

# Team Manager Guide

2011 Edition







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## AGOURA PONY BASEBALL'S MISSION STATEMENT

The mission of our league is simple. Without fail, we will ensure a resounding 'yes' to the following question: Was every action, decision, policy, and by-law implemented to serve the best interests and benefit the children who play baseball in this league?

We will do this in many ways. First, we will strive to select a Board of Directors who are willing to give selflessly to the children of our community and oversee the finances with diligence.

Second, we will select the best possible managers with a balanced mix of teaching the players baseball fundamentals, how to play competitively, work as a team, exhibit good sportsmanship, and generally conduct themselves with class and respect at all times.

Third, we will do our best to get all parents involved in their child's team, helping them understand the long lasting positive impact they can make on their own children as well as others in the league.

We will treat every player fairly and equally, regardless of playing ability. By putting this all together, we can say with full confidence we did everything possible to make baseball playing in Agoura PONY Baseball a positive, exciting experience for every player in our league.



## TEAM MANAGER RESPONSIBILITIES

Team managers are responsible for the coaching and overall team management of their teams. Responsibilities include, but are not limited to:

- Complete a Manager Application Form each season
- Attend all-league APB Managers Meeting
- Attend Division Managers Meeting
- Attend Interleague Managers Meeting (if applicable)
- Attend PCA meetings/trainings
- Attend/help at your division's try-out and rate players
- Participate in your division's player draft to select teams
- Pick-up baseballs and equipment
- Central point of contact for the parents on your team; disseminate information from the Board of Directors and/or your Division Director to parents
- Attend Coaching Clinics
- Know, play by, and teach league rules as published
- Treat all players with respect and teach all equally
- Report scores to your Division Director
- Nominate and select All Stars



## FALL BALL

Fall Ball is supposed to be an instructional league focusing on player development and skill improvement, NOT competition. As such, each division has one league in which all the teams, with players of varying abilities, play each other.

In some of the higher divisions (e.g. Mustang, Bronco, Pony), there may be interleague play with other local baseball leagues (e.g. Newbury Park Pony Baseball).

Trophies are not given out in Fall Ball, nor are team pictures taken.

General Calendar of Events:

Event	Timing
Registration	July - August
Manager Selection	Early September
Team Selection (drafts)	Early September
Equipment Pick-up	Early September
Practice Schedule published / Practices start	1-2 days after team selection
Game Schedule published	One week before first game
Opening Day	Sunday after Labor Day
Last Game	Sunday before Thanksgiving
Equipment Return	Late November

For specific dates, refer to the league calendar on the APB web site:

The screenshot shows the Agoura Pony Baseball website's calendar page. The browser address bar displays <http://www.agouraponybaseball.org/content/calendar>. The website header includes the Agoura Pony Baseball logo and a "powered by club setup" logo. A navigation menu contains "Home", "Spring Registration", "Calendar" (circled in red), "APB Gives Back", "Help", and "Contact".

On the left side, there are sections for "Please login" with "Home", "Team", and "Schedules, Scoreboard" links; "GROUP" with "Announcements", "Content", and "Posts" links; and "APB Navigator Menu" with a list of site links including "APB Home", "Board of Directors", "Mission Statement", "VIP Division", "Calendar of Events", "Pictures", and "Coaches Corner".

The main calendar area is titled "Agoura Pony Baseball" and shows a monthly view for January 2011. The calendar includes the following events:

Day	Event
Jan 26 (Sun)	Fields are Closed
Jan 27 (Mon)	School is Out - Winter Break
Jan 28 (Tue)	School is Out - Winter Break
Jan 29 (Wed)	School is Out - Winter Break
Jan 30 (Thu)	School is Out - Winter Break
Jan 31 (Fri)	New Year's Eve
Jan 1 (Sat)	New Year's Day
Jan 2 (Sun)	New Year's Day
Jan 3 (Mon)	School is Out - Winter Break
Jan 4 (Tue)	School is Out - Winter Break
Jan 5 (Wed)	School is Out - Winter Break
Jan 6 (Thu)	School is Out - Winter Break
Jan 7 (Fri)	Walk in Registrations
Jan 8 (Sat)	Walk in Registrations
Jan 9 (Sun)	Last Day for Manager Selection
Jan 10 (Mon)	Manager Selection
Jan 11 (Tue)	Manager Selection
Jan 12 (Wed)	Manager Selection
Jan 13 (Thu)	Manager Selection
Jan 14 (Fri)	Manager Selection
Jan 15 (Sat)	Manager Selection
Jan 16 (Sun)	Registration Ends
Jan 17 (Mon)	Martin Luther King 7:30pm Mandatory Meeting
Jan 18 (Tue)	Martin Luther King 7:30pm Mandatory Meeting
Jan 19 (Wed)	Martin Luther King 7:30pm Mandatory Meeting
Jan 20 (Thu)	Martin Luther King 7:30pm Mandatory Meeting
Jan 21 (Fri)	Martin Luther King 7:30pm Mandatory Meeting
Jan 22 (Sat)	Martin Luther King 7:30pm Mandatory Meeting
Jan 23 (Sun)	Tryouts
Jan 24 (Mon)	Tryouts
Jan 25 (Tue)	Tryouts
Jan 26 (Wed)	American League
Jan 27 (Thu)	American League
Jan 28 (Fri)	American League

## REGISTRATION

Parents must register players on-line at the Agoura Pony Baseball web site (<http://www.agouraponybaseball.org/>).

To maximize the experience and playing time for the kids, the goal is to have no more than 11 players per team. If there is a shortage of managers, then this number may increase to 12 players.



## TEAM MANAGER

Team manager is the most important position in the league. A manager can be the most influential person in a child's life. In Agoura Pony Baseball, Positive Coaching is a fundamental philosophy because of the crucial role that a coach has. Coaching in Agoura Pony Baseball is a chance to not only spend quality time with your own child, but you'll also provide an important role model for all the children on your team. In fact, the joy of coaching is so meaningful, that many Agoura Pony Baseball coaches continue coaching long after their own children have moved on from the league. Being a coach involves skills you probably already have in addition to specific baseball knowledge.

### Positive Coaching Alliance

Agoura Pony Baseball adheres to the Positive Coaching Alliance's (PCA) program whose mission is to transform youth sports so sports can transform youth. PCA was created to transform the culture of youth sports to give all young athletes the opportunity for a positive, character-building experience.

This program also helps coaches teach players to learn how to win, on and off the field. It also means that regardless of their skill level, players can take from baseball invaluable lessons in teamwork, discipline, compassion and handling adversity and apply those lessons in school, jobs and their family lives.

PCA has three national goals:

1. Replace the "win-at-all-cost" model of coaching with the Double-Goal Coach<sup>®</sup>, who wants to win but has a second, more important, goal of using sports to teach life lessons;
2. Teach youth sports organization leaders how to create an organizational culture in which Honoring the Game is the norm; and
3. Spark and fuel a "social epidemic" of Positive Coaching that will sweep this country.

### Manager Application To Dos:

✓	Task	When	Resources
	<p>Download and complete Manager Application from APB web site. Send to V.P. of Operations or the Division Director.</p>		<p>Manager Application on APB web site</p> 

## MANAGERS MEETING

Division Directors will plan a meeting with all the managers to discuss rules and expectation for the upcoming Fall Ball season. Any questions about rules, schedules, fields, etc. will be discussed so that everyone is on the same page.

