Bonney Lake Sumner Little League (BLS) - Coaches Run Book 2025

Hello BLS Little League Coaches,

Welcome to another exciting year of Little Legue! Thank you for volunteering to coach this year. We all know the commitment and sacrifice it takes to coach a team, you are very appreciated, none of this happens without all of you.

The below guide will help you navigate the process of coaching in BLS. For returning coaches this will be remedial, for new coaches we hope this is valuable and encourage feedback on the document or any tips you may have.

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## Section 1: Officially a Coach, Now What?

Once you have been notified by the league that you are coaching a team you should complete the following action items:

* Send welcome email to all parents of player on your team. ([Section 8](#_Section_8:_Sample))
* Equipment pick up. ([Section 9](#_Section_10:_Equipment))
* Attend coaches meeting. (Look for a note from the Player Agent for date and time)
* **Read the division / level of play specific rules – Follow the rules for your level. (Coach Pitch and T-Ball Especially) You are not doing the kids any favors by not following the rules to make it easier.**

## Section 2: Background Checks & Abuse Awareness Training

All coaches and parent volunteers are required to complete a background check and the abuse awareness training.

* Background Checks are started on the BLS website. Login to your account. Click on the profile icon in the top right corner. Click on account. Then Volunteer on the left-hand side.
* It is a two step process. 1. Volunteers will fill out the volunteer form and upload their ID to the BLS website. 2. Then they will receive a time sensitive (14-day) Link from JDP. They will need to click on the link, verify their information, and click submit to process background check.
* Abuse Awareness Training is provided for free by Little League.

<https://www.littleleague.org/university/articles/abuse-awareness-training-course/>

**Must register with the email on file for your account with BLS Little League.**

## Section 3: Assistant Coaches & Parent Volunteers

All parent volunteers are required to complete a background check and the abuse awareness training.  **It is the responsibility of head coach to check the BLS website for parents listed as approved volunteers.**

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## Section 4: Team Assignments

Older Divisions have a player draft done by the coaches (Juniors, Majors, Minor A – Player Pitch)

Younger Divisions do not have a draft, teams are assigned by the league (AA, Minors B – Coach Pitch, T-Ball)

Once teams are selected / assigned you will receive an email from your division player rep with your players and parent contact information.

Please review for accuracy / Concerns: Contact player rep with any questions.

## Section 5: Player Evaluations

Each year all players that are registered for a division that has a draft must attend a player evaluation. Typically hosted in the first weeks of February. All coaches of the draft eligible divisions will be present at evaluations. (Players that are returning to a major team. Not draftable, do not attend evaluations).

## Section 6: Drafting Teams

Prior to the player evaluations, the BLS board will determine how many teams each division will have based on the number of available players. The board then determines who the head coaches of those teams will be. The draft order for returning player divisions will be the last place team from the previous year will have 1st overall pick. The other draft divisions will have draft order based on a random order set. Drafts follow The Little League Rule Book for how to Draft Players.

## Section 7: Game Changer App

* Download Game Changer App. Create Account / login with same email on file with BLS.
* A screenshot of a phone

  Description automatically generatedGame Changer App.
* A screenshot of a phone

  Description automatically generatedA screenshot of a phone

  Description automatically generatedLink team to Game Changer. This will pull the roster, parent information and practice/Game schedule into the app for you.

## Section 8: Sample Parent Welcome Email

(Feel free to copy and paste…**Please add in your name and info!!)**

Subject: BLS – **(Baseball/Softball - Insert Division/Level & Year)**

Hello BLS Families,

I want to welcome you all to the team! My name is **(Insert Name)** and I will be your childs coach this year for **(Insert Level of Play)**. **(Insert fact statement about yourself, number of years coaching in the league, number of kids in the league etc… You are the face of the league to these parents and players)** and I am looking forward to having a great year with all of you.

I received team rosters this AM and will be setting up our team within the Game Changer app this evening, the app is free to use. Game Changer will be my primary source to provide information to the team. Those that have used the app before know how well it works for this level and those that are new to the app I hope you will find it helpful. I will load all of the players and the parent that registered the athlete. We can add more parents to the app for this team without issue.

We will use the app for the following:

Team Communications - There is a message/chat function

Schedule - I will post practice schedules and games once we receive them.

