

Welcome!



The TTCC Baseball & Softball Commission would like to welcome you to the 2011 Season. If you have any questions or concerns, please feel free to contact the appropriate representative on our Commission. We are looking forward to another great season!

TTCC Baseball & Softball Commission

Scott Desmond, President	279-7034 / 393-7534
Garth Woolsey, Vice President	744-6702 / 630-5497
Mike O'Neill, Treasurer	279-3442 / 387-9114
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Garth Woolsey, Baseball Coaching Coordinator	744-6702 / 630-5497
Jay Meegan, Softball Coaching Coordinator	744-6577 / 344-5525

Have a great season!



COACHES MEETING AGENDA

April 5, 2011

- **Welcome & Intros**
- **Update**
 - Game schedules
 - Practices
 - Equipment
- **Important Dates to Remember**
 - Coach Smart NH – 4/9 from 8-11am & 4/19 from 6-9pm
 - Coach Clinic – 4/10, 4-6pm NMMS
 - Umpire Training – TBD
 - Field Clean-Up Day – 4/16 at 9 am
 - Opening Day – May 7th
 - Home Run Derby/Photo Day – May 15th
- **Review of Packet**
 - TTCC Philosophy
- **Coaches Checklist**
- **Policies**
- **Parent Meeting**
- **Warning System**
- **Forms**
 - Written Warnings
 - Accident/Incident Reports
 - Background check
 - Volunteer Authorizations
 - Coaches Code of Ethics
- **Fundraising**
 - Cash Calendars
 - Home Run Derby
- **Break-out by Leagues**
 - Review League specific rules
 - Review Goals & Skills Emphasis

Coaches Checklist

- **Sign all paperwork and return to the TTCC Office**
 - **Coaches' Code of Ethics**
 - **Volunteer Authorization**
 - **Background Check**

- **Call all players to introduce yourself and let them know they are on your team. Do this as soon as possible as they are anxious to find out what team they are on.**

- **Review policies on injuries, discipline, incidents to familiarize yourself with the different forms.**

- **Be sure you have all forms for children on your team and review the health information of each (be especially aware if a child needs their inhaler with them or is allergic to bee stings).**

- **Set up a parent meeting (info on agenda for this in packet).**

- **Make sure all parents know when first practice, opening day, homerun derby and picture day will be. Let parents know directly instead of telling the players – sometimes they forget to pass on the information.**

- **Check your equipment to be sure that it is all in safe condition (no broken helmets, straps, etc.).**

- **Be sure you always have enough ice packs and first aid supplies in your kit (extra supplies are available at the TTCC).**

- **Have fun!**

POLICY ON ALCOHOL AND DRUG USE

In keeping with the concept of providing a healthy and safe environment for athletic participation and competition, the following policies will be enforced:

1. The possession, use and/or participation under the influence of alcohol and/or drugs by players, coaches and spectators, including chewing tobacco products is not permitted on TTCC or school properties, nor at any practice, game or team function.

2. Violation of this policy by a player will result in the following:
 - a. The parent/guardian will be notified.
 - b. The player will be suspended from the team for one week.
 - c. For a second offense, the player will be suspended from the team for the remainder of the season, and the parent will be notified by the Baseball / Softball Commission.

3. Violation of this policy by a coach will result in the following:
 - a. Immediate dismissal from his/her coaching position for the season by the Baseball / Softball Commission.

4. Violation of this policy by a spectator will result in the following:
 - a. The spectator will be asked by the coach to dispose of the substance in question or leave the premises.
 - b. The coach is responsible for initial enforcement of this policy. If the spectator refuses to cooperate, the police will be notified.

POLICY REGARDING INJURED PLAYERS

The volunteer coach has the initial responsibility for the safety and welfare of each player on the team. The general rule in treating sports injuries is to administer only the first aid treatment of which you have knowledge.

