



# **Pittwater Baseball Club**

# **Manager's Handbook**

**Updated August 2017**

## Contents

<b>1. The Manager's Role</b> .....	<b>3</b>
1.1. Uniforms and equipment.....	3
Uniforms .....	3
Equipment .....	3
1.2. Team Lists.....	4
1.3. Working With Children Check.....	4
1.4. Competition Draw.....	4
1.5. Coordinating various voluntary roles.....	5
Umpiring .....	5
Scoring .....	5
1.6. Ground set up/pack up .....	6
Diamond sizes.....	6
1.7. Team Photos .....	7
1.8. Results sheets .....	7
<b>2. Communication</b> .....	<b>8</b>
2.1. Website .....	8
2.2. Club Newsletter .....	8
2.3. Facebook.....	8
2.4. Game day updates .....	8
2.5. Communicating with the club.....	9
2.6. Match reports .....	9
2.7. Important contact details .....	10
<b>3. End of Season</b> .....	<b>13</b>
3.1. Returning Playing Tops .....	13
3.2. Presentation Day.....	13
<b>4. Other Information</b> .....	<b>14</b>
4.1. Rules of the game .....	14
4.2. Player participation.....	14
4.3. Pitching restrictions and pitch counting.....	14
4.4. Ground locations.....	15
4.5. Wet weather .....	16
<b>5. THANK YOU!</b> .....	<b>17</b>

## 1. The Manager's Role

The key role of the Team Manager is to be the link of communication between the Club, your coach, your team's players and their parents/carers.

The Manager needs to deal with all the day-to-day issues of the team so the coach is free to coach.

We appreciate that the manager's role is a busy one so if you are learning the ropes and need some help/guidance or moral support, please feel free to contact the Manager's Coordinator.

### 1.1. Uniforms and equipment

#### Uniforms

Each player is required to purchase their own playing pants (white) and a navy playing belt. The club will provide details of suppliers for the purchase of playing pants. Belts can be purchased from the club.

Under 8, Under 9 and Zooka teams will be provided with a playing top for the season. It is your job to ensure that these are returned to the club washed at the end of the season.

Little League Minor, Little League Major, Intermediate, Junior League and Senior League players are to purchase their own playing top. Each player has the opportunity to have their surname and a playing number printed on the back of their playing shirt.

Club socks will be available for purchase and each player must also wear a playing cap.

Whilst the older players often wear baseball cleats (moulded plastic cleats only unless in senior league), many others choose to wear football boots. Trainers are also allowable, particularly in the younger age groups.

#### Equipment

Each player will need their own glove to play. Inexpensive gloves can be purchased at local sports stores and they are also available at specialist baseball stores in Sydney and online. If any players are in doubt about which glove to buy, chat with your coach.

Safety gear – all players must wear a protective cup. Again, these can be bought at a sports store. In addition, each player must wear a helmet when batting and running the bases. Each team is supplied with a kit, which contains several helmets.

Other equipment – some players choose to buy their own bats and batting gloves. Each team's kit bag is supplied with a range of bats so it is NOT necessary that players purchase their own bat. The kit bag also contains Catcher's gear appropriate to the age group.

## 1.2. Team Lists

You will be given a list of all your team members. You need to make sure all the details of parents/carers are correct. If you find any errors or people have changed email addresses/phone numbers, please notify the Club Registrar via **registrar@pittwaterbaseballclub.com.au**.

## 1.3. Working With Children Check

Anyone who comes into contact with children in a position of authority or has the responsibility of looking after children MUST have a Working With Children Check. This can be applied for via the Office of The Children's Guardian website. It is the Manager's responsibility to ensure that the Manager themselves, the Coach and any Assistant Coaches have all undertaken their WWC check prior to the season start and also ensure that these WWC details are sent to the club's Member Protection Information Officer via **mpio@pittwaterbaseballclub.com.au**

The Working With Children check is verified by the club at the beginning of every season.

## 1.4. Competition Draw

The competition draw is available on the Manly Warringah District Baseball Association Website **<http://www.manlywarringah.baseball.com.au>** under 'Competition Draw' and on the Pittwater Baseball Club website **<http://www.pittwaterbaseballclub.com.au>** under 'Weekly Draw'.

It is helpful to confirm the game time and venue with your team each week by email.

(Addresses for all playing fields are provided in 4.4 Ground Locations later in this document)

## 1.5. Coordinating various voluntary roles

Throughout the season, you will need to coordinate various voluntary roles for your team. This will involve anything from helping with canteen a few times each season to arranging umpiring each week. It can be helpful to set expectations at the beginning of each season to advise families that they will ALL need to help at some stage.

