



**Woodlands Tee-Ball Club
Inc**

Managers Booklet

Woodlands Tee-Ball Club Committee Members

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|--------------------------|------------------|--|
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Introduction

Welcome to the 2023/2024 Teeball season and thank you for taking on the role of Manager.

The following is an outline of the responsibilities of a Manager:

- To co-ordinate the distribution of uniforms and their return at the end of the season;
- Distribute and collect hats before and after each game and launder when necessary;
- Organise a weekly scoring roster and ensure the scoresheet is completed correctly by the scorers, signed by the plate umpire and if the home team, ensure the scoresheet is placed in the scoreboard at the canteen;
- Help the coach during the game by supervising your team seated in “:batting order” and remains so, including supervision of a “bat boy/girl”;
- Distribute fixtures, information, newsletters and other items to the team and return appropriate forms and information to the club;
- Liaise with the club president regarding team photo drafts;
- Organise parents to be involved in the game and encourage good sportsmanship, discourage the “ugly parent syndrome”;
- Any other general requirements for the Woodlands Tee-Ball Club.

Uniforms

Uniforms for your team will be distributed at the coaches, managers and umpires meeting. All bags contain a full set of shirts and pants. Official shirts will also be distributed at the meeting.

At the completion of the season, the club will organise for two uniform and equipment returns. Dates will be advised by email.

It is the managers responsibility to ensure the full set of uniforms re returned even if the player is no longer playing. Uniforms must be returned washed and folded.

If your team is short of uniforms, please contact the uniform coordinator to arrange and time to pick up.

Games Procedures and Information

The Home team is the team mentioned first in the fixtures no matter if playing on a different ground. The home team is responsible for:

- Supplying the plate umpire;
- Setting up the diamond with bases provided in the equipment bag;
- In the early time slot, teams are to erect the shelter, benches, scorers chair and bat stand.
- In the 10.15 timeslot, teams are to pack the bases in the equipment bag and return the bag along with the shelters, benches, bat stands and flag to the shed.

- Each team is to supply a scorer who must wear closed in footwear.
- If you are the away team you are responsible for:
 - Supplying the base umpire;
 - Supply a scorer;
 - Setting up your shelter, benches and bat stand if you are on the early timeslot. If you are at the 10.15 timeslot, check your Wembley Teeball Assoc handbook for the clubs packing up procedures.
- Managers to Organise a bat person when batting
 - If the team has 9 players, the last player will be the bat person
 - If the team has more than 12 players, the 12th batter will be the bat person.
 - The bat person is to retrieve the bat after umpire has called time.
 - The bat person is to put the bat back in the bat stand.

Club Policy

There is a compulsory rotation of all players through different fielding positions.

Photos and Medals

The Club provides all players with a team photo and a participation medal at the conclusion of the season. Managers will receive a draft copy of the team photo. Managers are to check the team list and check that all players names are spelt correctly. The Club will present teams with their photos and medals at the AGM/Presentation on Saturday 25 February 2024.

Incident Reporting

In the event of an incident or accident, the scoresheet/incident report is to be filled out by the team official and submitted to the home club. If there is an incident and you are the away team, please notify the club President who will organise for a copy of the incident report from the host club for insurance purposes.

Insurance

If there is an accident, the club has player and official insurance. The insurance company will need to be advised if there is an intention to make a claim. Insurance information is available from the TBAWA website.

Committee

The Woodlands Teeball Committee is made up entirely of volunteers and always treat them with respect.

Your efforts are greatly appreciated and the committee is committed to the development of our children under the **4 “Fs”** of Teeball

Fun, **F**undamental Skills, **F**air Play and **F**amily Involvement'

TEE-BALL CODE OF BEHAVIOUR

PLAYERS

- Play by the rules.
- **NEVER** argue with an umpire or the opposition. If you have a problem, discuss it with your coach quietly.
- Play to enjoy the game and improve your skills.
- Be a good sport and acknowledge all good efforts of your team mates and the opposition.
- Co-operate with your coach, team mates and umpires.

FAMILIES, FRIENDS AND SPECTATORS

- **DO NOT** force an unwilling child to participate in Tee-Ball.
- Ensure that your efforts to enjoy A child's involvement in Tee-Ball do not detract from their or others enjoyment.
- Encourage your child to always play by the rules.
- Focus on your child's efforts rather than the result of the game.
- **DO NOT** question the Umpires' judgment and never their honesty.
- Support all efforts to remove verbal abuse from the game.
- **NEVER** ridicule or yell at a child for making a mistake.
- **Photography** –please be mindful when taking photographs of your child that other parents may not wish for their child to be in your photos.

COACHES

- Teach your players that the rules and codes of behaviour are essential to the successful running of the game.
- Teach your players to respect the opposition and the umpires.
- Remember that all players, regardless of skill, need and deserve an equal opportunity to play.
- **NEVER** yell at or ridicule a player for making a mistake.
- **NEVER** become involved in a disagreement with the umpires or opposition in front of the players - speak to them quietly after the game.
- Always endeavour to ensure that team supporters behave in a manner that supports the players, umpire and the objectives of Tee-Ball.
- **ONLY** team coach can approach the umpire.

BASE COACHES

- Support the decision of the Umpire at all times.
- If you have a query, remember it must be made through your team coach only.
- Encourage your players throughout the game.
- Wear suitable attire (eg closed in shoes not thongs or sandals).