



MANAGER HANDBOOK

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MANAGER SELECTION

SVGS is always in need of dedicated leaders to manage our teams. Interested candidates should complete the online registration for volunteer --> manager and also email their interest to the appropriate Division Commissioner.

The Deadline for submitting the application will vary year by year but is usually middle of December. Please check website and season details for exact dates.

Selection Requirements:

- Prior experience is not necessary
- Managers will be required to attend SVGS Manager Clinics.
- Post-season All Star team managers may be required to attend an ASA Ace Clinic.
- Member in good standing with the league
- Must submit and pass a ASA Background Check

Selection Process:

- Interested candidates should complete the online registration and also email interest to the appropriate Division Commish.
 - The Coaching Director and the appropriate Division Commissioner will review applications and submit all candidates to the Board of Directors.
 - All candidates will hold a manager interview with the Board of Directors and these will be scheduled in middle of December. Exact dates will vary. Please check website and season details for exact dates.
 - Board of Directors as a whole will select our managers for next season
-

FIELDS

Pet Policy

No pets are allowed in any of our fields/facilities during any SVGS event. Please remind your parents/families of the following:

There are **NO DOGS/PETS** allowed on **any** of the fields used by the Simi Valley Girls Softball Association during pre-season, regular, or post-season activities. That means practice, scrimmage, games, etc.

This includes all school campuses and public parks that are used by SVGS. If you bring a dog on to any SVGS field you will be asked to remove the pet immediately. The *only* exceptions are seeing-eye dogs as permitted by law.

Your cooperation is greatly appreciated.

Field Locations

Field locations can also be found on our website.

Location Name	Schedule Name	Address
Apollo (Three Fields)	AP1,AP2, AP3	3150 School St Simi Valley, CA 93065
Berylwood (Three Fields)	BW1,BW2,BW3	2300 Heywood St Simi Valley, CA 93065
Big Sky (4 Fields)	BS1,BS2,BS3,BS4	2251 Lost Canyons Drive Simi Valley, CA 93065
Challenger	Challenger	1757 Blackstock Ave Simi Valley, CA 93065
Rancho Santa Susanna (S Turn 3 Fields)	RSS1,RSS2,RSS3	5005 E Los Angeles Ave, Simi Valley, CA 93065
Rancho Simi Community Park (Duck Park 3 Fields)	RS1,RS2,RS3	1765 Royal Ave, Simi Valley, CA 93065

Field Layouts



Apollo Fields

Things to Know:

- Bathrooms are available next to Challenger field
- Church Street is extremely busy. Please ensure siblings and players take care in crossing the street
- We are part of the community. Please refrain from parking across the street on Church in a way that blocks driveways and/or mailboxes.
- Refrain from fielding drills that may cause balls to go over South fence onto neighbors yards.
- Water for Field 1 is on edge of fence down 3rd base side on the side of the storage bins
- Water for Field 2 is on edge of fence down 3rd base side on the side of the storage bins
- Water for Field 3 is on the side of the bleachers closest to 1st base dugout



Berylwood Fields

Things to Know:

- Bathrooms are available north of Field 1 at the park.
- Bridget and Heywood St. are busy. Please ensure care is taken if crossing the street
- Field 1 is not reserved/permitted for SVGS and is scheduled directly through Park & Rec
- Keys for field will open the Entry Gate on Bridget St.
- Water for field 2 is on edge of fence down 3rd base line
- Water for field 3 is on edge of fence down 1st base line