### Umpiring

It is the Manager's responsibility to ensure that the team provides an umpire each week (plate umpire for home game and base umpire at away games).

Ask your parents at the earliest opportunity who would be willing to help with this.

There are courses run each year to ensure that team volunteers have sufficient skills and knowledge to officiate a game. Managers should ensure sufficient parents/carers attend one of these courses so that there is a pool of volunteers who can umpire.

If you know you will not have an umpire to assist at a home game, please contact our Registrar on [registrar@pittwaterbaseballclub.com.au](mailto:registrar@pittwaterbaseballclub.com.au) early in the week to arrange for assistance. Some of the older players assist with umpiring for club games. Each team pays a fee if they cannot supply an umpire. This money goes to the umpires directly and is a great way for the kids to earn some money as well as learn more about the game. This fee is to be paid on game day and needs to be collected from each family. The current rate is \$40 per game, which is shared between the 2 umpires. We would suggest \$25 for plate umpire and \$15 for base umpire. It is the team manger's responsibility to arrange payment of the umpires at the end of the game.

Please note, that if you have a volunteer parent to umpire, payment is NOT necessary.

### Scoring

Every team has to have a scorer and it is the Manager's responsibility to ensure your team has a scorer each week. It is best if all parents/carers have a go at this, especially the T-ball parents/carers as it is not hard to score a T-ball game and it helps you learn more about the game.

Baseball however is a little harder to score, but it is still recommended to have at least two to four parents able to take a turn. You need two people involved in scoring at each game of baseball, one to actually score and the other to take the pitch count.

Scoring clinics are run by Pittwater Club each season and we would encourage as many people as possible from each team to attend.

If you have any questions in relation to scoring, feel free to contact our Scoring coordinator (Cheryl Amir) on [chezamir@bigpond.com](mailto:chezamir@bigpond.com)

## 1.6. Ground set up/pack up

Generally speaking, we have two time slots for our games being 8:30am and 10.30am. The early game teams are responsible for making sure the diamonds are set up.

The following is required at each game:

- 1 x Scorer's table
- 2 x Chairs (for Scorers)
- 3 x Shade tents (one for each team and the scorers)
- 2 x Bench Seats (one for each team)
- 1 x Wheelbarrow containing bases, home plate, pitching plate, mallet etc for diamond set up.

It is important to organise at least two parents to be at the field 45 mins before the game to get the diamonds ready for play. All of the above equipment needs to be collected from the club house, carried to the diamond and set up. This all should be completed at least 15 mins before game time.

The teams who play the second time slot are responsible for packing up the diamond and returning all equipment to the club house. Please make sure all rubbish is cleaned up and all equipment is collected, accounted for, properly packed and carefully returned to the club house. This equipment is costly and the club struggles with loss and damage each season. Your assistance in promoting a caring attitude among your team parents helps the club in a big way.

### Diamond sizes

It is the home team responsibility to set up the diamond in accordance with the following regulation diamond sizes. A measuring tape is included with each kit bag.

<b>DIVISION</b>	<b>BASE DISTANCE</b>	<b>PITCHING DISTANCE</b>
Under 8 Teeball	50ft or 15.24m	37ft or 11.28m
Under 9 Teeball	60ft or 18.29m	46ft or 14.02m
Little League Zooka	60ft or 18.29m	40ft Zooka machine 46ft Rubber
Little League Minor/Major	60ft or 18.29m	46ft or 14.02m
Intermediate A	70ft or 22.86m	50ft or 15.25m
Intermediate B	60ft or 18.29m	46ft or 14.02m
Junior League Major	80ft or 24.38m	54ft or 16.46m
Senior League	90ft or 27.43m	60ft 6in or 18.44m

## 1.7. Team Photos

Team photos are usually taken before Christmas. These are distributed to players at the end of season presentation day.

Details will be sent to you in advance so that your team has plenty of notice. The club would like every player to take part in the photos so we get a full team picture, but there is no obligation to purchase a photo.

## 1.8. Results sheets

A Results Sheet must be filled in by the HOME TEAM in ALL divisions (except the T-Ball U8) at the end of each game. The Manager of the HOME team must make sure that this is handed in at the canteen at the ground of play.

