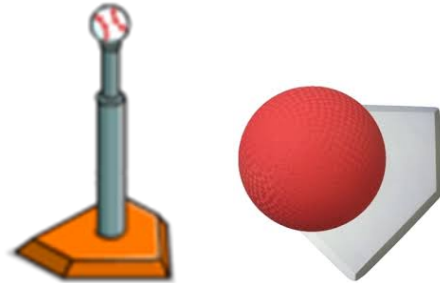


East Meadow Mini League



MANAGER Handbook Spring - 2019

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THE TEAM

IMPORTANCE OF THE MANAGER

This section is included in this manual to assist new managers and to establish guidelines for the existing managers of Mini League. It is highly recommended that first year managers consult with returning managers in the Mini League, as these individuals have been involved with the league for a number of years. Returning managers are encouraged to aid new managers by advising them in areas when they request assistance.

The Mini League Manager is probably the most important factor in determining whether a player has a successful experience. Everyone is aware of the potential benefits that can be earned by players who participate in Kickball and Tee Ball.

TEAM MANAGER RESPONSIBILITIES

1. All Managers, Coaches and Volunteers must complete a volunteer application as per Little League International Guidelines. See Page 14 for more information
2. All Managers will have a complete understanding of the rule of Mini League play as set forth in the official regulations and playing rules set forth in this section and the Official Mini League rulebook.
3. All Managers will be responsible for maintaining discipline both on the field and among the spectators, and will encourage good sportsmanship at all times. Harassment from one team or spectator(s) toward another team or player will not be allowed.
4. Managers will allow no one in the dugout during the game except team members one bench coach and two field coaches. Players shall remain in the dugout unless participating in the game.
5. Without exception, all managers will inspect and make certain that all players wear and use protective gear as prescribed in the Official Mini League rulebook for the current year.
6. Managers, along with all others in the dugout, will refrain from using tobacco in any form. No manager or coach shall be under the influence of intoxicants or use profanity or conduct himself or herself in any manner detrimental to EMLL while acting in this capacity.
7. All managers are responsible during the game to see that bats, helmets, balls, and loose equipment are kept off the playing field and properly placed in the dugout.
8. Each Manager will have a minimum of four (4) eligible players ready to play at the scheduled starting time.
9. All Managers and coaches will be responsible for attending all pre-season clinics and meetings and any other periodic meetings called during the season. Attendance is based on the sign in log distributed at the beginning of every meeting.
10. Managers and Coaches are expressly prohibited from: cursing in front of players or spectators; man-handling any player; being overly critical of a player in front of his teammates, or violating any official Mini League Rule.

11. Penalty for violating any EMLL or local rules is described as follows:
 - a. First Offense: The offending party will be warned in writing by the League President and/or suspended at the discretion of the Board.
 - b. Second Offense: The offending party will be given a hearing before the Board and informed, in writing, of their penalty. Penalties can include suspension for one or more games up to the entire season or from EMLL entirely.
12. Managers must have a definite pre-announced start and stop time for practices and follow this schedule closely. **They need to inform parents that drop offs of their children is prohibited**, parents must remain at the practice location and be available 10 minutes before the practice begins. Also, Managers are expected to finish practice by the pre-announced time. Courtesy is a two-way street.
13. Managers are responsible to make sure that all players are headed for home with a parent or guardian. Under no circumstances is the Manager to leave the practice area while a player is left alone.

MANAGER & COACH CONDUCT

The men and women who manage Mini League Teams are almost always people of outstanding character. They reflect the following characteristics:

1. Reflects an understanding of the team's age group.
2. Is aware that they are an example to the players on their team.
3. Demonstrates that they have an understanding of the philosophy of TBall and Kickball.
4. Instills in their players a respect for the authority of adult leaders in the League.
5. Exercises their leadership role, but leaves the ballgame in the hands of the players.
6. Follows Mini League rules and helps each player participate.
7. Encourages their players at every opportunity.
8. Instills a desire to win and to improve, striving to impart as much knowledge as possible to each player.
9. Encourages good health habits, good grooming, and care of uniforms.
10. Is instrumental in shaping acceptable behavior
11. Knows the playing rules and regulations of Mini League and is able to interpret them correctly. Plays by the rules and adheres to their intent, instilling in their players a respect for the rules of the game.
12. Managers are required to be at games 30 minutes prior to start to inspect field condition.
13. Has knowledge of first aid and safety. Managers must maintain a First Aid Kit for the team.

