



Team Manager Reference Manual



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TEAM MANAGER

Thank you for volunteering to be a Team Manager.

The Team Manager will assist the Head Coach in coordinating and communicating various team-related information to the team members as well as submitting various forms to the appropriate AMBA Coordinators and/or Board Members.

The Team Manager is responsible to assist the Head Coach in keeping the team's TeamSnap page current and up-to-date.

This information could include, but is not limited to: practice and game schedules, cancelled or rescheduled games, opening day, pancake breakfast, photo day, tournaments, etc.

The Team Manager is also responsible for keeping the following items in order on behalf of the team (there are enough copies of each form for your team):

Player Medical Form – Attached to this manual is a Player Medical Form. It is available to Team Managers and Head Coaches, if needed to document allergies and medical information that may be important to the Coach and players.

Team Volunteer Tracking Sheet – This form is used to submit your team's volunteer hours at the end of the season. Use this form to keep track of each family's hours. The form **MUST** be submitted to ambavolunteer@gmail.com NO LATER than June 15.

Parent Volunteer Summary Sheet – This form is used by each family to report their family's hours. This form must be submitted to the Team Manager prior to June 15. This form is attached and can be downloaded from the AMBA website. **Please ask ALL Parents to download and complete this form.**

AMBA Pitch Count Log – is used from the 11U Division and up. AMBA will provide pitch count books for those divisions that require to log their pitch count along with a score book.



GENERAL EVENTS & DUE DATES

NOTE: Year specific dates will be distributed to each coach.

February	Gear Swap and Pants Sale
Early March	Umpire Clinic Location TBA
March	Uniform & Equipment Bag Handout
Late March/ Early April	Mandatory Coaches Meeting / Risk Management Held at the Rotary Field House
Early April	Field and Fence Set up
April	Opening Day 8:00 to 10:30 am – Pancake Breakfast (by donation) Rotary Field House 8:00 to 12:00 pm – AMBA Gear On Sale 8:00 to 10:30 am – Lost & Found 10:45 am – ALL teams to gather on Devon’s Diamond for Opening Ceremonies which begin at 11 am
Early May	Photo Day To be held at Field house or Batting Cages ALL teams to be present and in full uniform (no cleats).
June	Summer Coach Application Form DEADLINE ALL coaches who are interested in coaching an AA or AAA team in the summer must submit their application form and letter of intent to ambavicepres2@gmail.com . Various Summer Ball Deadlines These deadlines will be communicated to you by your Division Coordinator and/or the AMBA Registrar
Mid June	Coach & Manager Appreciation Night ALL coaches, assistant coaches, team managers, Coordinators and Board Members as well as their significant other are invited to attend.
June 15	Summer Season Declaration by Division Deadline for 9U, 11U, 13U, 15U and 18U Summer Ball intentions in writing to BCMBA.



GENERAL EVENTS & DUE DATES

- | | |
|---------------------|--|
| June 15 | Team Volunteer Tracking Sheet is DUE
Deadline for the Team Manager to submit this completed form to the AMBA Volunteer Coordinator at ambavolunteer@gmail.com . |
| July 1 | Summer Ball Roster Submission
Deadline for 9U, 11U, 13U, 15U and 18U Summer Ball rosters in writing to BCMBA. |
| Early August | Field and Fence Take Down |
| August 15 | Fall Season
Season opens for Fall ball. |

Email contacts:

Aldergrove Minor Baseball 2024/2025	
<u>Board Positions</u>	Email
President - George	ambapres@gmail.com
VP1 - Sue	ambavicepres1@gmail.com
VP2 - Erika	ambavicepres2@gmail.com
Treasurer - Deanna	ambatreasurer22@gmail.com
Secretary - Ashley	ambasecretary22@gmail.com
Registrar - Luchelle	registrar2016@gmail.com
Batting Cage - Paul	ambabattincage2020@gmail.com
Development - Brock	ambadirector05@gmail.com
Fields Maintenance - Darcy	darcylipscombe@yahoo.ca
Mentorship - Chelsea	ambadirector1@gmail.com
Volunteer - Sue	ambavolunteer@gmail.com
Tournaments - Melissa	ambatourneys@gmail.com
Director - Lee-anne	ambadirector02@gmail.com
Director - Denise	ambadirector3@gmail.com
Director - Tecia	ambadirector4@gmail.com
<u>Coordinators</u>	
Sponsorship - Correne	ambasponsorship@gmail.com
Umpires - Kathleen	amba.blue@gmail.com
Equipment - Janal	ambaequip24@gmail.com
Records - Dave	ambacrimcheck@gmail.com
Development - Christina	ambadevelopment1977@gmail.com
Umpire in Chief - Mark Penner	ambauic@gmail.com

Thank you for volunteering your time with our Association

Aldergrove Minor Baseball Association

ambavicepres2@gmail.com





DIVISIONAL COORDINATORS & NEW POSITIONS

DIVISIONAL COORDINATORS:

5U Division Coordinator - Denise
7U Division Coordinator - Tricia
9U Division Coordinator - Chelsea
11U Division Coordinator- Lee-Anne
13U Division Coordinator- Christina
15U Division Coordinator- Jen
18U Division Coordinator- Tecia

ambadirector3@gmail.com
triciachamp21@gmail.com
ambadirector1@gmail.com
ambadirector02@gmail.com
ambadevelopment1977@gmail.com
jenmac1986@icloud.com
ambadirector4@gmail.com

NEW POSITIONS:

Uniform Coordinator - Amy
Coaches Coordinator - Kathleen
Mentorship Coordinator - Chelsea

ambauniforms@gmail.com
amba.blue@gmail.com
ambadirector1@gmail.com

OTHER POSITIONS:

Special Events Coordinator - Erika
Website Coordinator - Deanna
Photo Coordinator - Sue

ambavicepres2@gmail.com
ambawebmaster@gmail.com
ambavicepres1@gmail.com



PHOTO DAY

Photos will be taken of your team(s) and Players in early May. Please see the information below on what is expected on the day.

Here is what you need to know for photo day:

Each player registered with AMBA will receive a digital Memory Mate (team picture as well as an individual picture. Coaches will receive their teams order forms with codes for online ordering of further items. ALL coaches will be responsible for selecting a time slot for their team's pictures. Please encourage your players to meet at the designated photo spot **at least 15 minutes prior** to your selected time. Be sure your team has their jerseys in time. **Please make sure that your players leave their cleats at home. Running shoes only.**

2024 AMBA DIVISIONS

The following are the divisions that Aldergrove and the Township has for this upcoming season:

- 26U Aldergrove Dodgers Teams
- 18U College Prep Township Blue Sox
- 18U AAA Township Blue Sox
- 18U AA Aldergrove Dodgers
- 15U AAA Township Blue Sox
- 15UAA Township Blue Sox
- 15U A Aldergrove Dodgers
- 13U AAA Township Blue Sox
- 13U AA Aldergrove Dodgers
- 13UA Aldergrove Dodgers Teams
- 11U Aldergrove Dodgers Teams
- 9U Aldergrove Dodgers Teams
- 7U Aldergrove Dodgers Teams
- 5U Aldergrove Dodgers Teams





BATTING CAGE BOOKING

The batting cage is available for all teams to book. There are a few simple booking rules that need to be followed:

- The current maximum bookings PER TEAM is **two (2) sessions of 2 hours per week** (Monday to Sunday). Earlier time slots are reserved for the younger divisions.
- Bookings can be made 2 weeks in advance only. This allows all teams to have a chance to get cage time. We don't want any team or division "taking over" all the cage time.
- Requests must be made 24 hours in advance. The exception is if your practice gets rained out and the cages is not in use by another team.
- Set Bookings for Special Events, Tournaments and for high performance and select teams must be submitted via email for approval to the batting cage coordinator and the president by February 15.
- ALL bookings must be done online with an email sent to: ambabattincage2020@gmail.com

The following are the steps to take to book your team's time in the batting cage:

1. To book cage time, please go AMBA's Home page and scroll down until you see "Batting Cage Calendar" and click on it. This is where you can check for availability.
2. Once you have found a time slot you like, please fill out the request form on the website.
3. Our Batting Cage Coordinator will add your request to the calendar. All requests are on a first come first serve basis. If the same time slot has been booked by 2 teams, the Batting Cage Coordinator will email the 2nd team to pick another time slot.