The following steps should be taken in caring for an injured player:

- 1. Administer only the first aid treatment of which you have knowledge.**
- 2. In the case of a suspected neck or back injury, DO NOT MOVE THE INJURED PLAYER. Notify trained medical personnel immediately, who are qualified to treat this type of injury safely.**
- 3. In the event a player is transported to the hospital for treatment, the parental permission form must accompany the player, and the parent must be notified immediately.**
- 4. A TTCC accident report form must be completed on all injuries requiring medical attention of any kind, and within 24 hours of the injury. If the player is transported to the hospital the TTCC Office should be notified immediately.**
- 5. Chemical ice packs should never be used on open wounds or head wounds. A barrier (such as a t-shirt or towel) should be used between the ice pack and skin. Do not place ice pack directly on skin. The coach is responsible for insuring that all chemical ice packs are properly disposed of.**
- 6. First Aid kits are equipped with disposable gloves. Coaches are required to wear them whenever dealing with injuries/illnesses involving bodily fluids. Dispose of soiled bandages and materials in the red biohazard bags in your first aid kit.**

Agenda Parents Meeting 2011

1. Introduction

- a. Kids introduce their parents

2. Coach

- a. Introduce yourself and your fellow coaches and their background
 - i. Contact info
 - 1. Cell
 - 2. Email
- b. Look for volunteers – Team Manager
 - i. Keep score book / Water bottles / Batting order etc
 - ii. Encourage kids to be positive on the bench.
 - iii. Compile team contact list.

3. Coaching Philosophy / Goals

- a. Fun and safe environment - Most important is to have fun – this is just a game
- b. The game belongs to the Kids.
- c. Good Sportsmanship
- d. Leadership - enthusiasm
- e. Effort –at all times
- f. Teamwork - This is a team sport – we win as a team and we lose as a team. Every player is as important as the next player.
- g. Respect for the game, officials, teammates, officials, other team, parents and coaches
- h. Skill Development in all players
- i. Teach self motivation / self confidence

4. What is expected of the Players

- a. Conduct themselves with class at all times – they are representing the Community Center and All of us.
- b. Do their best at all times – when players work hard and try, good things are bound to happen but mistakes will also happen. Players will get out of Baseball what they put into it
- c. Respect for teammates, officials, coaches, other team, parents and the game
- d. Positive attitude and work ethic at all times
- e. Desire to improve and learn to self motivate
- f. Teamwork – learning to assist your teammates, being able to play as a team and support each other as a team.
- g. Show up to practice and games
- h. Leadership

5. What is expected of the Parents

- a. Positive attitude – the kids pick up on this and it rubs off on those around you. You are their best role model.

- b. Respect Respect Respect – for coaches, players, officials, other parents, and the other team
- c. FOLLOW the zero tolerance policy for verbal and physical abuse of officials - Zero Tolerance means Zero Tolerance
- d. Get your children to practices and games **on time**
- e. Call if your child will miss a game or practice – either myself or Team Manager
- f. If you have any issues with me or my staff, please do not hesitate to talk to me **AWAY** from the players and other parents
- g. **ALWAYS GIVE POSITIVE SUPPORT FROM THE STANDS – NOT COACHING ADVICE** – it confuses the kids when coach is saying one thing and parents are saying something else. Being critical of kids often has the opposite effect of what we want.
- h. The ride home.
- i. Dugout - Only the Team in the dugout. No parents or friends

6. What you can expect from the coaching staff

- a. Effort & Preparation It may not always look that way
- b. Teach skills and the development of the player
- c. Development of the child. Coaching is not about just the sport it can impact other areas of the kid's lives. There are lessons that can be learned at the ball park that will impact outside of the ball field.
- d. To teach the kids that baseball is a game and games are about having fun – regardless of the outcome.
- e. Treat all kids, officials etc with respect while demanding same

7. Questions

Tapply-Thompson Community Center
Baseball & Softball Commission
Discipline Policy

Dear Coaches & Parents,

The Baseball & Softball Commission will be using the following discipline policy league-wide. It gives the coaches and the commission a concrete policy and procedure for disciplinary actions. In the spirit of fair treatment for all involved in this program this system will be used as a tool for coaches in dealing with issues that may arise with their players throughout the season. It will be used by the Commission should situations arise where it is necessary to discipline a coach. Lastly, it will be used in the event that a parent chooses to ignore the Parent Code of Ethics that is provided in the Parent Handbook.

The policy will work as follows:

For Players: (administered by Manager of team)

1st Warning: This will be a verbal warning and the parents will be notified that their child has received one.

2nd Warning: This will be a written warning to the parent of the player and will require that the form be signed and returned to the manager.

3rd Warning: Suspension from the next game.

4th Warning: Expulsion from the league for the remainder of the season.

For Coaches: (Administered by Commission)

1st Warning: This will be a verbal warning and a notation will be placed in the Coaches file.

2nd Warning: This will be a written warning and will be placed in the coach's file.

3rd Warning: Suspension from the next game.

