

Kennesaw Baseball Association



Baseball Coach's Manual Guidelines, Conduct and Qualifications

2014 revision

The Role of Volunteer Staff Members:

You have generously volunteered to assist with a youth sports program. As a volunteer staff member, it is imperative that you understand our expectations for this position. This begins with the explanation that these programs are designed to provide all participants with an opportunity for fun and success; an occasion for youngsters to improve their physical fitness, their social talents, and their attitudes towards exercise and sports while developing skills. These programs must be a positive learning experience for all children participating. **Thank you for agreeing to be responsible for making this happen!**

Coaches are essentially teachers. As with all teachers, the expectations are demanding. If you are good at instructing sports skills, and the children perceive you to be a fair person, they will respect you greatly. You have a wonderful opportunity to enrich their lives by setting an example of good sportsmanship and personal integrity.

Your responsibility is to instruct, guide, direct, and assist youngsters in developing skills and enjoying the sport; to help the youngsters grow, mature, and develop a healthy attitude toward recreation and sports; and to foster an atmosphere of mutual respect with the dignity and self-esteem of the children as the highest priority.

Coaching and teaching is a hard job. The children are watching all the time. We cannot let them down.

Kennesaw Baseball Association Mission Statement:

"It is the mission of the Kennesaw Baseball Association program to serve young players, their families and the Kennesaw City community at large by providing fun, safe and enjoyable youth sports experiences by recognizing each player's physical and emotional well-being, by teaching skills development, by treating them with respect and dignity, by encouraging positive parent involvement and by enriching young lives with meaningful recreation and socialization."

The Kennesaw Baseball Association has established the following objectives for the Youth Baseball program. It is our hope, our goal, and our responsibility to see that youth sports will be approached by all concerned as programs which will:

- 1) **Provide enjoyment** for the participants, coaches, and parents.
- 2) **Contribute to the mental and emotional growth** of the participants.
- 3) **Contribute to the physical growth and development** of the participants.
- 4) Foster character by teaching participants how to win and how to accept defeat, while continually placing emphasis on fair play and fun.
- 5) Provide an opportunity for parents and children to participate in a common leisure interest.
- 6) Allow **all** children the right to participate as a child with competent, caring adult leadership and guidance.
- 7) Treat **all** children with dignity; whether competitive or recreational in interest.
- 8) Provide adults with an opportunity to **teach children the importance of sportsmanship, mature behavior, and the fun of participation in youth baseball.**

VOLUNTEER STAFF JOB DESCRIPTION

DESCRIPTION:

Assist the Board of Director and Park and Recreation employed staff in carrying out program goals and objectives established by instructing, guiding, and assisting youngsters in developing skills while promoting the enjoyment of the sport the youth participates in; to help the youngsters involved grow, mature, and develop a healthy attitude toward recreation programs and sports; to foster a positive atmosphere of mutual respect and dignity, and placing the self-esteem of the youth(s) as the highest priority. Failure to effectively carry out objectives and responsibilities will result in disciplinary action up to and including termination from the voluntary recreation staff.

QUALIFICATIONS:

1. Pass criminal background check and be at least 18 years of age.
2. Certification in the National Youth Sports Coaches Association (NYSCA) Program. Coaches already certified through NYSCA must participate in the continuing education program. For more information please contact your League Director
3. Coaches must have an understanding and acceptance of the Associations objectives for youth sports as outlined in this document and sign the agreement to support these objectives
4. All managers must attend the coaches training session & rules meetings prior to the season – time and date to be announced.
5. You must have a genuine interest in youth and an acceptance of them as they are.
6. You must have the ability to work effectively with parents and youngsters.
7. You must have the time necessary to carry out all duties.
8. ALL managers must be patient, fair-minded, understanding, and willing to put the personal growth of the participants ahead of personal desires to win games.
9. Personal and professional history must be devoid of any record which would cast doubt on the appropriateness of, or your ability to, properly deal with children.
10. Certification in first aid and CPR is preferred, but it is not mandatory.