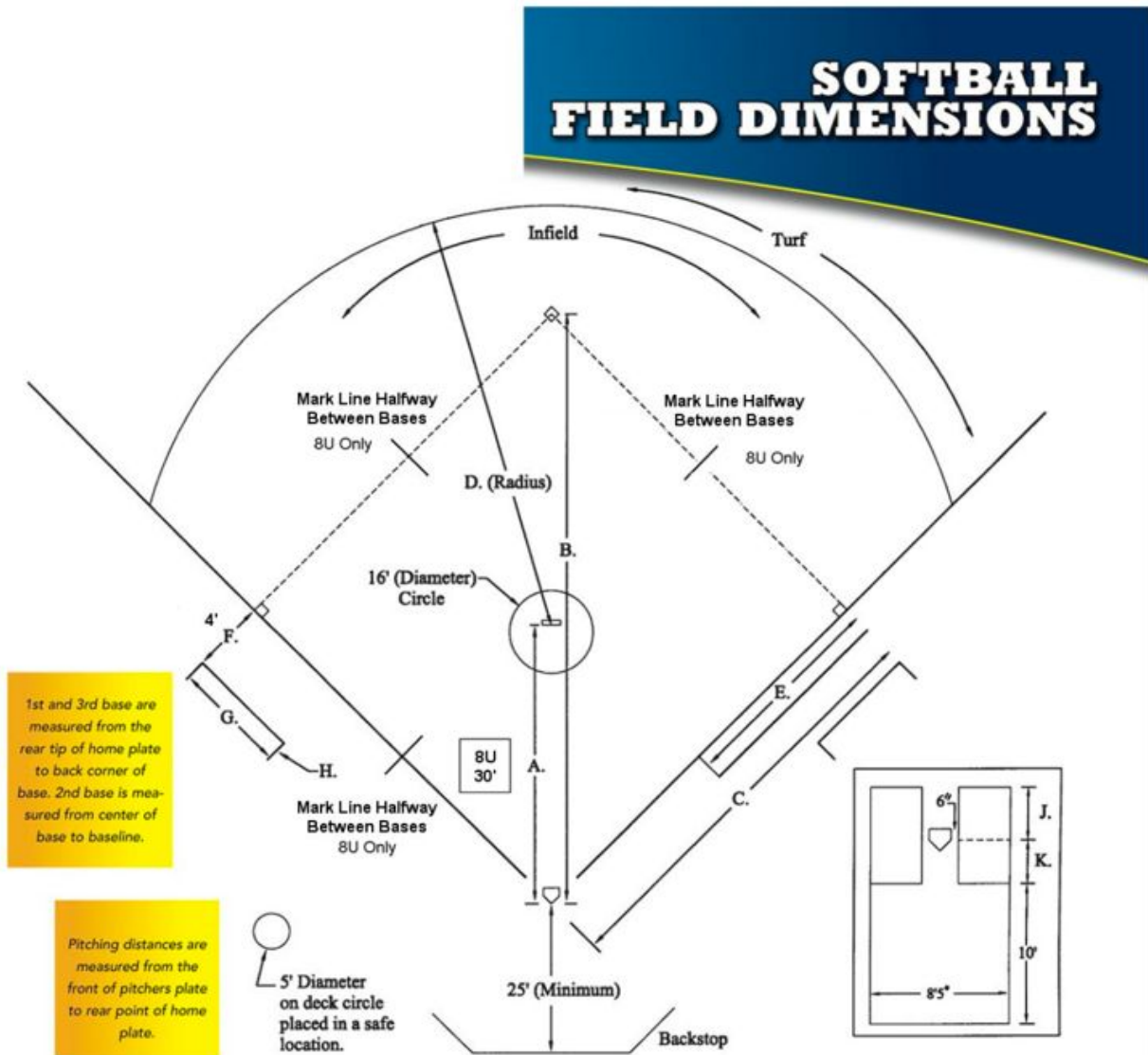
Big Sky Fields

Things to Know:

- Bathrooms are available on South side of park.
- Parking is allowed on the road up to the Dog Park on left side unless marked red
- Parking is not allowed at the Dog Park
- All bases/drag equipment will be stored in the Storage Shed in center of park

Field Dimensions

Softball Field Dimensions



1st and 3rd base are measured from the rear tip of home plate to back corner of base. 2nd base is measured from center of base to baseline.

Pitching distances are measured from the front of pitchers plate to rear point of home plate.

SOFTBALL FIELD MEASUREMENTS BY GROUP

GROUP	TYPE/AGE	A	B	C	D	E	F	G	H	I	J	K
A.S.A YOUTH	FASTPITCH / GIRLS / 10U	35'	77'-9"	60'	55'	27'	8'	15'	3'	150'-175'	4'	3'
	FASTPITCH / GIRLS / 12U	40'	84'-10"	60'	60'	30'	8'	15'	3'	175'-200'	4'	3'
	FASTPITCH / GIRLS / 14U	40'	84'-10"	60'	60'	30'	8'	15'	3'	175'-200'	4'	3'
	FASTPITCH / GIRLS / 16U/ 18U	40'	84'-10"	60'	60'	30'	8'	15'	3'	200'-225'	4'	3'

Field Setup/Maintenance

It is every manager's responsibility to leave their practice field in the same OR BETTER condition. If you find it in bad shape you are still responsible for leaving it in good shape. If there are issues with how you are finding your field reach out to the field director.

