



Readington Tewksbury Junior Baseball League

Handbook for Managers and Assistant Coaches

2026

www.RTJBL.com

2026 RTJBL Executive Board Members

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Executive VP of League Operations	Sam Fancera/Walter Serafyn
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VP of Facilities, Equipment & Scheduling	Deven Savage/Andres Rivera
VP of Financial Affairs/League Treasurer	Andy Konicek/John Lucas
VP of Tournament Baseball & Training	Jim Swanton
VP of Sponsorship & Special Events	Kevin Kliemisch

Welcome

Thank you for volunteering with the Readington Tewksbury Junior Baseball League (RTJBL). Our mission is simple: every child who wants to play baseball gets the chance in a safe, structured program.

RTJBL is a volunteer-run, non-profit organization serving Readington and Tewksbury since 1955. Your service—as a manager, coach, board member, or supportive parent—keeps the league strong on and off the field.

General Information

- Affiliation: Babe Ruth/Cal Ripken Baseball.
- Governance: RTJBL is independent of the Readington and Tewksbury Recreation Departments.
- Facilities: Games and practices use the Railroad Avenue complex which is privately owned by the Whitehouse Athletic Association and additional public town fields.
- Meetings: Monthly; Off-season at 7:30 p.m.; in-season at 8:00 p.m.; no meetings in July–August.
- Resources: League by-laws and leadership contacts are at www.rtjbl.com.

Expectations for Managers and Assistant Coaches

- Lead with safety, fundamentals, and sportsmanship.
- Model positive behavior for players, families, and fellow coaches.
- Never leave a player unattended—wait for pickup or pre-arrange supervision and keep parent contact numbers on hand.
- Know the Code of Conduct and league rules.
- Complete required administrative tasks on time and support league operations.

Code of Conduct for Managers and Assistant Coaches

- Put player development, safety, and fun ahead of winning.
- Provide fair opportunities for positions and playing time.
- Coach with consistency and respect—praise publicly, correct privately.
- Plan engaging practices and teach rules, techniques, and strategy.
- Communicate openly with players and parents about goals and expectations.
- Demonstrate sportsmanship—no arguing with umpires or opponents and no foul language.
- Non-compliance with this Code may lead to review and removal from coaching.

League Directors — Role & Duties

Directors ensure divisions follow by-laws and standards by:

- Overseeing drafts and rule compliance.
- Meeting managers early in the season and observing at least one game per team.
- Submitting an end-of-year report to the EVP of League Operations.
- Serving on the Manager Selection Committee (when required).

- Coordinating awards, equipment returns, playoffs attendance, and key dates.
- Ensuring on-time Year-End Player Evaluations.

Manager & Assistant Coach Requirements

Preseason clinics and online resources are available at RTJBL.com. The league-wide mandatory managers/coaches meeting covers schedules, local rules, playoff procedures, and equipment distribution. Attendees are encouraged to ask questions to gather as much information needed to ensure a safe and enjoyable baseball experience for all players, coaches, and families.

Rutgers S.A.F.E.T.Y. Course Certification Program

On May 12, 1986, New Jersey became the first state in the nation to pass legislation which protects volunteer athletic coaches, managers, and officials from lawsuits. Commonly referred to as the "Little League Law" (2A:62A-6 et. seq.), this legislation extends partial Awareness for Educating Today's Youth is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches.

All managers and official assistants (Rec and Travel) must complete the 3-hour Rutgers S.A.F.E.T.Y. Course. Carry your card, share a copy with your League Director, and pre-register with the Recreation Department (534-9752). Watch the league site for class dates.

Abuse Prevention Training & Background Checks

Our charter organization Babe Ruth League, has required that all of our rostered managers and coaches in all divisions be required to do a nationwide background screening, and Abuse Prevention Training in accordance with the Safe Sports Act.

The RTJBL VP of Administration will contact all coaches and managers to collect information for the National Background Check.

RTJBL will send a link to the APS training which takes approximately 60 minutes to complete. Once complete you will receive a certificate noting completion.

Work Bond Information for Managers and Assistant Coaches

The Family Work Bond will be returned for the manager and three (3) assistant coaches per team by the end of the fiscal year (October) if the following requirements are met;

- All coaches (manager and assistants) must attend at least 3 league meetings (March coaches meeting is mandatory).
- Complete field/facility maintenance requirements before and after games.
- Turn in all evaluation paperwork and equipment on time after the season.
- Managers will be asked to sign off that assistant coaches have fulfilled the above requirements throughout the season.

- League meetings that count towards attendance started with the October meeting and run through and include June.

Year End Evaluations

Managers are required to complete and submit Year-End Player Evaluations on designated forms to the EVP of League Operations and the Player Agent and Evaluation Chairperson by their prescribed filing deadline. Failure to complete and submit Year-End Player Evaluations by the prescribed filing deadline will result in the manager's forfeiture of their work bond.

