

Baseball PEI

Team Manager Manual

2026 Season

A practical reference for new and returning team managers.

How to use this manual

This guide is meant to help managers understand the role, know who to contact, and quickly find the forms, policies, rules, and resources they may need throughout the season.

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Welcome, Managers

Thank you for supporting your team, coaches, players, and families.

Being a manager can be an overwhelming task. Whether you have been a manager for years or are suddenly wondering what you signed up for, this manual is here to help. Some managers are responsible for nearly everything off the field, while others only take on a few specific tasks. Use this as a reference point and adapt it to the needs of your team and association.

Best first step

Meet with your head coach early and decide exactly which tasks belong to the manager, which tasks belong to the coaching staff, and which tasks can be shared with other parents or volunteers.

What is Included

- 1. Manager Responsibilities Checklist
- 2. Who to Contact, When, and How
- 3. Important Contacts
- 4. Calendars, NCCP, Fields, and Policies
- 5. Forms and Rules by Division
- 6. Pitching and Scoring Resources
- 7. Coaching Tools, Weather, Health, and BPEI Policies
- 8. Quick Reference Notes

1. Manager Responsibilities Checklist

Use this checklist to clarify what the manager will be responsible for.

Task	Manager	Coach/Other
Scorekeeping	<input type="checkbox"/>	<input type="checkbox"/>
Tracking pitch counts	<input type="checkbox"/>	<input type="checkbox"/>
Point of contact between parents and coaches	<input type="checkbox"/>	<input type="checkbox"/>
Updating scores on RAMP	<input type="checkbox"/>	<input type="checkbox"/>
Rescheduling games	<input type="checkbox"/>	<input type="checkbox"/>
Contacting other teams	<input type="checkbox"/>	<input type="checkbox"/>
Ordering/distribution of jerseys	<input type="checkbox"/>	<input type="checkbox"/>
Filling out lineup cards	<input type="checkbox"/>	<input type="checkbox"/>
Organizing fundraisers	<input type="checkbox"/>	<input type="checkbox"/>
Handling team fees/finances	<input type="checkbox"/>	<input type="checkbox"/>
Filling out necessary forms	<input type="checkbox"/>	<input type="checkbox"/>
Filling out incident reports	<input type="checkbox"/>	<input type="checkbox"/>
Keeping track of NCCP status of coaches	<input type="checkbox"/>	<input type="checkbox"/>
Looking up policies or rules	<input type="checkbox"/>	<input type="checkbox"/>
Finding team sponsors	<input type="checkbox"/>	<input type="checkbox"/>

Tip

This checklist is not meant to make one person responsible for everything. It is meant to prevent confusion before the season gets busy.

2. Who to Contact, When, and How

Common situations and the first place to go for support.

Situation	What to do
Need to reschedule a game?	Contact the coach/manager of the opposing team, assignor Kelly Dunn, and postpone the game in the RAMP portal.
Need umpires?	Contact Kelly Dunn.
Want to schedule an exhibition game?	Create the exhibition game in RAMP and notify Kelly Dunn so umpires can be assigned.
Need supplies or Blue Jays Fundraiser tickets?	Call the Baseball PEI office.
Having a problem with another coach or a parent?	Reach out to your association first.
Need league information?	Contact Mitchell Schut.
Trouble with an umpire?	Contact Umpire Supervisor Steve Boutang, Grassroots Coordinator Devin Schut, or PEIBUA President Jonathan Schut.

Important RAMP note

Do not cancel a game in RAMP when rescheduling. Each game has a serial number for tracking purposes. Please postpone the game or change the date of the game instead.

3. Important Contacts

Contact	Role / Reason	Email / Phone
Baseball PEI Office	General office support, supplies, tickets	902-368-4203 baseball@sportpei.pe.ca
Mitchell Schut	Manager of League Operations	mitchell.bpei@gmail.com
Rhonda Pauls	Executive Director	executivedirector@baseballpei.com 604-217-7640
Devin Schut	Grassroots Coordinator	peibua.grassroots@gmail.com
Kelly Dunn	Grassroots Assignor	admin@baseballpei.com 902-213-4857
Jonathan Schut	President, PEIBUA	peibua.president@gmail.com
Other Contacts	Baseball PEI executive and additional contacts	Baseball PEI Contact Page

4. Calendars, NCCP, Fields, and Key Policies

The Baseball PEI Master Calendar and Division Calendars are the best starting points for deadlines, league start dates, coaches meetings, provincial dates, Atlantic Championships, Baseball Canada Championships, and umpire clinics.

