

## TEAM "ADMIN-MANAGER" INFORMATION

For the 2015 Season, Layritz Little League has decided to implement a required "Administrative Manager" for each team t-ball and up. The required duties will vary from division to division but at no level is this in any way an onerous job.

### UNIFORMS

#### T-Ball and Mini Minors

In these divisions, hats and t-shirts are provided to the Head Coach or Manager at the Coaches Meeting. Generally speaking, the coach or the Admin Manager can hand these out based on appropriate sizing, given the makeup of your team.

#### All Other Divisions

For the remaining divisions, proper uniforms are assigned to each player. A specific time will be set for your team to attend in the clubhouse to be fitted, only when an Admin Manager is in place. Parents are NOT to be in the clubhouse during this time but the Admin Manager will be required to be in attendance to assist the Uniform Director with either fitting the players or recording the information for their team.

At the end of the season, it would be appreciated if the Admin Manager would collect the uniforms, take care of washing them (if they aren't already washed by the individual families) and returning them to the park, again, at a time to be scheduled by the Uniform Director, following closing day.

### CONCESSION

#### All Divisions, Except Blast Ball

Every player in the park has two concession shifts attached to them and accordingly a concession deposit cheque is collected per player at the time of registration.

At some point during the season, the Concession Director will forward to the Admin Manager a listing of your team's shifts. This schedule will need to be completed and returned to the Concession Director ASAP.

A simple way to handle this situation (from my experience) is as follows:

- Once you have received the schedule from the Concession Director, email your team letting them know that you will be forwarding the schedule out at a specific time. For example, if you receive it at noon perhaps let people know that you will be forwarding it out at 7 p.m. that night.
- This allows everyone to (hopefully) be on an equal playing field as far as getting back to you with their preferred shifts.
- You will let them know that you need to know their top three choices of shifts and that you will fill the schedule on a "first come, first serve" basis.
- Once the majority are filled (you will likely hear back from people very quickly) I typically email those families you haven't yet heard from, with the remaining dates and, again, reiterate that it will be completed on a first come, first serve basis.
- Be sure to make it known that each family is responsible to ensure someone (an ADULT) is there to work their shift. If something comes up it is their responsibility to ensure that it is filled (not yours). It can be a relative or friend from outside the park, it just needs to be an adult.
- Missed shifts will result in the concession deposit cheque being cashed. The park does not want to cash these cheques. We are far further ahead having the concession properly staffed.

## **SCOREKEEPING and PITCHCOUNTING (BASEBALL)**

### **Rookie Minor, Minor and Major Baseball and Minor, Major and Junior Softball**

Scorekeeping cannot, and should not, be the job of one or two parents throughout the year...it needs to be taken care of by all parents. It can be overwhelming to those who have never done it before but it really is not a difficult job.

You only need to keep score (on the score sheet) when your team is up to bat. When your team is in the field, you will be responsible for counting pitches (again, on a sheet provided). If you are keeping score on a diamond with a scoreshack, you are to keep score in the scoreshack. If you keeping score on a diamond with a scoreboard, please utilize the scoreboard. Typically the parent who is counting pitches will operate the scoreboard so that it is shared between the two teams playing.

As you receive your schedule, email your team to schedule scorekeepers for each game. Ensure that again, like with the concession duties, that the family realizes that it is up to them to have that shift filled, if they are unable to fill the spot or something comes up.

For the first few games, especially in the rookie minor and minor divisions, it is best to schedule parents who have older players and therefore experience with score keeping. At that point I would invite parents who need a refresher or some help with the job to watch while the experienced parent keeps score. Again, reiterate that they will be scheduled to do the same and that they can't depend on someone being there at that point to help. Once someone has done this job once or twice, typically they realize that it really isn't difficult. It's mostly just fear of the unknown.

## **WEEKLY EMAILS**

Although the website will show all game times, sometimes it is helpful for families to have a weekly email (maybe sent out on a Sunday night) for the following week, setting out any game and practice times, as well as the names of those assigned to score keep.

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As far as the day to day emails (i.e. new practices, batting practices, etc.), the Head Coach of the team may take this role on or perhaps wish the Admin Manager to take care of this task. It's really a decision to be made between the Head Coach and Admin Manager.

#### Admin. Manager Support

If you have any questions whatsoever please do not hesitate to drop me an email - [shannon.nakatsu@gmail.com](mailto:shannon.nakatsu@gmail.com) or give me a call or a text at 250-882-0353