Weekday Schedule	
9U / 11U	4:30 to 6:30 pm
13U / 15U	6:30 to 8:30 pm
18U / 26U	8:30 to 10:30 pm

Weekend Schedule (Open to ALL Divisions)	
Time Slots ARE:	
8:00 am to 10:00 am	4:00pm to 6:00 pm
10:00 am to 12:00 pm	6:00pm to 8:00 pm
12:00 pm to 2:00 pm	8:00pm to 10:00 pm
2:00 pm to 4:00 pm	



FIELD BOOKING

Lower Fields (Mosquito & PeeWee):

- Teams are to only book fields that their Division is provided (11U Division = 11U Diamond; 13U Division = 13U Diamond).

Devon's Diamond – Booked in this order of priority:

1. 18U College Prep Team, Township Blue Sox
2. 18U AAA Team, Township Blue Sox
3. 15U AAA Team, Township Blue Sox
4. 15U AA Team, Township Blue Sox
5. 18U AA Team, Aldergrove Dodgers
6. 15U A Teams, Aldergrove Dodgers

Note: 26U and Whally Chiefs Team utilizes Devon's diamond on a set predetermined schedule.

Sandlot – Priority given to Senior Teams(15U, 18U & 26U)

- Junior teams can book the Sandlot if it is not in use by the senior teams. The Sandlot is good for rain outs, practices and heavily used in tournaments.
- Games are a priority over practices.

Practice Booking Rules :

- The current maximum bookings for practice **PER TEAM is two sessions of 2 hours per week** (Monday to Sunday) on a Diamond. If a 3 hour practice is required a warm up will have to be done on another field, as 2 hours is the maximum time to allow other teams usage.
- Bookings can be made 2 weeks in advance only. This allows all teams to have a chance to get field time. We don't want any team or Division "taking over" all the field time.
- Requests must be made 24 hours in advance. The exception is if the field is not in use by another team (booked). *** Exception – if a Junior Team is on the Sandlot and a Senior Team needs the field for a practice, it is the Senior Team's field. They cannot "find a spot in the field" to practice safely or effectively. Junior teams must relinquish the Diamond.
- Set Bookings for Special Events, Tournaments and for high performance and select teams must be submitted via email for approval to the Fields Allocator and the president by February 15.
- All bookings MUST be done online.

The following are the steps to take to book your team's field time:

1. To book field time, please go AMBA's Home page and scroll down until you see "Fields Calendar" and click on it. This is where you can check for availability.
2. Once you have found a time slot you like, please email the fields allocator at: ambafields2014@gmail.com
3. Our field allocator will add your request to the calendar. All requests are on a first come first serve basis. If the same time slot has been booked by 2 teams, the Batting Cage Coordinator will email the 2nd team to pick another time slot.

ALL 11U, 13U, 15U, 18U & 26U games (including tournament and exhibition) MUST be recorded on the Pitch Count Log (each team will be given a pitch log booklet).

Head Coaches are required to maintain an up-to-date pitch count form and must produce it to their opposition prior to the game upon request. At the conclusion of a game both Head Coaches will review and sign each other's pitch count form.

Each team is responsible for tracking the pitchers' pitch counts either through the use of a handheld counter or through their scorebook. In the event of a dispute, the count maintained by the pitcher's own team will be considered official (except in a Provincial Championship). See Rule 24.10.

Per Rule 24.09, **Managers** will be responsible for tracking the pitch count of their pitchers and may assign this duty to their scorekeeper, assistant coach, etc., however it is ultimately the head coaches responsibility to ensure pitch count is followed.





