



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



Gordon Head @ Lambrick Park Division Coordinator Handbook

If you have any ideas for making this handbook more helpful, please contact
vpoperations@gordonheadbaseball.ca

Connect with GHPBA Executive

You'll get lots of support and help with any questions you have. Attending the monthly Exec meetings is helpful, but not mandatory. Your ideas and participation are welcomed.

Connect with GVBA

Find out who the GVBA Division Coordinator is for the season. They will keep you informed of league scheduling dates, playoff dates, Prospects info, summer ball tryouts and more.

Registration

Registration fees follow-up – will get a list of unpaid players from Registrar. Follow-up with these families by email.

Assessments (U9 and up)

Usually 2 dates, players to attend the first session. If they cannot, then they can attend the second date which will be made up of players from all age groups. If a player is still not able to attend assessments then try to get one of your coaches to assess or gather information from previous years coach, to gauge players ability to inform the draft process. Give this info to the coaches involved in the draft.

An email to all registrants about assessments with dates, details, etc is sent out with players' registration confirmation. This information is also posted on our website,
www.gordonheadbaseball.ca

Player assessment sheets and set up maps can be found on the resource page of the website. Use parents and coaches to help with stations. Independent assessors will be made available through the Eagles program to score the players.



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



See separate Assessments section for scoresheet examples.

Playing Up or Down a Division

Occasionally players will request to play up or down a division. Accommodations of this type of request are rare and considered on a one-off basis and should be discussed by the Executive. See FAQs on website.

Setting up Teams

Prior to selecting teams, you will need to recruit coaches. Using your registration list send an email to your parents for an expression of interest for coaches. Coaches must submit a current criminal record check, paid for by the club. Once you've determined how many teams Gordon Head will field for your division you can then assign coaches. Each head coach can also pick a maximum of one assistant coach prior to the draft, in some cases coaches and assistants may need to be split to ensure all teams have a qualified head coach.

Draft (U11 and up only)

New to the 2017 season at the U13 level is tiering. Each Association will have one AA team and as many A teams as they have players. The A teams will go through the "Draft" to create equal and balanced teams. After Assessments are complete, head coaches and the coordinator meet to draft fair & balanced teams. See the separate Draft document for more details about this process. Important to note that each team can only 'protect' **two** players maximum (head coach's child and one assistant coach's child).

Scheduling Games (U11 and up)

After the Draft is complete and the teams are set it's time to schedule the season! Usually end of March there is a Scheduling meeting with all Associations (GHLPBA, Carnarvon, Triangle, Lions, Layritz (13U) & Peninsula) in the Division age group to schedule all league games for the spring season. Also all head coaches must attend. The coordinator will need to attend this meeting to keep track of all dates that the field is booked. It is a good idea to bring a calendar so that you can keep track of the games. Sometimes this is provided by GVBA. Remember to put all GVBA blackout dates into your calendar (usually given to you at the meeting) but you will also need to enter Gordon Head blackout dates, ex; Summerball tryouts



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



dates, opening ceremonies (games to be scheduled after 1pm), coaching clinic nights, player clinic nights, Park playoffs, etc.

Scheduling Practices

Immediately after the league games are scheduled, the teams should return to the GHLPBA clubhouse at Wilf Sadler field to schedule practices on the Division field. If Division field time is full, the teams are welcome to find other suitable fields to practice that does not need to be scheduled.

Exhibition Games

Any teams scheduling exhibition games held at our park are responsible for umpire costs. Usually these costs are split between both teams and the umpire is paid at the field. For any umpires required at the 13U division and higher you need to contact GVBA Umpire Coordinator to request umpires. 11U and below can be requested from the Gordon Head Umpire allocator. Fees change from year to year so please ask the umpire costs when you send in your request so that you know how much you need to pay.

