



NORTHWEST LITTLE LEAGUE MANAGERS MANUAL

The purpose of this Manual is to help you understand all the responsibilities and expectations of being a NWLL Manager. Founded in 1939, Little League is the largest organized youth sports program in the world. More than 2.6 million children participate each year. In 2004 Hampshire-Pingree Grove (HLL) was chartered with Little League, providing a quality program for the children in our community. In 2013 HLL changed it's name to Northwest Little League to better represent the growing community it served (Hampshire, Pingree Grove, Genoa, Gilberts and Elgin) NWLL. NWLL is a non-profit organization run by an extraordinary group of parents who volunteer countless hours. Volunteer board members meet on a monthly basis to address many issues, with all board meetings being open to parents. As a volunteer, you should have a keen interest in the safety, well-being, and overall development of children. All Little League volunteers are required to submit a Volunteer Application. When you apply to become a volunteer, you give the local Little League organization the right to conduct necessary background checks. The NWLL Board will approve Managers and Coaches at the February Board Meeting. An informational meeting will be held in March for all Managers. Managers will be expected to attend board meeting during the regular season unless a game conflicts with the meeting.

T-ball Baseball

The main objective for coaching at the T-ball level is to make baseball fun, safe, and interesting for kids at this age. There is much to learn at this level, so keeping track of wins and losses are not as important as developing the baseball skills of players. The coaches at the T-ball level are introducing these young players to the game of baseball and preparing these young players for higher levels of competition.

Minor Baseball and Minor Softball

The main objective for coaching at the Minor levels is to start to challenge players, parents & coaches while still teaching the fundamentals of baseball/softball. There is still much to learn at this level, but managers will now have to keep track of score, records, pitch counts and have umpires for their games. The coaches at the Minor levels are preparing these players for the next level & tournaments. Minor Softball will have all their games scheduled through the District 13 Metro League

Majors, Intermediate and Higher

At the higher levels players travel to other leagues for competition and are introduced to the District 13 Metro League. All games are scheduled through the District 13 Metro League. They include Intermediate 50/70 Baseball, Junior Baseball, Senior Baseball, Major Softball, Junior Softball and Senior Softball. All games are scheduled through the District 13 Metro League.

Fund Raising

Each player will automatically participate in at least one fundraiser as part of their registration. Additional fundraisers may be conducted during the season and will be optional to the players. NWLL requests that all Managers promote the fundraisers, as this is how we are able to purchase new equipment and provide better services each year to our league.

Team Uniforms

Baseball uniforms consisting of a Jersey, Pants, Socks, Hat/Visor and belt (except T-Ball) and Little League patch are included for all levels. The League will host a uniform pickup day and Managers will be given the uniforms not picked up to hand out to their players.



NORTHWEST LITTLE LEAGUE MANAGERS MANUAL

Team Photos

Team and individual photos are typically taken on NWLL's photo day. You will be assigned a timeslot, please have your team in uniform with forms and money ready. Players should come in full uniform with the exception of their cleats. On "Photo Day" players should wear regular gym shoes.

Child Protection Program

The purpose of this program is to protect our children and maintain Little League as a safe environment for those who would seek to harm children. These requirements were implemented in 2002 by Little League to protect the youths of our league. Listed below are the rules and guidelines our league will follow this season;

- Any individual who regularly volunteers to assist the league in a position which will have 5 or more days of contact with children - team parents, managers, coaches, etc. - are required to complete the Little League Volunteer Application within 10 days of league appointment to the position. Since these individuals will have repetitive contact with children they will be required to submit the volunteer application which includes their Social Security Number. These individuals will have a full background check conducted which will include a nationwide search on the government sex offender registry as well as other crimes of a sexual and nonsexual nature.
- League volunteers who assist for less than 5 days during a season will not be required to complete a volunteer form. These individuals would include player parents assisting in the concession stand or during field maintenance days.

Concession Stand Duty:

Each family will be requested to cover 2 shifts in the concession stand (each shift is estimated to be 3 hours long depending on scheduling and game length). Parents including coaches may volunteer for any open slot that fits their schedule. Weeknights will require 2 volunteers per time slot and weekends will require at least 3 volunteers per time slot. Anyone inside the concession stand must be at least 13 years old (with an adult). Please work with your Team Parent to meet your volunteer time requirement. Profits from the concession allow us to provide new equipment and include full uniforms for our players. Without these profits these costs would be passed on at registration. The league will provide additional volunteer opportunities for those looking to fill their shifts outside of concessions. Please contact the league Vice President for more opportunities.

Rainout Information

Rainout information for games at NWLL can be found online at www.northwest-ll.org and checking field status. Please assume the game will be played unless indicated online or you receive a call from your manager/coach. The website will be updated by 4pm each day, rainout notifications after 4pm will provided by your coaching staff.

