# 2024 MANAGER ONBOARDING TRAINING



# 2024 ATYS Board



Board – Voting Position	Member Name	Board – Non-Voting Position	Member Name
President *	Jim Tavernelli	All Star Coordinator	Russell Jackson
Vice President / Rules & Competition *	Andrew Weber	Tournament Director	Andrew Chambers
Secretary *	Tom DiPuccio	Assistant Player Agent	Brad Henning
Treasurer *	Jerry Rettig		
Safety Officer *	Jonathan Slaughter	Assistant Events Coordinator	Sarah Celenza
Player Agent *	Tim Knoll	Assistant Equipment Coordinator	Jason Lynch
Information Officer	Jon Nash	Assistant Equipment Coordinator	
Events/Social Media Director	Shanece Taylor	nssistant Equipment Sociamator	200.0110000001
Equipment Coordinator	Ryan McGough		
Field Coordinator	Todd Foley		
Umpire Coordinator	Chris Varatta		
Manager Coordinator	Adam Kieft		
Coach Development Coordinator	Chris DeLotell		
Aces, Director of Baseball Operations	Phil Meyer		
Public Relations/Sponsorship Coordinator	Ryan Rizzo		

<sup>\*</sup> Little League defined Officer

# 2024 MASTER EVENTS CALENDAR

March 10 - Rosters issued to Managers March 11 - Manager/Team communication begins March 15-18 - Dicks 20% Discount Weekend March 16-17 - Equipment Pickup March 18 - Practices begin April 1-5 - FHSD Spring Break (no activities) April 15 - Games begin April 19 - ATLL Day April 21 - ATLL Day at Great American Ballpark May 4 & 11 - Picture Days May 12 - All-Star Tryouts May 19 - All-Star Tryouts (Make-up date) May 25-27 - Memorial Day Weekend (no activities) June 1 - Registration opens for Fall season June 3-22 - Division Tournaments for Spring 2024 June 22 - Championship Saturday at Riverside Park

June 22-29 -8U Coach Pitch D9 All-Star Tournament June 22-29 -8U Player Pitch D9 All-Star Tournament June 24-29 - Intermediate D9 All-Star Tournament June 29-July 13 - 10U D9 All-Star Tournament July 1-8 - 12U D9 All-Star Tournament July 4 - Anderson Township 4th of July Parade July 6-13 - 11U D9 All-Star Tournament August 1 - Registration closes for Fall season August 4 - Fall Manager selections finalized August 11 - Fall rosters issued to Managers August 12 - Fall Manager/Team communication August 16-19 - Dicks 20% Discount Weekend August 17-18 - Fall Equipment Pickup August 19 - Practices begin Fall 2024 August 31-Sept 2 - Labor Day (no activities) Sept 7 - Games begin Oct 26- Fall Season ends



# TEAM EQUIPMENT

- EQUIPMENT COORDINATOR-
  - Ryan McGough
  - 513-484-6614
  - ATLLEquipment@gmail.com
- Equipment pick-up: 3/16/24 0900-1030
  - Email coming out this week with inventory and p/u time selection
  - Additional equipment IS available upon request
  - Please make arrangements to send SOMEONE during that time
- What do I do if something is missing/wrong/broken/doesn't fit?
- Equipment turn-in: 6/29/24 0900-1030
  - Please make arrangements to send SOMEONE during that time
  - Please clean and inventory equipment prior to turn in

# 2024 UNIFORMS

- Team name selection will be done in breakouts
- Jersey sizes are a rough distribution, please don't assign numbers first
  - Each team gets #1-14 with 14 youth hats
  - 2 L coaches shirts, 2 XL coaches shirts with 4 adult hats
  - Limited reprints are available, but please try to make it work first
- Other notes:
  - Please help us keep costs down
  - Dicks 20% off Weekend