### Managers Meeting To Dos:

✓	Task	When	Resources
	Attend all-league Managers Meeting	Mid-January	
	Provide your contact information to your Division Director	At Managers Meeting	
	Provide your practice day and time preferences to your Division Director.	Following Managers Meeting	
	Review the rules for your division.	Following Managers Meeting	<p>On APB web site:</p> <ul style="list-style-type: none"> <li>• APB League Rules</li> </ul> 

## **TEAM SELECTION (DRAFT)**

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Since the purpose of Fall Ball is focused on improving players' skills and not competition, it is important that teams be as evenly balanced as possible. This is also a time where the league will try honor parent/player requests to play with their friends whenever possible.

Unless specified otherwise by the Executive Board, Travel and/or Platinum teams are not permitted to enroll as complete teams in Fall Ball.



There is no draft in Shetland. The Division Director(s) will assign players to teams. Managers should be aware that if there is a great imbalance on one or more teams, then there is a chance players will be moved around to balance teams.



These divisions will draft teams. Agoura Pony Baseball managers are allowed to protect six (6) players (check annually for current rule). The remaining players on the team will be selected in a draft.

Managers from non-APB leagues (e.g. Westlake Pony Baseball, Malibu Pony Baseball) are permitted to enroll complete teams in Fall Ball provided they are evenly matched to the rest of the competition in the division, and are not comprised of Platinum and/or travel players. Complete teams from other leagues that dominate the competition are subject to expulsion from Fall Ball at any time.

### **General Procedures**

1. The basic goal is balanced teams.
2. Drafts will be conducted by the Division Directors with the assistance of at least one Executive Board member.
3. Drafts should take place at a non-public location as personal and private information will be discussed.
4. All managers should be present. They can send an assistant coach if need be in their place.
5. Managers will select players and coaches through the draft system for all Divisions, except for Shetland. Managers from Agoura Pony Baseball may protect up to six (6) players, including their child, to start. Managers from non-APB leagues are allowed to bring in up to 12 preselected players so long as the majority of the players are not considered to be of platinum league or travel ball caliber. Note: Check with the Vice President Operations annually for any changes to this rule.
6. Division Directors will prepare a draft sheet that contains a list of all eligible league players along with any known previous pitching and catching experience, as well as other factors such as All Stars and special requests.
7. Managers will pick numbers to decide drafting order for every round. Teams with protected players will sit out each round until every team has equal number of players, meaning that if a team has six

protected players to start, then they won't start drafting until the 7<sup>th</sup> round. If a non-APB team only has 9 players to start, then they won't start drafting until the 10<sup>th</sup> round.

8. Baseball players who play on a high school baseball team are ineligible to play in the Pony Division.

**Pre- Draft To Dos:**

✓	Task	When	Resources
	Respond to your Division Director's request for a draft date/time		
	Your Division Director will send out the draft list/ratings prior to the draft. <ul style="list-style-type: none"> <li>Do your homework on players. Review any past ratings that may be provided. Be prepared ahead of time so you have an idea of the players you will target at the draft.</li> </ul>	Prior to Draft	
	Send a list of "protected" players and coaches to your Division Director	Prior to Draft	
	Review the draft rules via that will be sent by your Division Director.	Prior to Draft	<ul style="list-style-type: none"> <li>Official Pony Rule Book 2011.pdf</li> <li>On APB web site:</li> <li>APB League Rules</li> <li>APB Polices &amp; Procedures</li> </ul> 

**Draft to Dos:**

✓	Task	When	Resources
	Introductions	Draft	
	<p>Identify assistant coaches and/or co-managers, and protected players (if applicable)</p> <p>If there is more than one manager trying to protect the same player, then it is up to the managers and division director to work it out.</p>	Draft	
	<p><b>Picking Order</b> Managers will draw numbers to determine the order of selection. The manager with the first pick in the first round will have the last pick of team name, and vice versa.</p> <p>Since there are no player ratings in Fall Ball, picking order for each round should be selected using the above process. If teams have less players than others to start, then they get to pick until all teams are equal. For example, if one team has protected 4 players, and the other teams have protected 6 players, then that team gets two picks before the others get picks.</p>	Draft	
	<p>Begin the draft.</p> <ul style="list-style-type: none"> <li>• A three-minute time limit should be placed on each selection.</li> <li>• Managers must take their own kid(s) in the round they are ranked, or in earlier rounds. They cannot skip over their child and draft them in a lower round.</li> <li>• At the end of each round, calculate each team's total points to determine picking order for the next round.</li> </ul>	Draft	
	At the conclusion of the draft, confirm your team's players for verification	Draft	
	Take your players' waiver forms	Draft	
	The Division Director will e-mail you the final team lists along with the players' contact information.	After the Draft	
	<p>Contact your players' parents asap to introduce yourself and to schedule the Parents' Meeting.</p> <p>Let your Division Director know of any issues (player conflicts, drops) that arise asap.</p>	Day after the Draft	Welcome e-mail sample.doc

## **SCHEDULES**

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### **Practice Schedule**

Schedules may change throughout the season to accommodate inclement weather and/or team requests. As this is Fall Ball, teams should only practice **once a week** and will not be given more than one practice time slot.

If a team cannot use its scheduled practice slot, then the manager must inform the Division Director asap so that the slot may be offered to another team. Failure to do so may result in loss of future practice slots for that team.

#### **Practice Scheduling To Dos:**

✓	Task	When	Resources
	Send your top three practice day/time preferences to your Division Director	At or After Managers Meeting	
	Practice slots will be assigned based on the following: <ul style="list-style-type: none"> <li>• Time slots will be 1.5 to 2 hours depending on field availability.</li> <li>• If there are duplicate requests for the same day/time, then times will be assigned on a first-come-first-serve basis, or if teams insist, then they will have share/double up on a field. In these cases, it is suggested that one team use the infield for half the time and then switch to the outfield for the second half.</li> </ul>		Practice Schedule.xls
	When you receive your practice slot, communicate to your parents asap.		

**Game Schedule**

- All Fall Ball games are on **Sundays**.
- Teams will play 10 games
- All games are drop dead time limits. If a game is slotted for two hours, then the game will end two hours after the recorded start time, regardless if it's in the middle of an inning or a team's at-bat.
- Games may begin as early as 9 a.m. As Daylight Savings Time ends, game start times will be adjusted accordingly.
- Game schedules should be posted about one week prior to the first game.
- Game schedules may be changed mid-season if there are some teams that are stronger/weaker than others.
- Games that are missed due to inclement weather will be attempted to be made up at the end of the season. Managers should check the APB web site on days where field conditions are questionable.
- Some divisions (e.g. Bronco, Pony) may play interleague games against other leagues (e.g. Newbury Park), in which case some games will be played at the other league's fields. This will be determined prior to the start of the season, so check with the President/VP of Operations for details.

Game Scheduling To Dos:

✓	Task	When	Resources
	Send your Division Director any personal requests/conflicts with game times. While there are no guarantees, the league will do it's best to meet the requests.  Assistant Coaches should be prepared to take over for managers that cannot attend a game(s).	After Managers Meeting	
	When the game scheduled is posted on the APB web Site, assign snack responsibilities and communicate to your parents asap (or assign to your Team Parent to do).		

