

# TIPS FOR TEAM MANAGERS

## PRIOR TO THE FIRST TRAINING OR GAME

- Advise all parents of:
  - Training day, time and location.
  - Instruct parents that they must be present at training and games.
  - Decide if the Coach or Manager should be advised if a player will be absent and instruct parents accordingly.
  - Coach and Manager contact details.
  - No jewellery or watches for training or games.
  - Players to arrive at games 30 minutes prior to the start time for warm up and team organisation.
  - Players to be in full uniform for games.
  - Always bring a cap, water bottle, equipment (all clearly labelled) and sunscreen to all training and games. A mouthguard is also recommended. Enclosed sports shoes are a must.

## AT FIRST TRAINING SESSION MANAGERS SHOULD:

- Confirm that names, addresses and other contact details on the team list are correct. Amend if necessary and advise club registrar.
- Check that parents are happy for all team contacts to be distributed to the team. This is useful to assist with sharing rides to and from training or to arrange changes to parent rosters when necessary etc.
- Discuss the importance of parent involvement with parents at the first training session. Reiterate that the following roles must be filled each week:
  - Scorer - Scoring is not difficult and after sitting with someone who has scored before, anyone should be capable of taking a turn. A scorer is required for every game.
  - Umpires - A Plate Umpire is required for Home Games (covering third base and home plate decisions) and a Base Umpire is required for Away Games (covering 1st and 2nd Base decisions).
  - Base Coaches - When a team is batting, a base coach must be present in the coach boxes at first and third base to instruct the players on when to run.
  - Canteen Volunteers - each team takes a turn to help in the canteen during an allocated period of time.
- Distribute Uniforms (game shirt, pants and any socks or hats that have been purchased).
- Distribute Fixtures if available.



## GENERAL TIPS

- Be organised each week prior to the game.
- Send out reminders to parents of diamond location, time and parent roster details.
- Understand how and when cancellations will be broadcast.
- Get to know the Coach and gain a clear understanding of who is responsible for what.
- Make sure everyone knows who you are and how to contact you.
- Respect the relationship between parent and child.
- Encourage all parents to get involved and help out.
- Ensure that there is a pencil case in the kit for scorers (multiple pencils, eraser and sharpener).
- Write the batting order on players hands prior to the start of the game (a coloured sharpie washes off easier than a black one).
- Write up the batting order in the score book for the scorer ahead of time if possible.
- During the game, ensure kids remain on the bench in order when batting.

And most importantly...

If you're not sure, ask!

For more information please contact the coaching coordinator at [coaching@morleyeaglesteeball.org](mailto:coaching@morleyeaglesteeball.org)

