



Alvin Little League
P.O. Box 723
Alvin, TX 77512
281-585-2552
www.alvinlittleleague.org

Manager's Packet

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Alvin Little League Baseball Manager's Responsibilities

In becoming a manager in this program, you have accepted the responsibility for your team. This includes attending all manager meetings for your league and or sending your head coach.

- The Little League manager and coach must be leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development.
- It is required that the manager and coach have understanding, patience and the capacity to work with children. The manager and coach should be able to inspire respect. Above all else, managers and coaches must realize that they are helping to shape the physical, mental and emotional development of young people.
- On work days representatives from your team must be present. Any excuses must be presented to your League Director and approved by the Board.
- Review and understand each of the enclosed documents.
- Make sure all players have a completed Medical Release form and that you or your coach has them at all practices and games.
- Document all discipline problems and report them to your League Director

The Board will use the following system to ensure managers uphold their responsibilities:

First Offense: Suspension from the next scheduled game

Second Offense: Suspension from practice and games for one week and called before the board.

Third Offense: Removal as manager of the team.

Alvin Little League Baseball Player Discipline Policy

Please keep in mind the following policy has been placed into effect to provide a safe and positive atmosphere to all children in the program.

1. All players will be expected to report to practice on time or notify the manager if there is going to be a problem.
2. No profanity or fighting will be permitted.
3. Parents are expected to pick up their child after practice on time. If someone other than the parent will be picking up the child, the manager is to be notified.
4. An excessive number of unexcused absences from practice could result in the suspension of a player from a scheduled game or dismissal from the team. The manager must first warn the parents of the problem and notify the League Director of their respective league and submit absentee and or discipline forms. Normally recognized excused absences are:
 - a. Illness of a player
 - b. An illness or death in the immediate family
 - c. Required school activities
 - d. Scheduled church activities
 - e. Parental decision due to poor school grades
5. No throwing of equipment will be allowed. Violation of this rule will result in immediate ejection of a player by the Umpire.
6. No player will be allowed to verbally abuse or taunt and Umpire, Manager, Coach or other player. Violation of this rule will result in immediate ejection of a player by the Umpire.
7. No player is allowed to leave the dugout during a game without the Manager's permission.
8. Disciplinary action for minor offenses such as disrupting practice, horseplay, etc will be left up to the Manager's discretion, including but not limited to running laps and or sitting out of practice for a prescribed time.
9. Excessive abuse of any of these rules could result in suspension from a scheduled game.

ALVIN LITTLE LEAGUE BASEBALL

ABSENTEE FORM

(Manager or Head Coach: (Please fill out, sign and give to the Official Scorekeeper)

Date: _____

League: _____

Team: _____

Player: _____, did not play in the
_____ **VS** _____

for the following reasons:

_____ **Discipline (President notified and report has been submitted.)**

_____ **Illness**

_____ **Injury**

_____ **Absent (explanation required)** _____

Signed: _____
(Manager)

**Alvin Little League Baseball
Player Discipline Form**

Date: _____

League: _____ Team: _____

Player: _____

Problem: _____

Have you contacted the parent or guardian to discuss and attempt to resolve the problem?

Yes No

Have you discussed the problem with your League Director?

Yes No

Is this your notice to your League Director?

Yes No

What do you plan to do should the problem continue? _____

Signed: _____

Position: _____ Phone: _____

Activities/Reporting**A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: ____ - ____ - ____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:A.) Baseball Softball Challenger TADB.) Challenger T-Ball (5-8) Minor (7-12) Major (9-12) Junior (13-14)
 Senior (14-16) Big League (16-18)C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____**Position/Role of person(s) involved in incident:**D.) Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____Was professional medical treatment required? Yes No If yes, what: _____
(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)**Type of incident and location:**

A.) On Primary Playing Field

 Base Path: Running *or* Sliding
 Hit by Ball: Pitched *or* Thrown *or* Batted
 Collision with: Player *or* Structure
 Grounds Defect
 Other: _____

B.) Adjacent to Playing Field

 Seating Area
 Parking Area
C.) Concession Area
 Volunteer Worker
 Customer/Bystander

D.) Off Ball Field

 Travel:
 Car *or* Bike *or*
 Walking
 League Activity
 Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for Little League purposes only, to report safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all claims or injuries which could become claims, please fill out and turn in the official Little League Baseball Accident Notification Form available from your league president and send to Little League Headquarters in Williamsport (Attention: Dan Kirby, Risk Management Department). Also, provide your District Safety Officer with a copy for District files. All personal injuries should be reported to Williamsport as soon as possible.

Prepared By/Position: _____ Phone Number: (____) _____
Signature: _____ Date: _____



Little League Baseball®

Medical Release



NOTE: To be carried by any Regular Season or Tournament Team Manager together with team roster or eligibility affidavit.

