

Sample COACHES MEETING Agenda

The following is a composite made up of bullet points from different Coaches Meetings I have held or attended. Hopefully you will be able to pick and choose the things that will help you run the best meeting possible for your Tournament.

DATE & TIME:

LOCATION:

ATTENDEES: District Administrator/Tournament Director & District Umpire Consultant
Members of Host Committee
Team Managers & Team Coaches (Maximum of three (3) per team)

REMINDERS: Managers are to bring:

- a. Affidavits and supporting documents (White envelopes or binders)
- b. Trading pins, enough for all players and coaches in the tournament

PRE-MEETING: Host should collect cell-phone number(s) from each team so that Managers can be advised of any changes or issues during the Tournament.

1. WELCOME and INTRODUCTION

- a. Introduce Tournament Director, Umpire Coordinator and other Committee Officials
- b. Introduction of Teams and Coaches

2. OPENING REMARKS

- a. Where this tournament fits in the big picture
- b. Chain of Command
- c. Role of the Tournament Director

3. COLLECT PAPER WORK AND TRADING PINS FROM TEAMS

- a. Affidavits with Maps
- b. Medical Release Forms
- c. Age and Residency records
- d. If games are being televised, you may need release forms (signed by parents) and player/coach profiles collected - before the first game.
- e. Collect Tournament Trading Pins from each team

4. TOURNAMENT GUIDELINES

- a. Timing
 - i. Teams present 1 hour before game
 - ii. Line-ups handed to official scorer 45 minutes before game time

- iii. Visitors given the field 30 minutes before game time
- iv. Home given the field 20 minutes before game time
- v. Introduction of the Players 10 minutes before game time
- vi. National Anthem (optional for games other than the first game of the day)
- vii. Little League Pledge, in English and in French
- viii. Teams back to dugouts, Umpires and Managers meet at the plate
- b. All substitutions made with the umpire first, before reporting to Official Scorer
- c. Rainout Procedures
 - i. Double Elimination schedule must run in order
 - ii. Round Robin games can be made up at the end of the round robin
- d. Team - Player - Coach - Parent conduct
- e. Field Inspection – Tournament Committee to set a time where they can walk the field with the coaches

5. UMPIRE IN CHIEF'S NOTES:

- a. Tournament Rules
- b. Ground Rules

6. OTHER TOURNAMENT ISSUES:

- a. Practice Field schedule / bookings
- b. Describe how scores will be reported for parents at home – examples are e-mail, LL Ontario Web Site, Twitter, etc. Collect e-mail addresses if necessary.

Additionally, if hosting a Canadians:

- c. Bus schedule - it would be best to set a schedule in advance that works for the teams.
- d. Meals or Per Diems – Explain where meals are available, or if using a “per diem” distribute at least part of it at this meeting.

7. WHAT'S NEXT - details for the eventual winner to go to the Canadian Championship Tournament

8. REVIEW THE TOURNAMENT SCHEDULE

- a. Tournament events
 - i. Post-Meeting Get-together
 - ii. Opening Ceremonies
 - iii. Tournament Banquet
- b. Go over format of the tournament
 - i. Coin-Tosses: Coin toss for Home/Visitor. Team traveling the farthest will call the toss in the air.
 - 1. Round-Robins: all round-robin games.
 - 2. Double-Elimination: only games with two known opponents (probably Day 1 only, maybe Day 2 in some formats)

9. OPEN DISCUSSION