Batting Cage

The Division Coordinator should connect the GHLPBA Field Allocator to get the blocks of time available for their division in the batting cage. Then figure out the best way to allocate those times amongst your teams. Having them sign-up on a google doc worked great.

Equipment

Liaise with the GHLPBA Equipment Coordinator to get coach contact information to them early so that they can organize equipment for each team in your Division.

Professional sessions

Player & coach development

Throughout the season there will be opportunities for your players to attend clinics that are put on and paid by GHLPBA. It is the responsibility of the coordinator to allocate the times for the teams to attend. For example, in the past we have had two time slots for the clinics so you would organize which team attend which time slot and inform your coaches, etc. For more



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



information on this you can email vpbaseball@gordonheadbaseball.ca

Field

Liaise with the GHLPBA Field Coordinator or Executive for field needs such as chalk for lining the fields, lawn mower, gas, etc. Your Division will be responsible for your field's maintenance including:

- mowing and properly disposing of grass clippings (if wanting any mowing beyond what Saanich does)
- cleaning out the dugouts
- field prep & takedown before and after games & practices
- scoreboard (replacing light bulbs, etc. flags on Mosquito scoreboard),
- putting the fence up and taking fence down for U9 (Novice) and U13 (Peewee) fields

Coordinator doesn't have to do all the work, just make sure it gets done ☺

Calendar

It is helpful for field bookings to use the Calendar setup for each Division and displayed on the [GHLPBA Website](#). Be clear you are putting all times on the calendar when the field is booked and NOT all away games, i.e., not all team's schedules or you'll have to keep track of rescheduled rainouts for away games! Use it as a tool just to show when our field was in use or available. Send your completed games/practice/event schedule to webmaster@gordonheadbaseball.ca

Playoffs/End of Season

By about end of April, you should receive the inter-association (U11 and up) City Playoff schedule from the GVBA Division Coordinator. Working back from these dates, set a playoff schedule for the teams in your association. Format will depend on how many teams you have. Send a draft to the coaches/managers for input, adjust if necessary and send to all teams when finalized. The playoffs are to determine a Park Champion as all teams will compete in the City Playoffs against teams from other associations.

Get the home team to send you the results of the play-off games (including innings played &



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



score) after each game so you can keep track.

There is a BC Baseball pitch count form that teams must complete for all play-off games and have signed by the opposing coach after each game. That completed form is to be brought to every play-off game within GHLPBA and at GVBA.

11U & 13U: There is a Trophy for each age Division 11U and up for Park Champion, to be awarded by the Division Coordinator at the completion of the final playoff game. Trophies are to remain at the Wilf Sadler Clubhouse and can be used by winning team for photos but not to leave the park. Medals will be awarded to the Playoff winners of each Division at Closing Ceremonies.

Awards: (individual division Jamborees/awards discontinued as of July 2017 and replaced with Closing ceremonies to be held prior to the end of June)

7U Division: Players are presented with a Rally Cap, provided by Baseball BC

We also provide a certificate of participation to the 1st year players and certificate of completion for the 2nd year players. These can be found on the resources page of our website. The coaches present the certificates and Rally Cap hats.

9U Division: End of the season there is a round robin tournament. The top team is awarded with medals at Closing Ceremonies. Medals are ordered from [Showcase Awards](#), Division Coordinator to coordinate orders if required.

11U/13U/15U & 18U Divisions: If you have more than one team in the division there will be a park playoff to determine a Park Champion. This is where you will hand out the trophy but the medals will be handed out during the Closing Ceremonies where each team can be celebrated.

Prospects

Prospects is a select team of players who have a strong interest in playing Summer Ball. You



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



need a coach (so likely a parent with interest and a strong player). The Prospects head coach will decide how to select the team. Could use just the Assessment scores and/or have a separate try-out. Playing on the Prospects team is optional for those who make it. Usually at most 1 or 2 practices total and games are on Sundays with a schedule set by GVBA.

