

CONVENERS MANUAL



V.10/01/24

CONVENERS MANUAL

The purpose of this manual is to act as a guide for our division conveners. This is a living document that will continuously be updated based on feedback and collaboration with the conveners.

Thank you for stepping up to lead a division of NDG Baseball!



AGE GROUPS/DIVISIONS

NDG Baseball has 7 divisions:

- **Rally Cap:**

- Our youngest group, Rally Cap is broken into 3 groups: RC4-5, RC6, and RC7.
- RC4-5 is the most basic “learn to play” program
- RC6 and RC7 are developmental programs designed to bridge the gap to 9U, which is the first division that includes team play
- All RC groups are co-ed

- **9U A, B, G**

- This is the first age group that features regular team play
- All 9U levels use a pitching machine (mandatory)
- 9U-B and G play a modified 6 vs 6 game; 9U-A plays 9 vs 9

- **11U-18U**

- 11U, 13U, 15/16U, and 18U play by essentially the same rulebook, with certain modifications per age/skill level

- **22U:**

- A league for players who have aged out of the Lac St. Louis League or LFBQ

DIVISIONS



BASIC ROLE/RESPONSIBILITIES

FOR 9U AND OLDER

The busiest part of the season for a convener is the start. While Lynx tryouts start indoors in March, the Bobcats and Wildcats get started as soon as the outdoor fields are opened by the borough, which is typically on the last Monday or April or the first Monday in May.

Before fields open, a convener should:

- Contact their entire division by email by mid-April at latest to introduce themselves and explain what's coming up
- Set expectations with players, parents, and coaches
- Give evaluation dates/times to the parents
- Recruit coaches
- Learn how to use SportsEngine

Once the fields open, a convener has to:

- Make teams at evals (there are no tryouts for Bobcats or Wildcats, there are evaluation sessions where players are rated based on skill and then divided up as equally as possible to make balanced teams)
- Continue recruiting coaches/managers
- Be present at Uniform Day to help distribute uniforms
- Be prepared to upload schedules or assist with uploading schedules to SportsEngine



BASIC ROLE/RESPONSIBILITIES

HOW TO EVALUATE PLAYERS/BUILD BALANCED TEAMS

The goal of evaluations is to make a given division's teams as balanced as possible. To do so:

1. Players must be divided equally by birth year (ex: You have 20 players; 10 are born in 2014 and 10 are born in 2013 and you are making 2 team: Each year must be split evenly. **This is mandated by Baseball Quebec:**
 - a. Team 1: 5 X 2013, 5 X 2014
 - b. Team 2: 5 X 2013, 5 X 2014
2. Once the players are split into age groups, they are evaluated on a 1-5 scale for basic pitching/throwing, catching, fielding, and hitting abilities, as well as overall athleticism and general ability. This is a subjective scale, and should be evaluated by a group of people together.
 - a. It is understood that this is not a perfect science and players also develop at different rates, so do your best to make decisions based on the knowledge you have at the time of the decision.
 - b. Generally, any player remaining at Lynx tryouts at the time of Wildcats evals (they do not have to attend Wildcats evals) should be considered a 5/5 in terms of the B-level evals. You will know in advance on what date Lynx rosters will be finalized and how many Lynx cuts you will receive to make it as easy as possible to plan your rosters.
3. Once you have ranked each player and divided them by birth year, split the teams as evenly as possible. *See the next page for an example:*



BASIC ROLE/RESPONSIBILITIES

EXAMPLE OF HOW TO BUILD 3 TEAMS

This example is for 3 Wildcats teams with 12 players total for the sake of keeping the example simple. When first building the rosters, the **only** metric to factor is Overall Score. See next page for coaching assignments/friend requests/etc.

Number & Name	DOB	Pitching/ Throwing 1-5	Catching 1-5	Fielding 1-5	Hitting 1-5	Athleticism 1-5	Overall Score
124 Hill, K	2014	4	4	5	2	4	19
141 Fletcher, D	2014	3	3	3	2	3	14
279 Floyd, C	2013	1	1	2	1	2	7
281 Lansing, M	2013	1	1	1	1	1	5
284 Berry, S	2014	1	1	2	2	2	8
289 Cordero, W	2014	4	5	2	5	5	21
291 Alou, M	2013	3	3	3	3	3	15
297 Grissom, M	2014	3	3	3	3	4	16
304 Walker, L	2013	2	2	2	2	2	10
305 Urbina, U	2014	5	5	5	5	5	25
309 Wallach, T	2013	1	1	2	2	1	7
422 Martinez, P	2014	5	4	5	5	4	23

Team 1	Team 2	Team 3
279 (2013) Floyd, C 7	309 (2013) Wallach, T 7	281 (2013) Lansing, M 5
124 (2014) Hill, K 19	304 (2013) Walker, L 10	291 (2013) Alou, M 15
289 (2014) Cordero, W 21	141 (2014) Fletcher, D 14	422 (2014) Martinez, P 23
284 (2014) Berry, S 8	305 (2014) Urbina, U 25	297 (2014) Grissom, M 16
Total Score 55	Total Score 56	Total Score 59

+96



BASIC ROLE/RESPONSIBILITIES

HOW TO MANAGE COACHES & FRIEND REQUESTS

Once you've balanced your rosters in terms of skill, the next step is to figure out which coach goes where... At this point, you'll most likely have a few people who have offered to coach, but will have lots of gaps. More people will step up once the teams are finalized, so work with who you have so far.

Coaches:

- If you've been successful in your recruiting drive, at this point you should have a few people interested in being a head coach. You should look at your rosters and your head coach candidates and try to spread the coaches out, provided the kids of the prospective coaches are relatively evenly-matched. If you have to re-balance the teams a bit to accommodate the coaches, that's fine, but don't make the teams around the coaches first.
- If you have fewer head coaches available than teams, then you'll have to make the rosters and explain to the team(s) that don't have a head coach that *someone* will have to step up. Someone always does.