## PLAY BALL!

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### Preseason

**Parents Meeting.** After the draft, the first order of business is to contact your players' parents and to schedule your Parents Meeting. It is vital that you hold a **mandatory** Parents Meeting and that at least one parent per player attend. This meeting will allow you to discuss your coaching philosophy, management style and expectations, so that everyone is on the same page. This meeting will set the stage for the rest of the season and may be the only time you have all the parents' undivided attention, so plan ahead for it. It is also where you will get your volunteers and collect money (sponsorship, uniform, personalization, balls, etc.). At a minimum, the following expectations should be communicated to parents:

- Fall Ball focus is on skills development, not competition
- All parents must volunteer for something
- Matters of concern should be addressed at the proper time through the proper channels
- Players should be on time for games and practices
- Parents should be on time for volunteer duties
- Drop-off/pick-up procedures
- Players, coaches and spectators should exhibit good sportsmanship at all times
- Baseball is not baby-sitting
- Players and spectators must clean up the dugouts and stands after games and practices

**Volunteering.** Parent volunteers are crucial the operation and success of your team. The league functions entirely on volunteers, so everyone must get involved. Make it a requirement and an expectation that every parent volunteer, no matter how small the contribution. Team managers and coaches do most of the heavy-lifting, so rely on other parents to pick up the loose-ends such as scorekeeping, snack schedule, etc. Some of the volunteer duties needed are:

- Assistant Coaches
- Culture Keeper
- Dugout Parents
- Team Parent
- Team Sponsor
- Scorekeeper
- Team Party

**Equipment.** The league will provide baseballs, catcher's equipment and Tees (Shetland). There will be an equipment pick-up at Lupin in early September. Teams must send a representative to pick-up the equipment. Teams must bring a deposit check (amount TBD each season) made payable to Agoura Pony Baseball in exchange for the equipment (catcher's gear, Tee). The check will be cashed after the season if the equipment is not returned.

If teams just need baseballs, then a deposit check is NOT required. All divisions except Pony will receive **one** box of baseballs for games. Pony will receive **two**. Home teams must provide two balls for games, three in Pony division. Teams are responsible for getting their own practice balls. Managers can ask for a few dollars per player to buy practice balls.

**Uniforms.** The league will provide jerseys, hats, socks and belts. Your Division Director will let you know when and where uniforms are ready for pick-up. Uniforms are generally ready one to two weeks before games start. You must turn in your sponsorship check **before** uniforms will be released.

Most teams will personalize the jerseys (last name) and hats (first name and/or number). The cost is about \$12 for both from local embroidery shops. Collect this money at your Parents Meeting and designate a volunteer to handle getting the personalization.

**Preseason To Dos:**

✓	Task	When	Resources
	<p><b>Schedule and conduct Parents Meeting</b></p> <ul style="list-style-type: none"> <li>• Discuss your agenda and expectations</li> <li>• Review division-specific rules</li> <li>• Fill volunteer positions</li> <li>• Collect money (sponsorship, uniforms, balls, etc.)</li> <li>• Have parents sign the player waiver forms</li> </ul>	ASAP after Draft	Parent Meeting.ppt
	Download and complete Sponsorship Form from APB Web Site. Return with sponsor check to your Division Director.		 <p>Sponsor Form 2010.xls</p>
	Review the rules for your division.		<ul style="list-style-type: none"> <li>• Official Pony Rule Book 2011.pdf</li> <li>On APB web site:</li> <li>• APB League Rules</li> </ul> 
	<p><b>Equipment/Ball Pickup</b></p> <p>Your Division Director will let you know when equipment pickup will be at Lupin. Baseballs, catcher’s gear and Tees will be available to teams. You will need to go to Lupin to pick this equipment up.</p> <p>Managers must bring a deposit check made payable to Agoura Pony Baseball if they need equipment (catcher’s gear, Tee). The check will be cashed after the season if the equipment is not</p>	Early September	

<p>returned.</p> <p>If managers just need baseballs, then a deposit check is NOT required. All divisions except Pony will receive <b>one</b> box of baseballs for games. Pony will receive <b>two</b>. Home teams must provide two balls for games, three in Pony division. Teams are responsible for getting their own practice balls.</p>		
<p>Conduct practices</p> <ul style="list-style-type: none"> <li>• Put bases in the shed after practice</li> <li>• Clean up the field and dugout</li> </ul>	Weekly	
<p><b>Uniform Pickup</b> Your Division Director will let you know when and where uniforms are ready for pickup.</p> <p>You must turn in your sponsorship check before uniforms will be released.</p>	1-2 weeks before Game 1	Sponsor Form.doc

**During the Season**

**Communicate, communicate, communicate.** Once games begin, your team should settle into a routine. However, don't take for granted that things are running smoothly. Throughout the season, constantly solicit feedback from your players, parents and coaches. Give them an opportunity to bring to your attention issues or challenges you may not be aware of.

**Play by the rules.** All Managers and coaches should not only know the rules of their division, but they should also enforce and exhibit the spirit of the rules, fair play and good sportsmanship at all times. Team managers are ultimately responsible for managing to the rules such as pitch count and infield rotation. Failure to adhere to these rules is subject to suspension.

- Pitch Count (Pinto – Pony) – know the maximum pitch count per game and week for your division. Pitchers must have 40 hours of rest in between games if they reach the maximum number of innings per day. Plan ahead if you have multiple games in a short time span.
- 2 inning infield rule (Shetland – Mustang National) – All players, regardless of ability, must play at least 2 innings in the infield (P, C, 1B, 2B, SS, 3B) in a 5 inning game, including play-offs. In Bronco National, the rule is only one inning per game. No exceptions. No excuses.

Division	Game Time Limits	Min. Infield Innings	Max. Pitch Count/Game	Max. Pitch Innings
Shetland	1h 30m	2 per game	N/A	N/A
Pinto	1hr 45m	2 per game	40	2 per day / 4 per week
Mustang	2hr	2 per game-National N/A - American	50	3 per day / 8 per week
Bronco	2hr 15m	1 per game-National N/A - American	60/70	7 per day / 10 per week
Pony	2hr 15 m	N/A	70/85	7 per day / 10 per week

**Batting Cages.** The cages at Lupin cannot be reserved. They are to be used on a first-come-first-serve basis and are to be shared by ALL divisions at all times. Teams with games should be given priority in the cages over teams that are just practicing.

- If there are multiple teams waiting to use a cage, then teams should take turns by letting a few batters hit, then letting a few batters from the other team hit.
- Teams can also go to the local batting cages in the area at their own expense. Typically teams will ask a parent to sponsor a session, or each player pays their own way.

**During the Season To Dos:**

✓	Task	When	Resources
	Be on time for games and practices.	Daily	
	Communicate with your player’s parents	Ongoing	
	Send weekly reminders of upcoming practices, games, volunteer duties	Weekly	
	Address issues as needed with your Division Director	As needed	
	Communicate any schedule changes (practice and/or games)	As needed	
	Complete and return player evaluation forms	Mid-November	<p>APB Player Evaluation.xls</p> 

## Post-Season Wrap-up

### Post-Season To Dos:

✓	Task	When	Resources
	Return any equipment (catcher's gear, Tee) to Lupin.	When notified by Equipment/Division Director	
	Download and complete your Spring Manager Application from APB web site. Send to V.P. of Operations of the Division Director.		Manager Application on APB web site 

## SPRING SEASON

The Spring Season is broken up into two divisions: National and American. The National divisions are less competitive with a focus on skills development. The American divisions are generally more competitive and are made up of the more highly skilled players in the division.

