

# Baseball Coaches Handbook

for the

Livingston Baseball Association



Livingston, MT



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# Introduction

This Baseball Coaches Handbook has been created for the uninitiated as well as the experienced baseball coach, to hopefully help you understand the expectations for coaching in the Livingston Baseball Association (LBA). We have committed to providing you a helpful reference in which to teach our youth the skills they need to enjoy and excel in the sport of baseball. This information will be new to some, and for others it will be more familiar.

At no time in the rich history of American Baseball have so many resources been available to the baseball coach. In today's world of instant access to information and technology, a surplus of drills, videos, mobile apps, training manuals and programs exist for the coach. We encourage each coach to explore these resources to assist you.

It is ultimately up to you, the coach, to improve and update the body of knowledge for the benefit of future coaches and more importantly, our local youth. So, to you the tireless volunteer, mentor and role model for our children, we thank you!

*Play ball!*

## **Our Purpose**

The purpose of the Livingston Baseball Association is that, through the medium of a supervised, competitive baseball program, we seek to implant in the youth of the community, ideals of good sportsmanship, honesty, loyalty, courage and reverence, so they may be stronger young men .

# Coaching Ethics and Code of Conduct

The Livingston Baseball Association has adopted a specific section in our Operations Procedures regarding coach's ethics and expectations of conduct. These guidelines are meant to promote the highest standard of conduct of our coaches. Coaches are expected to always adhere to the following standards:

## **1. Coaches will:**

- a. Know that the player's health and safety is the most important part of the program
- b. Understand the rules of the game and share that understanding with the players
- c. Treat players fairly
- d. Maintain a neat appearance and honor the decorum of baseball
- e. Be prompt
- f. Display kindness, consideration, and understanding towards the players
- g. Share ideas and techniques with other coaches for the betterment of the LBA
- h. Attempt to use all players at each position during the regular season, especially for

younger age groups

- i. Be considerate of other teams
- j. Be well prepared for practices
- k. Always maintain a positive attitude
- l. Have knowledge of first aid
- m. Teach players to respect the decision of our officials

## **2. Coaches will not:**

- a. Offer players rewards for performance
- b. Use offensive language or engage in disruptive or inappropriate behavior
- c. Physically or verbally abuse players, coaches, or officials
- d. Use tobacco, alcohol or illegal drugs while supervising players during practice or games

**3. Non-compliance with this code of ethics will result in a coach review by the LBA Board of Directors to determine disciplinary action. Violation of these rules may result in dismissal from this organization.**

## Positive Coaching

Getting the most out of our youth athletes starts with positive mental attitude exemplified by parents and coaches who set the tone and standard for the desired behavior. Scientific study in the field of sports psychology has proven that athletes who are shown positive character building experiences go on to become better people, on and off the field. For you, this means that you must dedicate yourself to helping athletes learn their sports through a supportive, positive approach.

Equally important in your mission as a coach is to effectively communicate with parents and guardians of the athletes you will serve. As a coach, it's your responsibility to take the lead in these relationships and to set behavioral standards. Let them know that yelling on the sidelines won't be tolerated, and that problem parents will be addressed. This is best done in a pre-season meeting between coaching staff and parents before the first practice, so that everyone fully understands the season expectations ahead of time.

The pre-season parent meeting also is a good time to deal with season logistics such as schedules, equipment and volunteer needs. Parents play an important role in making sure their kids arrive on time, get enough sleep and have the right equipment.

The agenda in the Appendix can help to guide your first team and parent meeting. Use it as a reference to ensure you've touched upon all critical discussion points prior to the start of the season.

# Guidelines for Coaching in the LBA

The following sections come directly from the Livingston Baseball Association's Operations Procedures. It is important that every coach understand the procedures and adhere to the spirit of these guidelines.

## Section 1 Coaching Principals

Team coaches must be a leader who is well respected in his community. Coaches are the adults designated by the league to interact with young athletes. They hold key positions, directly affecting each participant and the degree to which he/she benefits in their involvement. Since the coaches are the individuals having direct contact with the players, they become the most important persons in determining the success of our league.