COACH'S RESPONSIBILITIES:

- Provide safe, well-organized practice sessions
- Communicate constructively with the players and their parents
- Effectively teach the fundamental skills of baseball
- Know and abide by all league rules
- Remain drug, alcohol and tobacco-free at all games/practices, and ensure assistants do the same
- Provide each team member with the following:
 - Your name, contact information, date & time of parent meeting
 - First practice date, time and location
 - A copy of the Parent's Code of Conduct
- Verify each player's age and ensure the player is in the correct league
- Conduct a parent meeting
- Attend the pre-season coaches training and meetings
- Ensure equipment remains in good condition and is safe for use during the season
- Teach the fundamentals of the game
- Conduct efficient, FUN practices – help create a love for the game within the players!
- Inform the league coordinator of any problems in field conditions or with any of the facilities
- Conduct yourself in a manner becoming to a youth baseball coach, exemplifying good sportsmanship before, during and after all games, both as outlined here and in the 'Parent's Code of Conduct'.
- Have team ready to play at game time

PARENT/TEAM MEETING

Parents like to be informed of the essentials of their child's participation and as a coach you have a responsibility to communicate that effectively to them. You are expected to host an initial meeting with them to begin that process.

Be advised, parents are not allowed in the dugout unless they are an assistant coach who has been issued the criminal background card. Parents are under the same sportsmanlike conduct rules as the coaches and players. Please encourage them to cheer and support **all** teams in a positive way. Please clearly communicate information to them.

Here is a check list of some essentials to go over at your parent/team meeting:

- Give parents your contact information.
- Collect parent's contact information.
- Establish your goals for the season.
- Have the team introduce themselves and introduce their parents.
- Recruit a team mom or dad. Discuss a calling tree/calling post.
- Distribute all practice schedules, game schedules and, if you are having one, snack schedules.
- Encourage players to bring water bottles to practices and games.
- Go over any rules you have as a coach.
- Hand out a copy of the league's 'Parents Code of Conduct'
- Establish rules as a team.
- Distribute and discuss league rules.
- Encourage parents to be prompt for all practices and games.
- Inform parents we highly discourage dropping off players for practices or games.
- Address any concerns or questions they may have.
- **Hint:** Focus on the kids! This is their team, not their parent's team.

PRACTICES

Coaches will be given a practice schedule by their League Director. These field times are final and will be subject to rain-out decisions by the Parks and Recreation department. **The rainout information will be posted on the Association website at WW.KENNESAWBASEBALL.COM and "group" text will be sent around 3pm.** If a scheduled practice is rained out the manager will be responsible for anyone of his team disregarding the field closure. If outside facilities are used it is the Managers responsibility for the time and place their team practices. Batting cages remain open only if weather permits. **Practice should not start or continue if temperature is 40° or below.**

Organized Practice Plan:

One key to being a successful coach is to ensure that you have an organized plan for every practice. Prior to stepping onto the field – you should already have a plan for that entire practice. This allows you to keep a steady and organized flow to the practice as well as it allows you to be as efficient as possible with your limited practice time.

When creating this organized plan – keep in mind that it is important to break down your players into small groups of 3 – 4 players per group. Then you will rotate these small groups through the various drills that

you run. Please note that to maintain the player's interest level (especially at the younger ages) it is important that these groups are rotated every 15 – 20 minutes through the various drills (see example below).

This organized plan will be slightly different depending on the age that you are coaching. However, start with the basic fundamentals of throwing, catching (ground balls and pop flies), base running, hitting, etc. Then break these basic fundamentals down into specific drills to teach and instruct your players.