Summer Ball

Summer Ball is a high-level of play offered by GVBA. You should get info about summer ball from the GVBA division coordinator to pass on to GHLPBA players/parents. Summer ball tryouts will happen during the season on dates that cannot have games scheduled. The season usually runs end of June to early August, depending on how successful the team is in qualifying for Provincials and/or Western Canadian championships.

Contact with coaches

- Make sure coaches have the umpire contact info as it is the home team responsibility to notify umpires of cancellations for any other reason. Postponements for weather, prior to game time, is at the call of the home team coach. After the start of the game, it's at the call of the umpire. Make sure each team has 1 set of keys for their clubhouse.

Team Management

Highly recommend each team has a Manager as well as the head coach. This can be the same person, but looking for coaches to coach, teach, make line-ups, have a post-game team talk, etc. The Manager role is to communicate with the team/parents, help with scheduling, liaise with the coordinator, organize parent volunteers - scorekeepers, field prep, field clean-up, etc. The Managers could be the Team Uniform Coordinator or find another parent to take on this role:

- 1) Get team uniforms/hats from Division Coordinator (Uniforms are now kept by the players at the end of the season).
- 2) Meet with Division Coordinator to make sizing adjustments for hats/shirts.
- 3) Ensure all Players/Parents have a copy of the Player and Parent Code of Conduct and ensure that they have read and understand all content.

******Home team responsibilities – make sure all teams know what they are to do for each**



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



home game:

- Unlock the clubhouse
- Preparing the field – rake, mow, bases, lines
- Scorekeeping (also required for away games)
- Scoreboard
- Cleaning up the field afterward – put away bases, rake
- Pack out your own garbage & recycle from the clubhouse
- Pack out your own garbage & recycle from the dugouts
- Lock up the clubhouse (unless concession staff is still on site)
- Until game time, the rain out or not determination is at the call of the home team coach. After the start of the game, it's at the call of the umpire.

Parent expectations

All parents are expected to read the Player and Parent Code of Conduct form found on the resource page of the website. Send out an email to all parents with the general expectations of them for the season (and any other specifics you wish to add). A suggested email for the Coordinator to send to all parents – customize as you see fit:

GHLPPA is a great place for our children to play baseball because of busy volunteer parents just like you. Even if you don't know anything about baseball, there are many ways you can help out ☺

- Unless the head coach wishes otherwise, it's helpful for each team to have a Manager who does most of the communication with team (by email), liaises with the Division Coordinator for things like photo times, etc.
- Uniform team coordinator:
 - 1) Get bin of team uniforms from Division Coordinator or your team Manager
 - 2) Meet with Division Coordinator should any uniform sizing need to be adjusted.
- Every time you are the **home** team, parents are responsible for:
 - o Field preparation – before every game, parents (not the coaches!) are responsible to rake & line the field and put out the bases.
 - o Field clean-up – after the game the field should be raked and the bases put away
 - o Scorekeeping. If you can count, you can keep score. Your team Manager will find someone to teach you how to scorekeep (and here's a secret – the scorekeeper gets the best seat in the



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



house for the view and the only one out of the rain ☺)

- o Scoreboard. This one is really easy, but again, does involve counting and pushing buttons.
- o Head Coach and/or Manager to open & then lock-up the clubhouse and washrooms.
- Attendance. As soon as you know your child will not be able to attend a game, let your Head Coach & Manager know. Same goes for practices. Coaches put a lot of effort into creating the line-ups and drills and last minute changes create extra work
- Occasionally there are other things outside of games that need to be done such as putting up or taking down the fences, helping out with opening ceremonies or other extraordinary activities. Please do what you can to contribute.
- For the gear, players need their own:
 - glove
 - helmet with chin strap
 - jock/jill
 - baseball pants
 - belts are optional
 - batting gloves are optional
 - rubber cleats are optional

Gordon Head Baseball at Lambrick Park (GHPBA) provides keeper hats & jerseys. Each team gets an equipment bag with bats & catchers gear & buckets of baseball and wiffle balls.