Game RSVP - You can mark if you are able to attend or not.

Team Roster

**Practices:** Our practices will be on and **(Insert Day)** from **5-7pm** at **Location** on the east field closest to Wood Ave. Our first practice will be on **Friday** **March 28th** at 5-7pm

**Games:** Games are currently scheduled for **(Day and Time)** and **(Day and Time)** Most of our games are at Maple Lawn with a handful at Allen Yorke Park.

I will go over my plan for the year, rules for this level and answer any questions you all may have. BLS covers three different school districts and unfortunately three different Spring breaks, I understand some may not be able to make the first couple of practices. **\*Please do not go by any other schedule outside of GameChanger.\***

**(If you have uniforms already)** Now onto the players favorite part... I was able to pick up our uniforms. We have **(Insert Uniform Colors)**  I have a pair of **(Color)** socks and a **(Color)** belt as well for you. We will wear **(color)** pants.

**(If you don’t have uniforms)** I do not have uniforms yet, once I do I will inform the team Via Game Changer.

As for practice, please wear what is comfortable for your child. Especially early season.. cleats, sweats and a hoodie is more than appropriate. Please make sure your child brings water to practice and a snack if needed.

**(For Minors B – Coach Pitch softball only)** A fun activity is having the players name the team, I will have them do that as a group at the end of practice Wednesday. I welcome them to start thinking of fun names for the team.

**(For Softball Majors and Minor-A Player Pitch)** – The girls will be sized at evaluations with custom fitted uniforms being ordered for each girl, I will provide a link for parents to place the order. Team names are decided each year prior to evaluations by the board and are based on popular college softball programs.

**(For Coach Pitch Softball and Baseball)** The uniforms are already numbered, and we only have a set quantity of sizes, they range from... #1 Smallest => #14 Largest

I will be doing the old fashion line the girls up shortest to tallest, if someone is not able to make the first practice I will hold onto uniforms until I can get everyone sized and will pass them out then. If girls would like to trade numbers after I hand them out, that is fine with me. This is the best way to make sure we limit the issues with uniform sizes.

Excited to finally get started and watch the kids learn and have fun.

Best Regards,

**(Insert Name)**

## Section 9: Equipment Pick-Up

The League will do an equipment pick up. This will be after the coaches meeting and possibly another day the following week.

BLS League Equipment Manager [equipment@blslittleleague.org](mailto:equipment@blslittleleague.org)

Softball Equipment [sbequipment@blslittleleague.org](mailto:sbequipment@blslittleleague.org)

Baseball Equipment [bbequipment@blslittleleague.org](mailto:bbequipment@blslittleleague.org)

## Section 10: Coaches Meeting

Every year the league will host an all-hands coaches meeting, Once the President and VP address the group there are smaller break outs for Softball, Baseball and by division with the player agents and coaches. Sunday March 23rd 6pm @ Sumner High School Commons

## Section 10: Uniforms

10.1 Baseball Uniforms

Baseball uniforms are based on current MLB teams. The uniforms are numbered by size with #1 being the smallest and #12 being the largest.

Baseball uniforms [uniforms@blslittleleague.org](mailto:uniforms@blslittleleague.org)

10.2 Softball Uniforms

**Majors and Minor-A Player Pitch** – The girls will be sized at evaluations with custom fitted uniforms being ordered for each girl. Coaches will be given a link to share with the parents to place uniform orders. Team names are decided each year prior to evaluations by the board and are based on popular college softball programs.

**Minor-B Coach Pitch** – The uniforms are numbered by size with #1 being the smallest and #12 being the largest. The uniforms are in different two-color patterns with a BLS logo on them. Coaches will decide a team once they receive their uniforms and team roster.

Softball uniforms [sbuniforms@blslittleleague.org](mailto:sbuniforms@blslittleleague.org)

## Section 11: Field Maintenance

BLS Little League field maintenance manager [fields@blslittleleague.org](mailto:fields@blslittleleague.org)

## Section 12: Opening Day and Picture Day

Saturday April 26th at Allen Yorke Field #5 (Turf) will be picture day and opening day. Player agents will be sending out a sign-up sheet as we get closer to the day. There will be food trucks, vendors and more!