

# 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.

Baseball PEI Inc. | [baseballpei.com](http://baseballpei.com)



## 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 Jeff Brine, and postpone the game in the RAMP portal.   |
| Need umpires?                                    | Contact Jeff Brine.  |
| Want to schedule an exhibition game?             | Create the exhibition game in RAMP and notify Jeff Brine 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<br><a href="mailto:baseball@sportpei.pe.ca">baseball@sportpei.pe.ca</a>                     |
| Mitchell Schut      | Manager of League Operations                     | <a href="mailto:mitchell.bpei@gmail.com">mitchell.bpei@gmail.com</a>                                     |
| Rhonda Pauls        | Executive Director                               | <a href="mailto:executivedirector@baseballpei.com">executivedirector@baseballpei.com</a><br>604-217-7640 |
| Devin Schut         | Grassroots Coordinator                           | <a href="mailto:peibua.grassroots@gmail.com">peibua.grassroots@gmail.com</a>                             |
| Jeff Brine          | High Performance Assignor<br>(15U AAA and above) | <a href="mailto:peibua.assignor@gmail.com">peibua.assignor@gmail.com</a>                                 |
| Jonathan Schut      | President, PEIBUA                                | <a href="mailto:peibua.president@gmail.com">peibua.president@gmail.com</a>                               |
| Kelly Dunn          | Grassroots Assignor (15U AA and below)           | <a href="mailto:admin@baseballpei.com">admin@baseballpei.com</a><br>902-213-4857                         |
| Other Contacts      | Baseball PEI executive and additional contacts   | <a href="#">Baseball PEI Contact Page</a>  |

## 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   |
|------------------------------------|--|
| <a href="#">Master Calendar</a>    | Year-wide Baseball PEI dates and deadlines.                    |
| <a href="#">Division Calendars</a> | Printable calendars specific to the division you are managing. |

### NCCP Coaching Resources

| Resource                             | Use it for   |
|--------------------------------------|--|
| <a href="#">NCCP Clinic Schedule</a> | Clinic dates and division calendar information.              |
| <a href="#">NCCP Registration</a>    | Register for NCCP clinics.                                   |
| <a href="#">NCCP Requirements</a>    | Review Baseball PEI coaching requirements by level/division. |

### Field and Conduct Resources

| Resource                                   | Use it for  |
|--|---|
| <a href="#">Field Locations</a>            | Baseball PEI field location reference.                                |
| <a href="#">Non-Confrontation Policy</a>   | Expectations for interactions with officials and conflict prevention. |
| <a href="#">Discipline Quick Reference</a> | 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  |
|---|---|
| <a href="#">Player Medical Form</a>           | Collect important player medical information.                   |
| <a href="#">Incident Report Form</a>          | Submit an incident report when required.                        |
| <a href="#">Player Transfer Request Form</a>  | Request a player transfer.                                      |
| <a href="#">Off Island Team Travel Permit</a> | Complete travel permit requirements for off-Island team travel. |

### Rules by Division

| Division Rules               | Division Rules                     | Division Rules                     |
|------------------------------|------------------------------------|------------------------------------|
| <a href="#">9U Rules</a>     | <a href="#">11U A Rules</a>        | <a href="#">11U AA Minor Rules</a> |
| <a href="#">11U AA Rules</a> | <a href="#">11U AAA Rules</a>      | <a href="#">13U A Rules</a>        |
| <a href="#">13U AA Rules</a> | <a href="#">13U AAA Rules</a>      | <a href="#">15U A Rules</a>        |
| <a href="#">15U AA Rules</a> | <a href="#">15U AAA Rules</a>      | <a href="#">18U A Rules</a>        |
| <a href="#">18U AA Rules</a> | <a href="#">18U AA Minor Rules</a> |                                    |

## 6. Pitching and Scoring Resources

### Pitching

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

### Scoring and RAMP

| Resource  | Use it for   |
|---|--|
| <a href="#">Beginners Guide to Scoring</a>                  | Introductory scorekeeping support.                     |
| <a href="#">RAMP: Input Official Scores and Pitch Count</a> | How to enter official scores and pitch counts in RAMP. |

## 7. Coaching Tools, Weather, Health, and Policies

### Coaching Tools

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

|   |                                 |
|---|---------------------------------|
| <a href="#">Pre-game Stretching: Ages 7-8</a> | Warm-up ideas for ages 7 and 8. |
|---|---------------------------------|

## Weather, Health, and Baseball PEI Policies

### Weather and Playing in the Heat

| Resource  | Use it for                                |
|---|---|
| <a href="#">Heat Policy</a>                     | Baseball PEI heat policy.                 |
| <a href="#">Severe Weather Policy</a>           | Severe weather expectations and guidance. |
| <a href="#">Playing in the Heat Information</a> | Baseball Canada heat information.         |

### Health and Sport Science

| Resource                                  | Use it for                                |
|---|---|
| <a href="#">Hydration</a>                 | Hydration information.                    |
| <a href="#">Nutrition for Youth</a>       | Nutrition information for youth athletes. |
| <a href="#">Nutrition for Performance</a> | Performance nutrition information.        |

### BPEI Policies

| Resource   | Use it for                        |
|--|-----------------------------------|
| <a href="#">Code of Conduct</a>                      | Behaviour expectations.           |
| <a href="#">Concussion Policy</a>                    | Concussion policy and procedures. |
| <a href="#">Return to Play Concussion Guidelines</a> | Return-to-play guidance.          |
| <a href="#">Confidentiality Policy</a>               | Confidentiality expectations.     |
| <a href="#">Electronic Device Policy</a>             | Electronic device expectations.   |
| <a href="#">Equity and Access</a>                    | Equity and access policy.         |
| <a href="#">Privacy Policy</a>                       | Privacy policy.                   |
| <a href="#">Screening Policy</a>                     | Screening requirements.           |
| <a href="#">Travel Policy</a>                        | Team travel policy.               |

|   |   |
|---|---|
| <a href="#">UCCMS</a>                                       | Universal Code of Conduct to Prevent and Address Maltreatment in Sport. |
| <a href="#">Social Media Policy</a>                         | Social media expectations.  |
| <a href="#">Social Media Guidelines</a>                     | Social media guidance.  |
| <a href="#">Baseball PEI Policies and Procedures Manual</a> | Full policy and procedures manual.                                      |

## 8. Quick Reference Notes

| Topic                           | Reminder   |
|---------------------------------|--|
| When rescheduling games         | Do not cancel the game in RAMP. <b><i>Postpone or change the game date instead.</i></b>                                      |
| 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.**