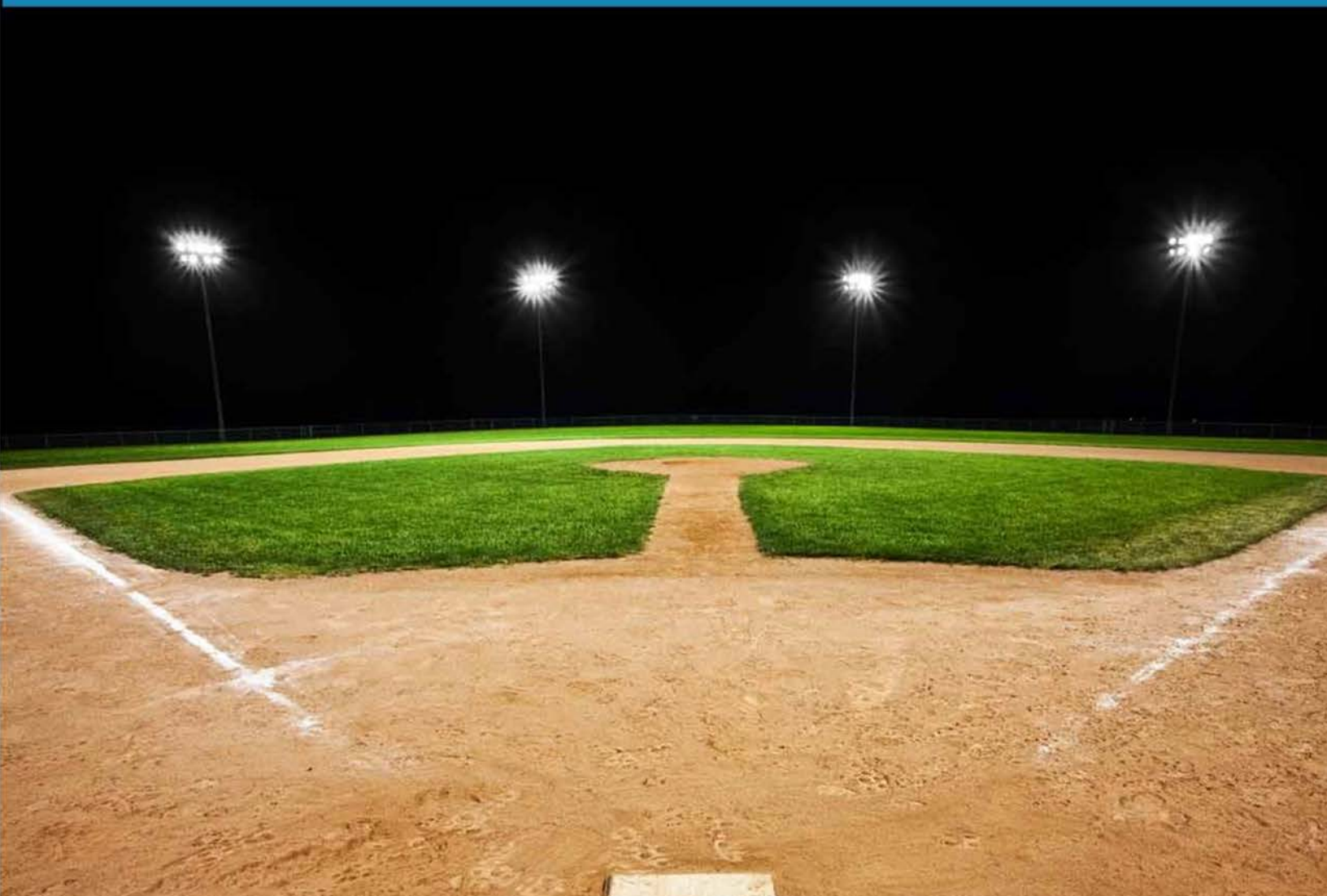


# Nelson Baseball Association



## Coach's Manual



## **WELCOME**

If you have received this book....THANK YOU! It means you are considering being a volunteer for the Nelson Baseball Association. Our Association only runs because of volunteers like you.

