



Coles Little League
Coaches Handbook

Updated February 2021
Little League ID: 3461003

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Coles Little League Commitment to Coaches

Coles Little League commits to provide you:

1. Coles Little League Coaches Manual.
2. Instructions on how to access a copy of the current Little League Rule Book.
3. Assistance from league coordinator in player assessment and player draft.
4. Coaching clinics provided by Coles Little League in March. (If the League can provide)
5. Assistance obtaining resource materials.
6. Notification of all inter-League and All-Star game possibilities.
7. Help with equipment / uniform needs from equipment and uniform coordinators.
8. Help with obtaining and using the current Team Management application in use by the League.
9. Support from the Coles Little League Board in disciplinary actions involving players, coaches or parents.

Coles Little League Expectations of Coaches

You Commit to provide to Coles Little League:

1. To attend player evaluations in February or March (Minors through Seniors).
2. To attend the Spring season player draft in February or March (Minors through Seniors).
3. To contact all players within five calendar days of the draft.
4. To attend all coaches' meetings prior to the start of each season.
5. To hold initial team meeting with players and parents (this can be accomplished at first practice).
6. To hold at least one practice each week once games have begun if schedule allows.
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 Coles Little League.
11. To submit Incident/Injury Tracking Reports (Appendix A) to the Safety Officer and President within 24 hours.
12. To conduct one's self in accordance with Coles Little League Codes of Conduct and standards at all times.
13. To complete background check application and concussion training in a timely manner, as and when required by the League.

Coles Little League 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.

Coles Little League Code of Conduct for Coaches

By agreeing to coach for Coles Little League, all coaches agree to comply with the Coles Little League 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 Coles 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 honored guests.

_____ Date_____

Coaches Name

Coaches Signature

Please sign and date the above and send either a picture or scan of the signed form to president@coleslittleleague.com before your first team practice. Thank You.

Coles Little League Managers Meeting

Prior to the start of the season, Coles Little League will hold a Managers meeting to review all league rules, policies, equipment hand-out, and to answer any questions. **It is mandatory for all Managers and Coaches to attend this meeting.**

This meeting is a great opportunity for Managers/Coaches to meet with the other Managers/Coaches in their Division, their Division VP and the Coles Little League Board.

If you have questions please, do not hesitate to ask them during this meeting and we will endeavor to answer them.

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, the assistant coach(es), and provide information and expectations about the upcoming baseball season. This should include uniform and protective equipment requirements. Appendix B is a sample Team Introduction email. (You can seek advice from the Division VP)

Team Meeting with Parents

You should organize a team meeting with parents and players as soon as possible once practices start (first practice is ideal time choice). The following is a suggested agenda for your team meeting:

- Have each coach, the players and parents introduce themselves.
- Distribute Code of Conduct to all parents/guardians/players and collect their signatures. (Appendix C)
- Explain practice format and expectations (attendance, behavior, attitude, etc.) and discuss with parents and players.
- Explain game policy (playing time, positions, etc.) and discuss with parents and players.
- Discuss various non-coaching and volunteer duties which need to be shared among parents.
- If you do not have an assistant coach, enlist the help of at least one other adult for this job. **(Ensure volunteers complete the required background check!)**
- If your team does not already have a Team Parent/Manager, try and have someone take on this important responsibility.
- Make sure parents are aware of the field status hotline.
- Open the floor to questions, discussion, concerns, etc.

(You can reiterate the above items through team emails during the first week or when needed)

Team Parent Duties

Organize parents to help the team in the following areas:

- Assign and schedule all volunteer duties for each game (ie. Scorekeeper).
- Provide extra bench help when needed, as well as extra practice help.
- Act as conduit to distribute information out quickly to players and parents and to enlist extra help when and where needed.
- Organize a team party (end of season).
- Liaise between parents and coaches (communication).
- Help distribute Coles Little League information to parents – ie. Opening Ceremony, League Activities, League Fundraisers, Team Up Events and Photo Day etc.

Team Photos

Team Photos are taken during the Spring season. Coaches are responsible for informing all parents of date, time, equipment, and anything else necessary to accomplish the successful completion of picture day.

For the younger ages especially, this is a fun event for them – please make all possible attempts to have the team in attendance.

As the kids get older, both parents and players are not as keen for pictures to be taken – please discuss this with your team, and parents to see if your team wishes to attend, so that adjustments to the schedule can be made.