4th Warning: Suspension of coach from the league.

For Parents: (Administered by Commission – can be recommended by Coach or Umpires)

1st Warning: This will be a verbal warning and a record of action will be kept.

2nd Warning: This will be written warning.

3rd Warning: Not allowed at the next game.

4th Warning: Not allowed at remainder of games this season.

It is our hope that this policy will help to enforce the code of ethics that is signed by coaches, parents and players.

More serious infractions of the policy may be dealt with by immediate suspension from the field for the amount of time deemed appropriate by the Commission.

Tapply-Thompson Community Center
Baseball/Softball – Written Warning

Date: _____

To Whom It May Concern:

_____ received a written warning today after having received a number of verbal warnings. He/She received the warning for the following behavior:

The consequence of this warning is: (circle one)

- Written warning
- Suspension from the next game: _____ (date)
- Removal from team for the remainder of the season

If you have any questions or concerns please feel free to contact the TTCC office at 744-2713. Thank you for your cooperation.

Coaches Signature

Parent Signature

ACCIDENT REPORT

*Tapply-Thompson Community Center
30 North Main Street
Bristol, N.H. 03222*

Name of injured person: _____

Address: _____

Phone: _____

Date / Time of injury: _____

Nature of injury and how it happened: _____

Name of person notified: _____

Name of physician / hospital used: _____

What was done with the injured person and by whose orders: _____

Give opinion as to cause of accident: _____

Signed: _____

Title: _____

Action by office / received by: _____

Parent/Guardian Signature

Date

INCIDENT REPORT

Tapply-Thompson Community Center

30 North Main Street

Bristol, N.H. 03222

Date of Incident: _____ Time of Incident: _____

Place of Incident: (diagram if necessary) _____

Conditions existing: _____

What occurred in neutral, descriptive and detailed terms before, during and after incident (what was going on and who was involved)? _____

Description of property, equipment, or vehicles damaged or lost: _____

Procedure followed in dealing with the situation. Establish timing, conversations, people involved, witnesses, etc. Be complete and specific. (reconstruct previous information pertinent to incident):

Name and address of each person who witnessed or had knowledge of incident. Get statements from each. _____

It was necessary to take action against the people listed on the back of this form.

Name of report preparer: _____

Date: _____ **Time:** _____ **Place:** _____



Background Consent/Release Form

Organization _____

Applicant's Legal Name (printed)

Social Security Number _____ **Date of Birth** _____

Applicant's Address

City _____ **State** _____ **Zip** _____

I, _____, authorize and give consent for the above named organization to obtain information regarding myself. This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses
- Social Security Verification
-

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name:

_____ **Date:** _____

Signature:

Tapply-Thompson Community Center

*30 North Main Street
Bristol, NH 03222
603-744-2713*

VOLUNTEER PROGRAM LEADER AGREEMENT

NAME OF VOLUNTEER: _____ **SPORT** _____

ADDRESS _____ **CITY/STATE/ZIP** _____

HOME TELEPHONE _____ **WORK TELEPHONE** _____

Dear Coach:

Under New Hampshire law (RSA 508:17) you are recognized as a volunteer of the Tapply-Thompson Community Center because you do not receive compensation for the duties and functions that you perform. Accordingly, during your tenure as a volunteer, which will continue until your resignation or discharge from the Tapply-Thompson Community Center, you will be immune from civil liability in any legal action or suit brought on the basis of any act resulting in damages or injuries to any person if:

- 1. You were acting in good faith and within the scope of your duties and functions as specified; and**
- 2. You did not cause the injury or damage through willful, wanton, or grossly negligent misconduct; and**
- 3. You have prior written approval from the Tapply-Thompson Community Center to act on behalf of the Tapply-Thompson Community Center.**

The purpose of this letter is to comply with the provision of the RSA 508:17, the volunteer immunity law, and constitutes prior written approval.

Thank you for volunteering.

Director, Tapply-Thompson Community Center

Date

Signature of Volunteer

Date

Coaches' Code of Ethics

As a Coach for the Tapply-Thompson Community Center Baseball/Softball Program I agree to the following Code of Ethics:

- I will place the emotional and physical well being of my players ahead of a personal desire to win.
- I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
- I will do my best to provide a safe playing situation for my players.
- I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all of my players.
- I will lead by example in demonstrating fair play and sportsmanship to all my players.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth sports coach, and that the game is for children and not adults.

Coach Name, please print

Coach Signature

Date