



Hastings Community Little League

Coaches Manual

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HCLL Commits to Provide You

1. HCLL Coaches Manual.
2. Copy of current Little League Rule Book
3. Assistance from divisional coordinator in player assessment and player draft.
4. Coaching clinics provided by HCLL in March.
5. Assistance obtaining resource materials.
6. Notification of all tournament possibilities.
7. Help with equipment / uniform needs from equipment and uniform coordinators.
8. Support from the HCLL Board in disciplinary actions involving players, coaches or parents

HCLL Expectations of Coaches

1. To attend player assessments in February or March (Rookie, Minor, Major).
2. To attend player draft in February or March (Rookie, Minor, Major).
3. To contact all drafted players within three days of draft.
4. To attend coaches meeting in March.
5. To hold initial team meeting with players and parents.
6. To hold at least one practice each week once games have begun.
7. To learn the rules of Little League baseball.
8. To understand and support the leagues' policies, rules & guidelines
9. To liaise with league officials & volunteers in a respectful and reasonable manner.
10. To alert league officials to issues or express concerns proactively so we can maintain a safe, positive environment for all players, coaches and families of Hastings Community Little League.
11. To conduct one's self in accordance with HCLL codes of conduct and standards at all times.

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HCLL Coaching Philosophy

Our league wholly embraces the Little League philosophy – we are here to provide every child with an opportunity to play ball, and look to do what we can to identify strong, positive coaches from among the community who will take to heart that each child has a place on the field and can, in the course of the season, be encouraged in whatever they bring to the team – whether it's a great arm, speed on the base paths or fun in the dugout.

Little League is a program of service to youth, providing training under good leadership and an atmosphere of community participation. The movement is dedicated to helping children become good and decent people by teaching them to be outstanding teammates. It establishes the values of teamwork, sportsmanship and fair play.

HCLL Code of Conduct for Coaches

By agreeing to coach at Hastings Community Little League, all coaches agree to comply with the HCLL Code of Conduct for Coaches. It is also understood that coaching privileges may be revoked immediately if any of the following codes of conduct are violated:

- I will teach my athletes to play fairly and to respect the rules, the officials and our opponents.
- I will ensure that all athletes get equal instruction and support and will ensure that every child plays in every game.
- I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will respect officials' decisions with dignity and grace. I understand that officials are volunteering their time to the game.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will not use profane, insulting, harassing, threatening, or otherwise offensive (verbal / body) language while coaching. I will refrain from public criticism of fellow coaches and parents.
- I will ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes contributing to a safe environment.
- I will work in the best interest of Hastings Community Little League and will put the league's interest ahead of any personal team interest.
- I will treat opponents and officials with respect both in victory and defeat and encourage athletes to act accordingly. I will remember that visiting teams and spectators are honoured guests.

TEAM ORGANIZATION

Letter of Introduction to Team

Once your team roster has been set, it is suggested that you send an initial e-mail to your team parents introducing yourself and the other coaches and provide some information about the upcoming baseball season. Included on the “Coaches” and “Forms and Documents” pages are links to sample “**Parents Letter**” and “**Team Contact Info**” forms that can be used as templates to which you can make any necessary changes, additions or deletions.

Team Meeting with Parents

You should organize a team meeting with parents and players as soon as possible once practices start. The following is a suggested agenda for your team meeting:

1. Have each coach, the players and parents introduce themselves.
2. Distribute information package to parents. This information package should contain:
 - a. Coach’s name(s) and phone number(s).
 - b. Practice, game and parent duty schedule.
 - c. Coaching philosophy.
 - d. Expectations of players and parents.
3. Explain practice format and expectations (attendance, behaviour, attitude, etc) and discuss with parents and players.
4. Explain game policy (playing time, positions, etc) and discuss with parents and players.
5. Discuss various non-coaching and volunteer duties which need to be shared among parents.
6. If you do not have a co-coach or assistant coach, enlist the help of at least two other adults for this job.
7. If your team does not already have a Team Parent/Manager, try and have someone taken on this important responsibility.
8. Open the floor to discussion of ideas, concerns, etc.

