

**Mansfield Minor Baseball  
Coach/Manager Handbook  
2022 Season**

**Executive**

**Current President – Orsolya Scace**  
**Registrar – Orsolya Scace**  
**Treasurer – Elizabeth Lorincz**  
**Secretary – open**  
**Team Manager Rep – open**  
**Coach Rep – Peter Piechocinski**  
**Centre Rep – Peter Piechocinski**  
**Canteen/Fundraising Rep – Orsolya Scace**  
**Equipment Manager – Mandy Little**  
**Diamond Scheduler – Orsolya Scace**  
**UIC – Mandy Little (scheduling only)**

**Philosophy**

**Mansfield minor baseball strives to provide a positive environment to encourage player development, enjoyment, and respect for the game.**

Welcome to Mansfield Minor Baseball. On behalf of the Executive, we would like to thank you for volunteering your time to coach our players. We hope this document will answer your questions, but if we missed anything, please feel free to ask!

**South Simcoe Minor Baseball Association**

We are part of the SSMBA organization and they have a website that is a great resource for our coaches and families:

<https://ssmba.ca/>

The website will give you information on other centres, the rules, diamond locations, standings, schedules etc. Each coach will receive a copy of the SSMBA rule book at the SSMBA coaches meeting and is expected to comply with all rules and regulations. This meeting occurs in early May and all regular season games are booked at this meeting.

**Coaches Responsibility**

- Head coaches are required to complete the NCCP online initiation modules (Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) as well as to attend the Initiation coach clinic (virtual for 2022). Dates, locations and the

online module can be found at [nccp.baseball.ca](http://nccp.baseball.ca). Upon completion, Mansfield Minor Baseball will reimburse the cost of your clinic.

- Assistant coaches are not required to complete any courses, but are encouraged by Mansfield Minor Baseball to do so. Assistant coaches will also be reimbursed.
- Any coach wishing to obtain further certifications through NCCP clinics will be reimbursed the cost of their clinic upon completion. This will be limited to 1 clinic per coach, per year.
- Head coaches must select at least 2 assistant coaches and a manager prior to their first game. We recommend 3 assistant coaches at the Rookie levels. Coaches should request parents to fill these positions at their first team meeting which is to be held no later than on the date of their first practice.
- Coaching staff should be at the diamond 30 minutes prior to practice, 1 hour prior to home games, to set up the diamond, etc. This includes lining the diamond prior to each home game, bases and pitching mound or pitching machine are setup. If there is no lime, or we are low, please contact the Coach Rep. Coach Rep will provide all coaches with the information/training on how to use the chalk machine at the Coaches meeting at the start of the season.
- Head coach is responsible for communication between his/her assistant coaches, the players and the team manager.
- All new members of our coaching staff must attend the equipment/diamond set up meeting held by the Coach Rep.
- Head coaches, or their designate, are responsible for attending our uniform hand out night to distribute their team uniforms.
- Members of the coaching staff are required to inform the Coach Rep of any issues with field maintenance.
- Head coach is responsible to collect team jerseys from their teams immediately following their player's final game of the season. This can be coordinated with the Team Manager.
- Head coach is to request any new/required equipment to the equipment manager. Request for game balls are to be made immediately following the SSMBA coaches meeting (required equipment is listed below in equipment/uniform section).
- All coaches will receive an equipment room key as well as a combination to their locker. Coaches are responsible for ensuring equipment room and locker, bathroom, canteen, and chalking machine shed are locked at the end of their practice/game, unless another team is present when you leave.
- Coaches will return equipment room key at the end of the season.

### **Team Manager**

- Responsible for the administration of their team. This will allow the coaches to focus on coaching. The team manager and head coach will need to be able to communicate effectively with each other.

- Responsible for providing two-way communication between the parents and the coaching staff.
- Team managers will co-ordinate the fundraising for their respective teams. (fundraising for 2022 season TBA)
- Team managers are also responsible for ensuring that the canteen is staffed for all home games as this is our primary fundraiser. This does not mean that the team manager needs to be the person who sits in the canteen every game.
- Team Managers are responsible for training the parents on how to work in the canteen. (Canteen Rep will provide instructions to Team Managers if needed)
- Team Managers are responsible for assigning scorekeepers and pitch count recorders for all home and away games.
- Co-ordinates, along with the head coach, the collection of team jerseys following player's final game of the season.
- Team Managers are responsible to open the canteen and washrooms at the beginning of all games, and the washrooms for practices. Canteen can be opened during practices as well, but this is optional. (Head Coaches have key)
- Team Managers are responsible for double checking the canteen and the washrooms are locked after their games/practices unless another team is present before you leave the park.
- Team Managers will receive money from the executive to pay the umpires for each home game. Umpires must be paid prior to the start of the game. During playoffs, Team Managers will be given money to pay one umpire per game. Team Managers are responsible for making these payments.