For games, both home and visiting teams are responsible for the set-up, maintenance and tear down of the fields. Home team is responsible for set-up and Visiting team is responsible for tear down. Teams can negotiate between each other and switch the roles if necessary.

Field Setup Procedure

1. Drag the field as outlined in the [Field Drag Procedure](#) in this document
2. Chalk the lines following the dimensions shown in [field dimensions](#) in this document
 - a. The line from home to first base goes between the white base and the orange safety base
 - b. The line from home to third goes to the outside of third base.
 - c. The string should start from the back point of home plate - take care not to damage home plate when hammering in the nail to hold the string
 - d. Use the metal templates for the batters boxes ensuring they are oriented in the right direction (back, backstop etc is painted on one side) and that the handles align with the left and right edges of home plate.
 - e. On Deck circles should be close to the dugouts but safely away from entry to/from dugout and from fence
 - f. Pitcher's circle is 8ft radius from the center of the mound and should be done AFTER the pitchers mound has been placed.
 - g. Dont forget the coaches boxes as well.
 - h. For 6U/8U division please also mark the halfway points between bases with a small white line. This will be used to assist umpire to determine if batter will go back to previous base when play is stopped.
3. Install the bases.
 - a. 1st base shall use the double bag. Remember the orange bag faces towards foul territory.
 - b. Use the dirt removal tool to dig out the base receptacles so the bases fit properly for the safety of our players.
 - c. Prior to inserting the bag check the peg for damage
 - d. Once bag is in place ensure it is locked in place and is not rotating or sitting too high. Bag should sit flush to the dirt with no gap. It should also sit stable without wobble when standing on it

4. Install the throwdown pitching rubber.
 - a. Measure the appropriate pitching distance from the back point of home plate to the front of the rubber. The distance for each division can be found in the [field dimensions](#) section. It is included here as well:

i.	6U/8U	30 ft
ii.	10U	35 ft
iii.	12U	40 ft
iv.	14U	43 ft
 - b. Center the pitching rubber as best as possible so a line between home plate and second base cuts through the middle of the rubber.
 - c. Use hammer and nails to secure the pitching rubber. Take care not to hammer a finger, it hurts.
5. Once field is fully chalked go ahead and lightly water the field again just enough to dampen the chalk. This will prevent the chalk lines from blowing away.

Field Teardown Procedure

1. Remove the bases and put back the rubber base plugs.
2. Remove the portable pitching rubber
3. Return the bases and pitching rubber to their proper storage area
4. Drag the field as outlined in the [Field Drag Procedure](#) in this document
5. Clean out the dugouts and broom them if necessary.
6. Pickup any trash in/around the fields and place in trash bins
7. Big Sky: Take all trash from both of the containers on your field to the trash bins.
8. Lock all gates to your field and storage bins and ensure they are shut/locked
9. Big Sky: Last 2 managers at field must wait to escort snack bar personnel out

Back to back games

On weekends where games may be played back to back there may not be a need for a full teardown/setup in between games. The team responsible for teardown is still responsible for all teardown duties and next team responsible for setup is still responsible for all setup. No assumption should be made that the "other" manager will take care of it. Both managers shall communicate and agree on whom will do what. The second game of the day shall play on fields that look as nice as the first game of the day.

At a minimum:

- Rake the batter's box, the pitcher's circle, and around the bases.
- Drag the infield if necessary and time permits taking care not to hit the bases
- The trash bins should be checked and EMPTIED if more than half full!

- Water the field after you re-chalk the batter's box and pitcher's circle, if necessary.

