



**T**OWNSHIP  
LITTLE  
LEAGUE

# **COACHES MANUAL**

**UPDATED: FALL 2023**

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# WELCOME

And thank you for volunteering to be a manager/coach in the upcoming season. Little league is only able to exist through volunteerism and we appreciate your involvement.

Managing/coaching a team is a rewarding experience but also requires a significant investment of time between practice, games, field maintenance and other areas.

We at Township Little League have put together this manual in the hopes that it will aide you in your responsibilities and make communication between the league and manager/coaches much clearer. In addition, TLL holds an instructional managers/coaches meeting prior to the start of the spring season.

Please take the time to familiarize yourself with the areas referenced in the manual as it will make expectations clear and also create consistency throughout the coaching levels.

**Have a great season!**

*Township Little League*

Certain clearances and certifications are needed to volunteer. There is no charge to a volunteer for these and the eligibility timeframe for each clearances/certification varies.

## **CLEARANCES**

JDP clearance (annual) – run by Safety Director of TLL

Criminal History Clearance from the PA State Police (5 years)

<https://epatch.state.pa.us/>

Child Abuse History Clearance from the Dept. of Human Services (5 years)

<https://www.compass.state.pa.us/cwis/public/home>

## **CERTIFICATIONS**

Heads-up concussion training – (annual)

<https://www.cdc.gov/headsup/youthsports/coach.html>

Diamond Leader Training – (annual)

<https://www.littleleague.org/training/#signup>

**NOTE: PLEASE PROVIDE COPIES TO THE SAFETY DIRECTOR PRIOR TO STARTING ANY PRACTICES**

## EQUIPMENT

The Player Agent of your division (baseball/softball) will coordinate with new managers to provide them with the necessary equipment and training aids for the upcoming season. Existing managers with equipment needs should contact the VP as well.

### A typical set of equipment includes:

Bucket of practice balls, Game balls, Catcher's gear, Hitting Tee, Hitting Stick, Scorebook, Roster Sheet, Backup Helmet and Bat

**Please note:** the equipment assigned to a manager is league property. As manager you will sign an acknowledgement of a listing of the equipment received and equipment should be returned to the Player Agent at the end of the season; unless a prior arrangement has been made with the Player Agent.

## COMMUNICATING WITH YOUR TEAM

Communicating information to you team is by your most preferred method. A recommendation from the league is to consider using an app to accomplish communication and scheduling changes. There are free apps out there with **GameChanger** and **TeamSnap** being two of the most popular.

The benefit of these apps vs text communication is it allows you to easily add and remove family members. You can post schedules along with directions and have players mark availability.

One final recommendation would be to make it clear to parents as soon as a game/practice decision based on weather is made they will be alerted. No reason to inquire during the day when poor weather is pending. There are many times during a season that the weather forecast is only a forecast and does not always materialize.

# FIELDS

## Township Baseball/Softball Home Facilities

### JENKINS TWP. FIELD COMPLEX

2 MAY STREET, JENKINS, PA 18640



### JENKINS TWP. FIELD COMPLEX

Complex includes the Jenkins Twp. Little League Main Field, Softball Field, Little League Practice Field and Batting Cage.

### PITTSTON TWP. FIELD COMPLEX

22 BRYDEN STREET, PITTSTON, PA 18640



### PITTSTON TWP. FIELD COMPLEX

Complex includes the Pittston Twp. Little League Main Field, Tee Ball/Coach Pitch Top Field, Back Field and Batting Cage.

- Additionally, Spadi Park – 12 Main St, Inkerman (currently closed due to utility work) can be used for practice. Please note: the field does not have bases.

**The main field at Jenkins Twp will be closed for the 2023 Fall Ball season due to renovations being made!!**

Note: Lock combination codes for fields will be relayed to coaches via communication from a board member.

**As with coaching, maintenance of the fields including grass cutting is done by volunteers of the little league, please consider helping out in these areas and/or recruit help from fellow parents. Thanks**

# SCHEDULING OF FIELDS

The league uses an app for the scheduling of fields and batting cages. The TeamUp app access will be provided to the manager by the VP of their sport.



- Adding a title is optional, fill in required data fields and it will produce the needed info.
- Please only schedule out practices 10 days in advance. We also ask that you do not use the recurring option for scheduling.
- If there is a change in scheduling (ex. Practice is cancelled please be sure to delete out the entry, if you are having issues deleting, please contact your VP.
- With more teams than fields it is important that the scheduler reflect the most accurate data and fields that are available are marked available.

League fields are available to all levels however to avoid scheduling conflicts the league has designated fields as primary (1<sup>st</sup>), secondary (2<sup>nd</sup>) and tertiary (3<sup>rd</sup>). The grid below reflects the general guide. For games, specific fields on specific dates will be set aside – this will include the main field. Please also be respectful in scheduling and realize that everyone needs practice time.