### **OVERVIEW OF FIELDS**

- 1. ATYS has over 1,000 kids playing on 100 teams with access to only 23 fields in Anderson.
  - We use Anderson Park District Fields, FHSD Fields, and Moundview Park in Newtown.
- 2. March 18 First week of practices; you cannot use your assigned field until then
- 3. April 15 Games begin (weekdays and Saturdays)
  - The game schedule is being developed now and will be (hopefully) finalized next week.
  - There are no games the week of FHSD Spring Break.
- 4. Construction/Renovation -
  - Fields are tight due to construction/renovation.
  - Juilfs #1 (Brennaman Field) is closed until May 1.
  - There will be teams and games on fields that are not ideal, but is the best we can do right now.
  - There will be a lot of shuffling around leading up to and immediately after JP1 opening on May 1...please be patient.

# PRACTICE SCHEDULES

1. You will need to go into your <u>Team's Calendar on the ATYS website</u> and enter your practice time, date, and location for each practice this season.

2. ATLL Field Coordinator will send more details on this through email.

# Field Maintenance & Repair Guidelines

- 1. ATYS leases field usage from the Anderson Park District. We are charged for repairs and any damages to the fields.
- 2. Post-practice and post-game field care is a critical element of the ATYS relationship with Anderson Parks, FHSD, and Newtown.
- 3. Raking and General Maintenance of your field:
  - This is the responsibility of <u>all coaches</u>.
  - Coaches <u>MUST</u> rake their field after every <u>practice</u> and <u>game</u>. Areas to rake include batters boxes, catcher and umpire areas, pitching mound areas, and sliding areas at bases.
     Rakes are located in the tan, field equipment boxes.
  - Pro Tip: Encourage one of your parents or ask one of your Assistant coaches to be the designated field raker!

# Field Maintenance & Repair Guidelines

### Field Repair Guidelines:

- ONLY CERTIFIED individuals are allowed to REPAIR fields from weather related damage (or at least must be present). If you are not certified you could be fined up to \$150 and our league could be penalized.
- The current certified individual IS RESPONSIBLE for the field repairs, regardless of who actually does the work, and they must carry the Field Certification with them while working on a field.
- To get certified you must:
  - A) Have attended the Ball Diamond Repair Workshop hosted by Anderson Parks
  - B) Register for the Ball Diamond Repair Workshop online at AndersonParks.com and review the material they send (without attending the hands on workshop).
- If you were certified previously in the past 2 years, you can renew your past certification on AndersonParks.com.

## **Field Conditions**

- 1. **Field Status**: Please visit <u>AndersonParks.com</u> and click on the Field & Activity Status tab. Or, you may download the Rainout Line app (search Anderson Parks) for the latest status on fields. You can set your home park to Anderson Township and this is updated every day, typically by 3:00pm, with field conditions for the township parks.
- 2. If it has rained, each field will have a status:
  - Green Field is open and playable
  - Yellow Field is dealing with issues. Issues will be stated.
  - Red Field is closed for play and any field repairs or maintenance is prohibited
- 3. The guideline to follow is that a field is too wet to play on when the in-field material clings to the soles of shoes.
- 4. In the event of inclement weather, checking the condition of the field is imperative.
  - Managers shall personally verify conditions, especially if there's a chance the field is playable.
  - Forest Hills School District (FHSD) and Moundview do not have a field status system. Managers must personally verify field conditions.
  - If a field is very tacky and/or muddy, please stay off the field as best as you can, especially in the dark/deep/wet muddy areas. This can cause damage to the fields.
- 5. If coaches, league representatives, or umpires deem conditions (including weather and/or other factors) to render a field unsafe, they must stop play immediately. All fields should be vacated if lightning, thunder, or any other element is present which threatens the safety of the participants and/or spectators.

# Cancellations (Games, Practices)

- 1. Overview of Cancellations of Practice & Games
  - Cancellations due to weather or field conditions we get refunded
  - Cancellations for any other reason Please cancel with 7 days advanced notice if not, we cannot get a refund for that field
- 2. You are responsible for determining if your field is playable unless the field is marked closed by Anderson Township Parks.
- 3. Canceling Practice:
  - You are responsible for determining if your field is playable unless the field is marked closed by Anderson Township Parks.
  - To cancel practice you will use the ATYS website and cancel the practice using your Team's Calendar.