Setup/Teardown Tips/Expectations

- If any of the field equipment (cart, chalkers, bases, plum lines, templates, rakes, brooms, shovels, etc are damaged or missing, please notify our field Directors by filling out the online form [Maintenance Request](#) or by emailing them directly to:
 - bigskymaintenance@simivalleygirlssoftball.org
 - apollomaintenance@simivalleygirlssoftball.org
 - fielddirector@simivalleygirlssoftball.org
- If you find it clean please keep it clean! If you find it dirty, please clean it up!
- Clean out your dugouts. It is the responsibility of both teams to clean out their dugouts after the game. Teams coming onto the field for the next game need to be patient and allow teams to clean up before entering the dugouts.

Field Drag Procedure

- 1) Remove all bases and throw-down mounds and put back peg covers over base pegs
- 2) Rough level home plate area (catchers area and batters boxes) with rake
- 3) WET FIELDS AT LEAST ONE ROTATION BEFORE DRAG
- 4) Drag from outside of field to inside
 - a) Be sure to stay at least 2 feet away from chain link fence and grass
 - b) Do not drag over sprinklers. If you do, clear off top of sprinkler
 - c) Do not drag over home plate. If you do, clear off top of it
 - d) Be sure anyone dragging knows procedures before they drag
- 5) See which part of the field is low spot and empty excess screen dirt over this area and level out
 - a) This is normally the pitchers mound area but every once in a while 1st,2nd, 3rd slide areas will need some care.
- 6) Make sure all dirt is left on the field and not on the Gator/ATV
- 7) WET FIELDS AT LEAST TWO ROTATIONS WHEN DONE

Drag Tips/Expectations:

- **SAFETY FIRST**
 - **Only the operator is to ride on the ATV at Big Sky and only 2 adults may ride on the Gator at Apollo.**
 - **No minor is to be allowed to operate OR ride in any of the SVGS equipment**
 - **Operator is to drive SLOWLY to/from storage area onto the field**
 - **All kids should be OFF the dirt when dragging is taking place**
- If Gator/ATV is not available you must still drag by hand. Help keep it available
 - Fill the Gator/ATV up with gas when it reaches ¼ full.
 - Report to field crew when gas containers are empty and/or we are down to last one
- Dirt is expensive. It takes over \$2.5K/field to “top-off” and restore dirt on each field. You can help:
 - Always wet fields FIRST and AFTER drag to prevent loss of dirt due to wind
 - Report broken/damaged sprinklers ASAP

- Equipment is expensive to buy and to maintain. You can help:
 - Report any broken drag equipment ASAP
 - Ensure rake and screen are fully up before leaving the dirt
 - Do not engage reverse/forward while Gator/ATV is moving or while at high rpms

Sprinkler Instructions Big Sky Fields

Big Sky Water Procedures

TO TURN ON SPRINKLERS

1. PRESS THE BUTTON	(ACCESS CODE)	SPRINKLER FIELD NUMBERS
2. PRESS THE NUMBER	(1)	FIELD #1 1,2
3. PRESS THE BUTTON	(ON)	FIELD #2 7,8
4. PRESS FIELD SPRINKLER #	(1-8)	FIELD #3 5,6
5. PRESS THE BUTTON	(ON)	FIELD #4 3,4
6. PRESS THE BUTTON	(MV PUMP)	
7. PRESS THE BUTTON	(ON)	

If sprinklers turn on but not full pressure then PRESS (MV PUMP) and then (ON) again. If nothing turns on go between dugouts on field #1 and field #4 and repeat steps 1 thru 8 again. If wrong sprinkler turns on press (OFF) twice

TO TURN OFF SPRINKLERS

1. PRESS THE BUTTON (OFF)
2. WHEN TURNS OFF PRESS (MV PUMP)
3. PRESS THE BUTTON (OFF)

If sprinklers dont turn off go between dugouts on field #1 and field #4 and repeat process. Make sure sprinklers are all the way off before you leave fields.