NOTIFICATION OF PLAYERS/TEAM PARENTS

The Manager should notify all players of their selection to a team, within 48 hours of the receiving roster. Selection to a team is a moment of great anticipation to a player and occasionally to his parents. This is very important for managers.

TEAM PARENT MEETING

Each Manager will hold a team meeting with the parents of the players on his team. This meeting should be held as reasonably possible. The purpose of this meeting is to get acquainted with the parents and to let them know what is expected of them and the players. To provide them with information about our League and the events planned by the League during the coming year. Suggestions for a successful team parent meeting are presented below (be prepared with notes and an agenda):

1. Introduce yourself, your Coaches, and your backgrounds.

2. Have a copy of the team roster for every child with you and your Coach's phone numbers and each player's phone number and parent's name.
3. Present practice locations and start and finish times. Point out that the Manager is required to never leave the practice area until all of his players are picked up. Make sure the parents are aware of what you will do when they are late. Stress the importance of attending all practices.
4. Explain rules to all parents and encourage parents to review the rules with the players.
5. Explain and discuss parent and player conduct.
6. Equipment needed for practices: Gloves, shoes, hats, long pants, helmets, and other safety equipment such as a protective cup or chest protector. Require clean and complete uniforms for every game. Often parents will have questions regarding equipment. Here are responses that can be provided to parents:
 - Bats (T-Ball): Bats are provided by the team. However, if you choose to purchase your own bat, it must have the "T Ball" and USA logos on it.
 - Gloves (T-Ball): Each player should supply their own glove. Most kids will fit in a 9" to 10".
 - Helmets (T-Ball): Helmets are provided by the team. However, many parents choose to obtain their own. Face mask is optional.
 - Cleats (T-Ball & Kickball): Cleats are not recommended.
 - Cup (T-Ball): Not required. Use your own discretion.
 - Write your child's last name with permanent marker on ALL equipment.
7. Recruit Team Parent, Snack Parents, etc. **GET PARENTS INVOLVED.**
8. Explain the use of the website and SIPlay App for team information, rainouts and league updates.
9. Question and answer period.

If you have done this properly, this meeting will get you off to a great start with your kids and their parents. If you look prepared, they will respect you and go along with your plans.

The following material goes into a little more detail on some of the subjects to be discussed at the team meeting:

1. Mini League is a parent supported and directed organization and the parents are expected to volunteer full cooperation when called upon to assist. Functions and positions requiring parent assistance include Coaches, Team Parents, Scorekeepers, Field Maintenance and cleanup, and Board of Directors assignment. Parents are invited and encouraged to attend League Meetings.
2. A Team Parent (probably the most important person after the Manager and Coaches - good teams have great team parents) helps the Manager with phone duties and snack schedules.
3. The conduct of parents, when in contact with Managers, Coaches, and players shall be that of a responsible adult above reproach at all times. Problems between Managers and parents shall be discussed away from players, preferably away from the ball field. Parents should remember that no one is perfect and that almost

everyone is an unpaid volunteer who is trying their best to help the children. Parents should be reminded of the importance that children need encouragement, not criticism and that they should congratulate all players, and above all, they should enjoy the game and the children striving.

PRACTICES

Practice is where the player acquires and develops the fundamental skills. Games are nothing more than demonstrations of the learned skills. Managers should continue practices right up to the end of the season. Running effective practices is a real art and the Managers need to try to improve their skills at every opportunity.

EQUIPMENT

Equipment will be issued to the Managers, who will be responsible for its return at the end of the season. Managers will be asked to sign for all equipment issued by the Equipment Manager. Equipment that is broken or damaged during the season must be repaired or exchanged with the Equipment Manager. Damaged safety equipment such as batting helmets shall not be used. Do not leave ice packs in the bottom of the equipment bag or they will break open, eat out the bottom of the bag, and destroy any equipment, including your car that it comes in contact with. The liquid in the bag is more than a little bit caustic. Never apply a leaking ice pack to a player's skin.