In some of the higher American divisions (e.g. Mustang, Bronco, Pony), there is usually interleague play with other local baseball leagues such as Westlake, Newbury Park and/or Malibu.

The league will supply trophies for all teams in the Shetland (and Pinto National?) Division. In all other divisions, trophies will be provided for the champions and runner-ups in the play-off tournaments.

General Calendar of Events (subject to change annually):

Event	Timing
Complete and submit Manager Application	October – early January
Attend Managers Meeting – all league	Mid-January
Manager Selection	Mid-January
Player Tryouts	Third weekend in January
Team Selection (draft) – American Divisions	Last week of January
Team Selection (draft) – National Divisions	Last week of January – First week of February
Practice Schedule published / Practices start	First week of February
Equipment Pick-up	Early February
Positive Coaching Alliance (PCA) Meetings	Mid-February
Game Schedules published	One week before first game
Opening Day	First weekend in March
Picture Day	Early March
Intra-league All Star Games – National Divisions	End of April or early May
Play-offs	Mid-May to early June
Last Game	Early June
Post-season (sanctioned) All Star Selection	Early June
Equipment Return	Early June
Sanctioned All Star tournaments	Mid-June to August

For specific dates, refer to the league calendar on the APB web site:

The screenshot shows a web browser window with the URL <http://www.agouraponybaseball.org/content/calendar>. The page features the Agoura Pony Baseball logo and a navigation menu with the following items: Home, Spring Registration, **Calendar** (circled in red), APB Gives Back, Help, and Contact. On the left side, there is a 'Please login' section with 'FIND' (Home, Team, Schedules, Scoreboard) and 'GROUP' (Announcements, Content, Posts) options, along with 'Login', 'Register', and 'Password' buttons. Below that is an 'APB Navigator Menu' with links to APB Home, Board of Directors, Mission Statement, VIP Division, Calendar of Events, Pictures, and Coaches Corner. The main content area is titled 'calendar' and displays a monthly calendar for January 2011. The calendar shows various events and dates, including 'Fields are Closed', 'School is Out - Winter Break', 'New Year's Eve', 'New Year's Day', 'Walk in Registration', 'Manager Selection', 'Registration Ends', 'Martin Luther King 7:30pm Mandatory', and 'Tryouts'. The calendar also includes navigation options like 'Today', 'Print', 'Week', 'Month', and 'Agenda'.

## REGISTRATION

### Team Numbers / Waiting List

Parents must register players on-line at the Agoura Pony Baseball web site (<http://www.agouraponybaseball.org/>).

To maximize the experience and playing time for the kids, the goal is to have no more than 11 players per team. If there is a shortage of managers, then this number may increase to 12 players.

The screenshot shows the Agoura PONY Baseball website. At the top left is the logo "Agoura Pony Baseball". To its right is the text "Agoura PONY Baseball". In the top right corner, there is a "Login" button and a "powered by club setup" logo. Below the header is a navigation menu with buttons for "Home", "Spring Registration", "Calendar", "APB Gives Back", "Help", and "Contact". The "Spring Registration" button is circled in red. Below the navigation menu, there are two main content areas. On the left is a "Please login" sidebar with a "FIND" section (Home, Team, Schedules, Scoreboard), a "GROUP" section (Announcements, Content, Posts), and "Login", "Register", and "Password" buttons. Below this is an "APB Navigator Menu" with a list of links including "APE Home", "Board of Directors", "Mission Statement", "VIP Division", "Calendar of Events", "Pictures", "Coaches Corner", and "Fall Ball Clinics". On the right is a "Parent registration" section with a green box containing instructions: "If you have already completed this registration form, please login now to continue the registration process where you left off." Below this, it says "Welcome to the Agoura PONY Baseball 2011 Spring Registration" and lists registration fees: "\$200 for Shetland - No Multiplayer Discount", "\$240 for Pinto, Mustang, Bronco and Pony - Multiplayer discount is \$25.00", and "\$60 - VIP Division - No Multiplayer Discount". It also states "This year the Sponsorship Fee Remains unchanged at \$450.00 per team." and "Registrations closes on January 16, 2011!". At the bottom of the registration section, it says "Please begin this registration by entering in your user name and password that you may have already created. If you do not have a user name and password please click on the register icon  to create one. The register icon is located in the navigator on the left side of your screen. After you have created a user name you can begin the online registration process." and provides a link for "Important instructions for registering online:".

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2. Teach youth sports organization leaders how to create an organizational culture in which Honoring the Game is the norm; and
3. Spark and fuel a "social epidemic" of Positive Coaching that will sweep this country.

APB requires that anyone who is on the field coaching, or even assisting the coaches, complete the PCA Coaches Program. Additionally, all parents are strongly encouraged to attend the PCA Parents Program. There will be separate courses held each season in February for coaches and parents. Check with the PCA Director for more details.

### Manager Application To Dos:

✓	Task	When	Resources
	Download and complete Manager Application from APB web site. Send to V.P. of Operations or the Division Director.		Manager Application on APB web site 

## **MANAGERS MEETINGS**

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### **League Meeting**

Prior to tryouts, in mid-January, the league will conduct a Managers Meeting for all prospective managers and coaches. At this meeting, the Board of Directors will discuss goals for the upcoming season, as well as any rule changes and updates. This meeting is an opportunity for new coaches to meet the Board and get any questions they might have answered.

Division Directors will breakout into their respective divisions and discuss the upcoming tryouts, as well as other division-specific information such as rule changes/overview, expectations, etc.

### **Division Meeting**

Division Directors will schedule a meeting with all the managers to discuss rules and expectations for the upcoming season. Any questions about rules, schedules, fields, etc. will be discussed so that everyone is on the same page.

Note: this meeting may be combined with the draft.

### **Interleague Managers Meeting**

For divisions that play interleague with other leagues (e.g. Westlake, Malibu, Newbury Park), there will be a meeting for all Division Directors, Team managers and coaches to discuss rules (they may differ from APB rules), processes (reporting scores, field closures, play-offs), and expectations. It is important that at least one team representative attend this meeting.

#### **Managers Meeting To Dos:**

✓	<b>Task</b>	<b>When</b>	<b>Resources</b>
	Attend All-league Managers Meeting	Mid-January	
	Attend your Division Managers Meeting	Late-January	
	Provide your contact information to your Division Director	At Managers Meeting	
	Provide your practice day and time preferences to your Division Director.	Following Managers Meeting	
	Review the rules for your division.	Following Managers Meeting	<ul style="list-style-type: none"> <li>• Official Pony Rule Book 2011.pdf</li> <li>On APB web site:</li> <li>• APB League Rules</li> </ul>

			
	<p>Provide your Division Director with any personal requests/conflicts with game times. While there is no guarantee that your request will be honored, the league will do it's best to meet the requests if possible.</p> <p>Assistant coaches should be prepared to take over for managers when they cannot attend a game(s).</p>	<p>Following Managers Meeting</p>	
	<p>Attend Interleague Managers Meeting</p>	<p>February</p>	

## **TRYOUTS**

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All managers, or potential managers, must attend try-outs and stay for as long as they can. You will be needed to fill one or more of the following roles:

Jobs needed:

- Player check-in
- Player evaluation/rating
- Coaches to conduct the drills (especially good pitchers to throw batting practice).
- Dugout Manager

Prior to tryouts, your Division Director will provide a rating sheet template and a player list. Review the template and the instructions about how to rate players.