Duties for Actual Play of Games

Every game played consists of a home and away team. Each team shall perform its own pre-designated duties. The coach(es) responsible for each duty must be in place **before** the game can proceed.

Home Team Coach Duties

Field Set-Up (Arrive minimum 1 hour before game) – Rake / Line field and set up bases. Inspect the field to ensure it is in a safe playing condition. Trash should be picked up off field, which includes walking the outfield to make sure there are no stray balls or any other hazard a player may step on while in play. Equipment and rosters should be organized in dugout and on field (Tee for T-Ball and pitching machine for Machine Pitch). Pitching machine needs to be tested prior to play.

Scorekeeper and Pitch Counter (Arrive 30 min before game) *usually a parent volunteer position for Minors through Seniors

Field Clean-Up – Put away bases and field equipment; make sure field shed is locked. Rake field as directed by League. Spray high use areas with disinfectant.

Away Team Coach Duties

Field Inspection (Arrive minimum 30 minutes before game) – Conduct secondary inspection of field to ensure safe condition and that home coach has not overlooked any potential hazards.

Scorekeeper and Pitch Counter (Arrive 30 min before game) *Minors through Seniors

Submitting Game Scores

Both coaches, home and away teams, of any Minors, Majors, Juniors, and Seniors league game are required to submit the final score after each game. Depending on the software the League is using, coaches will either receive an email to submit scores and pitch counts, or it can be done on the Software application itself.

More information on the Team Management Software will be discussed at the pre-Season Managers Meeting.

Useful Contact Details

Please contact your Division Vice President first with all questions or concerns (They should have made themselves known at the Managers' meeting).

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 Members link on the website homepage.

Division	Division Coordinator e-mail
T-Ball	vp-tball@coeslittleleague.com
Machine Pitch	vp-mp@coeslittleleague.com
Minors	vp-aaa@coeslittleleague.com
Majors	vp-majors@coeslittleleague.com
Juniors/Seniors	vp-jr-sr@coeslittleleague.com

President	president@coeslittleleague.com	
Vice President	vicepresident@coeslittleleague.com	
Secretary	secretary@coeslittleleague.com	
Treasurer	treasurer@coeslittleleague.com	
Coaching Coordinator	coachcoordinator@coeslittleleague.com	
Equipment/Property	property@coeslittleleague.com	
Safety Officer	safetyofficer@coeslittleleague.com	
Chief Umpire	chief-umpire@coeslittleleague.com	
Scheduling	scheduling@coeslittleleague.com	
Registration	registration@coeslittleleague.com	

Hellwig Field Status Line: 703-792-3283

(please make sure all parents are aware of this number and should call it whenever there is inclement weather)

The Field Status Line is updated by the County at 3pm on Weekdays and 7am and 12pm on Weekends.

Incident/Injury Tracking

Basic First Aid supplies can be obtained from the Snack Bar during their opening hours.

This form should be completed and provided to the League Safety Officer and President for all occurrences that meet the criteria described below. A copy of the form is included in this manual at Appendix A.

In our effort to prevent accidents and injuries to all involved in Little League, we must deal with the unpredictable actions of many small athletes. One of the most widely accepted ways to reduce the occurrences of unsafe acts is to document the reasons behind such acts and take suitable action to prevent them from happening again. Since we cannot eliminate all mishaps, we must use them as tools to help reduce the number of similar or related accidents. Also, safety consciousness allows us to determine the root causes of "near misses", so that action can be taken to prevent the occurrence of injury-producing accidents in the future.

Which Accidents to Analyze

Good judgment must be used when deciding which accidents to analyze. The severity of an injury should not be the only basis for deciding to report/investigate an accident. The prevention of a similar, more severe accident should be our main reason for exploring causes and taking suitable corrective action. Examples of cases that probably would not require a report include sustaining a "strawberry" from sliding or minor strains and bruises not associated with unsafe actions or hazardous conditions.

Examples of Accidents Requiring Thorough Study

A collision that occurs when two players go after the same fly ball, even though no one is hurt, has the possibility of resulting in a serious injury. Questioning the players involved may reveal that they had forgotten priority assignments in the "heat of the battle. A corrective measure might include re-emphasizing ball priority drills in the next practice. A completed accident report passed on to the Safety Officer will serve highlight this area as one needing additional emphasis from managers and coaches.