UNIFORMS

Uniforms will be issued to all registered players. The uniforms will consist of the following: For Tball Intramural Hat, Shirt, Pants, & Socks, For Kickball: Intramural Hat & Shirt. These are for the child to keep. Uniforms are expected to be clean before each game. EMLL will furnish all of the above for the players to keep. Each Child is expected to be in uniform for each game.

EMERGENCY PROCEDURES

1. In the event of accident or injury:
 - a. Use available first aid and secure medical assistance as quickly as possible. First Aid Kits should be maintained by the Manager.
 - b. Secure the assistance of the East Meadow Fire Department 542-0576 or call 911.
 - c. Notify a member of the Board. (The President, Vice President or Player Agent & Safety Officer.)
 - d. Complete the necessary accident Claim Report (Forms found at the snack stand)

PLAYING RULES

GENERAL & SUPPLEMENTAL RULES

Mini League Supplemental Rules	
All Division (Kickball and Tball)	
1	Team players, Managers and up to three adult coaches are the only personnel allowed in the dugout area. One Coach Pitcher and up to 2 coaches in the infield with up to 3 coaches in the outfield on defense.
2	Rainout information will be available on the website
3	A game can be played with minimum of 4 players.
4	Each game is 1 hour with players arriving within 15 minutes of start time.
5	Kickball games will consist of a minimum of 3 innings. Tball games will consist of a minimum 4 innings. Last inning of play should only start with 15 minutes remaining.
6	All players should be in full uniform; shirt must be tucked into pants. An intramural hat and shirt must be worn on the field.
7	All players should be rotated each inning in the batter order to allow the last batter to be the home run hitter.
8	All fielders should be rotated each inning to learn the defensive positions.
9	All batters and base runners must wear a batting helmet. Exception for kickball, no helmet required.
10	TBall Only: Coach Pitch can begin after the completion of 5 games. 5 Pitches can be thrown before the player must hit from the hitting T.
11	A) <i>Intentionally Thrown Equipment</i> : The offending team will receive a warning from the opposing Manager at the time of the infraction. A second infraction will cause the removal of that player.
12	B) <i>Unintentionally Thrown Equipment</i> : The offending team will receive a warning from the opposing Manager at the time of the infraction.
13	Players should be called out to enforce the rules of the game but given positive reinforcement for doing a great job.

CONTACT INFORMATION

BOARD MEMBERS

Title	Name	Email address
President	Jeremy Webman	jeremyw@embsa.net
Vice President	Steve Lima	stevelima@embsa.net
Director	Dino Komis	Dikrdh@msn.com
Director	Mike Dantuono	dantuonom2@gmail.com
Director	Paul Weir	paul@embsa.net
Director		
Director		

PLAYER AGENTS / Equipment Manager

	Name	Email address
Tball	Mike Dantuono	dantuonom2@gmail.com
Kickball	Steve Lima	stevelima@embsa.net
Tball	Mike Dantuono	dantuonom2@gmail.com
Equipment Manager	Dino Komis	Dikrdh@msn.com

Team Information:

EM Mini League Spring 2019 Teams

Kickball

Team #	Manager/Sponsor
KB1	McKenna Powell Coral House
KB2	Lamaitis
KB3	Rinella/Elsheemy, Sarah Beth Academy
KB4	None
KB5	DeCampi
KB6	Hohl
KB7	Chohan, Krug Team Real Estate
KB8	Geraghty

TBall

Team #	Manager/Sponsor
T101	Roccaro (Big Chief School & Camp)
T102	Dantuono (Apollo Diner)
T103	Facendola (Frantoni's Pizza)
T104	Tauber (Merrick Woods)
T105	Smith/Olson (Garden Social)
T106	Brush (21Dr. Zaso)
T107	Lindow (Angelo's Pizza)
T108	McKenna / Morosoff (Krug Team)
T109	Fitzgerald (Century 21)
T110	Negron (Greater Smiles Orthodontics)

SEASON SCHEDULE

Season Begins April, 2019 - see schedule for various times

OPENING DAY PARADE

When: Saturday, 4/27/19 at 9:00 am.

Where:

Starts at Prospect Park pool.

Head East on Prospect Ave.