### **High School Volunteer Hours**

**High school students can fill the following roles: assistant coach, pitch count, scorekeeper or canteen staffing. Students can receive volunteer hours for these roles.**

**\*\*Preference will be given to MMBA plyaers who want to volunteer.**

**\*\*Students that are not a rostered player (to any OBA sanctioned team) must be rostered to the team as an assistant coach for insurance purposes**

### **Coaches Rep**

The coach's rep will act as a liaison between the Mansfield coaches and the executive, the SSMBA and the Umpire-in-Chief. He will also answer questions about the ball diamond, coaching, the field equipment or the SSMBA rule book. Also, if you have any suggestions about any of those items, please don't hesitate to reach out to him.

- Coach Rep will provide a meeting for all coaches to attend to instruct coaching staff on proper equipment use, storage, diamond set up, and any other issues that he/she wishes to discuss. This meeting is to occur prior to our first practices.
- Coach Rep is responsible to deal with any field maintenance issues as reported to him/her from the coaching staff.

- Coach Rep will work in co-ordination with the equipment manager to resolve issues involving equipment.

### **Equipment and Uniforms**

- Equipment Manager is responsible for ensuring each team is equipped with the following: 2 bats, 2 coaches helmets(3 for rookie), 4 batter helmets, bat bag, catcher equipment (knee pads, glove, helmet, throat guard, chest protector), first aid kit and instant ice packs, 1 dozen practice baseballs
- Equipment Manager oversees uniform orders including hats, and jerseys.
- Equipment Manager co-ordinates uniform hand out and collection of jerseys.
- Equipment Manager works with Centre Rep to resolve equipment issues.
- Equipment Manager does inventory at the beginning and the end of the season.
- Equipment Manager is responsible for distribution and collection of locker/canteen keys to coaches and managers.

Each player will receive a jersey that needs to be returned at the end of the season. We ask that the players not wear their jerseys to practice in order to keep them as long as we can. Each new player also receives a ball cap to keep.

- All belts and socks worn with the uniform must be red.
- Baseball pants worn with the uniform must be grey.
- Players must provide their own pants, belts and socks (these can be purchased from most Sports stores
- Cleats are optional but must have plastic and not steel cleats.
- Coaches will receive a jersey and ball cap that must be worn at each game.
- Please refer to the SSMBA rule book for proper attire for coaches.

Mansfield official colours are blue jerseys, grey pants and red socks and belts. The executive will hand out uniforms to players at a date to be determined and equipment to coaches at or before their first practice.

Each coach will also receive enough new baseballs for their home games, tournaments and play offs. Please do not use them for practice. If you run out of baseballs, please contact the equipment manager.

There is a drag for the infield in the chalk machine shed. This is available to all coaches to use prior to their game and attaches to the back of any vehicle with a trailer hitch. Please return it rolled up to its location. Please contact the Coaches Rep with any questions on its use.

### **Game Sheets**

SSMBA will provide each coach with enough game sheets for each home game, tournament games and play offs. If you would like to keep score during away games, please make copies for yourself. You can also print them from the SSMBA website.

Additional games sheets will be available to print online at the SSMBA website (<http://ssmba.ca/downloads/>)

### **Umpires**

Our umpire in chief position is open. Mandy Little has agreed to schedule umpires only. The UIC will schedule 2 umpires for each home game. You will be given money by MMBA to pay for your umpires. Once you have your schedule for the season, please forward it to the UIC scheduler ASAP so she can begin scheduling umpires. If a game is cancelled and/or rescheduled, please notify our UIC scheduler ASAP. If a home game is rained out, please contact our UIC ASAP.

### **Umpire Clinics:**

All SSMBA umpires must complete an OBA clinic each year to be considered Active and Insured. Clinic dates are listed on the OBA website and the SSMBA website. First and second year umpires will need to attend a “consolidation” meeting through SSMBA or MMBA. This meeting is open to all SSMBA umpires if they want to attend. Our UIC will let the umpires know when our meeting is scheduled for.

### **Home Games**

Each team has their own “home game night”. Please refer to our website [www.mansfieldminorbaseball.ca](http://www.mansfieldminorbaseball.ca) to view the calendar.

### **Practice Times**

Diamond scheduler, Orsolya Scace, will send out available diamond time once a week for coaches looking for additional practice time.

This will include the Mansfield diamond, Hornings Mills diamond, and Lisle diamond. Please contact Orsolya at [olscace@gmail.com](mailto:olscace@gmail.com) for further information.

### **Game Schedule**

SSMBA has scheduled a scheduling meeting for each division to do their own schedules. Both meetings will be held at the Orange Lodge in Ivy @ 6:45 pm. Coaches of the 13U, 15U and 18U teams will meet on May 5<sup>th</sup>, coaches of the 6U, 8U, 9U and 11U will meet on May 12<sup>th</sup>. A member of the executive will be on hand if extra time is needed on a different date. Please keep this person updated on your schedule throughout the evening so we do not double book any games. Each coach must attend this meeting, or send a substitute.