If a player should trip and fall over a bat left on the ground and suffer a small abrasion, the cause and correction action may be obvious. A report, however, would serve as a reminder, not only to this team, but to others in the league that equipment left on the field can cause falls, some of which can result in fractures. Face, mouth, or teeth injuries caused by improper use of a catcher's mask, or the failure to wear a catcher's mask, should obviously be reported and the causes investigated.

A turned ankle caused by a hole in the outfield should be reported so that the appropriate league official is aware of the hazardous condition, which can then be corrected.

Other Uses for Accident Reports

The need for corrective measures, of course, is most evident when an injury is severe enough to require professional services. In addition to the need for immediate preventive action, it is very important to have accurate information to complete an insurance claim report.

As in any organized endeavor, communications among teams in a specific league, and between leagues within a district, is important. This safety program can be an effective tool in accident prevention if each adult with safety responsibility is given a briefing on serious accidents, unusual hazards, and the corrective action taken to remedy them. In order to accomplish this, League Safety Officers and the District Safety Officers must be kept

informed of all significant accident cases.

Further Follow-Up on Accident

Even after corrective action has been taken, responsible adults should continue to monitor to ensure that unsafe habits have not been resumed (Make sure you are of worthy of example). We continually advise players to keep their eyes on the ball. Let's do the same with safety precautions.

An electronic copy of the Form can be found at:

<https://www.littleleague.org/downloads/incident-injury-tracking-form/>

Completed forms are to be emailed to:

safetyofficer@coleslittleleague.com

and

president@coleslittleleague.com

within 24hrs of the incident occurring.

For Local League Use Only**Activities/Reporting****A Safety Awareness Program's
Incident/Injury Tracking Report**

League Name: _____ League ID: _____ - _____ - _____ Incident Date: _____

Field Name/Location: _____ Incident Time: _____

Injured Person's Name: _____ Date of Birth: _____

Address: _____ Age: _____ Sex: Male Female

City: _____ State _____ ZIP: _____ Home Phone: () _____

Parent's Name (If Player): _____ Work Phone: () _____

Parents' Address (If Different): _____ City _____

Incident occurred while participating in:

- A.) Baseball Softball Challenger TAD
- B.) Challenger T-Ball Minor Major Intermediate (50/70)
 Junior Senior Big League
- C.) Tryout Practice Game Tournament Special Event
 Travel to Travel from Other (Describe): _____

Position/Role of person(s) involved in incident:

- D.) Batter Baserunner Pitcher Catcher First Base Second
 Third Short Stop Left Field Center Field Right Field Dugout
 Umpire Coach/Manager Spectator Volunteer Other: _____

Type of injury: _____

Was first aid required? Yes No If yes, what: _____Was professional medical treatment required? Yes No If yes, what: _____

(If yes, the player must present a non-restrictive medical release prior to to being allowed in a game or practice.)

Type of incident and location:

- A.) On Primary Playing Field **B.) Adjacent to Playing Field** **D.) Off Ball Field**
 Base Path: Running or Sliding Seating Area Travel:
 Hit by Ball: Pitched or Thrown or Batted Parking Area Car or Bike or
 Collision with: Player or Structure **C.) Concession Area** Walking
 Grounds Defect Volunteer Worker League Activity
 Other: _____ Customer/Bystander Other: _____

Please give a short description of incident: _____

Could this accident have been avoided? How: _____

This form is for local Little League use only (should not be sent to Little League International). This document should be used to evaluate potential safety hazards, unsafe practices and/or to contribute positive ideas in order to improve league safety. When an accident occurs, obtain as much information as possible. For all Accident claims or injuries that could become claims to any eligible participant under the Accident insurance policy, please complete the Accident Notification Claim form available at http://www.littleleague.org/Assets/forms_pubs/asap/AccidentClaimForm.pdf and send to Little League International. For all other claims to non-eligible participants under the Accident policy or claims that may result in litigation, please fill out the General Liability Claim form available here: http://www.littleleague.org/Assets/forms_pubs/asap/GLClaimForm.pdf.

Prepared By/Position: _____ Phone Number: () _____

Signature: _____ Date: _____

Sample Team Introduction Email

Appendix B

Dear parents/guardians/family members of Coach Smith's Minors team,

Good morning. My name is Coach John Smith and I'll be the head coach for our fall ball season this year. I've coached at various levels in Coles over the past 6 years and I am excited for this Spring Season.