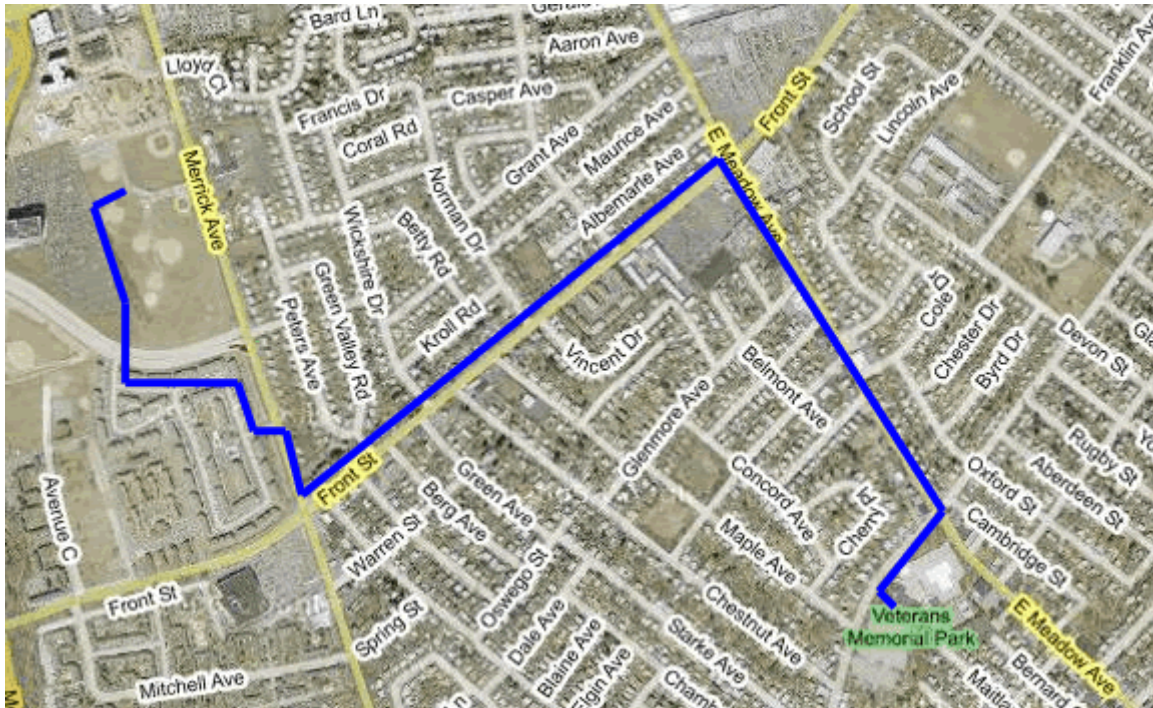
Make a left onto East Meadow Ave. Continue on East Meadow Ave until Front St.

Make a left onto Front St. Continue on Front St. until Merrick Ave.

Make a right onto Merrick Ave.

Make a left into the senior living complex. Continue towards the Complex crossing over Glenn Curtis Blvd. and through the parking lot.

Arrive at the Complex.



How: Team Line ups will be determined at a later date..... be sure to ask your Player Agent prior to the parade.



What: After the Parade we stay at the Complex for some words from our many helpful politicians and enjoy the many fundraiser activities for the League.

EQUIPMENT PICK UP

Equipment pick up will take place at the Complex - date to be determined by the Equipment Manager.

Complex Open Day

Saturday, 3/23/19

Photo Day

Saturday, 4/27/19

PICNIC

TBD

ALL STAR DAY

TBD

IMPORTANT FORMS

REGISTRATION FORM

The Registration Form can be found in the following location

<http://embsa.net/registration>

VOLUNTEER APPLICATION

The Volunteer Application Forms (first time and returning) can be found in the following location. Either forms must be completed and returned with a copy of Driver License. First time volunteers must include Social Security Number.

Note: Individuals without an approved volunteer background check will not be allowed to interact with players on the field or in the dugout in any capacity.

<http://embsa.net/registration/com-fastball-locations-menu/volunteer-form-first-time>

<http://embsa.net/registration/com-fastball-locations-menu/volunteer-form-returning>

INSURANCE CLAIM

The Insurance Claim Form can be found at the snack stand.