NUMBER OF PITCHES & REQUIRED REST

Division	Spring Season	Summer Season
10U & 11U	1-25 Pitches = No Rest 26-40 Pitches = 2 Night Rest 41-55 Pitches = 3 Nights Rest 56-65 Pitches = 4 Nights Rest 66-75 Pitches = 5 Nights Rest 75 Pitches Maximum in a Day	Same as spring numbers.
13U	1-35 pitches = no rest 36-55 pitches = 2 nights rest 56-75 pitches = 3 nights rest	1-45 pitches = no rest 46-70 pitches = 2 nights rest 71-85 pitches = 3 nights rest
15U	1-35 pitches = no rest 36-65 pitches = 2 nights rest 66-85 pitches = 3 nights rest	1-45 pitches = no rest 46-75 pitches = 2 nights rest 76-95 pitches = 3 nights rest
18U	1-45 pitches = no rest 46-65 pitches = 2 nights rest 66-100 pitches = 3 nights rest	1-50 pitches = no rest 51-75 pitches = 2 nights rest 76-115 pitches = 3 nights rest (105 for 18U AA)

NOTES:

1. Pitches thrown in warm-up, bullpen, or ruled no pitch by the umpire because time was called prior to the pitch, or thrown when ruled no pitch due to a balk do not count towards pitch count.
2. Pitch count is recorded after each game. A pitcher who requires rest after the first game of the day cannot pitch in the second game. Example: A 15U AAA pitcher who throws 50 pitches in game one is ineligible to pitch in game two.
3. If a pitcher has two appearances in the same day his total pitch count for the day is combined for the purpose of rest. Example 1: A 15U AAA pitcher who throws 30 pitches in game one and 40 pitches in game two has thrown 70 pitches for the day and requires 2 nights rest.
4. The following is a definition of a night's rest. Example: Pitcher requires three nights rest after throwing a 1PM game on a Sunday. Pitcher rests Sunday night, Monday night, and Tuesday night and can pitch when he wakes up on Wednesday morning.
5. The total number of pitches thrown by an ambidextrous pitcher are counted for the purpose of calculating pitch count, regardless of which arm or combination there-of is throwing.



VOLUNTEER INFORMATION

Parents should keep track of their hours on the Parent Volunteer Summary Sheet which can be downloaded from our website (It can be found under the Volunteer Tab) and attached to this manual. The completed form **MUST** be submitted to the Team Manager prior to June 15th.

At the end of the season, the Team Manager **MUST** fill out the "Team Volunteer Tracking Sheet" in complete detail and submit to the AMBA Volunteer Coordinator at ambavolunteer@gmail.com **NO LATER THAN June 15th** to ensure the parent's \$250 volunteer deposit cheques are destroyed. Aldergrove Minor Baseball is a volunteer-run Association and, therefore, requires all families to help in order to keep the registration fees down. Baseball is a team sport that promotes skill & leadership development, friendships and life skills all while getting outdoors and getting some exercise. We want to make sure that ALL children have the opportunity to play the wonderful game regardless of their financial situation. Without volunteers, we would need to hire out these jobs at a cost. Thanks to all of you for your continued support.

Hours Required:

Each family is required to complete **six (6) hours** of volunteer work, which includes 2 hours in the Concession from the 5U to 18U divisions (NOTE: this is per FAMILY; not per PLAYER). At the beginning of the season, each family is required to provide us with a \$250 volunteer deposit or fill out the AMBA Credit Card Authorization form.

If a family is not able to volunteer at all, they will have chosen the volunteer opt-out package at the time of registration and will have paid their \$250 volunteer money at that time.

Should a family decide partway through the season that they will not be able to volunteer, they should be instructed to send an email to registrar2016@gmail.com and request that their Volunteer Deposit cheque be cashed, or pay \$250 by e-transfer to: ambatreasurer22@gmail.com

Otherwise, if volunteer hours are not complete; cheques will be cashed on or before July 1st.