Players are strongly influenced by their coaches in establishing their own ideals and aspirations. Coaches act as role models that demonstrate potential and help to shape the outcome of life lessons; in many cases, even more so than the player's parents. It is important that coaches are respected by their players, not only because they might lead them to a championship, but because they provide players with inspiration to become better citizens via positive mental and physical development.

As the role of the coaches is vital in determining the success of a league, our entire Board of Directors recruits, recommends and approves all coaches. The LBA makes a determined effort to recruit the best adults with the proper baseball knowledge as well as the other important qualities mentioned above. Ultimately, all coaches must exhibit a history of supportive care and safe treatment of youth.

## Section 2 Clinics

Proper instruction of all players within the league should, and must be of paramount importance. The director of coaching should arrange with senior programs, and/or college

coaches or other knowledgeable baseball sources to conduct instructional clinics for all managers and coaches within the league. How to organize a successful one hour and a half practice session that will keep all players active, interested and enthused, must be stressed in the clinic.

## Section 3           Team Administration

Each team should be assigned a Team Administrator or Team Parent. The Team Administrator or Team Parent duties and responsibilities are to complete the tasks for the team which will allow the coach to concentrate on coaching the players and ensuring team development.

- Team Administrator or Team Parent Meeting – Attend the Team Mom/Dad meeting and receive the information to pass on to the parents. Pick up the fundraiser (if any) for those players electing to participate in the fundraiser. You may also receive the team's uniforms. Be sure to bring them to the practice and pass them out to the team after you have written down which jersey number will go to what teammate.
- Player List– Make a list of all players and include their name, parents' name and telephone number. It is a good idea to put a parent as a contact in your cell phone as well. In case of an unexplained absence, you'll quickly be able to call the parent. Always carry your cell phone with you. A player might miss a game or practice because they have the wrong time.
- Team Roster – Be responsible for maintaining a team roster and snack schedule. Begin by listing the scheduled game date, location and time. Next add the team player that will be responsible for bringing snacks that day (numerical jersey order is a good place to start). It's easier to combine the roster, game and snack schedule on the same form.
- Email Parents – Obtain each parent's email address and send out a "Hey I'm Team Mom" email as soon as you can. You will want to always keep parents informed of what's going on. If the coach hasn't done so already, be sure to let them know when practices are expected, how early they need to show up before the game, etc. Always include a signature



at the bottom of your emails and always put your cell phone number. This way, parents won't have to search for a previous email with your number.

- Uniforms – You may have to coordinate uniform pickup and distribution. They should be passed out to all players and their name and uniform number recorded.
- Order the Team Banner/ Player Banner – You will typically know the team name already so order the banner right away and let the parents know what their share of the cost will be. Ideally you want to have the banner ordered and received before the first game. After you've ordered the banner, let each parent know what the cost per player is and collect for the banner. Most likely you will also be responsible for bringing the banner to each game.
- Concessions Duty – Sometime during the season your team will be assigned a snack bar duty day. It will be your responsibility to politely recruit the parents to volunteer to help in the snack bar. You'll have to let them know the date, time and the required hours they need to be there. Snack bar shifts require at least one adult over the age of 18 during the shift.
- Picture Day – You will need to coordinate picture day with the team. This includes receiving the picture packets to pass out to parents.
- Team Party – There are many places available for a team party. Some suggestions are:
  - Coach's home or a team member's home
  - Bowling alley
  - Park
  - Pizza parlor
  - Restaurant

## Section 4            Tryouts

### Part A

LBA has five baseball divisions, T-ball (ages 5 & 6), Rookies (ages 7 & 8), Minors (ages 9 & 10), Majors (ages 11 & 12), and Prep/Babe Ruth (ages 13-15). Ages are determined by the player's age on May 1 of the current year. LBA has varying numbers of divisions, dependent up on age range of the player population. Ages are determined by the player's age on April 30<sup>th</sup> of the prior year.

### Part B

Each league, Minors and older, having more than 18 players in the division shall hold open tryouts for any registered player in that age league to facilitate a draft.

### Part C

Any player may try out for the next older league. No guarantee is made as to selection on a team. A consensus vote of approval by the upper leagues coaches is required before any of these players will be allowed to enter the draft. All others will be sent back to their age-league.