For T-Ball and Minor baseball levels: If any game is rained out the Schedule Coordinator will contact each manager with the date and time of the rescheduled game. **Managers are not to reschedule their own games.**

For Minor Softball, Majors/Intermediate (Baseball & Softball) and above: Any teams playing a game away from NWLL would need to check with the opposing teams manager, coordinator or the opposing fields rain out hotline for rain outs. For Minor Softball, Majors/Intermediate (Baseball & Softball) and above: Rescheduling of Metro scheduled games will be handled by Metro Representatives.



NORTHWEST LITTLE LEAGUE MANAGERS MANUAL

Team Parent

Managers should recruit a Team Parent. A Team Parent is very helpful in organizing Concession Stand duties and communicating information to the parents.

Practices

Practices are usually 1 to 3 times a week for the three or four weeks leading up to the start of the season. Practice frequencies are at the discretion of the manager. Practice time may or may not be needed during the season, but are strongly encouraged to continue. T-Ball and Minor AA should schedule at least 1 practice per week for the duration of the season. For T-Ball and Minor AA baseball, practices should be kept short. Parents are strongly encouraged to continue practicing skills at home. Like schoolwork, repetition is needed to help each player reach his or her potential.

Length of Season

- T-Ball & Minor Baseball: Opening Day is typically the last Saturday of April or the first Saturday of May.
- Softball and Intermediate Baseball: Opening Day is typically mid-April.
- T-Ball: Each team will play approximately 8-16 games. The season will be completed by July 4th with the exception of a possible 4th of July parade and possibly assisting with post season tournaments.
- Minor Baseball: Each team will play approximately 16-20 games. The season will be completed by July 4th with the exception of assisting with the post-season tournaments NWLL is hosting and a possible 4th of July parade. There may be some optional Special Games Tournaments available after the regular season has ended.
- Softball and Intermediate Baseball: Each team will play approximately 24 games. The regular season will be completed by July 4th with the exception of assisting with the post-season tournaments NWLL is hosting and a possible 4th of July parade. There may be some optional Special Games and All-star Tournaments available after the regular season has ended. NWLL is part of the District 13 Major Metro Baseball League. Travel will be required for many scheduled games. The District 13 Softball League and the Intermediate Metro League has some rules specific for these levels. Managers will be required to attend a meeting prior to the season starting and will receive the rules and other information.

Trophies

Trophies for all levels are included in the registration fee and will be distributed at the end of the season.

Equipment

All teams will be issued a first aid kit, a bag of equipment with 2 pair of shin guards, 2 chest protectors, 1 catcher's helmet, a catcher's glove and 5 batting helmets. Bats can be obtained from the equipment manager if available. Bats are typically supplied by the players. Players are encouraged to purchase their own helmets and are required to provide their own mitt. Only the catchers' glove will be provided to the team by the league.



NORTHWEST LITTLE LEAGUE MANAGERS MANUAL

Field Maintenance

Field maintenance equipment is in the store room to the rear of the concession stand and in the Garage at the front of the complex. The home team is responsible for field preparation including the raking of the infield and laying down all base lines and batters boxes. Please use discretion when laying the base lines and batters boxes. Laying out the lines may not be needed if they are still in good condition from the game before yours or the night before. At the conclusion of each game the home team is then responsible for making sure that all maintenance equipment is returned to the shed after repairing the pitcher’s mound, raking/leveling the home plate area, around all bases and any uneven areas in the infield.

Keys to the fields and equipment stored in the storeroom will be made available to the managers via the lock box. The home team of the last game at the complex or the last team practicing is responsible for locking the restrooms/store room. Only Managers will be given the code to the lock box. These codes should not be shared with players or parents who have not been approved by the league thru the volunteer application process.

After the game

Every team is responsible for cleaning their own dugout and bleachers of your fans. All teams are responsible for checking the visiting team dugout and bleachers as well.

Garbage

Home teams must ensure garbage cans are emptied for both dugouts at the conclusion of the game. Garbage day is on Thursdays and Sundays so any team practicing or playing on Wednesday or Saturday night should make sure all cans are placed near the dumpsters for emptying. Teams playing on Friday or Monday night are responsible for returning the cans to their fields.

Put Cans Near Dumpster	Garbage Day	Return Cans to Dugouts
Wednesday – Last Game/Practice	Thursday	Friday/Saturday – Before first Game/Practice
Saturday – Last Game/Practice	Sunday	Monday/Tuesday – Before first Game/Practice

End of Game

1. Once the game is over both teams will line up and shake each other’s hand.
2. Clean the trash from the dug outs, and bleachers.
3. Return rakes, brooms and chalkers to the storage shed after grooming your field.

Special Games

Managers interested in participating in special games tournaments after the regular season has ended should contact the NWLL President. There will be an additional fee for each player to help cover the costs of the special game fees. Not all levels will have the option for special game tournaments.