



EAST FREMANTLE TEE BALL CLUB

TIPS FOR TEAM MANAGERS

CONFIRMING TEAM DETAILS

- Confirm that the following positions have been filled:
 - Coach
 - Assistant coach
 - Manager
 - Umpire
- Liaise with coach and parents to decide on training day and time.
- Decide if coach or manager is to be notified when a player can't make training sessions or games.

PRIOR TO FIRST TRAINING OR GAME

Advise all parents of:

- Training day, time, and diamond – ask that all parent stay at the first session so team support can be finalised.
- Coach's phone number.
- What to do if their child can't make a training session or game – give the coach/manager as much notice as possible.
- Players to be in full uniform for games – they should have pants, socks, mitt, and cap (if uniform items are required – contact the club uniform officer).
- No jewellery or watches for training and games.
- Players to arrive at games 30 minutes prior to start time, for warm-up and team organisation.
- Always bring to training and games:
 - Cap (named)
 - Water bottle (named)
 - Sun block
 - Glove (named)
 - Mouth-guard (recommended)
 - Enclosed sports shoes

AT FIRST TRAINING SESSION

- Confirm that names, addresses, and other contact details on team list are correct. Amend if necessary and advise the club registrar.
- Check that all parents are happy for contact details to be distributed to the team. This is useful to assist with sharing rides to training and games where needed.
- Organise parents to score the games. Scoring is not difficult and after sitting once with someone who has scored before anyone should be capable of taking a turn. It is good to have a few people who can do this, as we need a scorer for every game.
- Umpires:
 - Home games – our umpire controls the game (plate umpire) and final decision on 3rd base and home base.
 - opposition supplies a base/field umpire to make decisions on 1st and 2nd base.
 - Away games – opposition umpire controls the game (plate umpire) and final decision on 3rd base and home base.
 - we supply a base/field umpire to make decisions on 1st and 2nd base.

- Base coaches – when our team is batting we can have a base coach in the boxes at 1st base and 3rd base, to instruct runners (e.g. Run hard, Slide, Go back). This might be the coach, assistant coach, or another parent.
- Canteen volunteers – when playing at home we may be required to supply a volunteer to help in the canteen.
- Distribute game shirts and record shirt number for each player. Shirts are to be returned at the last game of season.
- Distribute fixtures if they have arrived.

GAME DAY

- Home games – organise parents to set up shelters for both teams (if not already up).
- Get scorebook and pencil case (pencil, sharpener, eraser) from team bag and allocate to scorer.
- Get whiteboard and marker from team bag and mark player fielding positions for first innings. The coach will allocate batting and fielding positions for each innings. Agree with coach about who is setting up the fielding positions on the whiteboard – sometimes the coaches find it easier to do this themselves and rearrange as needed during the game.
- Write batters position on back of hand (throwing hand) with marker.
- Check that scorer has the correct batting line-up to record in scorebook.
- Have batters sit on bench in batting order and check that they are still in order when they go out to warm-up. 10s and 11s must have helmets on when they bat and must keep them on until they are home.
- Remind batters to warm-up in batting circle only.
- Keep your own record of batters so you know who will be first to bat for the next innings (i.e. last batter for innings 1 was number 8, first batter for innings 2 will be number 9). You can also keep track of outs and runs if you want to.
- Remind players to stay in shade of shelter and have lots of drinks.
- Distribute any newsletters that may have been delivered (or this can be done at training).
- Confirm duties and playing field for the following week.
- Remind players to take all their gear home.
- Home games – organise parents to pack up shelters for both teams (unless there is a game following).

SEASON END

- Arrange collection of money for coach/umpire gifts for wind-up presentation (usually \$10 per player).
- Ensure that players are advised to bring a change of shirt to the last game of season. Collect club shirts and tick off list. Shirts should be washed and returned to the uniform officer at the end of season wind-up (or make other arrangements as necessary).
- Encourage attendance at season wind-up / AGM to collect trophies and team photos (these are supplied by the club).
- Remind team about Cockburn Carnival (usually in December), date and fixtures will be advised. This is a fun morning where teams play 30-minute games against several other sides.
- Coach will return team gear bag to the club property officer, usually at the Coaches wind-up night (date and time will be advised).

**THANK YOU FOR VOLUNTEERING
AND ENJOY THE SEASON**