Generally speaking, filling out the Results Sheet is best done by the Scorers as they can record who sat out in each inning (the DO's), fill in the score and get the Coaches and Umpire(s) to sign the form while you (the Manager) and the Coach are wrapping up the game and packing up the kit, etc.

Each Coach/Manager must photograph the results sheet and forward this to the Manly Warringah Association Recorder. Please forward this to [jlrecorder@manlybaseball.com.au](mailto:jlrecorder@manlybaseball.com.au)

\*\*\*\*The hard copy must be handed in to the canteen after the home game.

If playing an away game, you must also send a copy of the photographed results sheet to our registrar at [registrar@pittwaterbaseballclub.com.au](mailto:registrar@pittwaterbaseballclub.com.au) so that the club has copies of all game results.

You can find a copy of the result sheet (there is one for T-Ball and one for baseball) on our web site under the "Downloads" tab. Please make sure you have copies of these available for home games.

## 2. Communication

### 2.1. Website

The Pittwater Baseball Club website is our main communication tool, please get into the habit of logging on and looking around and please encourage your team also.

The site can be found at: <http://www.pittwaterbaseballclub.com.au>

### 2.2. Club Newsletter

Each week, we produce a newsletter outlining what is happening within the Pittwater Baseball Club and our association. Newsletters will be sent via email to all parents/carers, but will also be posted on the website for download.

The newsletter contains great information including:

- Weekly competition draw
- Coaching/Umpiring/Player Development clinics
- Future events
- Team news and match reports
- Gala days
- Representative player information
- Photos, etc.

We encourage each team to submit a weekly report and photos as this is a great opportunity to acknowledge player and team performance. Should you wish to submit an article please send to [newsletter@pittwaterbaseballclub.com.au](mailto:newsletter@pittwaterbaseballclub.com.au) by 5pm Wednesday.

### 2.3. Facebook

Pittwater Baseball Club has a Facebook page. This page is regularly updated with useful information (eg wet weather information). Please 'like' our page and encourage your team families to do the same to stay up to date throughout the season.

### 2.4. Game day updates

At times it can be necessary to communicate on game day with your team (eg wet weather updates/field changes). Please do not rely on email for this – we would recommend setting up group messaging on your mobile phones.

## 2.5. Communicating with the club

Should you need help or any information, please contact the relevant member of our club/committee. A table of contact details is available on the next page.

If you are in doubt as to who to contact, please contact the president on **president@pittwaterbaseballclub.com.au** or the secretary and Manager Coordinator on **secretary@pittwaterbaseballclub.com.au**

## 2.6. Match reports

The Club encourages teams to submit a weekly match report. This report is then published on the PBC weekly newsletter. The kids get a real buzz out of seeing their names in print and it helps to encourage the kids and highlight any special things to concentrate on for development. It is up to you as manager how you wish to organise this. Parents, the Coach, Manager or the players themselves can write it up.

Please make sure this is submitted each week.

To submit the match report, simply email your report to **newsletter@pittwaterbaseballclub.com.au** by 5pm Wednesday.

Don't forget to put the key details of the game. eg. date of game, your team name, which team you played and the score/result. Please also send photos of your team as we will publish these as well.

## 2.7. Important contact details

Role	Name	Email	Mugshot!
President	Rob Chessell	president@pittwaterbaseballclub.com.au	
Vice President	Jayson Page	vpresident@pittwaterbaseballclub.com.au	
Treasurer	Stephen Lynch	treasurer@pittwaterbaseballclub.com.au	

Registrar	Jodie Van Buizen	registrar@pittwaterbaseballclub.com.au	
Secretary and Manager Coordinator	Mary Clarkson	secretary@pittwaterbaseballclub.com.au	
Member Protection Information Officer	Helen Wyatt	mpio@pittwaterbaseballclub.com.au	

Uniform Coordinator	Caz Chessell	Club phone number: 0415445532	
Newsletter and Website Coordinator	Adrian Moses	newsletter@pittwaterbaseballclub.com.au	
Gear Steward		To be advised	

## **3. End of Season**

### **3.1. Returning Playing Tops**

If you manage an Under 8, Under 9 or Zooka team, you will need to return your team's playing tops after the last game of the season.

These playing tops need to be washed and all your team's tops placed in one bag and returned at the same time to the president, secretary or registrar of the club.

Please make sure you keep a record of who has returned the playing tops.

### **3.2. Presentation Day**

At the end of the season, usually in late March or early April, Pittwater Baseball Club will hold its presentation day and AGM.

Every player gets a medal at the end of the season. There are also special awards given out for each team, as well as club trophies for various achievements.