[Big Sky Water/Drag Quick Guide](#)

COACHES EQUIPMENT

There are many products out there to help the Managers and Coaches run a team, organize the team, and help provide instruction. The list provided should serve as a checklist/template but ultimately it is up to each Manager to decide what equipment is most effective for them

Personal

- Sunblock
- Sun glasses
- Easy to clean Jacket
- Easy to clean shoes
- Hat
- Water Jug

Game Time Equipment

- 1 Bucket with Padded top lid (to sit on) full of balls
- Stopwatch (To keep game time)
- Strike/Ball/Inning Clicker
- Lineup cards
- Field Positions
- Basic 1st Aid Kit with instant compression packs
- Equipment Bag (Catchers gear, spare helmet, bat, etc)
- Scorebook
- **Optional**
- Dugout organizers - any method for girls to efficiently know who is next at bat
- Batting Nets
- Travel Pitching Mound/Plate
- Adult SB Glove (warm up pitcher)
- Hitting Stick (Younger divisions)
- Canopy (For Tournaments)

Practice Equipment

- In addition to the required game time and personal items
- 5 Gallon Buckets (the more the better) with lids
- Batting Net

- Tee(s)
- Adult SB Glove
- **Optional**
- Travel Pitching Mound/Plate
- Hitting Stick (Younger divisions)
- Plastic Cones
- Pitching Machine/Balls
- Bucket Organizer (sleeves for buckets with zipper, pockets, and padded seat)
- Collapsible Cart (take equipment to/from field)
- Water Sprayers

League Provided Equipment:

Upon request the league will provide subject to availability the following items:

- Keys to practice fields (Will require a deposit be made to the league to cover lost keys)
- Equipment Bag (Will require a deposit be made to the league to cover lost/damages)
 - Catchers gear (Helmet, Chest Protector, Shin Guards)
 - Batting Helmet
 - Bat
- Pitching Machine/balls (Will require deposit)

Sample Equipment and Links:

Local Equipment Vendors:

Play It Again Sports
 Dicks Sporting Goods
 Big 5 Sporting Goods

Popular Online Retailers:

<http://www.boombah.com> (Allstar Bags)
<http://www.softball.com/>
<http://bownet.net/> (Batting Nets)

Sample Equipment

- Ball/Strike/Out Clickers



- 5 Gallon Buckets (the more the better) with lids and organizer



- Batting Net (Bownet BigMouth Shown)



- Tee(s)



- Hitting Stick (Younger divisions)



- Plastic Agilty Cones



- Pitching Machine/Balls





- Collapsible Cart (take equipment to/from field)
-

PLAYERS EQUIPMENT

Coaches can use this list as a guide when helping their parents choose or decide on what equipment to get for their kids. Prices are estimate/guidelines only and are as priced in 2015. There is other equipment out there and this list is not intended to be exhaustive.

Helmet: (\$25-\$60)

All girls must wear an ASA Certified batting helmet. Chin straps were a requirement until 2016 season. Helmet needs to have a face guard.



- Ensure helmet is snug
- Inserts can be bought for small heads
- Ensure face guard doesnt block kids vision
- Ensure helmets are in good working order
- Helmet AirBrush Decorations available opening day
- Teams sometimes make custom stickers for helmet
- Do not recommend girls share helmets for health reasons

Gloves: (\$15-\$500)

All girls must use and have a fielding glove. Glove quality and construction varies. There are dedicated catchers gloves, 1st base gloves, infield gloves and outfield gloves as well as all purpose fielding gloves. Selection and types vary widely. To give an idea:

<http://www.justballgloves.com/>



- Price of the glove isnt as important as fit and function
- Stay away from the \$5 vinyl plastic bat/glove combos
- For higher end gloves expect breakin period
- Proper glove maintenance should be taught to girls
- Ball in glove during storage is critical
- Proper oiling and tightening of strings
- For 6U/8U divisions and new players good pre-broken in gloves that are easy to use can be found from \$30-\$50 range. The kids will likely outgrow the glove before it wears out.
- For year round players or older divisions high quality gloves can be found from \$50 to \$100 range (or higher). These gloves will typically require more breakin and more care but will wear better and perform better.
- Specialty gloves are optional and not recommended as most players will not play only one position. Catchers glove are the exception.

Bats: (\$15-\$400)

Bat quality and construction varies even more than gloves. Construction material will range from aluminum to multi-piece composites. There are many opinions on bats and the value of composites vs. individual skill. It will come down to personal budgets. Parents should be made aware that between 6U and 12U they will likely outgrow the bats in one to at most 2 seasons.

Common bat sizing/lingo terms:

Length: Bats range in length from 25 inch to 36 inches.