Field Responsibilities

Township Fields

After games on township fields: return bases to storage bins, clean and rake dugouts, do not lock bases in sheds, and remain until every player is picked up.

Railroad Avenue Complex (Infield Care, Tarps, Grooming)

If the infield is soft enough to leave a footprint, the field is unplayable—stay off and let it dry.

- Tarps: Use the cart from the 3B dugout; lift (don't drag); fold and store with weights.
- Water only when the full infield profile is moist—never just the top layer.
- Post-play grooming: Fill cleat marks; drag parallel to base paths and stay ~2 feet from grass to avoid lips; vary drag patterns; use the sweeper sparingly (not on base paths).
- Cover mound and plate after use (18 weights plate/14 mound).
- Turface/Speedy Dry: Use lightly and rake in.
- Pre-game: Home team sets bases, preps mound/boxes; no soft toss on fields; no infield practice on the dirt—use outfield or cages.
- Post-game: Both teams clean dugouts, handle trash/recycling, repair mound/plate, and after the last game put away bases and return/charge scoreboard controllers.
- Rainouts: Field status set by the Executive Board and posted online after 4 PM or early Saturday—do not use closed or soft fields.

Weather Cancellations & Rescheduling

For weather make-ups, follow local rules and work through the League Scheduler for fields and umpires. Identify an open field first (see Managers Corner). Contact: scheduler@rtjbl.com

Non-weather changes should be rare—use assistants and player-sub rules when short. If you cancel, notify the opposing coach, League Director, EVP of Operations, and Scheduler; failure to cancel officially may require you to pay umpire fees.

Field Locations (Summary)

- Railroad Avenue (RR-A, RR-B, 90'): Owned by RTJBL in Whitehouse Station. Park off Railroad Ave (A/B) or via James St for 90' and cages.
- Cornhuskers: East Dreahook Rd (CR-620), just east of CR-523.
- Pickell Park (PP2, PP3): Behind Readington Township Municipal Complex (entrance off Mountain Rd).
- School fields: Grassy areas at Holland Brook/RMS/Three Bridges.
- Oldwick (Tewksbury): Access via CR-517 and Fairmont Rd (CR-512); see league site/maps for parking guidance.

Practice Scheduling

Pre-season

- Expect two scheduled practices per week (cages initially)
- You may add grass practices/pavement as conditions allow—never use soft/wet fields.

In-season

- Reserve practice fields checking for available fields, then email scheduler@rtjbl.com
- Limit two reservations at a time and no more than 14 days out

Travel & Rec Teams, Game Results, and Umpires

Travel Eligibility

- Players must appear in at least 65% of Rec games (exemptions require Executive Board approval)
- Rec events take priority over Travel
- Share Travel schedules with Rec managers to avoid conflicts
- Limit spring Travel pitching (\approx 1 inning) to preserve Rec availability.

Game Results & Pitch Counts

- Record attendance and pitch counts (Rookie 2 and up) as per VP of Ops Guidance

Umpires

- Zero-tolerance for disrespect
- Discuss concerns calmly between innings or after games
- No calling balls/strikes from the dugout
- Players must not argue
- Umpires are scheduled by the league (Minors, Majors and Babe Ruth)
- League pays rec umpires
- Travel managers get invoiced after the season from our umpire scheduler.
- Umpire email contact: umpires@rtjbl.com

Playoffs

- Playoff format: Round-robin leading to Family Fun Day; regular-season has no standings and do not determine seeds.
- Divisions <4 teams: Each plays each once; top two advance to the final; others play consolation games.
- Divisions >4 teams: If a full round-robin isn't feasible, split into two groups; top two from each group advance to semifinals (1v2 cross-over).
- Suspended/tied games that affect seeding are resumed per league rules.
- Tiebreakers (in order): head-to-head; fewest runs allowed (avg if unequal games); lowest single-game runs allowed (and next-lowest, etc.); highest average run differential (max +6 per game); highest single-game differential (then next-highest, etc.); coin flip.

Grievances; Accidents & Injuries; Practice Template; Equipment; Family Fun Day; RTJBL Swag

- Grievances: Submit signed forms via the league website for serious concerns; the Executive Board will review and respond.
- Injuries: Report incidents to the VP of Administration; carry player emergency info (contacts/allergies) at all times.
- Practice template: Warm-up (stretch, soft toss, run), then rotating stations (fielding, throwing, baserunning/sliding, hitting/bunting, pitching/catching). Keep it fun and active.
- Equipment: Issued at the managers meeting; managers must inspect, report issues, and return all gear at season's end or be billed.
- Family Fun Day: End-of-season celebration and fundraiser—league relies on family participation to fund equipment, fields, and uniforms.
- RTJBL Gear: Seasonal apparel available through Darrow's; details on the website and a portion of proceeds supports the league.