### **Borrowing Players**

There may be games during the season where you find yourself with a number of players on vacation and you are looking at fielding a team of 7 or 8 or even forfeiting. Get to know the other coaches in your division and in the division lower than you. You can borrow up to 3 players and field a team with up to 10 players with borrowed players. Section E of the SSMBA rule book contains the details and restrictions around team roster borrowing. We encourage you to become familiar with this section and take advantage of it. You can contact the Coaches Rep if you have any questions about this.

Where there are no other local teams in your division or lower division, Section E rule 7 allows for borrowing from lower division teams from other centres. If you find yourself in this situation, please contact the Coaches Rep if you need assistance reaching out to coaches from other centers.

### **Rainouts and Notification**

Games should only be cancelled for weather if the field is unplayable or it is unsafe to play due to the conditions. If games must be cancelled due to poor weather, the home team head coach is responsible for notifying the visiting team head coach (contact info on [www.ssmba.ca](http://www.ssmba.ca)), the Mansfield UIC (as mentioned in the Umpires section), and your team. As a rule of thumb try to make your decision at least 1-1.5 hours before the game depending on the visiting team location. This should give you, the visiting team head coach and the UIC enough time to notify everyone and save everyone an unnecessary trip.

### **Lightning Safety - When thunder roars, GO INDOORS!**

If you can hear thunder, you can get hit by lightning. Take shelter immediately. If you cannot find a sturdy, fully enclosed building with wiring and plumbing, get into a metal-roofed vehicle. The covered but open picnic area under the pavilion is NOT safe. The diamond and dugouts are NOT safe. The only safe place at the Mansfield diamond is in your vehicles.

The SSMBA follows the 30-30 Rule. If it takes less than 30 seconds to hear thunder after a lightning strike then it is a threat. The field will be cleared for 30 minutes. The 30 minute timer will restart at every rumble of thunder. The umpires have a responsibility to keep everyone safe. Please respect their decisions and do not pressure them to restart the game.

### **End of Season Hybrid Tournaments**

SSMBA will continue with the end of season hybrid tournament. Each team will play 2 games prior to their end of season weekend. Teams must win one of these two games to advance to the weekend finals.

### **Convenors**

Each division will have a SSMBA convenor. The duties of the convenor can be found in the SSMBA rule book. You will need to report your score and pitch count to the

convenor within 48 hours following each game. Failure to do so will be considered as a game not played. The name of your convenor will be given to you at the coaches meeting and their contact information can also be found on the ssmba website.

### **Complaints**

As in all sports, issues will arise during games. Mansfield Minor Ball asks you to remember you are a role model for your players and to try and resolve all issues in a courteous and respectful manner. If you have an issue, a complaint, or a question, please contact a member of the executive. SSMBA does not want to hear from coaches, or parents, or players. **All communication** is to begin with a member of our executive (Coach's Rep, Centre Rep, etc). The Centre rep will make contact with SSMBA, if necessary.

Please observe the 24 hour rule if it is heated issue and you are upset or angry.

### **Fundraising/Canteen**

Our snack bar/canteen is a big fundraiser for our club. Our Canteen Rep is responsible for stocking the snack bar. Each team MUST ensure that there is someone running the snack bar during ALL home games. Traditionally, the coach or parent rep will devise a volunteer schedule for the parents to take turns. Alternatively, a high school student could volunteer to run the snack bar and earn community hours. We ask that one volunteer be of high school age and that the number of children "helping" be limited to 1. All instructions regarding the canteen can be found in the canteen or by emailing Orsolya Scace at [olscace@gmail.com](mailto:olscace@gmail.com)

We also host a raffle draw each season, with prizes donated from the community. Each family is charged a \$25 fundraising fee and will receive a book of tickets to purchase or sell.

The McGregor Meat order will not take place in the 2022 season.

Finally, Honda offers their employees a \$200.00 donation to any non profit organization they volunteer with. If any members of your bench staff work for Honda, please encourage them to apply for this donation.

**Pictures**

Picture night will likely be booked for a day in June. As soon as we have a date, it will be posted on the Mansfield website and sent out to coaches. There is no charge for the individual or team picture. Parents can order additional pictures if they chose.

**Coach Selection**

We hope you enjoy your year with us and we are very grateful to everyone who steps up and gives their time and experience with our club. For coaches who want to return the following season, you have first right of refusal for your team the following year. For example, if you are coaching a Bantam team this year and you would like to coach the Bantam team the following year, you have the first right to that team next season.

THANK YOU!

For your time and commitment to your team(s) and Mansfield Minor Baseball! We hope that you have a great season!