Player: _____ Date of Birth: _____

League Name: _____ I.D. Number: _____

Parent or Guardian Authorization:

In case of emergency, if family physician cannot be reached, I hereby authorize my child to be treated by Certified Emergency Personnel. (i.e. EMT, First Responder, E.R. Physician)

Family Physician: _____ Phone: _____

Address: _____

Hospital Preference: _____

In case of emergency contact:

Name Phone Relationship to Player

Name Phone Relationship to Player

Please list any allergies/medical problems, including those requiring maintenance medication. (i.e. Diabetic, Asthma, Seizure Disorder)

Medical Diagnosis	Medication	Dosage	Frequency of Dosage

The purpose of the above listed information is to ensure that medical personnel have details of any medical problem which may interfere with or alter treatment.

Date of last Tetanus Toxoid Booster: _____

Mr./Mrs./Ms. _____

Authorized Parent/Guardian Signature

WARNING: Protective equipment cannot prevent all injuries a player might receive while participating in Baseball/Softball.

Little League Baseball does not limit participation in its activities on the basis of disability, race, color, creed, national origin, gender, sexual preference or religious preference.

Alvin Little League Baseball Field Maintenance Check List

Your League Director will set a schedule where each Manager is responsible for field maintenance. Please make sure all of the following are completed on your scheduled maintenance:

- Empty all trash containers and put trash in dumpster.
- Mow and rake field including outside the fences.
- Pick up all trash on or around the field.
- Weed eat along fences and walkways.
- Edge all baselines and infield area.
- Treat any fire ant mounds.
- Fill in any holes or low areas.
- Drag infield and base lines.
- Rake and reform pitcher's mound as needed.
- Water infield and tamp down pitchers mound and area around home plate.
- Report any damaged or broken field equipment to your League Director.

Alvin Little League Baseball Pre/Post Game Responsibilities

This is a recommended guideline, if an opposing manager is running late or is short of volunteers to help in preparation or closing up the opposing manager should be courteous enough to help out.

Home Team:

1. Unlock equipment
2. Put out bases
3. Mark the field and perform any maintenance needed
4. Provide an official scorekeeper at least 10 minutes before the game
5. Provide starting lineup to visiting team at least 10 minutes before the game
6. Raise the American Flag and play the National Anthem prior to the start of the 6:00 game.
7. Home team will occupy the first base dugout
8. Clean up your dug out and bleacher area after the game
9. Manager must sign the official scorebook after the game

Visiting Team:

1. Provide starting lineup to home team at least 10 minutes before the game
2. Visiting team will occupy the first base dugout
3. If the last game of the night: put up bases, rake and water the field, take down the flag
4. Clean up your dug out and bleacher area after the game
5. Manager must sign the official scorebook after the game
6. Lock up equipment as necessary
7. Make sure the lights are all turned off

Alvin Little League Batting Cages

The Alvin Little League Batting Cage is a training resource built for the enjoyment of our Little League players and teams. In order to maximize the usefulness of our batting cage for the 2005 baseball season everyone needs to follow good safety practices and general rules of courtesy. Thank you.

The following is a general list of rules that apply to all participants utilizing the batting cages.

1. Safety First. The managers, coaches and parents utilizing the cage are responsible for the safety of all participants. The following is a list of general safety rules that must be followed while using the cage at all times.
 - No horse play.
 - Do not go between batting lanes.
 - One child in a batting lane at a time.
 - The child must wear a batting helmet at all times while in the batting lane.
 - The only child allowed to swing a bat is the one in the batting lane.
 - One bat in a batting lane at a time.
 - One pitcher per batting lane.
 - At least one adult must be present outside the cage to monitor the activities of the other children and regulate flow in and out of the batting lane.
 - Do not limit yourself to just these rules. Be aware of your surroundings and maintain a high level of safety awareness at all times.
2. The two lane batting cages next to Schroeder Field are for Major League use. The 4 lane cages will be divided between Minor, Texas and pee Wee Leagues.
3. A team is allowed to utilize a batting lane a maximum of one hour and 30 minutes.
4. When you are finished with your practice, please pick up and remove all trash and debris from the cage.
5. Alvin Little League is not responsible for gear left behind. However, items found that do not belong to you or your team should be returned to the press box.
6. Turn off lights and lock cage before leaving.
7. Report any damage you find to the cage to a board member as soon as possible.
8. If you find a safety issue with the cage it is your responsibility to shut down your practice, lock the gate, and report your findings to a board member immediately so that corrective action can be taken.
9. A schedule for week day use of the cage will be posted at the Schroeder Field concession bill board.
10. Schedule times can be traded. But, only the manager of a team is allowed to trade their scheduled time with another team manager.
11. If a team can not use their scheduled time slot please post this information on the Schroeder board. The time slot becomes not posted time and is open to all other teams.
12. All not posted time (i.e. weekends, etc.) will be on a first come first serve basis.
13. On weekends, if two teams show up at the same time the senior team has first rights to the batting cage (Majors, Minors, Texas, Pee-Wee, respectively).
14. Be safe, courteous and respectful.

If we practice safe behaviors, are courteous to one another, and take the best possible care of our cage, we will be able to maximize its usefulness for our children and future Alvin Little Leaguers. Enjoy.