Minors is still a developmental/instructional league where the focus is on the basics of baseball. However, we will have umpires, keep score, 3 strikes and you're out, base stealing, and hopefully lots of action for the kids.

The primary things we want the kids to experience:

Help them continue develop the skills to play baseball and understand the rules;

Learn about teamwork and sportsmanship;

To have fun;

And be safe.

Equipment: The Nationals will provide the uniforms (shirts and hats) this Spring. You'll know as soon as I know when they are available. Some other things that I'd recommend as "must haves" are:

Glove – Be sure it is proper size and flexible (broken in).

Helmet – Get one that fits. Because of Covid-19 restrictions all players must supply their own helmet.

Bat – Everyone should have their own bat, but if you want to wait and see what size/weight works best that's fine too. Bats MUST BE A USA Approved bat...you'll see the sticker on the bat. If not, let me know.

Baseball pants (recommend grey color) and cleats (no metal spikes).

Protective Equipment – main concern is groin/cup protection, especially for catchers and pitchers! Also, if applies, your child can bring their own catcher's equipment or the League should be able to provide a set for the season.

Other Information: All of our practices and games should be at George Hellwig Park. In case of bad weather on practice or game days you can call the Rain Line 703-792-3283 after 3 pm weekdays and 7 am weekends about field closing information.

If anyone is willing to help out this year, we will need some assistance with a few activities throughout the season. First, we will need some additional parents willing to help out with practices. I try to have multiple stations occurring to keep the kids engaged and learning during practices. The more parents we have helping out the more stations we can do during practices. We will also need assistance during games at this level- we will need someone to keep score, someone to keep track of pitch counts, and base coaches. Please let me know if you are willing to help out in those capacities.

My email address is below and my cell phone is 888-867-5309. Feel free to email, text or call me anytime. Lastly, our first practice is Monday 29 March from 7pm to 8;30pm at Field 4. I hope to see everyone there.

Thanks,

Coach Smith (coachsmith@yahoo.com)

Coles Little League Player/Parent/Guardian Code of Conduct

Appendix C

1. All Coles Little League members (**staff, players, family**) will constantly display sportsmanship and handle themselves with class in both wins and defeat. Members are to be well mannered, respectful, and courteous to the coaches, team members, their families, the umpires, and the opposing players and families.
2. Family members and spectators will make their fullest effort to cooperate and support actions of the coaching staff.
3. Members will not bully, insult, criticize, or verbally abuse any other team member.
4. All cheering will be positive and supportive in nature; no indirect negative cheering against the other team, i.e., "he's an easy out".
5. At no time will a parent or family member address an umpire, opposing team coach, player or fan in a disrespectful or argumentative manner. ALL umpire calls or discrepancies will be handled solely by the coaching staff. Rude or disrespectful comments to any umpire or official directly or indirectly (for example: "it's OK Billy, that wasn't a strike") will NEVER be tolerated and you will be asked to leave.
6. Parents, family members, and spectators are not allowed on the playing field or in the dugout unless specifically directed by a coach.
7. Coaches will never speak to players, parents, or umpires in a disrespectful manner, and vice versa. Coles members will not use abusive or vulgar language, bully, insult, criticize, or verbally abuse one another.
8. Throwing of equipment, displays of temper tantrums, or poor/negative attitudes will not be tolerated.
9. Members must understand developing the fundamental qualities of sportsmanship, integrity, commitment to excellence, and decency. Our young players must always assume a greater degree of importance on these qualities than winning games by any means at any cost.
10. All members must be sensitive to the mental and physical limitations of young athletes and recognize the game is an object of training and enjoyment, not an end in itself. We all can get carried away "in the moment" but we must try to remember what it was like when each of us were a little league player.
11. Failure to abide by these rules and Code of Conduct may result in suspension or ejection without warning at the coaches' sole discretion. Any action that results in a player's removal from the team, voluntary or involuntary, will result in the loss or forfeit of all prepaid fees or dues to the Coles Little League organization.

I have thoroughly reviewed all the content provided in this Code of Conduct. My signature below indicates that I understand, agree to and will comply and uphold all the practices, policies and rules set forth by the Coles Little League organization. Seen, agreed to, and hereby understood.

_____ Date _____
Player

_____ Date _____
Parent/ Guardian