HCLL Coaches Meeting

Prior to the start of the season, HCLL will hold a Coaches meeting to review all league rules and policies. **It is mandatory for all coaches to attend this meeting.**

Team Photos

Team Photos are taken during the season. Envelopes will be provided to the coaches for distribution in advance to each parent.

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Team Parent Duties

1. Organize parents to help the team in the following areas:
 - a. Assign and schedule all volunteer duties for each game.
 - b. Provide extra bench help when needed, as well as extra practice help.
 - c. Act as conduit to distribute information out quickly to players and parents and to enlist extra help when and where needed.
 - d. Organize a team party (end of season).
2. Liaise between parents and coaches (communication).
3. Distribute HCLL information to parents – ie. Opening Ceremonies, Picture Day.

See link to “**Team Parent Guide**” on “Coaches” page for further information.

Parent Duties for Rookie, Minor and Major Games

Every game played consists of a home and away team. Each team shall perform its own pre-designated duties. The parent responsible for each duty must be in place **before** the game can proceed. The following duties relate to Rookie, Minor and Major games and will require one parent for each duty:

Home Team Parent Duties

- **Field Set-Up** (Arrive 1 hr before game) – Rake / Line field and setup bases. Open scorebooth, setup speakers (first game each day). Put up banners (first game on Saturdays and Sundays).
- **Scoreboard and Announce players** (Arrive 20 min before game)
- **Scorekeeper** (Arrive 30 min before game)
- **Sell 50/50 tickets** (Arrive 30 min before game)

Away Team Parent Duties

- **Pitch Count** (Arrive 20 min before game)
- **Concession** (Arrive 30 minutes before game)
- **Barbeque** (Arrive 30 min before game)
- **Field Clean-Up** - Rake field. **For last game each day** - Put away bases and field equipment, lock scorebooth, and assist with barbecue and concession equipment. Put away banners (last game on Saturdays and Sundays).

Included on the “Coaches” and “Forms and Documents” pages is a link to a sample “**Parent Game Duty Schedule**” that can be used to schedule and communicate game duties for your parents.

There will be a **Scorekeeping Clinic** scheduled prior to the start of the season and it is recommended that at least two parents from each team attend.

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Parent Duties for T-Ball and Blastball Games

Parent duties for T-Ball and Blastball include only setting up the bases and raking the field before and after each game.

Submitting Game Scores

Both coaches of any Rookie, Minor or Major league game are required to submit the final score after each game. Scores can be submitted through the “Send Scores” link on the HCLL website home page and include division, names of teams that played, date, location and final score.

Who to call for what

Please contact your Division Coordinator first with all questions or concerns. If urgent, please consult the appropriate person below and copy your division coordinator on the email. E-mail addresses can be found on the Board of Directors link on the website homepage.

<u>Division</u>	<u>Division Coordinator e-mail</u>
T-Ball & Blastball	tball@hcll.ca
Rookie	rookie@hcll.ca
Minor	minor@hcll.ca
Major	major@hcll.ca

Uniforms	Uniforms Coordinator	uniform@hcll.ca
Equipment	Equipment Coordinator	equipment@hcll.ca
Tournaments	Tournament Coordinator	tournament@hcll.ca
Umpires	Umpire in Chief	umpire@hcll.ca
Rosters / Eligibility	Division Coordinator	See Above
Player Assignments	Division Coordinator	See Above
Training	Division Coordinator	See Above
Playoffs/Post-Season	Division Coordinator	See Above
Coach/Parent Conflicts	President	president@hcll.ca
Fees/Refunds/Invoices	Treasurer	treasurer@hcll.ca
Website/Information	Website Administrator	website@hcll.ca
Player Records	Player Agent	playeragent@hcll.ca