## Section 5            Coaching Requirements

### Part A

All coaches and assistant coaches will be approved through an application process with the Board of Directors. Only elected members of the Board of Directors shall vote to approve/refuse coaches. The board has the right to approve the coaches that it feels will best serve the interests of the players and LBA and, concurrently reject any coach that may conflict with these interests. All coaches must be approved by a  $\frac{3}{4}$  majority vote of the LBA Board of Directors.

## Part B

Coaches are expected to conduct themselves both on and off field in such manner as to be above reproach. The following requirements were created to foster the best coaching standards for the community and as required, will be paid for by the LBA.

1. All coaches applying for a position with Livingston Baseball Association will be subjected to Criminal Background Checks each year.
2. All LBA Baseball Coaches, coaching Minors and above should complete the following USA Baseball Online Education Courses:
  - *The Confident Baseball Coach, Fostering Health, Safety, Fun, and Success*
  - *Coaching Philosophy and Approach*
  - *Managing Players*
  - *Coaching the Basics of Hitting*
  - *Coaching the Fundamentals of Infield*
  - *Coaching the Fundamentals of Outfield*
  - *Introduction to Pitch Smart, Understanding Arm Care, Guidelines, and Resources*

In addition to the courses listed above, USA Baseball has many other excellent and informative titles at <https://www.usabaseball.education/training/index>.

3.. Head baseball coaches, wishing to take an LBA sponsored team to a Cal Ripkin or Babe Ruth State Tournament play must be certified by taking the *Coaching Youth Baseball* (Level I) administered through Babe Ruth League, Inc. at <http://www.baberuthcoaching.org/>. It is highly recommended that Head baseball coaches in Majors and Babe Ruth also take the course *Coaching Advanced Baseball* (Level II) through Babe Ruth League, Inc. Copies of certification records will be held by the league for the current year.

## Part C

Any situation where a coach is suspected of violating the rules and policies of Livingston Baseball Association, USA Baseball, Babe Ruth & Cal Ripken Baseball, or the laws of the State of Montana, shall be investigated by members of the Dispute Committee of the Board of Directors.

Failure to cooperate with this process shall lead to immediate dismissal from coaching within LBA. Any violation of Montana Law will be turned over to law enforcement immediately. The board may take any action to remedy the situation up to, and including expulsion from LBA.

#### Part D

Coaches shall maintain communication with their respective Player Representatives, parents, players, and umpires.

# Division Rules & Regulations

## Section 1      Tee Ball

### Part A

Tee-Ball is open to both boys and girls, between the ages of five and six.

### Part B

The team manager will maintain order throughout the game. When on offense, an assistant coach must stay in the dugout and as many as four (4) coaches may take position at the bases and act as umpires. Defensive team may have up to three (3) coaches in the field.

### Part C

Only the batter should have a bat. The “on deck” batter should be ready with a helmet and remain in the dugout until called to bat.

### Part D

Sliding is discouraged, if sliding is to occur it must adhere to LBA’s adopted rules governing sliding.

### Part E

Tennis shoes are permissible, NO open toed shoes are allowed.

### Part F

Each team should field a minimum of seven (7) players. Teams can “trade” players to initiate the game if one team is short players.

## Part G

There are no player re-entry rules, however the batting order at the start of the game must remain the same.

## Part H

No score will be kept.

## Part I

The game will last no more than three (3) innings or one hour.

- An inning is defined as each team batting once through the lineup.
- The inning is over when each batter has batted once
- There is no out limit, a player put out simply returns to the bench.
- No inning shall start after 55 min but any inning started must be completed in full.

## Part J

There are no walks or strikeouts. A batter continues his turn until the ball is put in play. After seven (7) hitting attempts the coach should help the player.

## Part K

Runners may only advance one base on infield hits. The infield is defined as the portion of the field inside the base lines.

## Part L

Runners may advance around the bases on balls hit beyond the infield, however they may only advance to the next base beyond the last corner turned once the ball is returned to the infield.

## Part M

Play stops, and runners are held on their bases when the ball is returned to a player on the mound or any base. Time is called.

## Part N

Base runners may not advance on overthrows or foul balls.

## Part O

All players will play every inning in the field and at least one inning in the infield. The infield will only have the four (4) standard players plus one catcher and one pitcher all of whom

will be positioned in realistic positions. Remaining players will be spaced appropriately in the outfield at least 10' behind the base lines.