# Cancellations (Games, Practices)

### 1. Canceling Games:

- Should you and the opposing manager agree to cancel a game, the home team manager is responsible for canceling the game.
- To cancel a game, you will fill out a form, that you will receive a link to in advance of the season. The form will submit to the ATLL Field Coordinator and they will make sure the umpires are notified and the game is canceled in the ATYS Calendar.
- Please cancel games in a timely manner. It is best for everyone if you make a cancellation decision AT LEAST ONE (1) HOUR ahead of time.

### 2. Scheduling Make-up Games

- To reschedule a game, you will fill out a form, that you will receive a link to in advance of the season. The form will submit to the ATLL Field Coordinator and they will make sure umpires are assigned and the game is entered in the ATYS Calendar.
- Typically, we reschedule games for the HOME TEAM'S PRACTICE FIELD (time/day).
   However, you should note if your field has a practice before or after your practice time.
   Games are slated for about 2 hours while practices are 90 minutes.

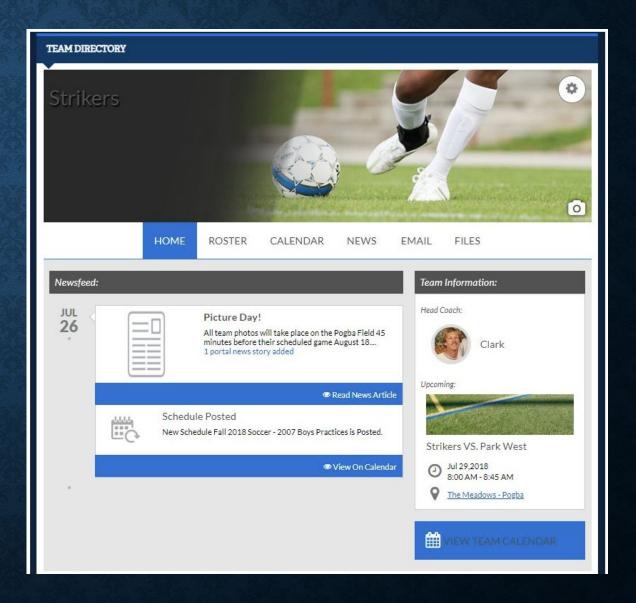


### MANAGER RESOURCES

- The following resources are available on the ATYS website:
  - Manager Onboarding
  - <u>Team Manager Directory</u>
  - <u>Little League Rulebook App</u>
  - ATLL Special Rules
  - Safety Information
  - USA Baseball Mobile Coach
- If you have questions about how to perform manager functions on the website please contact the ATYS Information Officer, Jon Nash, at <a href="mailto:nash.jon82@gmail.com">nash.jon82@gmail.com</a>.

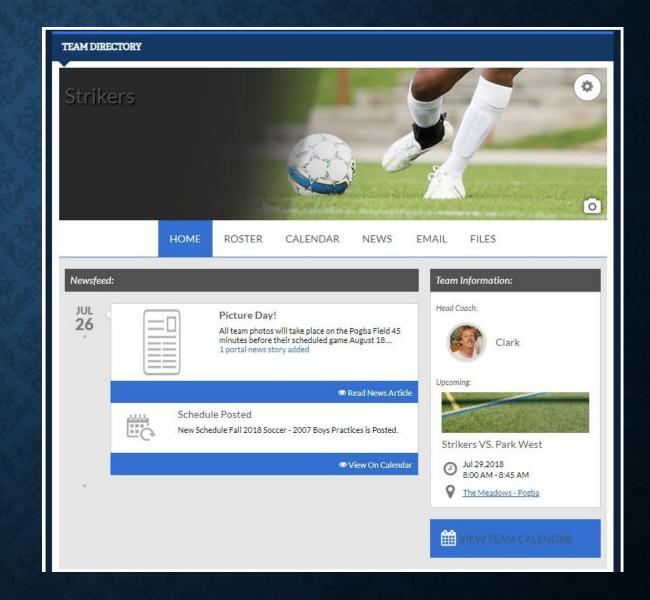
### TEAM PAGE OVERVIEW

- Team Pages serve as the communication hub for Team Staff, Parents, and Participants. This page will populate with various important team information.
- Team Staff can access their Team Page via the Volunteer tab within their account.
- Parents and participants will see a Visit Team Page link after logging in.



