coordinator.

Rules

Every manager and coach should download the Little League Rulebook from the App Store and familiarize themselves with the rules and regulations. In addition to these rules, each division has a set of local rules. Local Rules will be reviewed, updated and posted to our website prior to the beginning of each season.



Scorekeeper (Single A - Juniors)

Both teams shall provide a Scorekeeper who is responsible for the accurate recording of the game. They will maintain agreement throughout the duration of the game. (Time may be called for this purpose.) The Scorekeeper for the home team shall be designated as the official Scorekeeper and should use GameChanger. Directions on how to scorekeep can be found under the Managers/Coaches tab on EFL.org.

Please note that scores are not recorded and standings are not kept for Single A. At this level of development, scorekeeping should focus on keeping score only for the purposes of enforcing the 5 run rule, and tracking pitch counts.

Score Reporting (AA - Juniors)

This season AA through Juniors the league will be utilizing GameChanger for reporting scores and pitch counts. If a player goes over the threshold to finish a batter, Managers should make note of this and have Scorekeepers adjust pitch counts accordingly. Failure to do so will result in pitcher ineligibility.

Pool Players (AA-Juniors)

Pool players can be provided for you if you know in advance that you will not have enough players to field a team on a game day. In order to receive a pool player, you must contact the Player Agent 48 hours before the game. The Player Agent will reach out to the other teams in the same division and ask for volunteer pool players. Once a list of available players is established, the Player Agent will pick a player at random. Pool players are NOT eligible to pitch. Games will not be rescheduled due to lack of players.

Umpires

Umpires will be provided for Single A through Juniors games. If no umpire has arrived by 5 minutes after scheduled game start time, please *text Tony Bogart, Umpire in Chief, at 714-493-4510*. Provide him with your team division, name, and field. If an umpire cannot be found the managers can decide to play the game as a scrimmage, or reschedule for the next Friday (based on umpire and field availability). Please communicate scrimmages and reschedules with the Director of Coaches. Umpires will be paid directly by the league.

Field Duties

Friday's are the day we use to catch up on general field maintenance efforts. We mow the grass, rake and drag the fields, paint foul lines and batters boxes, pick up trash, and clean up the dugouts. Some of it can be physical but there are several jobs that are fairly light duty. We understand that the times are not convenient for many people, but we ask that each team make every effort to provide at least 4 adults to help on their assigned day. Work will be done from 4:30-6:00. The team parent will receive the schedule and be responsible for recruiting volunteers.

Pregame/Postgame Duties

Pregame: Duties are to be done by the home team. For the first game of the day, the bases will need to be put out. Between games the infield dirt should be dragged and water downed if needed. Additionally, the foul lines and batter's box lines should be repainted between games as needed. Tools are available in the snack shed and behind the dugout.

Postgame: Duties are to be done by the visitor team, unless the visitor is another league. All trash should be picked up. If it is the last game of the day, the bases need to be put away and the infield should be dragged. All gates and doors should be closed and locked. If there are any issues with the field, please notify the Field Coordinator.

Chapman Park Restrooms

If the restrooms at Chapman Park are locked, please call the Fullerton Police Non-Emergency line (714) 738-6700. They will contact Parks and Recreation and send someone out.

Rain

On or after a day of rain please check if fields are open or closed. The City updates the conditions everyday around noon (check [City of Fullerton Field Conditions](#) or [EFL.org](#)). If the field is closed, please check the following day for updated field status. Don't practice on fields until the city reports that it is open.

Rookie/TBall - Games canceled due to rain will not be rescheduled unless a team has more than 2 canceled games.

Single A thru Juniors -Intraleague games cancelled due to weather will be rescheduled no later than Friday of the following week. If the weather halts the game from continuing, then the continuation will be scheduled prior to the next scheduled game between the two teams. Interleague games canceled due to weather will be rescheduled based on field and umpire availability amongst the two leagues.

Standings

Standings will be kept for AA through Juniors.

Game Protest and Other Appeals

Refer to Rule 4.19 PROTESTING A GAME on when and how a game can be protested.

Every attempt should be made to resolve managerial dissention, parental discontent, and player problems by the Managers involved. Unresolved matters shall be presented to the responsible Division Commissioner.

Post-Season

Post season play varies by division. TBall and Rookie do not participate in tournaments, but will have a special event between the end of regular season and closing ceremonies. The first place team in each division (AA - Juniors) will represent EFL against other leagues in District 56 at the Tournament of Champions (held in mid-May). Remaining teams (Single A - Juniors) will participate in an EFL tournament.

All-Stars

All-Star eligible players must have participated in at least 8 of their team's regular season games and reside or go to school in the East Fullerton Little League boundaries (or be playing with an approved waiver). These teams are by selection only. Details of the All-Star selection process can be found in the EFL Operations Manual. The Operations Manual can be found on theParents tab > Documents at [EFL.org](#).

Emergency Procedures

In the event of accident or injury:

- (1) Use available first aid and secure medical assistance as quickly as possible. A first aid kit is kept at the Snack Stand. Each equipment bag also includes a first aid kit
- (2) Complete the [EFL Incident Report Form](#).
- (3) Notify the Director of Coaches & Safety Officer

Board of Directors Contacts

Position	Name	Email	Phone
President	Charles Frosgren	charles.forsgren@efll.org	562-773-8377
Vice President	Sam Castellano	sam.castellano@efll.org	714-330-5140
Secretary	Krystal Ramirez	krystal.ramirez@efll.org	714-458-7564
Player Agent	George Tanner	george.tanner@efll.org	714-253-6175
Treasurer	Jake Nare	jake.nare@efll.org	213-393-5497
Director of Coaches	Jose Alvarez	jose.alvarez@efll.org	714-365-0536
Safety Officer	Crystal Pyon	crystal.pyon@efll.org	714-616-0015
Information Officer	Alice Ahn	alice.ahn@efll.org	714-227-7798
Field Coordinator	Steven Meisenheimer	steven.meisenheimer@efll.org	949-295-1774
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Sponsorship Chair	Dominica Judge	dominica.judge@efll.org	562-419-5598
Equipment Manager	Dylan Garriott	dylan.garriott@efll.org	310-431-8700
Umpire In Chief	Tony Bogart	tony.bogart@efll.org	714-493-4510
Uniform Coordinator	Arichel Pineda	arichel.pineda@efll.org	714-853-8830
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