ALL PARENTS: must submit their completed Parent Volunteer Summary Sheet to their Team manager before June 15th.

TEAM MANAGERS: Please make sure that you keep ALL Parent Volunteer Summary Sheets and submit on June 15th. At the end of the season the Team Manager **MUST** compile all this information and submit the Team Volunteer Tracking Sheet to ambavolunteer@gmail.com to ensure each family's \$250 deposit cheque is destroyed.



VOLUNTEER INFORMATION (CONTINUED)

Jobs that Qualify for AMBA Volunteer Hours:

1. Executive Positions – Comprised of the following:

- a. * Board (Voting Members) – President, 2 Vice Presidents, Treasurer, Secretary and up to 8 Directors
- b. ** Coordinators (Non-Voting Members) – Including but not limited to (as voted on by the Board) – Registrar, Divisions (8), Batting Cages, Field Allocation, Special Events, Volunteer, Umpire, Sponsorship, Equipment, Tournament and Website Coordinators

* Executive Board Members are voted in by its members at the AGM held in October.

** Coordinators are volunteers who fill specific roles throughout the season that are imperative to help keep our association running smoothly and are appointed. If you wish to become a coordinator, please reach out to the AMBA President.

2. Coaches & Managers

Each team can have as many coaches that they want, but only 1 Head Coach and 2 Assistant Coaches (3 Coaches) will receive their hours for teams in 7U Division and below. 1 Head Coach and 3 Assistant Coaches (4 Coaches) will receive their hours for teams in 9U Divisions and above. 1 Manager will also be eligible for their hours on every team.

NOTE – Managers are to keep track of the teams volunteer hours (this form can be found in the Coaches/Managers section of the AMBA website) and have them submitted no later than June 15th to ambavolunteer@gmail.com.

3. Association Jobs

Hours will be counted only for jobs that are deemed to be a benefit to the Association.

These include but are not limited to (Board approval required prior to event):

Pre-season field setup, fence set up, in-season league run field maintenance, post-season field take down, AMBA tournament duties (pitch counting, score keeping, field maintenance), Concession (mandatory 2 hours) and special events (pancake breakfast, gear swaps, fundraisers, Batting Cage Clean-up, etc.).

NOTE – All Team associated roles DO NOT constitute volunteer hours and are the responsibility of ALL PARENTS. These include and are not limited to: Score keeping, pitch counting, field set up (line & rake fields), and field take down (rake and tarp field).

NOTE: If the Team Manager is having difficulty collecting the mandatory Cheque or Credit Card form from a family, please reach out to the the divisional coordinator or a board member. If families do not comply then they are not in good standing with the Association, which will impact them for future teams for their player. Only members in good standing with the Association will be able to register for future teams.



PARENT VOLUNTEER SUMMARY SHEET

As our kids grow it is important to set examples for them. One of the most important examples one can give a child is the importance of giving the gift of time. By volunteering with the baseball club you are demonstrating a commitment to your child, the community, and the sport of baseball. It's not just parents either, we have grandparents, sisters and brothers, and aunts and uncles contributing to the club. If you do not have time, think of other family members and ask them if they might be interested in contributing to the club. Every hour is very much appreciated.

For the upcoming season, each family will be required to volunteer approximately 6-hours over the course of the season to help the Association. NOTE: Score keeping (Any Divisions) and field maintenance DO NOT qualify for your Association volunteer hours.

Players in Family		
Player's Name	Team Name / Division	Coach's Name
1.		
2.		
3.		
4.		

Player Name	Name of Family Member	Volunteer Duty	# of Hours	Confirmed By

**Please submit to your Team Manager soon as your hours are completed;
But NO LATER THAN June 15th.**



PLAYER MEDICAL INFORMATION FORM

Division: _____ Date Completed: _____

Name: _____

Date of Birth: Day: ____ Month: ____ Year: _____

Address: _____

Postal Code: _____ Home Phone: _____ Cell Phone: _____

Provincial Health Number: _____

Mother's Name: _____ Business Phone: _____

Father's Name: _____ Business Phone: _____

Persons to contact in case of accident or emergency (if parents aren't available):

Name: _____ Phone: _____

Address: _____

Child's Doctor's Name: _____ Phone: _____

Child's Dentist's Name: _____ Phone: _____

Please circle the appropriate response below pertaining to your child.