In addition, team photos and the club's yearbook are distributed. If any of your team members are not present, please ensure they receive their awards, photos and yearbook.

## 4. Other Information

### 4.1. Rules of the game

Everyone is able to access the most current rules of the game through the Manly Warringah District Baseball website <http://www.manlywarringah.baseball.com.au> under the tab 'Competition Management'.

Please note these rules are updated annually so it is important to play by the current rules. It is advisable that each team has a copy of the most up to date playing rules at each game to assist with technicalities that occasionally arise during a game.

### 4.2. Player participation

Over the course of the season, all Players must have approximately the same number of defensive innings to ensure equal Player Participation. No fielding player shall be sat off for two or more consecutive innings, unless due to injury or disciplinary reasons. Should a player be sat off for 2 or more consecutive innings, the reasons should be clearly stated on the result sheet.

### 4.3. Pitching restrictions and pitch counting

*relevant for Little League Minor teams and above*

The Manly Warringah District Baseball Association has in place strict guidelines on how many pitches a young pitcher can throw in a game (and over a weekend). They do this for the protection of the child's arms and shoulders.

Recording the pitch count is an essential part of scoring and has to be recorded on the results sheet.

There are copies of a standard pitch count sheet on our website and at the back of this handbook. Please note that there are different pitch count sheets for each division as the number of pitches allowed will vary. You will need to make your own copies of these forms throughout the season.

Please make sure your scorer has copies of these at each game.

#### 4.4. Ground locations

Ground locations and maps can be found on the Pittwater baseball club website under 'Weekly Draw' tab. Scroll down to find hyperlinks to Grounds: maps and field numbers. A copy of the various ground maps is also available at the back of this handbook.

Please note the following names and addresses of fields:

<b>Club</b>	<b>Name of field</b>	<b>Could also be called...</b>	<b>Address</b>
Pittwater Baseball Club	Rat Park	North Narrabeen Reserve	Walsh Street, Narrabeen
Warringah Baseball Club	St Matthews Farm		Fisher Road North, Cromer
Forest Baseball Club	Aquatic Reserve		Aquatic Drive, Frenchs Forest (near Aquatic Centre)
North Sydney	Bicentennial or Flat Rock		Bicentennial – Small Street, Willoughby (adjacent to Willoughby Road) Flat Rock- Small Street Willoughby (adjacent to Flat Rock Drive)
Manly Seaside Baseball Club	John Fisher Park	Abbott Road (East end – opposite end to softball diamonds)	Abbott Road, Curl Curl
Dragons Baseball Club	Do not have a home ground – play at any of the grounds.		

## 4.5. Wet weather

Please follow these simple guidelines:

If there has been rain, please contact the relevant council to determine if the fields are available for use. It is best to do this after 3pm on a Friday afternoon and also on your training day. You will be advised if the grounds are closed.

Fields in Northern Beaches Council area – [www.northernbeaches.nsw.gov.au](http://www.northernbeaches.nsw.gov.au)

Pittwater fields – call 99701236

Fields in North Sydney Council area – [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au)

If the council has closed the grounds until further notice, ALL GAMES ARE CANCELLED.

If council does not close the grounds, assume ALL GAMES ARE STILL ON.

SATURDAY MORNING – If grounds are open but it has rained overnight:

Home games – please check Pittwater Baseball Club Facebook page for updates. In addition, Managers will receive a text message to confirm whether the game is on or cancelled.

Away games – this will be determined by the club concerned. If PBC is advised by other clubs that the game is cancelled, we will update our Facebook page to advise of this. If you haven't heard anything, please assume the game is on.

\*\*\*\* It is the manager's responsibility to pass this information on to their team.

"If you do not hear otherwise, or are in doubt.....GO TO THE GAME!"

## **5. THANK YOU!**

The simple fact of the matter is that the Manager is as vital to a successful team as the Coach, and you should see yourself in that way. Pittwater Baseball Club is eternally grateful to all of you putting your hand up to assist in this way. It is a big undertaking, but done well it can be hugely rewarding.

The value in clear and open communication with your team parents at the earliest possible opportunity, can't be stressed enough. Make sure your parents know you are the Manager, and what you will expect of them through the season. Make sure they know they have to be involved every week too. Get commitments for umpiring, scoring, canteen duty, field set up etc. Keep it fun, but don't take the work load on yourself out of fear of approaching your team. If you need any help at all, please call out to the committee at any time. We are here to help.

So, thank you. Have fun and have a great season!