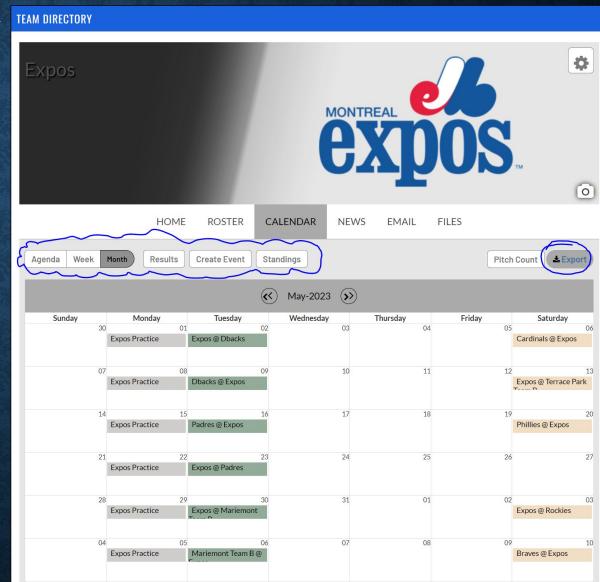
### TEAM PAGE OVERVIEW

- Your team's Home tab's Newsfeed populates
  with: Schedule Changes, News articles published by the
  site administrator, Scoring Updates
- Use the **Roster** tab to view/print participant information
- The Calendar shows: Events in Agenda, Weekly, and Monthly views., Game Scores/Stats, Print/Export Calendar options
- The **News** tab displays News articles created by your site's administrators.
- The **Email** tool provides Team Staff with the proper tools to reach out to participants quickly
- Use the **Files** tab to store important Team documents players and parents might need on game day
- Team Settings & Cover Photo: Click the Settings icon to edit your team's social media stream or add a Team Sponsor. Navigate to the Camera icon to update your team's cover photo



# **CALENDAR**

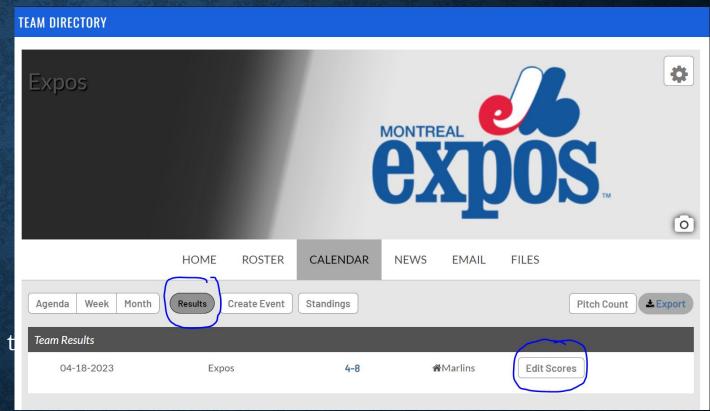
- The Calendar function in the team directory will show all team events in either an Agenda, Week, or Month format.
- Allocated team staff can post results (scores) and manage their schedule by canceling, rescheduling, or adding practices.
- Managers are responsible for adding their practice day/time/location to their schedules.
- THIS COMES WITH GREAT RESPONSIBILITY!
- The Field Coordinator must be notified for all game cancellations
- Be extremely cautious when adding or modifying events. Schedule mistakes are painful to unwind.
- If you need assistance, contact the Field Coordinator at <a href="mailto:atll.field.coord@gmail.com">atll.field.coord@gmail.com</a>



