



## Langley Baseball Association Coaches Manual

### Langley Baseball Association Commits to Provide You:

1. Langley Baseball Association (LB) Coaches Manual
2. Copy of current Little League Rule Book
3. Assistance from Division Coordinator in player assessment and player draft
4. Coaching clinics provided by LB at the start of the season
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 LB Board in disciplinary actions involving players, coaches or parents Langley Baseball Association

### Expectations of Coaches

1. To attend player assessments in February or March (7s, 8s, Minor, Majors A & B)
2. To attend player draft in February or March (8s, Minor, Majors A & B)
3. To contact all drafted players within three days of draft
4. To attend coaches meeting at start of season
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 Langley Baseball Association
11. To conduct one's self in accordance with LB codes of conduct and standards at all times.

### Langley Baseball 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.

### Langley Baseball Code of Conduct for Coaches

By agreeing to coach at Langley Baseball Association, all coaches agree to comply with the Langley Baseball 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 Langley Baseball Association 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.

### **TeamSnap**

Langley Baseball utilizes TeamSnap software for registration, team rostering and scheduling. The league has set up each team and assigned coaches/managers accordingly. Every team is required to use their TeamSnap account for scheduling games and practices and it's a great tool for communicating to your team. League games will be entered into TeamSnap by the league; however, practices are to be entered by the individual teams (note: Blastball & T-ball are to practice for the first 30 min and run a game for the remainder of the time).

If you would like to make any changes to your TeamSnap team such as assigning manager access to members or if you have any questions about the functionality of TeamSnap, please contact your division coordinator or the Registrar at [registrar@langleybaseball.ca](mailto:registrar@langleybaseball.ca).

### **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 from within the TeamSnap application introducing yourself and the other coaches and provide some information about the upcoming baseball season. Included on the "Coach & Team Parent Resources" page is a link to a "**Sample Parents Letter**" that can be used as a template 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. Explain that the team roster, contact numbers and schedule are on TeamSnap and all parents should use the availability function to let you know if they will be attending/missing any games/practices. Encourage all parents to download the app onto their smart phone.
3. Explain your coaching philosophy and your expectations of players and parents.
4. Explain practice format and expectations (attendance, behaviour, attitude, etc.).
5. Explain game policy (playing time, positions, etc.).

6. Discuss various non-coaching and volunteer duties that need to be shared among parents (ie. field set up and take down).
7. If you do not have a co-coach or assistant coach, enlist the help of at least two other adults for this job.
8. If your team does not already have a Team Parent/Manager, try and have someone take on this important responsibility.
9. If you do already have a Team Parent/Manager, let them speak on the various housekeeping items required such as volunteer deposits, jersey deposits, parent duties, etc.
10. Open the floor to discussion of ideas, concerns, etc.

### **Langley Baseball Coaches Meeting**

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

### **Team Photos**

We will provide you with your time slot closer to the date. Envelopes will be provided to the coaches for distribution in advance to each parent.

### **Team Parent Duties**

This is an important position and Langley Baseball requires every team have one to ensure timely and consistent communication to all league members. Coaches are too busy with their important role as coach to also take care of team organization.

Please advise your volunteer Team Parent to complete the Volunteer Application Form on the Langley Baseball website found here: <http://www.langleybaseball.ca/registration/#volunteers>, and then notify the Registrar who you have selected by sending an email to [registrar@langleybaseball.ca](mailto:registrar@langleybaseball.ca). They will then assign them to your TeamSnap team with Manager access.

### **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. 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.
3. Collect fees.
4. Submit scoresheets and pitch counts to Division Coordinator (if applicable).
5. Distribute LB information to parents – ie. Opening Ceremonies, Picture Day, tournaments.

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

### **Parent Duties for 9 yr old + Games**

Every game played consists of a home and away team. Each team shall perform its own pre- designated duties. In the event your team is hosting a team from another association, BOTH home and away duties will be the responsibility of the home team. The parent responsible for each duty must be in place before the game can proceed. Your Team Parent will create a schedule and input the assigned game duties into TeamSnap. The following duties relate to 9-year-old + games and will require one parent for each duty:

### **HOME Game Duties include:**

Scorekeeper – Arrive 15 min. before game  
Pitch Count  
Field Preparation – Arrive 1 hour before game  
Scoreboard (optional – Jalaaaid, Cooke & Barbour diamonds)

### **AWAY Game Duties include:**

Scorekeeper – Arrive 15 min. before game  
Pitch Count  
Field Clean-Up (if last game of the day) – put away bases and field equipment in appropriate bins and lock bins

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.

### **Parent Duties for 7s and 8s Games**

Parent duties for 7s and 8s include HOME team preparing the field before the game which includes chalking baselines, batters' box, & pitching circle, as well as set up and adjust slinger to throw strikes at desired speed of 28 - 32 mph. The AWAY team is to rake the field and put field equipment away in the bin after the game.

### **Parent Duties for Blastball & T-Ball Games**

Parent duties for Blastball and T-Ball include setting up the bases and raking the field before and after each game (raking only required if on Eng Diamond). You can also create a rotating snack schedule.

### **Submitting Scoresheets & Pitch Counts for 9-year-old and up Divisions**

For 9-year-old and up teams, each team is expected to record pitch counts into the pitch count forms and to keep score via their team's scorebook. HOME teams are responsible for entering the score in TeamSnap and submitting the scoresheet and the pitch counts for both teams to your Division Coordinator. This can be done by meeting briefly after the game to ensure the scorebooks match, and then taking a photo of the scorebook and each of the pitch count forms and emailing them to your Division Coordinator. This should be done by end-of-day of the game day. Please ensure ALL fields are filled out at the top of the score sheet. For Majors A & B divisions, please ensure team ID# is written on the scoresheet – ID#s can be found in TeamSnap. The scorebooks and pitch count sheets should then be returned to the team manager.

### **Reserving The Cage**

The batting cage is a great feature of Langley Baseball and is available to every team free of charge. For more information and how to reserve visit <http://www.langleybaseball.ca/the-cage/> .

### **Tournament or Special Game Requests**

Each team ages 8 years old and up are allowed 1 at home tournament (if provided) and 1 away tournament in which the Association will pay up to a total of \$350 plus the cost a box of balls.

Any other tournaments a team wishes to attend above this must firstly not interfere with their current schedule, and secondly, extra funds are to be paid by the team attending. Cheque will be given by the Association once funds to cover extra costs have been received from the team.

For more information and how to apply for tournaments or special games visit

<http://www.langleybaseball.ca/tournaments/>

### **Rainout Procedures**

#### **City Park:**

The league will cancel all games at City Park in the event of standing water and unsafe conditions. Head Coaches and Team Parents will be notified by 4:15pm if games are cancelled. PLEASE DO NOT CONTACT US – if you don't hear from us by 4:15pm, games are a GO. In the event of a cancellation, you will need to email your team via TeamSnap messaging to advise them of the cancellation. The league will make arrangements for make-up games.

#### **Condor & Other Parks:**

The two coaches should touch base during the day if it has been raining and if one of them can go and look at the fields to see what shape they are in then great. This should be done in the early afternoon if possible (by 4pm). If not, and if it hasn't been raining that bad and is only lightly raining, meet up at the park and see what condition it is in. We want to get the games in so what you are looking for is pooling water and unsafe conditions.

If a game is cancelled by the two coaches, they should send an email informing the following people:

1. Teams (Parents) via TeamSnap messaging
2. Division Coordinator

### **More Resources**

Be sure to check out the Coaches menu of the Langley Baseball website as we have many more resources for you. There's also a link to Little League University, which is full of helpful information for Coaches.

### **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.