This manual covers important information including what roles are played out by the various members of your volunteer team. Firstly, as coach, you are responsible for all aspects of your team. This includes appointing a manager who will take care of the communications between you and the team. They will appoint scorekeepers, field raking, and parent umpires (for T-ball & Rookie) You are responsible for coordinating your team events including practices & games.

The following is meant as a guideline of roles to assist you and your team.

## **EXPECTATIONS OF THE COACHES**

- Follow the Coaches Code of Conduct
- Apply for a Criminal Record Check
- Attempt to provide equal playing time for all players on the team
- Put player safety and development above anything else
- Attend Mandatory Coaching Clinics
- Coaches are responsible for the behavior of their players during games and practices.
- Coaches should contact a player's parent and Division Director if they are having problems.
- Unregistered players cannot be allowed to practice or play with the team for insurance reasons.
- Follow zero tolerance for bullying within the team (See Bullying policy)
- Respect a player's personal boundaries (physical, emotional, social and sexual)
- Acquaint yourself with both the Nelson Baseball rules in this handbook as well as in the Little League Rule Book.

## **Nelson Baseball Association 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.

Instructions for

# Coaching code of conduct

*If you have not yet signed a Code of Conduct it is imperative that you do so and return it to your Division Coordinator*

On the following pages you will find 2 copies of the Code of Conduct,  
One is for you

**The Second MUST be signed and returned to your coordinator**

## **COACHING CODE OF CONDUCT**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as the athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how a coach regards his/her sport is often dependent on the behaviour which will allow them to assist their athletes in becoming well-rounded self-confident and productive human beings.

### **COACHES HAVE A RESPONSIBILITY TO:**

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favourable image of their sport and of coaching.
4. Refrain from public criticism of fellow coaches or athletes.
5. Abstain from the use of any tobacco products while in the presence of her/his athletes and discourage their use by athletes.
6. Abstain from drinking alcoholic beverage when working with athletes or while on or near the playing field.
7. Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
8. Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
9. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
10. Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well-being as foremost when making decisions regarding injured athletes' ability to continue playing or training.
11. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
12. Regularly seek ways of increasing professional development and self-awareness.

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13. Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
14. In the case of minors, communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.
15. In an educational institution, be aware of the academic pressure place on student-athletes and conduct practices and games in a manner so as to allow academic success.

### **COACHES MUST:**

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect athlete's dignity. Verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment described below).
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide under age athletes with alcohol.

### **DEFINITION OF HARASSMENT:**

Harassment takes many forms but can generally be defined as behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

### **Harassment may include:**

- written or verbal abuse or threats;
- Sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti.
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, intimidation or invitations or request whether indirect or explicit;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault

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## **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.

### **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, behavior, 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.

### **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 information to parents – ie. Picture Day.
4. Score keep or assign someone to Score keep.

## **COACHES MEETING**

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

## **SCHEDULES**

All schedules are available on the website

We are charged for each hour of use of the fields.

1. All schedule changes must be coordinated through the scheduler with a minimum of 72 hours' notice
2. Rainouts need to be communicated with 4 hours of scheduled start time.

## **VISIT THE WEBSITE REGULARLY FOR UP TO DATE SCHEDULE INFORMATION**

**Contact: [scheduler@nelsonbaseball.ca](mailto:scheduler@nelsonbaseball.ca)**

## **GAME SCORES**

The team manager is responsible for e-mailing the game score to [scheduler@nelsonbaseball.ca](mailto:scheduler@nelsonbaseball.ca) with 24 hours from the completion of the game.

Please include date of game team names and scores

*le) April 10,2016 Nelson Angels (10) vs Castlegar Reds (4)*

## **TEAM PHOTOS**

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

## **FIELD BOOKING**

Lions Park and QE are available for practice. Each team will be allocated 1 practice per week. Extra practices will be permitted as long as there is availability.

Please direct all Field bookings to [scheduler@nelsonbaseball.com](mailto:scheduler@nelsonbaseball.com)

## **TEAM PARENT**

Nothing will make your season run smoother than finding a Team Parent that can take care of all the little extras, allowing you to concentrate on your players.

A Team Parent manual has been developed. Just find the perfect parent that will be able to take care of the responsibilities listed below, hand them the accompanying manual, and have a great season!