Friend requests:

- Friends requests are not allowed, but people do it anyway. We advise in the strongest of terms that you do not honour them. It seems like not a big deal at the time, but more often than not, it ends up causing problems balancing the teams that you do not want to have to deal with later in the season.
- If you choose to honour friend requests, be advised it very often does not work out and only ends up creating controversy and work for the convener. This applies equally to players and coaches who request to be together.



BASIC ROLE/RESPONSIBILITIES

FOR RALLY CAP

Rally Cap requires three conveners, one each for RC4-5, RC6, and RC7. This role is more like a group leader than an administrator and involves weekly on-field sessions.

Before fields open, the RC conveners should:

- Contact their entire division by email by early-May at latest to introduce themselves and explain what's coming up
- Set expectations with players, parents, and coaches
- Recruit coaches
- Learn how to use SportsEngine
- Get trained on how to run Rally Cap
- Make sure all the equipment needed for RC is in the storage bin at Benny Park

Once the fields open, the RC conveners have to:

- Be present at Uniform Day to help distribute uniforms
- Be prepared to upload schedules or assist with uploading schedules to SportsEngine
- Be present each week (or make sure someone is covering when you can't be there) to lead the sessions



CALL-UPS & SUBSTITUTE COACHES

FROM RC7 TO 22U

Once the season starts, the biggest part of the convener job is managing call-ups & assisting when teams are short coaches.

The following two pages come directly from the Coaches' Manual and explain the process for getting call-ups.

Please consult the next two pages for details ->

Notes:

- Each division has a minimum amount of players that need to be present in order to avoid a forfeit, but with exception only to 9U-B, baseball is played with 9 players and we should always be aiming to have 9 players on the field. Please always do your best to get the teams up to 9 players and don't settle on 7 or 8 just because it hits the minimum to play.
- As the convener, you are responsible for communicating what a call-up is to your group before the season and gauging interest in advance. It is important that everyone understands how crucial call-ups are to the proper functioning of NDGGBB (and any other minor team sports organization - it's no different in hockey, for example).



CALL-UPS

WHAT TO DO WHEN YOUR TEAM IS SHORT PLAYERS

DO NOT FORFEIT GAMES FOR LACK OF PLAYERS. THE TEAMS WILL BE DIRECTLY RESPONSIBLE FOR PAYING ANY FINES RELATED TO FORFEITED GAMES DUE TO LACK OF PLAYERS.

Almost every team needs call-ups at one point or another during the season. to do so, the players must:

1. Be registered with NDG Baseball or another Baseball Quebec-affiliated association
2. Come from an age group or skill division that is lower (details below)

In order to get a call-up, the Head Coach of the team in need should:

1. Inform their convener and work with their convener to find a suitable replacement
2. Ensure that any replacement found is confirmed to meet the criteria above
3. Follow all of the call-up rules as listed per Rule 62 of the Baseball Quebec rulebook (this details everything from ages and skill levels to who can/can't pitch/etc.)

In a case in which a higher-skill/aged team needs a player, the higher-skill/age team takes precedence over the lower-skill/aged team, even if the lower team has a game. Ex: If a 13U-A or B team needs a player for a game, and the 11U-A and 11U-B team has a game the same night, the 11U-A/B team should still send a player up to 13U-A/B and then replace its own missing player from 9U-A/B.

No player can be forced to play with the higher team as a call-up, but the NDGGBB policy is to help the higher team in need as we are all one association working together on a common goal of building and developing a program that is bigger than the sum of its parts.

SUBSTITUTE COACHES

WHAT TO DO WHEN A TEAM IS SHORT ON COACHES

While most coaching staffs have 3-4 members, it will still inevitably occur that teams will need a substitute coach to help out. In order to be a substitute coach, the person filling must meet the 2 following criteria at minimum:

1. Be of legal age
2. Be registered with Baseball Quebec
3. Have a current successful police background check

In order to get a substitute coach, the Head Coach of the team in need should:

1. Inform their convener and work with their convener to find a suitable replacement
2. Ensure that any replacement found is confirmed to meet the criteria above
3. Ensure that the coach is **in full uniform**. They can borrow the uniform of the coach they are replacing, or if they are in a jam because of a last-minute replacement, they can simply wear black pants and a black or colour-matched shirt to the uniform with a number on the back that is not the same as any other player or coach. Ideally they can get an NDGBB-issued baseball cap, but if they can't, they can wear any black cap (for Wildcats) or red cap (for Bobcats/Lynx).
4. Ensure the coach is recorded on the scoresheet.

Subsistute coaches can be any registered coach from any team in the associaiton or even a coach borrowed from another association, so long as they meet the two criteria above and are in uniform.

RAINOUTS

FOR 9U+

When and why to cancel games due to weather is outlined in the coaches' manual. Please read that over carefully and ensure the coaches do as well. Home games cannot be postponed or cancelled by anyone other than the NDGGB executive, or in exceptional cases only, a division convener. Coaches are never authorized to cancel games.

When a **home game** is rained out, the conveners will be informed by the association in the Conveners WhatsApp group. From there:

- Inform your coaches
- Your coaches should then use the LSL "bottin" (the list of coaches' contact info on the LSL or LFBQ websites) to inform the opposing team if it's a home game
- Have your coaches coordinate the re-scheduling of the game with the NDGGB scheduler

For **away games**, the other associations in LSL and the LFBQ will typically contact our coaches directly. Our coaches should keep you as the convener looped in.

For **practices**, again, all cancellations must come from the NDGGB executive as outlined in the coaches' manual.