	BB - Majors	BB - Minors	BB – C Pitch	SB – Majors	SB – Minors	SB – C Pitch	Tee Ball
Primary (1st)	JT - Main PT - Main	JT - Main PT - Main	JT - Coach Pitch PT - Coach Pitch	JT -Softball	JT -Softball	JT - Coach Pitch PT - Coach Pitch	JT - Coach Pitch PT - Coach Pitch
Secondary (2nd)	PT - Baseball	PT - Baseball	PT - Baseball PT - Softball	JT - Main PT - Main	PT -Softball	JT - Softball PT - Softball	PT - Baseball PT - Softball
Tertiary (3rd)	JT - Softball PT - Softball	JT - Softball PT - Softball	JT - Main PT - Main	PT -Softball PT - Baseball	JT - Main PT - Main	JT - Main PT - Main	JT - Main PT - Main

***Additionally, Spadi Park may be available to all teams***

Primary (1<sup>st</sup>) – can reserve 10 days in advance

Secondary (2<sup>nd</sup>) – can reserve 5 days in advance

Tertiary (3<sup>rd</sup>) – can reserve two days in advance

Above is a general guide. With teams sharing primary fields there will be coordination among the coaches and VPs to set up specific days/time slots for teams.

**VIP – Little league post-season practice generally begins the first week of June. To avoid conflicts, we ask that in the spring season that no practices/games be scheduled on the main fields or JT softball field post May. Your cooperation is appreciated.**



# PRE-GAME

- If your game is not on the main field and there is no game being played currently on the main field, please open the bathrooms for usage.
- Remove any existing tarps from the field and store in an area out of the field of play and not on grass.
- In the event of inclement weather, we ask that as earlier as possible make a determination if the game can be played and notify opponent and umpires of any changes.

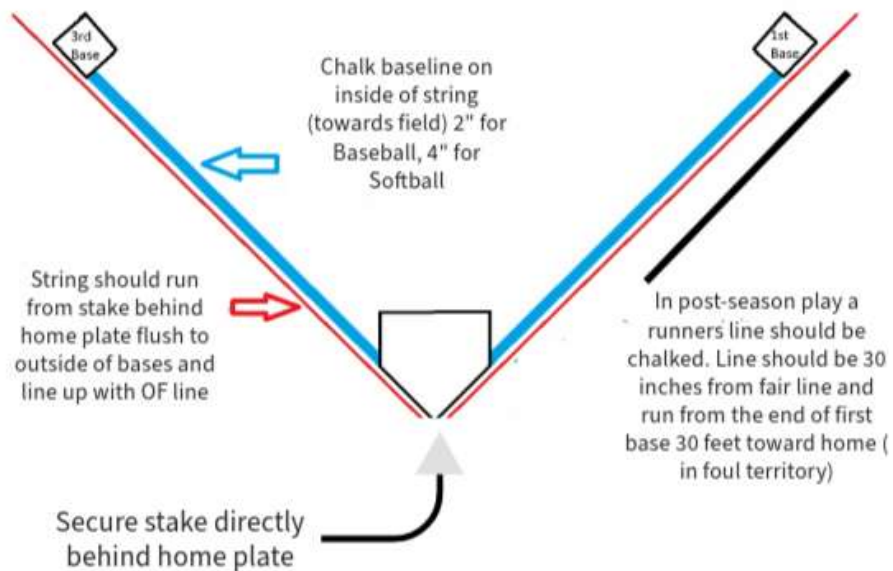
## Lining of the field:

### Batter's Box

Use Template Box, Baseball 3' x 6', Softball 3' x 7' (extra foot is towards pitcher's mound).

2" lines for baseball, 4" for softball

### Lines



### Pitchers's Circle (softball only)

From the middle of the front of the pitcher's mound create a 8 foot radius circle. This is for the circle/"look-back" rule. This applies only to Majors and Minors.

Pitching distance: Minors (35ft), Majors (40ft) – measured from back of the plate to the front of the mound.

## POST-GAME

- Be sure to rake/broom the field returning field to playable status for the next day. **VIP** – please only rake in a direction that is not towards the grass.
- Depending on the pending weather for the next 24 hours put tarps back in place – please err on the side of better safe than sorry.
- Clean out dugouts.
- Lock up field/sheds.
- Take out any garbage.
- If on main field clean bathrooms, follow concession stand clean-up instructions and lock all areas stand/press box.

## CONCESSION STAND

**VIP** – It is expected that if your game is played on the main field that the concession stand will be open. Concession stand revenue is key to being able to financially support the league.

Stand work is on a volunteer basis and the league does not charge a buyback to avoid stand work. With that being said as mentioned above the revenue is important. We recommend you find a parent to act as “team parent” and create a schedule for stand coverage.

The stands at both Pittston and Jenkins have posted instructions on working the stand and particularly around cash reconciliation.

The little league has a board position dedicated to Concession Management and that director is available to assist with any questions. Additionally at the start of the year concession stand training is offered.

# ADDITIONAL INFORMATION

The baseball and softball websites contain a great deal of reference information:

Baseball: [www.townshipbaseball.com](http://www.townshipbaseball.com)

Softball: [www.pallsoftball.com](http://www.pallsoftball.com)

*We also have a Facebook site for each sport:*

Baseball: Township Baseball

Softball: Pittston Area Little League Softball

## KEY CONTACTS

**SHAWN Slusser**

President

**MIKE Shannon**

Vice President - Baseball Operations

**BILL Kroski**

Vice President - Softball Operations

**CHUCK Whitling**

Player Agent - Baseball

**FRANK Roman**

Player Agent - Softball

**DAN Luvender**

Safety Officer

**LYN Bartorillo**

Concession Manager