# POSTING SCORES

### Home Team shall report scores:

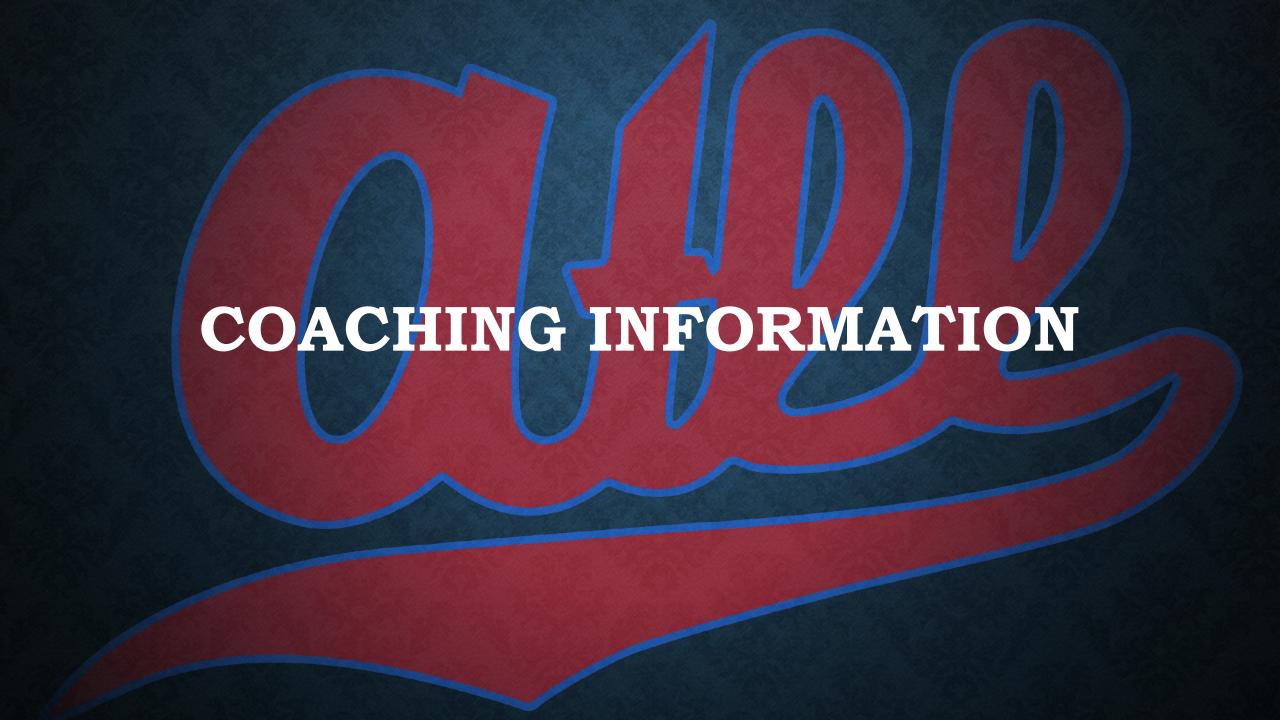
- 1. Log in to your account on the ATYS website.
- 2. Go to your Team Directory.
- 3. Select the "CALENDAR"
- 4. Select "Results" (home team only)
- 5. Enter scores
- Scroll down to the bottom of the page to save scores and post online.





# MANAGER TO TEAM COMMUNICATIONS

- Managers are responsible for communicating with team and responding to parent questions in a timely manner.
- Welcome Message
  - Sometime this weekend, send your initial message to your team parents. Please include team name, team colors (including socks & belts), roster, practice schedule, equipment requirements, etc.
  - Communicate routinely with parents (weekly email, text chain, through website, etc...)
- Schedule
  - Log in to your account on ATYS Website >> Calendar
    - Can view schedule in an agenda format, or weekly or monthly calendar formats
- Parents will receive automated email notifications for schedule reminders and update their attendance status.
  - Cancellations will be coordinated the same way.
- Team & player pictures will happen in May. ATYS is coordinating through McIntire Photography.