### **Process/Guidelines**

While players are supposed to tryout in their given time slot, this is not mandatory. Players will be grouped on a first-come-first-serve basis. Players should be grouped in no more than 20.

Each group should be welcomed by a Division Director who will explain the drills they are about to do. Throughout the tryout, all coaches should cheer for and encourage all players.

One player at a time will run through the designated drill and then move on to the next drill when completed.

Generally, fielding is done first, followed by batting and then pitching and catching. If players do not want to pitch or catch, then they are free to leave.

Division Directors will rate every kid. Additionally, managers should maintain their own individual rating sheets. After each kid completes a drill, a score is indicated on the rating sheet for each drill until all drills are completed.

It is recommended that you use the more highly-skilled players as benchmarks for rating for the rest of the players. Upon conclusion of tryouts, managers should send their ratings to the Division Director. Division Directors will compare their ratings to those of the Managers and adjust accordingly if necessary. After the ratings are adjusted, the rating sheet will be sent to all Managers for final input. Adjustments may be made based on that feedback.

Remember, rankings should take into account the player's actual ability and prior experience and not be based solely on the tryout.

### **Tryout Etiquette**

Tryouts can be very intimidating and nerve-racking for some kids. Division Directors will try to put them at ease from the start by welcoming all the kids and explain to them the drills they will be doing. The drills will be demonstrated for the kids so they can see what is expected. Encourage them to do their best and to have fun.

- Only Division Directors and coaches that are rating should be on the field. Parents must stay behind the fence.

- All managers must attend and rate some portion of the players. Ideally, all managers should rate every kid.
- There should be at least two managers in attendance at all times.
- Give your undivided attention to each kid. It's not fair to them if you are busy talking with others and not paying attention.
- If a kid receives a bad pitch or throw, give them another try. Never let a poorly thrown/batted/pitched ball by a coach affect a player's rating.
- Protect the ratings sheets. Do not share with others or let others see them. These are CONFIDENTIAL information.

**Tryout To Dos:**

✓	Task	When	Resources
	Sign up for duties as requested by your Division Director	Prior to tryouts	
	Review the Player Rating Sheet and rating guidelines	Prior to tryouts	Player Rating Sheet.xls
	Attend Tryouts	Tryouts	
	Rate every player using the Tryout Rating Sheet	Tryouts	
	Send your Rating Sheet to your Division Director	After Tryouts	

## **TEAM SELECTION (DRAFT)**

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All teams, except for Shetland National, will be selected through a draft process. This ensures that teams are as evenly balanced as possible, as well as provides transparency to the process.



There is no draft in the Shetland National division. The Division Director(s) will assign players to teams. Since this division is comprised of mostly first-year players, parent requests may be honored whenever possible.



These divisions will draft teams according to Pony National and Agoura Pony Baseball's drafting procedures below. Whenever possible, especially in the National divisions, parent requests may be honored so long as they are appropriate and do not cause a great imbalance to teams.

### **Draft Process**

1. The basic goal is balanced teams.
2. Drafts will be conducted by the Division Directors with the assistance of at least one Executive Board member.
3. Drafts should take place at a non-public location as personal and private information will be discussed.
4. All managers should be present. They can send an assistant coach if need be in their place.
5. Managers will select players and coaches through the draft system for all Divisions, except for Shetland National. Co-managers and/or pre-selected players or coaches will not be allowed for American Divisions. For National Divisions only, a manager may select one assistant prior to the draft to either co-manage or coach, at the discretion of the Division Director and with the approval of the League President or the Vice President-Operations.
6. Managers will select players and coaches through the draft system for all Divisions, except for Shetland National. Selections will be made using the official League Ratings (from tryouts), except in Shetland National, where these scores/ratings are used as a reference for the Managers in making their selections. Division Directors will furnish managers with a list of all eligible league players, together with their official League Rating (from tryouts), prior to the draft. Any known previous pitching experience will be marked on the draft list by the Division Director.
7. The Division Director, after discussion with the League President and Vice-President of Baseball Operations, has the authority to adjust player rating scores if they are known to be out of line in accordance with the player's actual ability. Division Directors should solicit input from all managers prior to finalizing rating scores. Scores must take into account prior experience and not be based solely on the tryout.
8. Any player returning in the same age division who played the preceding season "A" league of that division, and who was recommended to remain in the "A" league, shall be drafted into the "A" league,

unless otherwise requested by the player’s parent or parents and approved by the Vice President of Operations.

9. Managers must take their own kid(s) in the round they are ranked, or in earlier rounds. They cannot skip over their child and draft them in a lower round.
10. Players in all Divisions, except Pony, who do not tryout cannot be drafted, and will be assigned to teams by random drawing after all other players have been drafted. An exception to this rule may be made if the player’s abilities are well known to a two-thirds majority of the drafting managers or the League Director and if the player being assigned by drawing may adversely affect the competitive balance of the league. All random drawings shall contain a sufficient number of players such that there is a complete round of “hat picks.” For example, if there are 12 teams in the draft and only 10 players did not tryout, then the last two players eligible for drafting will also become hat picks.
11. If, during the later rounds of an American division draft (Mustang, Bronco, and Pony) it appears that less than an average of four younger players might be drafted, the Division Director will require team(s) (in order of highest point total) with less than four younger player to accomplish the required minimum.
12. Managers will pick numbers to decide drafting order for the first round. After the first round and then after each successive round, every team’s player rating points will be totaled. The team with the lowest number of points will have first pick in the next round (the team with the second lowest points will have second pick), and so on, until all rounds are completed. If more than one team has the same number of points, then numbers/cards will be drawn to determine picking order and to break the tie.
13. Teams with highest total points will have 13 players, if necessary, in “B” leagues.
14. After each manager has selected his/her allotted number of players, teams may trade players for personal reasons or to achieve league balance. All trades must be completed prior to the end of the meeting. All trades must have approval of the Division Director.
15. Before the conclusion of the draft, all managers must furnish an alphabetical list of all team players to the Division Director.
16. Colt and Palomino teams can carry up to 15 players, if necessary.
17. Baseball players who play on a high school baseball team are ineligible to play in the Pony Division.
18. Assignment of team names shall be done at the discretion of the Division Director.