- Yes No Previous history of concussions?
- Yes No Fainting episodes during exercise?
- Yes No Epileptic?
- Yes No Wears glasses?
- Yes No Are lenses shatterproof?
- Yes No Wears contact lenses
- Yes No Wears dental appliance?
- Yes No Hearing problem
- Yes No Asthma?
- Yes No Trouble breathing during exercise?
- Yes No Heart condition
- Yes No Diabetic
- Yes No Has had an illness lasting more than a week in the past year?
- Yes No Medications? If any? _____
- Yes No Allergies? If yes, specify: _____



CREDIT CARD AUTHORIZATION

VOLUNTEER DEPOSIT

I hereby authorize Aldergrove Minor Baseball to charge my credit card for the 2025 Season- \$250 Volunteer Deposit. NOTHING will be charged to your credit card, unless the volunteer commitments are not completed. Credit card charges will not be processed until June 30, 2025, where applicable.

Player's name: _____

Card number: _____ Expiration Date: _____

Card Security Code: _____

Card Type: VISA / MASTERCARD (CIRCLE ONE)



Print

Name: _____

Signature: _____

Date: _____

Q: What if it's raining on game day?

A: Contact the other coach and decide if the game will be cancelled. An email **MUST** be sent to the Umpire Coordinator, Divisional Coordinator and Field Allocator (See page 6&7 for email addresses) immediately providing the following details:

- (a) Division
- (b) Team Name
- (c) Time game scheduled

Q: I have Equipment inquires, who do I call?

A: Contact the Equipment Coordinator (ambaequip24@gmail.com) with all of your equipment needs and inquires. Your Division Coordinator may be able to assist you as well.

Q: What are the Concession business hours?

A: The concession is typically open whenever there home are games at the park.

Q: Who do my parents contact regarding volunteer hours?

A: The Team Manager keeps track of all the volunteer duties and hours using the forms available on our website (they were also included in the Team Manager's package). There is also a Parent's volunteer form that parents are to use to keep track of their own hours. Parents should submit their forms to the Team Manager who will forward a summary of all player and parent information to the AMBA volunteer coordinator at ambavolunteer@gmail.com.

Q: What field does my team play at?

A: 5U, 7U, 9U and 11U divisions play at Aldergrove Athletic Park with other Aldergrove Minor Baseball teams. 13U, 15U, 18U and 26U divisions play interlock with other leagues. Aldergrove Athletic Park is their home field. See attached map for field names and divisions.

Q: What is Summer Ball?

A: Summer Ball is an elite All-Star program that starts July 1st and lasts through August long weekend. Teams are determined by try-outs and evaluations, which does mean some potential players will unfortunately not be able to participate as there are restrictions to roster size. 9U Summer Ball season lasts for the month of July with 2 games per week and a season ending tournament August long weekend. 11U Summer Ball season runs from July 1st to the end of the August Long Weekend. Teams that are successful in the Summer League qualify for Provincials Contact your Division Coordinators for details

ALDERGROVE ATHLETIC PARK FIELD MAP



- A: DEVON'S DIAMOND 15U & 18U**
- B: SANDLOT 18U, 15U, 13U**
- C: 13U DIAMOND**
- D: 11U DIAMOND**
- E: PRACTICE DIAMOND**
- F: 5U & 7U DIAMOND**
- G: 5U & 7U DIAMOND**
- H: 9U DIAMOND**
- I: 9U DIAMOND**
- J: 9U DIAMOND**

JUNIOR GRASS FIELDS



- D1 & D2 = 5U and 7U Fields**
- D3 & D4 = 7U and 9U Fields**
- D5 = Dedicated 9U Field**