For example: Hitting Plan – one common mistake that I see many times is that during batting practice one player will be batting (whether a coach is throwing BP or another player) while the remainder of the team is standing in the field shagging balls and usually playing around and not paying full attention (especially at the beginner levels). Many times this batting practice will go on for 1 – 1 ½ hours. Many coaching opportunities were missed during this 1 ½ hour time frame that only focused on one player batting at a time. Please see a very basic plan that could be used the same time frame but one that would maximize more drills and hopefully maintained the kids attention span:

- Let's assume that you have 12 players on your team. Take the players and divide them into 3 groups of 4 (groups A, B, and C).
- Group A can start by taking BP with one of the coaches – this group will be the only group that is actually within fair territory on the field. One player can bat while another player is on deck. The other 2 players can be in the field shagging balls. Each player will get 25 – 30 pitches and then you rotate the 4 players through each area (i.e. batting, on deck, and fielding balls).
- Group B will start by working on the hitting stick, soft toss, and tee work over on the left field foul line (or possibly even outside the fence). Please make sure that you have one of the dad's act as a spotter.
- Group C will work on special areas (i.e. this depends on what level you play) – these special areas could be anything from covering signs, working on bunting, base running techniques, pop fly mechanics, etc. Group C will also need to either work on the right field foul territory with a spotter (or possibly somewhere just outside the fence).
- Every 20 minutes you need to rotate the groups - plan on a 2 – 3 minute water break with each rotation.

The primary point of the example above is to illustrate that in the same 1 – 1 ½ hour time frame – we were able to get much more work in than just one player batting at a time while everyone else is shagging balls. This same structure can be implemented with every basic fundamental element. The key being keep your drills short to maintain the player's attention and ability to learn. Additionally, maximize your limited practice time by having a very detailed and organized practice plan.

- Start practice on time. Field and facility time is limited and your sessions will not be allowed to run over their allotted time.
- Make practice fun and productive
- Work on improving weaknesses instead of strengths
- Make it clear what is expected in practice and games
- Know the difference between correction and criticism
- Mix some fun into the practice!

SPORTSMANSHIP

Sportsmanship is a central theme for this league. It is expected that coaches will exhibit good sportsmanship at all times. It is the coaches' responsibility to see to it their players, parents, and spectators show proper sportsmanship. **Flagrant fouls or unsportsmanlike conduct will not be tolerated. ANY COACH OR ASSISTANT EJECTED FORM A GAME BY THE OFFICIAL WILL BE REVIEWED FOR DISCIPLINE BY THE BOARD OF DIRECTORS. This review will take place at the next scheduled meeting, unless the severity of infraction requires immediate action.**

Sportsmanship Guidelines:

- Teams will shake hands with opponent after every game.
- Accept officials' decisions. Mistakes will be made... stay focused on the game.
- Keep sideline conduct under control and make positive comments.
- Cooperate with staff.
- Avoid flagrant fouls or unsportsmanlike conduct.
- Respect your opponents.
- Do not criticize.
- No trash talking. Players, coaches, and spectators are to refrain from using harsh, derogatory, or abusive remarks. Trash talkers will be warned once and then risk a possibility of being removed from the game.
- Any player or parent/ spectator out of control will be asked to leave the ballpark.

Sportsmanship is the ability to:

- win without gloating
- lose without complaining
- treat your opponent with respect

Sportsmanship Tips:

- If you make a mistake don't pout or make excuses. Learn from it and be ready to continue to play.
- If a teammate makes a mistake, offer encouragement, not criticism.
- If you win, don't rub it in.
- If you lose, don't make excuses.

DISCIPLINE OF COACHES

1. If the Board of Directors or League Director receives a complaint concerning any coach in the program from a parent or guardian of a player on his/her team regarding his/her disregard for the objectives of the program, the coach will be notified by mail or phone, detailing the specifics of the allegation(s).
2. The coach involved must then contact the League Director or President to respond to the accusations.
3. The Board of Directors will, to the best of its ability, attempt to determine the validity of the allegation by randomly contacting other parents of the team's participants.
4. If it is determined that the coach is in violation of the objectives of the program his/her involvement with the Baseball program will be terminated and revocation of certification will be pursued.

Coach's acceptance of Conduct and Qualification

By signing below I _____ accept the responsibility of adhering to the Code of conduct set forth by the Kennesaw Baseball Association. Failure to abide by these rules of conduct will result in disciplinary action by the Board of Directors. This disciplinary action will be voted on by a quorum of the Board of Directors and the decision will be final.

Date: _____

League: _____

Name: _____

Witness of Director: _____