

New Coaches Information

Mailboxes in Equipment Room All teams and Board Members have a mailbox in the equipment room. Please check frequently as documentation will be placed in your mailboxes.

Medical Release Forms Every player must fill out this form and the Team Manager must keep this form in the event of an on-field emergency. Majors and Minors AAA Managers must submit this form to the Player Agent in the event their players are selected to an All-Star team. These forms will be placed in the team mailboxes for the coaches to distribute to players.

Concession Stand Requirements Every team will be required to staff the Concession Stand several times throughout the season. Typically, 3-4 people are sufficient for each time slot. The Concession Stand can only operate if there are people to staff it, so it is important that your team fulfills its obligations. We have found that the best way to fulfill your team's requirement is to assign 3-4 people to a particular date, and let them switch dates if needed.

Dugout Responsibilities At the end of each game, the Visitors dugout is responsible for emptying the trash cans for the field; the Home dugout is responsible for raking and prepping the field for the next game. Both dugouts are responsible for ensuring that all trash is removed to keep the dugout clean.

Opening Day Opening is a big event for JCLL; it is usually the first or second weekend in April depending on the Jefferson County Schools spring break calendar. All teams attend in uniform and are announced to the audience. More information on Opening Day will be disseminated in March/April.

Uniforms/Equipment Our Equipment Manager handles all uniform and equipment issues. Coaches will sign out a basic equipment load and return at the end of the season. Uniforms are always a time-sensitive issue; tee ball and Minor teams receive a standard issue of jerseys in a typical range of sizes. If you have a player who may require an atypical sized jersey, please contact the Equipment Manager as soon as possible so he can adjust the sizes.

Distributing/Collecting documents, \$\$, other items At times, it may be necessary for the Team Manager to distribute or collect documents, money, or other items from your players. These will be placed in your mailbox and you will be notified of the issue.

Behavior Familiarize yourself with the Parent Code of Conduct. The coaching staff will have the closest relationship with the parents of their team, and many times problems can be addressed at your level in the easiest manner. JCLL fosters a safe environment where families and volunteers feel respected. Poor behavior from players, parents, coaches or others is not to be tolerated.

Team Info Once teams are assigned, each team will have a page on the jcllv.com website under “Team Central”. All practices and game schedules will be posted there; any changes made to the schedule will be posted there. Encourage your team parents to become familiar with that site to minimize confusion.

Facebook Encourage parents to follow JCLL on Facebook, as all information and updates are posted there.

Sportsmanship Awards JCLL presents a Sportsmanship Award to one member of each Minors level team. The Team Manager and Coaches will nominate the player they feel exhibits the best sportsmanship on the team. The player will be given a certificate and gift bag. The Player Agent will request the player’s name from the Team Manager in early May.

Rule Book All coaches will be provided with an updated copy of the Little League International Rule Book that is released annually. Familiarize yourself with the rules of play applicable to your division.

Ground Rules In addition to the official Little League Rule Book, JCLL has additional Ground Rules for each division. They can be found on the jcllv.com website under the “Team Central” tab. You should familiarize yourself with JCLL’s local Ground Rules.

Coaches Meeting JCLL hosts a Coaches Meeting at the beginning of each new Spring season to provide information and rule changes to all coaches. This year is scheduled for Saturday, March 14th, time TBD. It is important that you attend this meeting.

Communication Flow Chart Attached is a Communications Flow Chart which indicates the flow of information.