Weight: Is expressed as a function of the size using a term Drop X where X is a number subtracted from the Length to determine weight. For example a 30 drop 10 bat is 30 inches long and 20 oz in weight.

Multi-Piece vs Single Piece: Describes how the bat is made. It's either one big piece of aluminum or some composite material or is made up of multiple pieces (Handle and Barrel epoxied together) etc.

ASA Certified: Bats must conform to certain performance limits set forth by ASA. The certification is stamped on the bat. Note umpires will and can check equipment to make sure the bats are certified and in general are safe to use.

Bat Sizing:

There are many online resources for bat sizing. Rule of thumb is the length of the bat should equal the length between middle of chest and end of fingers with hand stretched out next to them. Weight should be light enough where they can swing in a level plane and not be manhandled by the bat.

6U and 8U: (\$15-\$80)

Girls are learning fundamental swing mechanics and need a bat they can handle. There is absolutely no need for high end multi piece composite bats in this age group. The balls are softer and the pitching is too slow to take advantage of the performance benefits composites bring. Proper length and weight are the key factors. At this age they will likely outgrow the bat within two seasons.

10U and above: (\$15-\$400)

Balls get harder, girls get bigger, bat speed increases, fundamentals swings are better. It is around this age where the quality and material of a bat may make a difference in hitting performance. Expensive bats are never a requirement. *Composite bats should NOT be used*

with pitching machines and the heavy balls. Some composites are known to get damaged due to heft of pitching machine and heavy balls.

Representative Bats:



\$20 Easton Mako



\$350 Louisville LXT Plus

Batting Gloves: (\$10-\$30)

Probably the most frustrating piece of equipment for parents. They will get lost, torn, misplaced, and take forever to get on and off. Sizes/Colors/Prices will vary. Buy them in bulk and maybe they will have enough to last one season.

Batting gloves prove more useful in helping protect hands during slides than in the grip of the bat. Mainly because bats have very nice grips these days. Gloves usually last at most one season. Less for the kids playing year round.



Slider Shorts: (\$10-\$30)

Padded underwear that provides protection against rashes when sliding on dirt. Not required piece of equipment but extremely helpful in making girls comfortable with sliding. Most commonly used starting at 10U and beyond.



Cleats: (\$20 to \$80)

Below 14U division no metal cleats are allowed. At younger ages cleats will be outgrown and outworn rather quickly. As they get older recommendation is for girls to put on and take off cleats at the field to save the wear and tear on the plastic cleats specially on cement and asphalt.



Facemask: (\$20 to \$40)

There are two basic types of masks. Plastic and Metal. The plastic ones are lighter and more comfortable and are ideal for younger players. Their main drawback is more interference with the field of view. Metal masks provide better field of view but tend to be heavier and bigger and are more suited for older/bigger players.



Author's personal opinion:

While facemasks, unlike helmets, are NOT a required piece of equipment parents are strongly encouraged to invest in one for their player. They are one of the most cost effective teaching aids a parent can buy, specially if done at an early age. It is much easier to teach and coach catching/fielding fundamentals without the kids having to worry about a broken nose. While they dont guarantee injury free play, the extra safety it brings against injury is an added bonus. Wearing one has nothing to do with a kids ability as a player.

Balls (\$2.50 to \$9.00):

Every kid should have a ball in their bag and always put their glove away with a ball inside the glove. There are 3 types of balls the league uses depending on the division.



6U/8U: Worth RIF 1 Sof-Dot **10 inch** ball

10U: Worth RIF 1 Sof-Dot **11 inch** ball

12U: Worth Dream Seam 12 inch ball

The RIF-1 10 inch and 11 inch balls are much harder to find locally than the 12 inch balls.

TEAM MEETING

Every manager should have a team meeting either before or during their 1st practice. The goal for the team meeting is twofold. One, for all families to get to know each other and Two, for all families to understand manager's expectations, leagues expectations and parents expectations.

Most conflicts between parents and coaches are simple miscommunications that are not addressed and simmer for entire season. Managers should go out of their way to communicate to their parents throughout the season.

The sample team meeting agenda included here should serve as a template that the manager can adjust to his/her own needs. Manager should review this template and ensure the key information and messages are conveyed in their own words.