**Pre- Draft To Dos:**

✓	Task	When	Resources
	Respond to your Division Director’s request for a draft date/time.		
	Your Division Director will send out the draft list/ratings prior to the draft.  Do your homework on players. Review any past ratings that may be provided. Be prepared ahead of time so you have an idea of the players you will target at the draft.	Prior to Draft	
	Review the draft rules via that will be sent by your Division Director.	Prior to Draft	<ul style="list-style-type: none"> <li>• Official Pony Rule Book 2011.pdf</li> <li>On APB web site:</li> </ul>

		<ul style="list-style-type: none"> <li>• APB League Rules</li> <li>• APB Polices &amp; Procedures</li> </ul> 
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**Draft to Dos:**

✓	Task	When	Resources
	Introductions	Draft	
	Identify assistant coaches and or co-managers (if applicable)	Draft	
	<p><b>Picking Order</b> Managers will pick numbers to decide drafting order for the first round. After the first round and then after each successive round, every team’s player rating points will be totaled. The team with the lowest number of points will have first pick in the next round (the team with the second lowest points will have second pick), and so on, until all rounds are completed.</p> <p>If more than one team has the same number of points, then numbers/cards will be drawn to determine picking order and to break the tie.</p>	Draft	
	<p>Begin the draft.</p> <ul style="list-style-type: none"> <li>• A three-minute time limit should be placed on each selection.</li> <li>• Managers must take their own kid(s) in the round they are ranked, or in earlier rounds. They cannot skip over their child and draft them in a lower round.</li> <li>• At the end of each round, calculate each team’s total points to determine picking order for the next round.</li> </ul>	Draft	
	At the conclusion of the draft, confirm your team’s players for verification.	Draft	



	Take your players' waiver forms.	Draft	
	The Division Director will e-mail you the final team lists along with the players' contact information.	After the Draft	
	Contact your players' parents asap to introduce yourself and to schedule the Parents' Meeting.  Let your Division Director know of any issues (player conflicts, drops) that arise asap.	Day after the Draft	Welcome e-mail sample.doc

## SCHEDULES

### Practice Schedule

- Practice schedules may change throughout the season to accommodate inclement weather and/or team requests.
- Prior to games starting, teams should be able to get two practice times a week (one weekday and one weekend).
- Once games start, practice fields will be limited, so teams will be scheduled on a rotating basis so that no team practices twice (from week to week) before any other team has practiced once. Teams are free to “grab a patch of grass” anywhere they can, so long as they are not infringing on another team’s scheduled game or practice.
- Time slots will be 1.5 to 2 hours depending on field availability.
- Team must promptly exit the field if there are back-to-back practices.
- If a team cannot use its scheduled practice slot, then the manager must inform the Division Director asap so that the slot may be offered to another team. Failure to do so may result in loss of future practice slots.

#### Practice Schedule To Dos:

✓	Task	When	Resources
	<p>Provide your Division Director with your top three practice day/time preferences.</p> <p>If there are duplicate requests for the same day/time, then times will be assigned on a first-come-first-serve basis, or if teams insist, then they will have share/double up on a field. In these cases, it is suggested that one team use the infield for half the time and then switch to the outfield for the second half.</p>	<p>At or Following Managers Meeting</p>	

### Game Schedule

- With the exception of Shetland National, games will be played Monday – Sunday. Shetland National only plays on Saturdays.
- With the exception of Shetland National, teams will generally play 14-16 regular season games, not including play-offs where applicable. Shetland National will play **10** games.
- All games are allotted a set time slot. No new inning may begin after the allotted time limit has expired. Refer to the current Interleague Rules for interleague game time limits.
- Weekday games start at 5 p.m. Weekend games generally begin at 10 a.m.
- Game schedules should be posted about one to two weeks prior to the first game.
- Games that are missed due to inclement weather will be attempted to be made up at the end of the season. Managers should check the APB web site on days where field conditions are questionable.



- Some divisions (e.g. Bronco, Pony) may play interleague games against other leagues (e.g. Westlake, Newbury Park). This will be determined prior to the start of the season, so check with the President/VP of Operations for details.

**Game Schedule To Dos:**

✓	Task	When	Resources
	<p>Provide your Division Direct with any personal requests/conflicts with game times. While there is no guarantee that your request will be honored, the league will do it's best to meet the requests if possible.</p> <p>Assistant coaches should be prepared to take over for managers that cannot attend a game(s).</p>	<p>Following Managers Meeting</p>	

## PLAY BALL!

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### Preseason

**Parents Meeting.** After the draft, the first order of business is to contact your players' parents and to schedule your Parents Meeting. It is vital that you hold a **mandatory** Parents Meeting and that at least one parent per player attend. This meeting will allow you to discuss your coaching philosophy, management style and expectations, so that everyone is on the same page. This meeting will set the stage for the rest of the season and may be the only time you have all the parents' undivided attention, so plan ahead for it. It is also where you will get your volunteers and collect money (sponsorship, uniform, personalization, balls, etc.). At a minimum, the following expectations should be communicated to parents:

- All parents must volunteer for something
- Matters of concern should be addressed at the proper time through the proper channels
- Players should be on time for games and practices
- Parents should be on time for volunteer duties
- Drop-off/pick-up procedures
- Players, coaches and spectators should exhibit good sportsmanship at all times
- Baseball is not baby-sitting
- Players and spectators must clean up the dugouts and stands after games and practices

**Volunteering.** Parent volunteers are crucial the operation and success of your team. The league functions entirely on volunteers, so everyone must get involved. Make it a requirement and an expectation that every parent volunteer, no matter how small the contribution. Team managers and coaches do most of the heavy-lifting, so rely on other parents to pick up the loose-ends such as scorekeeping, snack schedule, etc. Some of the volunteer duties needed are:

- Assistant Coaches
- Culture Keeper
- Dugout Parents
- Team Parent
- Team Sponsor
- Snack Shack
- Scorekeeper
- Team Party
- Banner (optional)

**Equipment.** The league will provide baseballs, catcher's equipment and Tees (Shetland). There will be an equipment pick-up at Lupin in early February. Teams must send a representative to pick-up the equipment. Teams must bring a deposit check (amount TBD each season) made payable to Agoura Pony Baseball in exchange for the equipment (catcher's gear, Tee). The check will be cashed after the season if the equipment is not returned.

If teams just need baseballs, then a deposit check is NOT required. All divisions except Pony will receive one box of baseballs for games. Pony will receive two. Home teams must provide two balls for games, three in Pony division. Teams are responsible for getting their own practice balls. Managers can ask for a few dollars per player to buy practice balls.

**Uniforms.** The league will provide jerseys, hats, socks and belts. Your Division Director will let you know when and where uniforms are ready for pick-up. Uniforms are generally ready one to two weeks before games start. You must turn in your sponsorship check **before** uniforms will be released.

Most teams will personalize the jerseys (last name) and hats (first name and/or number). The cost is about \$12 for both from local embroidery shops. Collect this money at your Parents' Meeting and designate a volunteer to handle getting the personalization.

**Snack Shack.** It is an APB league requirement that every family volunteers in the snack shack throughout the season. One family member who is at least 14 years old must work the required hours. Families of managers and two assistant coaches are excluded. Parents must turn in a deposit check at the beginning of the season that will be cashed if the family does not work the required hours. Hours and the deposit amount will be set each season. Parents can schedule their shifts on-line at the APB web site. If families have no intention of working, then they can simply donate their deposit up-front and not work.