### Part P

Players should be rotated around the field every inning and no player can play the same position more than two (2) innings. Innings played at pitcher and first base will be combined toward the limit.

### Part Q

Protests are not allowed; rule disagreements will be settled on the field between coaches while displaying impeccable sportsmanship.

## Section 2          Rookies

In addition to all applicable local league adopted rules, LBA adopts Babe Ruth League's suggested Rookie Rules and regulations except if they contradict with the following rules, which will prevail. Any other rule relevant to this age group found in the Babe Ruth League, Inc. rulebook will also be enforced.

### Part A

LBA adopts Babe Ruth League's suggested Rookie Rules and regulations except if they contradict with the following rules which will prevail. Any other rule relevant to this age group found in the Babe Ruth League, Inc. rulebook will also be enforced.

### Part B

The LBA Rookie league shall be a coach pitch league, no player pitching allowed.

### Part C

To keep the game moving at a reasonable pace, coaches shall throw seven (7) pitches, some discretion may be allowed here. For example, if a player is starting to foul off balls an additional pitch may be delivered to promote player growth. Coaches are encouraged to 'soft toss' as necessary. If after seven (7) hittable pitches the player has not hit a fair ball, the player is called out.

#### Part D

There are no walks in the rookie division.

#### Part E

If the player hits a ball that stays in the infield, the batter-runner shall be held at 1st base. Promote the idea that the runner should run through the 1<sup>st</sup> base bag, AND that the infield players should make the throw to first base.

#### Part F

No extra bases are allowed on an overthrow. Promote defensive players to make the throws to try and get an out.

#### Part G

All available players will play defense in the field.

#### Part H

If a player is put out, he returns to the bench.

#### Part I

If 3 outs are made, the ½ inning is over. If 3 outs are not made, the “last” batter will run through all the bases and home, the ½ inning is then over.

#### Part J

A game consists of four (4) innings or 1½ hours of play.

#### Part K

Coaches will umpire their own games.

#### Part L

Protests are not allowed; rule disagreements will be settled on the field between coaches while displaying impeccable sportsmanship.



## Section 3            Minors

In addition to all applicable local league adopted rules, LBA adopts Babe Ruth League's suggested Minors Rules and regulations except if they contradict with the following rules, which will prevail. Any other rule relevant to this age group found in the Babe Ruth League, Inc. rulebook will also be enforced.

### Part A            Base Running

A base runner may only advance one (1) base on an overthrow. A base runner may only steal one (1) base per pitch. A walk does not count as a stolen base attempt.

### Part B            Scoring & 10-Run Rule

To move the game at a reasonable pace during the regular season, a team is only allowed to score a maximum of five (5) runs per ½ inning, except for the last inning played. The two opposing coaches and home plate umpire shall agree upon the last inning of play. A 10-Run Rule after four (4) innings shall be in effect during league *and* tournament play (no 5-run maximum per ½ inning during tournament play). The game may be continued as agreed between the two opposing coaches. In such case, all Babe Ruth and local league rules shall apply and pitch counts shall be recorded.

### Part C            Ten Player Rule

Minor League teams will play with ten (10) players in the field and in the batting order. Teams can play with nine (9) players if only nine players are available.

## Section 4            Majors

In addition to all applicable local league adopted rules, the LBA adopts Babe Ruth League's suggested Majors rules and regulations except if they contradict with the following rules, which will prevail. Any other rule relevant to this age group found in the Babe Ruth League, Inc. rulebook will also be enforced.

## Part A       Balks

Balks – During the first half of the season, coaches and umpires will help young pitchers understand how to avoid the balk. Pitchers will have three (3) warnings provided each warning is for a different balk infraction. The fourth (4<sup>th</sup>) balk of any kind will be enforced. The second time the same balk infraction occurs it will be enforced. During the 2<sup>nd</sup> half of the season all balks are enforced.

## Part B       10-Run Rule

The rule is designed to create a threshold to end a game in a fair and timely fashion, and to reduce the possibility of lopsided scores, which, may adversely affect any child's or parent's baseball experience.