**PLEASE REMEMBER THE INCREDIBLE LOAD YOUR TEAM PARENT HAS TAKEN OFF YOUR SHOULDERS DURING THE SEASON AND REWARD THEM WITH SOMETHING SPECIAL AT YOUR TEAM WIND-UP**

## **Responsibilities of a Team Parent**

- The Team Parent takes care of the million little details that crop up off of the field, allowing your child's manager and coaches to concentrate on baseball.
- Hands out the Nelson Baseball flyer to all parents on the team. It explains the responsibility that comes with having a child playing in our Association.
- Assign duties for all games.
- Will act as an e-mail, telephone liaison between the players and coaching staff, passing along messages on behalf of the coach and taking messages.

#### **What is a team parent?**

The team parent takes care of the million little details that crop up off of the field, allowing your child's manager and coaches to concentrate on baseball.



## **FIELD DUTIES**

### **Setting up the field prior to the Game**

- Should be completed no later than 15 min. before the game
- Infield should be dragged
- Pitcher's mound & batter's box must be raked and tamped
- Rake the first & third base paths lengthwise from base to base - not across to prevent small rolls from building up
- Mark the 1st and 3rd baselines on field
- Install home run fence

### **Field clean-up:**

- Infield should be dragged and base paths raked (lengthwise)
- Pitcher's mound raked and tamped
- Bases and equipment put away
- Dugouts cleaned
- Remove home run fence

We would like to instill a sense of pride within our facilities with the players.

**The Players should be responsible for the Clean up after a home game.**

## **EQUIPMENT**

You have been assigned an equipment bag and equipment for your team. We endeavor to provide the adequate equipment needed to teach the game of baseball based on the skill level and age.

We expect that you take care of the equipment as it were your own and return it in a condition that would be acceptable base on normal wear and tear.

It is expected that you keep track of the equipment at all times and verify after every game and practice it is all there. Please ensure to count balls to ensure you have the right amount. It is expected that 80-90% of the balls (including game day balls) are returned at the end of the season.

There will be a checklist to sign when issuing the equipment and you will be expected to sign the equipment back in.

## 2016 Criminal Record Check Procedure

### Request a New Criminal Record Check

This is the website address is: <https://justice.gov.bc.ca/eCRC/home.htm>

Enter Nelson Baseball Unique Access Code: [BDQGD3DMHQ](#)

There is no charge to you or Nelson Baseball.

The results will be emailed to Nelson Baseball within a few days. In some cases you will receive an email back requesting that you need to have your identity verified by a representative of Nelson Baseball, or by fingerprinting at a local police station. If you receive one of these emails, please contact the Nelson Baseball President. If you have any other difficulty with the process, please send us an email and we will be happy to assist.

All coaches and managers must obtain a Criminal Record Check through this process and the results must be approved by Nelson Baseball. Please review the Nelson Baseball Safety Policy for full details. Nelson Baseball cannot allow any exceptions to this policy. We regret any inconvenience this process might cause.

## **Team Parent Guide**

The following is a general guide of the major areas of responsibility you'll need to be aware of for managing communications and assigning duties to the parents on your team.

### **Team Communications**

Make up a team contact list and email to the team but do not share personal information unless you have permission to do so. Ask the team's families if they agree to share phone numbers and home addresses before distributing. Names and e-mails are OK.

Your job is to:

- Make sure the team is aware of any changes to the game/volunteer schedule
- Send out weekly reminder of games/practice times/dates
- Keep the team advised of upcoming events –Photo Day etc.
- Ensure All parents have completed and returned the following prior to the first game at the latest:
  - Medical Release Form
  - Sport Parent Code of Conduct
- Hand out: "Sportsmanship isn't Just for Athletes."

**Nelson Baseball recommends the use of Bonzi Team online team management software to assist with team communication and monitoring of attendance for games and practices etc.**

You can access Bonzi from <https://www.bonziteam.com/>

### **Assigning game duties to parents**

Make up a game duty schedule and e-mail to the parents of your players.

Ask the families if they have any preference for the various duties, then assign each player's name to a role for all the games, making sure the duties are evenly distributed.

Volunteer duties include:

- Scorekeeper – Home Games
- Field Preparation – Home Games
- Field Clean-Up – Home Games -Assist Players
- Assist with organization and control of dugout/bench