**Preseason To Dos:**

✓	Task	When	Resources
	<p><b>Schedule and conduct Parents Meeting</b></p> <ul style="list-style-type: none"> <li>• Discuss your agenda and expectations</li> <li>• Review division-specific rules</li> <li>• Fill volunteer positions</li> <li>• Collect money (sponsorship, snack shack deposit, uniforms, balls, etc.)</li> <li>• Have parents sign the player waiver forms</li> </ul>	ASAP after Draft	Parent Meeting.ppt
	Download and complete Sponsorship Form from APB Web Site. Return with sponsor check to your Division Director.		 Sponsor Form 2010.xls
	Review the rules for your division.		<ul style="list-style-type: none"> <li>• Official Pony Rule Book 2011.pdf</li> <li>On APB web site:</li> <li>• APB League Rules</li> </ul> 

	<p>Hold practices</p> <ul style="list-style-type: none"> <li>• Put bases in the shed after practice</li> <li>• Clean up the field and dugout</li> </ul>	Weekly	
	<p><b>Equipment/Ball Pickup</b>            Your Division Director will let you know when equipment pickup will be at Lupin. Baseballs, catcher’s gear and Tees will be available to teams. You will need to go to Lupin to pick this equipment up.</p> <p>Managers must bring a deposit check made payable to Agoura Pony Baseball if they need equipment (catchers gear, Tee). The check will be cashed after the season if the equipment is not returned.</p> <p>If managers just need baseballs, then a deposit check is NOT required. All divisions except Pony will receive <b>one</b> box of baseballs for games. Pony will receive <b>two</b>. Home teams must provide two balls for games, three in Pony division. Teams are responsible for getting their own practice balls.</p>	Early February	
	Attend PCA Coaches Meeting	Mid-February	
	Schedule team parents to attend the PCA Parents Meeting	Mid-February	
	<p><b>Uniform Pickup</b>            Your Division Director will let you know when and where uniforms are ready for pickup.</p> <p>You must turn in your sponsorship check before uniforms will be released.</p>	1-2 weeks before Game 1	Sponsor Form.doc

**During the Season**

**Communicate, communicate, communicate.** Once games begin, your team should settle into a routine. However, don’t take for granted that things are running smoothly. Throughout the season, constantly solicit feedback from your players, parents and coaches. Give them an opportunity to bring to your attention issues or challenges you may not be aware of.

**Play by the rules.** All managers and coaches should not only know the rules of their division, but they should also enforce and exhibit the spirit of the rules, fair play and good sportsmanship at all times. Team managers are ultimately responsible for managing to the rules such as pitch count and infield rotation. Failure to adhere to these rules is subject to suspension.

- Pitch Count (Pinto – Pony) – know the maximum pitch count per game and week for your division. Plan ahead if you have multiple games in a short time span. Pitchers must have 40 hours of rest in between games if they reach the maximum number of innings per day. Plan ahead if you have multiple games in a short time span.

- 2 inning infield rule (Shetland – Mustang National) – All players, regardless of ability, must play at least 2 innings in the infield (P, C, 1B, 2B, SS, 3B) in a 5 inning game, including play-offs. In Bronco National, the rule is only one inning per game. No exceptions. No excuses.

Division	Game Time Limits	Min. Infield Innings	Max. Pitch Count/Game	Max. Pitch Innings
Shetland	1h 30m	2 per game	N/A	N/A
Pinto	1hr 45m	2 per game	40	2 per day / 4 per week
Mustang	2hr	2 per game-National N/A - American	50	3 per day / 8 per week
Bronco	2hr 15m	1 per game-National N/A - American	60/70	7 per day / 10 per week
Pony	2hr 15 m	N/A	70/85	7 per day / 10 per week

**Batting Cages.** The cages at Lupin cannot be reserved. They are to be used on a first-come-first-serve basis and are to be shared by ALL divisions at all times. Teams with games should be given priority in the cages over teams that are just practicing.

- If there are multiple teams waiting to use a cage, then teams should take turns by letting a few batters hit, then letting a few batters from the other team hit.
- Teams can also go to the local batting cages in the area at their own expense. Typically teams will ask a parent to sponsor a session, or each player pays their own way.

**During the Season To Dos:**

✓	Task	When	Resources
	Be on time for games and practices.	Daily	
	Communicate with your player’s parents	Ongoing	
	Remind your parents to schedule their snack shack shifts	Beginning of season	
	Send weekly reminders of upcoming practices, games, volunteer duties	Weekly	
	Report your scores to your Division Director (Pinto American – Pony)	Daily	
	Address issues as needed with your Division Director	As needed	
	Communicate any schedule changes (practice and/or games)	As needed	
	Select Intra-league All Star Games (if applicable)	Mid-Season	See All Star section below
	Pick-up team trophies (Shetland, Pinto National)	End of May	
	Complete and return player evaluation forms	End of May	APB Player Evaluation.xls

			
	Complete and submit an All Star Manager Application if desired	Late May/early June	See All Star section below
	Nominate/select Sanctioned All Stars	Late May/early June	See All Star section below

**Post-Season Wrap-up**

**Post-Season To Dos:**

✓	Task	When	Resources
	Return any equipment (catcher's gear, Tee) to Lupin.	When notified by Equipment/Division Director	

# ALL STARS

There are two types of All Stars: intra-league and “sanctioned.”

	<b>Intra-League All Star</b>	<b>Sanctioned All Star</b>
Who plays on the team?	All National Divisions and Shetland American	Generally American Division players, though National Division players are eligible
Who picks the players?	Team managers pick players from their own teams	All the Division Managers together select the players by vote
Who do they play?	Other APB All Star teams from within the same division	Play other Pony league All Star teams
Where are the games played?	Lupin	Tournaments located at other leagues’ fields throughout the Southland
When are the games played?	Mid-May on a Sunday	Weekends (Fri-Sun), June - August
How many All Star games are there?	1	The more games/tournaments teams win, the more games/tournaments they will play. Teams will at least play in the Las Virgenes Tournament, as well as the first round of Sanctioned play.
Who picks the Team managers?	Determined by Standings or Division Director (when there are no standings)	Determined by Executive Committee
Is there an additional cost to play?	No	Yes, each tournament has a cost that is either paid for by the players or a team sponsor
Is there an All Star uniform?	Yes, players will be given All Star T-shirts by the league	Yes, players purchase their own All Star uniforms
Are trophies given?	Players will receive All Star medals	The winners and runner-ups in each tournament will receive trophies

## **ALL STARS (INTRA-LEAGUE)**

All National leagues in all divisions, plus Shetland American, will have an intra-league All Star game about mid-way through the season in May. In Shetland and Pinto, there are generally two games (four teams) depending on the enrollment numbers, and players are randomly placed on different teams. In Mustang, Bronco and Pony, there is generally one game (two teams).

These are exhibition games designed to recognize the All Star-caliber players. Players receive medals and T-Shirts. In general, players should be selected based on their:

- Demonstrated consistency all season with hitting, fielding and throwing
- Worked hard and showed up to all the practices
- Ability to hold their own against other All Star caliber players
- Hustle and interest in games and practices

### **All Star Player Selection**

It is recommended that coaches (managers and assistant coaches) select All Stars based on the above criteria and any additional statistics that may be kept. As the kids get older, teams can also incorporate a kid vote as one element of the voting process. Managers should be as fair and objective as possible, and coaches' kids should not automatically be selected if they are not All Star worthy.

### **All Star Manager Selection**

**Shetland/Pinto** – it is recommended that all managers share the coaching responsibility. Managers will be divided as evenly as possible between all the All Star teams and they will co-manage.

**Mustang/Bronco/Pony** – The managers of the first and second place teams at the All Star break will be the All Star managers. The other team managers should assist.