The 10-Run rule as applied to the Majors division, if after five (5) innings the score differential is ten (10) runs, the game shall be called complete (if the home team is ahead by 10 runs, the game will be called complete after 4 ½ innings). The game may be continued as agreed between the two opposing coaches. In such case, all Babe Ruth and local league rules shall apply and pitch counts shall be recorded.

## Part C       Dropped 3<sup>rd</sup> Strike

Runners may lead off & the batter-runner may attempt to take first base on a dropped 3<sup>rd</sup> strike.

## **Section 5       Babe Ruth**

In addition to all applicable local league adopted rules, LBA adopts Babe Ruth League's suggested Babe Ruth rules and regulations. Any other rule relevant to this age group found in the Babe Ruth League, Inc. rulebook will also be enforced.

# Local League Adopted Rules

## Section 1          Must-Play Rule

### Part A          Regular Season

All players must have the opportunity to play two innings in the field and one at bat.

Coaches must use reasonable judgement in making appropriate decisions regarding playing time.

If your team is 10-run in 3½ innings and a player has only played one inning in the field and did not bat, he should probably start the next game.

### Part B          All-Stars, Travel and Tournaments

Players who participate in post-season all-stars, travel and tournament play are not subject to the Must-Play Rule. Coaches must use reasonable judgement during competitive play to not only win, but provide for sensible player development.

## Section 2          Alternate players

LBA will allow the use of registered players from a lower division to complete a team. Any team wishing to use a player from a lower division must ask that player's coach and parent for permission. Such alternate players will only be allowed to play outfield positions and must bat last in the batting order. Alternate players may occupy the bench as substitutes on a team that has (9) nine eligible players, however they may not enter the game unless an injury or illness which, in the umpire's judgment, prohibits an eligible player from playing in the game. Any violation of these rules shall, upon discovery, result in forfeiture of the game.

## Section 3            24-Hour Rule

If either a parent or coach has a grievance with another parent or coach, he/she must wait 24 hours before verbalizing his/her grievance. Anyone who hears a grievance in violation of the 24-Hour rule should calmly remind the offender of the rule and inform a board member of the offenses occurrence while being mindful of the 24-hour rule and not discussing the nature of the grievance.

## Section 4            Game Preliminaries

The home team shall occupy the 3<sup>rd</sup> base dugout. The home team shall be responsible for prepping and lining the field prior to the first pitch. The home team will drag the field following the completion of the game. The home team shall supply umpires with two new game balls. Both teams will stay off the infield until the start of the game.

## Section 5            Score Keeping

The Home team is responsible for maintaining the official scorebook and recording the starting time of the game. Visiting team will run the scoreboard. The home team must furnish the Team Administrator with the final score of the game, innings played, and pitcher assignments with innings pitched immediately following every game. Scorebooks containing “official scores” must be brought to every game regardless of whether you are the home or away team. Umpire(s) must sign the official score book at the end of a game.

## Section 6            Pitching

All pitchers will be governed by USA Baseball’s Pitch Smart guidelines. There will be no intentional walks. This section applies to all regular season and tournament games. It is important

for each league to set workload limits for their pitchers to limit the likelihood of pitching with fatigue. Research has shown that pitch counts are the most accurate and effective means of doing so. Figure 1 outlines pitch count limits and required rest recommendations by age group.

AGE	DAILY MAX (PITCHES IN GAME)	REQUIRED REST (PITCHES)					
		0 Days	1 Days	2 Days	3 Days	4 Days	5 Days
7-8	50	1-20	21-35	36-50	N/A	N/A	N/A
9-10	75	1-20	21-35	36-50	51-65	66+	N/A
11-12	85	1-20	21-35	36-50	51-65	66+	N/A
13-14	95	1-20	21-35	36-50	51-65	66+	N/A
15-16	95	1-30	31-45	46-60	61-75	76+	N/A
17-18	105	1-30	31-45	46-60	61-80	81+	N/A
19-22	120	1-30	31-45	46-60	61-80	81-105	106+

Figure 1. Pitch count limits and required rest recommendations by age group from USA Baseball's Pitch Smart.

## Section 7 Time Limit

No inning shall start after 8:15 pm or more than two hours after the start of the game. An inning begins the moment the 3rd out is made on the home team.