- Talk to your child about **Player Expectations:**
 - ❖ All players are to read the Players and Parent code of conduct found on the resource page of the website.
 - ❖ Respect the game, your coaches, your teammates, the other team, the officials, & yourself
 - ❖ Encourage your teammates
 - ❖ Do not leave any garbage in the dugouts home or away
 - ❖ No food or drink in the dugouts besides water
 - ❖ Thank the volunteers
 - ❖ Do your best
 - ❖ Have fun!



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



For the younger age groups – please note GHPBA is not a babysitting service. You need to be at the field the whole time your child is there or have another parent accept the responsibility of your child.

Any parent with a child registered in Gordon Head @ Lambrick Park Baseball Association is a member of the association and is counted on to contribute to another successful season!

Assessments (forms and layout found on the resource page of the website)

There's more than one way to make Assessments work. Typical stations are:

Hitting Score out of 10

Have adult (or senior Eagle) pitch 10 wiffle ball pitches to each batter.

Pitching Score out of 10

Usually 8-10 pitches per player is sufficient. Don't forget to get a volunteer catcher & have gear for him/her.

Fielding Score out of 10

Grounders & pop flies & regular throws from the coach (as though to a first baseman)

Throwing: returns to the coach

Running

Timed for the sprint distance to be marked by cones. Be sure to remember where the cones were so you use the same distance for both assessment sessions.



GORDON HEAD

AT
LAMBRICK PARK BASEBALL ASSOCIATION



The PURPOSE of the DRAFT (New to the 2017 season at the U13 level is tiering. Each Association will have one AA team and as many A teams as they have players).

The goal is to create an environment for our players to enjoy the game of baseball. One of the ways to achieve this is to ensure balanced teams in our Division. The equalization draft process below is intended to help accomplish this objective

EQUALIZATION DRAFT PROCESS:

1. A random draw amongst the coaches for the draft pick order will begin the draft.
2. One draft round will equal one picked player per team.
3. All teams must pick one player per round and may not pass or trade a pick on a round.
4. Draft picking order will proceed from lowest number drawn to the highest and then from the same highest number to the same lowest number and so on. The reverse order will be used for the next age group of players.
5. The maximum number of players a team will be allowed to protect is two (2). Exceptions will be dealt with on an individual basis and the solution will have consensus amongst all of the coaches and the Division Coordinator.
6. Where no evaluation was done on a player, the Division Coordinator will consult with other coaches or executive to determine the player's ranking.
7. To assist in determining which Draft Round a player should be picked in and to help facilitate the draft process; players may be grouped according to the total number of teams. Each group will then be assigned a draft round number. For Example:
6 teams = 6 players per group,
therefore... first group of six players = draft round 1....second group of six players = draft round 2

This approach becomes very helpful when determining where a "protected player" should go in the draft process.
8. Teams may choose from any of the eligible players.
10. Where a coach has a child in a group of a round, the child will automatically be placed on that coach's team and this will constitute that team's pick for that round. Where both coaches have children in the same group the team will accept both players and the team will lose the right to choose on the next immediate round.
11. Where a team chooses a player and there is a sibling who wishes to be on the same team or due to specific



GORDON HEAD

AT

LAMBRICK PARK BASEBALL ASSOCIATION



valid circumstances there is a player who must be partnered with another player, then the team will accept the sibling/player in the predetermined Draft Round.

- 12.** Special circumstances may require the trading of players. This will be allowed at the completion of the Draft process and all trades must be completed at the draft meeting and will have the approval amongst all of the coaches and the Division Coordinator.
- 13.** The trading time limit will be established at the draft meeting and once the time limit has expired all teams will be finalized. No trading of players by the coaches will be allowed after this time or at any time during the coming season without the approval of the GHBA Executive and the Division Coordinator.