Calendar Resources

Resource	Use it for
Master Calendar	Year-wide Baseball PEI dates and deadlines.
Division Calendars	Printable calendars specific to the division you are managing.

NCCP Coaching Resources

Resource	Use it for
NCCP Clinic Schedule	Clinic dates and division calendar information.
NCCP Registration	Register for NCCP clinics.
NCCP Requirements	Review Baseball PEI coaching requirements by level/division.

Field and Conduct Resources

Resource	Use it for
Field Locations	Baseball PEI field location reference.
Non-Confrontation Policy	Expectations for interactions with officials and conflict prevention.
Discipline Quick Reference	Abbreviated suspension and discipline guidelines.

Green Armband reminder

Any discipline received while there is a minor official on the field has double the consequences. The minor official is represented with a green armband and does not need to be directly involved in the conflict for the consequence to double. The Green Armband Initiative is referenced in the Non-Confrontation Policy.

5. Forms and Rules by Division

Important Forms

Resource	Use it for
Player Medical Form	Collect important player medical information.
Incident Report Form	Submit an incident report when required.
Player Transfer Request Form	Request a player transfer.
Off Island Team Travel Permit	Complete travel permit requirements for off-Island team travel.

Rules by Division

Division Rules	Division Rules	Division Rules
9U Rules	11U A Rules	11U AA Minor Rules
11U AA Rules	11U AAA Rules	13U A Rules
13U AA Rules	13U AAA Rules	15U A Rules
15U AA Rules	15U AAA Rules	18U A Rules (link not provided in draft)
18U AA Rules	18U AA Minor Rules	

6. Pitching and Scoring Resources

Pitching

Resource	Use it for
Arm Smart Policy	Pitching policy and arm care expectations.
FAQ: Pitch Count Rules	Common pitch count questions.
Pitch Count Log Sheet	Track pitch counts.
11U Pitch Count Reference	Division-specific pitch count reference.
13U Pitch Count Reference	Division-specific pitch count reference.
15U Pitch Count Reference	Division-specific pitch count reference.
18U Pitch Count Reference	Division-specific pitch count reference.

Scoring and RAMP

Resource	Use it for
Beginners Guide to Scoring	Introductory scorekeeping support.
RAMP: Input Official Scores and Pitch Count	How to enter official scores and pitch counts in RAMP.

7. Coaching Tools, Weather, Health, and Policies

Coaching Tools

Resource	Use it for
Equity of Play	Player equity and playing time support.
Defensive Innings Player Equity Spreadsheet	Spreadsheet to help track defensive innings and player equity.
Blank Field Diagram	Printable field diagram.
Pre-game Stretching: Ages 11+	Warm-up ideas for older players.
Pre-game Stretching: Ages 9-10	Warm-up ideas for ages 9 and 10.

Pre-game Stretching: Ages 7-8	Warm-up ideas for ages 7 and 8.
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Weather, Health, and Baseball PEI Policies

Weather and Playing in the Heat

Resource	Use it for
Heat Policy	Baseball PEI heat policy.
Severe Weather Policy	Severe weather expectations and guidance.
Playing in the Heat Information	Baseball Canada heat information.

Health and Sport Science

Resource	Use it for
Hydration	Hydration information.
Nutrition for Youth	Nutrition information for youth athletes.
Nutrition for Performance	Performance nutrition information.

BPEI Policies

Resource	Use it for
Code of Conduct	Behaviour expectations.
Concussion Policy	Concussion policy and procedures.
Return to Play Concussion Guidelines	Return-to-play guidance.
Confidentiality Policy	Confidentiality expectations.
Electronic Device Policy	Electronic device expectations.
Equity and Access	Equity and access policy.
Privacy Policy	Privacy policy.
Screening Policy	Screening requirements.
Travel Policy	Team travel policy.

UCCMS	Universal Code of Conduct to Prevent and Address Maltreatment in Sport.
Social Media Policy	Social media expectations.
Social Media Guidelines	Social media guidance.
Baseball PEI Policies and Procedures Manual	Full policy and procedures manual.

8. Quick Reference Notes

Topic	Reminder
When rescheduling games	Do not cancel the game in RAMP. <i>Postpone or change the game date instead.</i>
When unsure about rules	Start with the division-specific rules and then contact the appropriate league or Baseball PEI contact.
When there is a conduct concern	Contact your association first unless the matter requires immediate Baseball PEI or Safe Sport follow-up.
When dealing with umpires	Use the Non-Confrontation Policy and proper contact channels. Do not address officials in a confrontational way after games.
When travelling off Island	Complete the Off Island Team Travel Permit and review the Travel Policy.

Thank you for supporting Baseball PEI athletes, coaches, families, and officials.