## Section 8 Diving

Minors players and below may dive back to a base but not into. A Minors player who dives into a bag shall be called out. The out shall be called as if a play was made to make the out. i.e., a runner who dives into first is out by force. A runner stealing third, who dives, is out but not forced out. The advance of any runners shall be the same as on any other play involving a runner or

batter-runner being put out. Majors division cannot dive into 1<sup>st</sup> base, but may dive at any other base.

## Section 9            Must-Slide Rule

Cal Ripken Players (Majors and below) must slide into home plate if there is a play being made at the plate. A play at the plate is defined as when a defensive player is actively fielding the ball (not just the ball in flight), or has possession of the ball. Base coaches must properly teach, encourage and call-out when to slide at any base (but 1<sup>st</sup> base), as a measure of safety.

## Section 10          Concessions

Concessions will be run by volunteers, as scheduled by the Concessions Manager. If the scheduled volunteer is not in attendance for his/her shift, home teams on Fields 1, 2, 3 and 4 will place a parent in the concessions stand 15 min. prior to the start of their game. Concession shifts will be 2.5 hours long and can be split between 2 volunteers.

## Section 11          Equipment and Maintenance Sheds

League heads are responsible for maintaining the security of equipment sheds. League heads may furnish coaches with the combinations to the sheds but will retain responsibility for maintaining the security of the shed themselves. No players or kids are allowed in any shed. Do NOT leave sheds unlocked for any period of time. Immediately lock sheds after removing equipment. For safety reasons, children are not allowed to drive the 'Gator' and any child under the driving age will forfeit his/her right to play in the league. If coaches or parents are found in violation of this policy, the board of directors have the right upon majority vote, to remove this coach/member from the league for the remainder of the season

## Section 12      Protesting Games

Livingston Baseball Association adopts the following procedures for protesting a game as directed to do so by Babe Ruth League rule 0.08 and Official Baseball Rule 4.19. No protest shall ever be permitted on judgment decisions by an umpire.

### Part A      Protest Procedure:

Whenever a coach protests a game because of alleged misapplication of the rules, the protest will not be recognized unless the umpires are notified at the time of the play under protest, and before the next pitch is made or a runner is retired. The protested play, assuming not overturned on appeal, shall be noted as such in the books and play shall continue. A protest arising on a game-ending play may be filed with the league President until 12:00 noon the following day, or until the next game involving either team commences. The President of the league shall meet with the umpires and Umpire-in-Chief, to gather facts regarding the protest. The President may also convene the Dispute Committee for help in making a decision. However, the decision to uphold or deny the protest shall be made by the President and such decision shall be final.

A protest that is found to have no merit shall cause the game to be recorded as complete. If a protest is upheld, the game shall be replayed beginning from the point of the protested play only if in the President's judgment the protested play adversely affected the protesting team's chance of winning the game. In the event the President is involved in a protested game, the Vice President shall assume all duties listed above for the president. In the event the Umpire-In-Chief is involved in a protested game, the Vice President shall assume all duties listed above for the Umpire-In-Chief.

## Section 13      Bats

LBA will only allow the use of bats that conform to the most recent regulations imposed by Babe Ruth League Inc. (baseball): <https://www.baberuthleague.org/bat-rules.aspx>

## Section 14      Game Cancellations & Rescheduling

A coach cannot cancel games, except in Tee-ball and Rookie divisions. The Umpire-in-Chief will cancel all games, due to weather, or no games at all. If the Umpire-in-Chief cannot make the call, the player agent will assume the responsibility. This decision will be made at least 1 hour prior to the scheduled game time and be posted on the LBA website. Coaches will reschedule cancelled games and inform the UIC and player agent of the new game time. Games must be replayed within 2 weeks from the cancelled game. Games that are not made up will be recorded as a loss with 6 runs against for BOTH teams. Games cancelled 10-14 days before the city tournament must be replayed before the tournament week begins. Games cancelled the week before the city tournament will be stricken from the game record. Games cancelled by an umpire before becoming regulation will be rescheduled pursuant sections C & D.