#### **All Star To Dos:**

✓	Task	When	Resources
	Review the informational e-mail about the All Star games: <ul style="list-style-type: none"> <li>• Player selection process/criteria</li> <li>• Manager selection</li> <li>• Game times and dates</li> </ul>	2-3 weeks before All Star Game	Sample All Star e-mails
	Submit your All Star picks along with each players contact information (e-mail and phone number) to your Division Director	2-3 days before deadline	Sample All Star e-mails
	Contact every parent within 24 hours of receiving the e-mail list of the All Star teams (players and managers) from your Division Director.	1 week before All Star game	Sample All Star e-mails
	If you would like to schedule a practice, notify your Division Director  Note to team managers: All Stars are to be excused from a regular team practice if it conflicts with the All Star practice.	1 week before All Star game	



	Team managers should confer ahead of time to plan the player rotation and batting order	1 week before All Star game	
	Attend/coach the game	All Star Game	

## ALL STARS (SANCTIONED)

All American Divisions will select post-season All Stars that participate in “sanctioned” play against other leagues’ All Stars. Sanctioned play starts at the end of June and can run through August depending on how long a team keeps winning. While sanctioned All Stars typically come from the American Divisions, all division players are eligible to be selected. The number of teams will vary by division. Your Division Director will inform you each year as to the available tournaments/teams for each division. Some divisions could have an A, B and “and under” (e.g. U7, U9, U11) team.

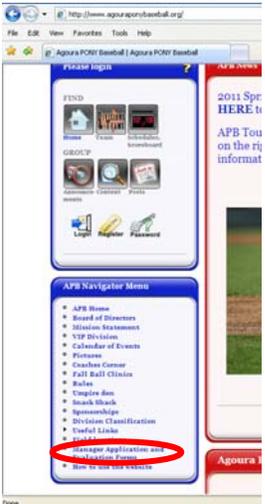
### Manager/Coach Selection Process

This process is much like selecting managers for the regular season. Manager applicants must submit a Manager Application to be considered. All Star managers are open to anybody (parent, assistant coach, manager), not just the team managers during the season. The Division Director along with Executive Board members and (possibly) “concerned” community members will select the All Star managers.

All Star managers will select their assistant coaches who must then be approved by the Executive Board. The number of assistant coaches/business manager is determined by the national Pony division rules in which they are playing.

- It is recommended that other division managers be given priority as assistant coaches.

### **All Star Manager To Dos:**

✓	Task	When	Resources
	Complete an All Star Manager Application (if desired) and send to your Division Director or V.P. of Operations	2-3 weeks before season end	Manager Application on APB web site 
	Send your assistant coach preferences to your Division Director for approval		
	Send your practice preferences to your Division Director		

### Player Selection

Towards the end of the regular season, the American Division Directors will schedule a meeting with their respective managers to select the Sanctioned All Stars.

- At least one Executive Board member must be present.
- Managers will nominate the All Star-worthy candidates from their teams.
- Managers can also nominate players from other teams.
- Players must be selected via the process and cannot be added later by the manager without Executive Board approval
- Managers must bring their scorebook and/or team statistics to support their nominations.
- Managers CANNOT vote for players on their own team.
- Rounds of voting will be held until **10** players are selected.
- **The remaining two selections are designated picks by the All Star manager if he/she chooses.**

#### All Star To Dos:

✓	Task	When	Resources
	Prepare for the Sanctioned All Star player draft: <ul style="list-style-type: none"> <li>• Get your player statistics/ratings in order and to start thinking about which players they will nominate for All Stars</li> <li>• Review the approximate dates the tournaments will be played (and therefore players must commit to playing)</li> <li>• Review the voting rules and process</li> </ul>	late May/early June	
	If there will be a “B” team or Ux (e.g. U7, U13) team, then the National Division Director will be contacted to send a message to the National Managers asking for them to nominate players appropriate to each team. The top National players are usually needed to round out these teams.		
	Attend the All Star selection meeting: <ul style="list-style-type: none"> <li>• Managers will nominate players from their team and discuss/present back-up (stats) for the nomination</li> <li>• Managers can nominate players from other teams</li> <li>• By secret ballot, each manager must vote for the players he/she wants to select. Additional rounds will be conducted until <b>10</b> players are selected.</li> <li>• The remaining two spots are reserved for the All Star manager’s personal selection if desired</li> <li>• Additional players may be selected as reserves in case other players cannot play</li> <li>• Complete the process for other teams as needed</li> </ul>	late May/early June	
	The Division Director will send the completed All Star team rosters to the respective managers.	After the All Star selection meeting	



<p>All Star manager(s) need to contact the players asap to: 1) inform them of their selection; and 2) verify that they can commit to playing on the team</p> <p>Note: The "A" team should be contacted first before other teams are contacted so that players may be brought up from other teams if needed.</p> <p>If players either decline the invitation or cannot commit to playing, then the reserves, in order of selection, should be contacted.</p>		
<p>As soon as the All Star team(s) rosters are verified, the manager must inform the Division Director so that the Executive Board may be notified.</p>		
<p>Conduct practices</p>	<p>As scheduled</p>	
<p>Register for and attend Sanctioned tournaments as needed. Confer with your Division Director and other league officials as needed.</p>		

## PLAYER EVALUATIONS

In order to make teams as balanced as possible in future seasons, the league needs to collect on-going player ratings in order to establish a skills profile on each player. Manager participation is critical in this effort. In divisions where trophies are handed out, do not give them out until you receive that team's rating sheet. Moreover, remind managers that their failure to adequately complete and turn in the ratings will affect their manager candidacy in the future.

All ratings are confidential as should be treated as such. Managers should be as objective as possible when rating players.

Things to take into consideration:

- 1) Throwing skill/technique/strength/accuracy
- 2) Fielding skill/technique/range
- 3) Pitching skill/mechanics/control/speed
- 4) Catching skill/mechanics/glove control/throwing strength and accuracy
- 5) Batting skill/stance/mechanics/power/effectiveness
- 6) Aggressiveness/hustle
- 7) Baseball IQ
- 8) Speed
- 9) Team player
- 10) Good athlete
- 11) Coachability

Managers must rate each player using a scale between 1-10 (10 being best). A player who possesses all of the above skills **might** be a 10, however, most teams may likely have one or two "10" players at best. A player rated a "10" completely dominates the game, is a consistent hitter and can hit for power, is a strong fielder who seldom makes errors, is one of the top pitcher and/or catcher in the division, has good baseball IQs (relative to their age), is coachable, has good athletic ability and can play any position. A "10" rated player is immediately recognizable on the field and in a game as being the next Babe Ruth or Nolan Ryan.

Ratings should be based on consistent play not just a game or two.

There will be players who should be considered a 1. That player might be one who is especially uncoordinated, doesn't seem to know what is going on, and doesn't attempt to get involved in the game and possesses no real athletic ability.

Most players will fall somewhere in the middle.

8-10 A very good player. Outstanding fielder and hitter, understands the game (relative to age), can play any position, including pitcher, has significant positive impact when on the field.

5-7 A good player. Possesses above average skills, has some understanding of the game, participates and makes positive contributions when on the field.

- 3-5 Has some skills but not too consistent, lacks good understanding of the game, is perhaps sometimes disengaged from the game.
- 1-2 Lacks skills and athletic ability, doesn't pay attention, doesn't attempt to get involved, often seems to be completely uninterested in playing, when they do get involved they have little skills to make any positive impact.

Please keep in mind some of the additional criteria.

- 1) Take into consideration the general abilities of the other players in your division. Ratings should be relative to the general skills and abilities of kids of the same division.
- 2) Are your ratings in line with your team's record/success? In other words, if you have lost every game, you aren't likely to have any players rated in the 8-10 category unless the rest of the team are 1's and 2's. Conversely, if you have won every game you are likely to have at least a majority of average to better than average players.
- 3) If there are any special notes that should be passed along to the division director for the following year, then please include them. (i.e., an especially difficult disciplinary or attention problem, etc.)