# FUNDAMENTALS - DRILLS & SKILLS

- All managers received links in their roster release email to specific skills for hitting, fielding, and throwing. In addition, you can find endless videos on YouTube.
- All teams, especially A thru AAA should be focused heavily on the basic fundamentals of hitting, fielding, and throwing. Teach the kids AND the parents so that they can work on it at home. Tell parents to "bring their gloves" and teach them right along with the kids.
- Set expectations at the beginning of the season. For example, by the end of the year every kid should be able to throw and catch with proper technique, know how to stand at the plate, hold the bat and make contact, etc.

# HOW TO MANAGE A PRACTICE

- Have a plan in place before practice starts.
- Break down into stations to maximize field time and keep the kids constantly active.
  - Eight kids standing in the field while the coach pitches and one kid batting equates to minimal learning.
  - If you want to work on "game situation" then consider hitting off a tee to limit downtime of bad pitches and swings and misses.
- If you're new to coaching baseball and not confident in your skills, then don't be embarrassed to ask for some guidance.
  - We have some fantastic coaching resources within ATLL who would be more than happy to come to a practice and help you put together a game plan, teach basic fundamentals, and get you off to a good start.
  - Reach out to the ATYS Coaching Coordinator, Jonathan Slaughter (slaughter.jon@gmail.com), if you need assistance.

### RESOURCES



### USA Baseball Mobile Coach App

- <u>Practice Planning</u> Plan your next practice through USA Baseball Mobile Coach's practice planning feature. View practice plans from the experts or create your own plans to fit your custom needs. Organize your custom plans using customizable segments and the drills from the Drill Library.
- <u>Drill Library</u> The Drill Library is full of over 175 drills for you to use. When viewing the library, each drill has a colored tab to the left indicating difficulty level, and the average time to complete the drill in minutes to the right. Each individual drill page includes more information about the drill, and a video to show the drill in action.
- <u>Pitch Smart</u> The USA Baseball Mobile Coach application also includes a Pitch Smart feature. Here, you can watch a video about Pitch Smart, view the Pitch Smart guidelines, and track your pitchers. Once you enter a pitcher into the application, you can add appearances and pitch counts. This information automatically syncs with the Pitch Smart guidelines to show you how many days of rest your pitchers should have before their next outing.





ABOUT ATLL CHALLENGER BASEBALL





The Challenger Division is Little League's adaptive baseball program for individuals with physical and developmental challenges, allowing players to enjoy the full benefits of Little League participation in an athletic environment structured to their abilities.



To volunteer use our Sign Up Genius:

https://www.signupgenius.com/go/30E0544ABAA2DAAFC1-48467270-challenger



# GENERAL REQUIREMENTS

- Background checks must be completed by any volunteer who will have frequent interaction / access with children.
  - Most of you have already received a link and completed the application through the ATYS vendor, J.D. Palatine.
  - We need to capture all late coaching / volunteer adds. Please direct your assistant coaches to the <u>Volunteer Registration</u> on the ATYS website. This will generate the automated background check application.
- In order to participate in ATLL, all volunteers need to review the following info under <u>Coaching</u> <u>Resources/Safety</u>:
  - Lindsay's Law
  - Concussion Training
  - Additional Safety Information, Tip and Forms

# ONLINE CONCUSSION TRAINING

- **REQUIRED**: All teams must have at least one coach/manager complete the online concussion module no later than <u>March 18, 2024.</u>
- Go to the ATYS website Coaching Resources/Safety Information <a href="https://www.atyouthsports.org/Default.aspx?tabid=1400907">https://www.atyouthsports.org/Default.aspx?tabid=1400907</a>.
- Select Management Center Concession in Sports Elective Course Information
- Select "Ohio" as the State" and Order Course.
- Follow the prompts to login or create account and complete the course.
- Once complete, be sure to select "My Certificates" from the Dashboard and download the course completion certificate (pdf).