## Section 15      End of Season Tournament Seeding

Seeding will be based on win percentage. Tie games are worth  $\frac{1}{2}$  of a win. Ties will be broken 1st by head to head competition, 2nd if not 1st by fewest runs given up 3rd if not 2nd or 1st by most runs scored 4th if not 3<sup>rd</sup>, 2nd or 1st by a coin flip. The higher seeded team in the 1st round of the tournament (or 2nd round if advanced on a bye), is the home team. Home team in subsequent rounds will be determined by a coin flip. The undefeated team in the championship game is home team. In the event of a 2nd championship game a coin flip will determine home team.

## Section 16      Dual Participation

Players or coaches concurrently active in other leagues are prohibited from also registering to play baseball with the LBA, without written approval based on a majority vote of the Board of Directors. This rule is intended to protect young athletes from injury and other health concerns.



# Travel Teams

## Section 1

Travel team membership is only open to registered players of Livingston Baseball Association.

## Section 2

No player will be allowed to play on a LBA Travel Team who is not age-eligible to play on that team. No exception will be made without the majority approval of the Board of Directors.

## Section 3

Travel Team coaches will be approved through an application process with the Board of Directors.

## Section 4

Tryouts will be conducted for team selection, and any player interested in being on a travel team must attend these tryouts to be eligible for membership on a travel team. Any player who did not meet this requirement can only be added to a travel team roster by a majority vote of the Board of Directors.

## Section 5

Travel Teams may hold fundraisers, but any other funds must be requested through the Board of Directors. Any funds raised by or in the name of a specific LBA team must be directed to that team.

## Section 6

All tryout procedures must be approved by a majority vote of the Board of Directors.

## Section 7

Uniforms shall be approved by the Board of Directors.

# Regional Travel Expenditures

## Section 1

Travel Teams may, upon Board approval, host tournaments and raise funds for travel via the concessions stand.

## Section 2

LBA will pay the tournament fee for one tournament annually, at each division.

## Child Safety and Prevention of Abuse

LBA has the following expectations of participants while in attendance at our programs:

- Participants will not possess or consume alcohol or illegal or controlled substances.
- Participants will avoid actions which could result in physical harm to the facilities.
- Participants will avoid actions which could result in physical harm of other participants or LBA volunteers.

Participants will be informed in writing and verbally of these requirements. In the event of a violation, the following procedure will be followed:

- Law enforcement will be notified in cases of suspected illegal violations.
- The offending participant will be asked to leave the program.
- An incident report will be filled out by the involved volunteers by the end of the day on which the incident occurred and given to the Player Representative.
- For incidents that involve emergency medical care, law enforcement or child safety, the League President will be contacted by phone as soon as possible.
- The Dispute Committee will meet to decide the next course of action as needed.
- The Dispute Committee and League President will be responsible for any incident follow-up.
- The League Secretary will create a file for each participant involved in the incident.

The Chairperson of the Dispute Committee is responsible for handling any situation with an adult volunteer or with a youth.

LBA Board of Directors, personnel and adult volunteers acting on behalf of LBA maintain confidentiality of the youth we come in contact with. Montana law requires the following exceptions to that confidentiality: any past or current physical, sexual, emotional abuse or neglect of a person under the age of 18; if a youth discloses intent to bring serious harm to themselves or a specific person(s).

*If a youth discloses abuse, these steps need to be followed on the day of disclosure.*

- Fill out a “Significant Incident Report of Sexual/Physical/Emotional Abuse” form with the reporting youth, at nearest break or end of the day. Make sure to include the following information: youth’s name, age, address, the nature and extent of the abuse, and anything else you feel may be important.
- Call Montana Child and Family Services Child Abuse Hotline. The phone number is: 1-866-820-KIDS and can be called 24 hours a day. Be prepared to give the information you have collect on the “Significant Incident Report of Sexual/Physical Abuse” form. If you make the report with the youth present, encourage them to get on the phone to give details of the incident(s), but only after you have given the basic information to the hotline.
- Alert the League President of the report.
- After a report has been made to Child and Family Services, an Incident Report form should be completed. Both reports should be given to the League President and the Incident Report Guidelines should be followed.

*If a youth discloses intent to harm her/himself and you believe she/he has access to the means to do so, these steps need to be followed on the day of disclosure.*

- Alert the League President.
- Support the youth in calling the Montana Suicide Prevention line: 1-800-273-TALK
- If the participant is under the age of 18, notify the parent/guardian of the situation.
- Follow the Incident Report Guidelines.