Sample Team Meeting Agenda

Meeting Date: Thursday, January 23

Agenda:

- Manager Welcome and Introduction
 - This is where you toot your own horn and ensure parents know what you are about
- Parents introduce themselves
- Parent Expectations
 - What do you want your child to get from it
 - What do you as parents want to get from it
 - Do you want to help in practice
- Manager Goals for the Season
 - Instil love for the game (understand the game and make it fun)
 - Teamwork
 - Teach the fundamentals
 - Ready up girls moving up to Next Division/Allstar
- Rules
 - Website has official rulebook - both ASA and local rules
 - Manager rules
 - For example: Positive Talk, Have Fun, Try your Hardest, No food in the dugout, etc
 - Review division specific local rules with parents so they understand
 - 8U parents moving up to 10U may not know drop 3 or hot plate for example
 - 10U parents moving up to 12U may not realize ball is bigger or pitching distance is deeper
- Conflict Resolution

- Don't argue with the umps - we will get kicked then team will forfeit
- if you have an issue with a coach please bring it up - don't simmer and vent thru back-channels but follow 24hr rule.
- Review Schedules and practice times
 - Game schedule will be posted on web
 - Until opening day we will have practice X per week on Y day from this time to that time on field Z
 - Hope to have 4-5 people helping in each practice
 - Older players and Parents
 - 5 stations of 1 to 3 kids
 - Agility/Batting/Catching/Throwing/Running - Fundamentals
 - 4 vs 5 short games, etc
 - Once season starts there will be 2 games/week with 1 practice per week
- Roster
 - Will mail roster to all of you - if you don't want your phone number to be included please send me email and I'll remove before I send
- Volunteers Needed
 - Field Setup/Teardown
 - Trash
 - Opening Day/Closing Day Logistics
 - Snacks - would like to bring after game snacks and will do a round robin parent assignment - one parent will bring the snacks for game and we rotate thru parents
- Website - if you are interested in being website volunteer let me know
- Shutterfly/TeamSnap/Gamechange/other team management site
 - I will likely create a shutterfly account and open it up to all of you to post pictures, calendar of events, notices etc (easier than email for some stuff)
 - Rule: NO KIDS NAMES or TAGS on pictures
- Snackbar: Two 2 hrs mandatory or you lose the deposit
- Background Checks:
 - Who needs background checks
 - Please give me forms tonight with copy of drivers license and check (can make copies for you if you like)
- Spirit Gear:
 - Catalogue will be given to us during Team Mom meeting next wednesday
- Uniforms:
 - Go over team color and confirm/collect jersey numbers
 - Review equipment kids must still get
 - Please buy black pants

- Cleats
 - Black undershirt
 - Funky Sock
 - Coach Shirts: Who wants one
 - Fields
 - We will likely play at Big Sky and Apollo
 - We will likely play on X day
 - 8U Mondays
 - 6U Tuesday
 - 12U Wednesday
 - 10U Thursday
 - 14U Friday
 - Everyone plays Saturday
 - We will practice on Y fields
 - Play close attention to your kids specially at Apollo - street close to field - kids sneak out
 - Gear
 - Review Gear for the kids - use the player equipment section as a guideline on topics to cover (Bat, Helmet, Cleats, Glove, Facemask, etc)
 - Optional: slider underpants, batting gloves, helmet painted, knee, chin, elbow, wrist, and any other "batter" protection gear
 - Recommended: Tee, Balls, Nerf Balls
 - Review the type of ball to be used
 - Decide on Team Name
-

FREQUENTLY ASKED QUESTIONS

- Q: If I manage a team will there be people to help me?
 - A: Absolutely! The commissioners, the coaching director, and the board of directors are all here to support the managers have a successful season. We would also like all parents to get involved with their kids team and encourage managers to reach out to all parents and ask for help. Keep in mind any coach or parent that is in the field will require a background check.

 - Q: Is there a limit on how many coaches/parents I can ask to help me?
 - A: No but any parent/coach on the dirt must have completed and passed a USA Softball Background check.

 - Q: Will any equipment be provided by the league
 - A: The league will provide keys for access to the field and if needed catchers equipment. A deposit check will be required at the time equipment is delivered which will be given back when equipment is returned.
-