# FIRST AID BASICS

### Common injuries

- Contusions
- Muscle pulls and strains
- Over-use injuries
- Insect bites and stings

- Sprains
- Injuries to small joints
- Facial/teeth/eye injuries

# WHEN AN INJURY OCCURS

- 1. Stop all play to protect player from further injury.
- 2. Check player's breathing, pulse, and alertness to immediately judge the seriousness.
  - If necessary, have someone call 911
  - Call player's parents
  - Send someone to direct EMS to your location
- 3. Evaluate the injury.
  - Can player be moved off the field?
  - If not, clear area around player and begin examination
  - Determine if player can return to play or needs first aid

# WHEN AN INJURY OCCURS

- 4. Give the appropriate first aid.
- 5. Turn over care to professionals when they arrive.
- 6. If parents aren't available, go with player to the hospital.
- 7. If emergency medical treatment isn't required, urge player and parents to see a doctor for diagnosis and treatment plan.
- 8. Report the injury to the safety officer.
- 9. Follow up with player until injury has healed and they can return to play.
- 10. Get medical release prior to allowing player to return, if formal treatment was required.

# **EVALUATING INJURIES**

- 1. Three types of motion
  - Active motion player is able to move the part themselves
  - Active assistive motion player is able to move with a little help; watch for warning signs like ...it hurts to move
  - Passive motion the player's injured part is moved by someone else; be especially cautious with these movements as to not make the injury worse
- 2. Look for disability (player can't use injured part); this is the most serious injury.
- 3. Look for swelling, the more immediate and large the swelling, the more serious the injury swelling on the outside means bleeding on the inside.
- 4. Look for deformity serious injury.

# **EVALUATING INJURIES CONTINUED**

- 5. Use <u>PRICES</u> guide for treating injuries:
  - P protection
  - R rest
  - I ice
  - C compression
  - E elevation
  - S support

Injuries/incidents must be reported to the Safety Officer within 48 hours.

ATYS Safety Officer: Jonathan Slaughter

513-417-5524

slaughter.jon@gmail.com



# WHAT IS ALL-STARS?

- Little League All-Stars is an opportunity for the best players in ATYS to compete against the best players from other Little Leagues in our district, state and region. In order to be eligible to try-out for an ATLL Little League All-Star team, the player must play in at least 8 Little League games during the season.
- There is a District 9 All-Star tournament for the following age groups/divisions:
  - 8U Coach Pitch, 8U Kid Pitch, 8/9/10, 9/10/11, Little League (12U), Intermediate, Jr & Sr.
  - All divisions have a state tournament except for the 8U Coach and Kid Pitch.
- Players who make an All-Star team need to be able to commit to all of the possible tournaments (District, State, Regional, World Series)
- The district tournaments start between the last week of June and the second week of July and last roughly one week.

# WHAT IS ALL-STARS?

- The winner of the district tournament for each division (except 8U) advances to the State tournament in the middle of July.
- The winners of the state tournaments for the Little League division and higher advance to the Central Region tournament in early August.
- The winner of the Regional tournament advances to a World Series in mid-August. Little League (12U) is the division that plays in the famous LLWS in Williamsport, PA.
- All-Star uniforms are provided by ATYS.
- Tryouts for All-Stars are planned to take place sometime in May.
- We will need volunteers to manage our ATLL teams in each division.
- We will also need volunteers to help supervise the tryouts as well as evaluate the players at tryouts.



# 2024 MANAGER ONBOARDING ACTION ITEMS

Managers to complete background check (if not already completed) Assistant coaches, scorekeepers, etc. to complete background check (if not already completed). Complete online concussion training and review safety slides. Understand the special rules for your division. Share website management details with your team parents Contact ATYS Coaching Coordinator if you need help with practices. Enter your practice times on your Team's calendar in the ATYS website. Bookmark Anderson Park District's Ball Diamond Field Status Update in your phone (or download the Rainout Line App).