*If a youth discloses intent to harm another person or a place and has the means to do so, these steps need to be followed on the day of disclosure.*

- Alert the League President.
- If you assess the situation and decide the youth is at risk to harm someone or property call 911.

- If the participant is under the age of 18, the parent/guardian should be contacted by phone and alerted to the situation.
- Follow the Incident Report Guidelines.

## APPENDIX A

### Significant Incident Report of Sexual/Physical/Mental Abuse

Full name of Participant involved:\_\_\_\_\_

Address:\_\_\_\_\_

Age:\_\_\_\_\_ Date of Birth:\_\_\_\_\_ Gender:\_\_\_\_\_

Home Phone:\_\_\_\_\_

Names of Parents or Guardians:\_\_\_\_\_

Date and Time of client report:\_\_\_\_\_

Locations of client report:\_\_\_\_\_

Program in which disclosure took place:\_\_\_\_\_

Disclosed to:\_\_\_\_\_

*Details of Report:*

Incident(s) Description:

Adult(s) Involved:\_\_\_\_\_

Relationship to youth:\_\_\_\_\_

Date(s) of abuse:\_\_\_\_\_

Location(s) of where incident(s) took place:\_\_\_\_\_

Has this been reported to anyone before?\_\_\_\_\_

If so, who?\_\_\_\_\_



## APPENDIX B

### Parent and Guardian Meeting Agenda

Before your season starts, it is a good idea to have a meeting with the parents and guardians of your players. When parents and guardians are involved from the get-go, channels of communication and expectations are established before any issues arise. This way, parents and guardians know what your expectations are of their child as a player, and what kinds of policies will be in place. When people know what the expectations are, they are more likely to reach them. This document serves as a guideline for your parent and guardian meeting.

#### 1. Introductions

- A. Tell parents/ guardians about yourself as an athlete, coach, or parent.
- B. Have parents/guardians introduce themselves to the group.
  - 1. Also, have them include who their player is.
- C. Once everyone is introduced, explain what type of coach you are. What is your coaching philosophy?

#### 2. Rules and Expectations

- A. Team values
  - 1. Explain the core values for your team
- B. Expectations of athletes
  - 1. Explain the expectations you hold, as a coach, for your players
  - 2. Provide parents/guardians with a handout of the athlete expectations
- C. Expectations of coaches
  - 1. Explain the expectations you want your players and parents/guardians to hold of you and your coaching staff
- D. Policies
  - 1. Explain the policies for your team
  - 2. Examples of policies include late policies, unsportsmanlike conduct policies, and

practice/game policies.

### **3. Goals for the Season**

- A. Your goals as a coach for your team and players
- B. Parents goals for their players

### **4. Logistics**

#### **A. Schedules**

1. Hand out schedule documents to each parent/guardian if they are already determined
2. If schedules are not determined, discuss with parents what practice days and times work well with them

#### **B. Contact List**

1. Hand out contact information document to each parent/guardian if the document has been completed before this meeting
2. If the contact information document has not been finalized before the meeting, pass around a blank copy of the contact information template for parents to fill out.
3. After the meeting, update the digital form of the contact information template and distribute to parents/guardians via email or in person.

#### **C. Equipment**

1. Provide parents/guardians with a list of the equipment a player will need on your team. For example: Cleats, glove, baseball pants, socks, helmet, bat, mouth piece, batting gloves, and catcher s gear.

### **5. Volunteers**

- A. Ask parents/guardians if anyone would like to volunteer to:
  1. Provide snacks after games.
  2. Be the scorekeeper for games.
  3. Be the Team Mom/Dad to promote open communication between the coach, parents/guardians, and players.

4. Be the Team Pitch Counter and track each pitcher's pitch count to stay within the Pitch Smart guidelines.

## **6. End of Meeting**

- A. Ask parents if they have any questions.
- B. Thank them for their time.
- C. Let them know you're excited for the season to start!

## APPENDIX C

### Additional Resources

<https://www.usabaseball.education/>

<http://www.baberuthcoaching.org/>

<http://m.mlb.com/pitchsmart/>

<https://www.positivecoach.org/>

<https://www.usabaseball.com/sport-development>