



Oriole Park Baseball Association Coaches Manual

Contents

Commitment to Coaches

Expectations of Coaches

Coaching philosophy

Code of Conduct for Coaches

Team Organization

OPBA Commits to Provide You:

1. OPBA Coaches Manual.
2. Copy of current division cut sheet rules
3. Assistance from divisional director in player assessments and player drafts
4. Assistance obtaining resource materials.
5. Notification of all tournament possibilities (All Stars)
6. Help with equipment / uniform needs from equipment and uniform coordinators.
7. Support from the OPBA Board in disciplinary actions involving players, coaches or parents

OPBA Expectations of Coaches

1. To attend player assessments in February or March (PeeWee, Midget, Pony).
2. To attend player draft in February or March (PeeWee, Midget, Pony).
3. To contact all drafted/division placed players within five days of draft/coaches meeting.
4. To attend coaches meeting in March.
5. To hold initial team meeting with players and parents.
6. To hold practices each week as outlined within the OPBA division descriptions.

7. To learn the rules of every division you are allowed to coach within.
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 the Oriole Park Baseball Association community.
11. To conduct one's self in accordance with OPBA codes of conduct and standards at all times.

OPBA 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.

Oriole Park Baseball Association 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.

OPBA Code of Conduct for Coaches

By agreeing to coach at OPBA, all coaches agree to comply with the OPBA 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 and maybe a minor or young adult who is trying their best.
- 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 the Oriole Park 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 honored guests in our parks.

TEAM ORGANIZATION

OPBA Coaches Meeting

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

Trophies

1. Tball, instructional and JRPeeWee levels will receive participation trophies as part of their registration fee.
2. PeeWee/10U divisions and above will receive 1st and 2nd place medals as determined by playoff outcome as part of their registration fee.

Team Photos

Team Photos are taken during the season. Dates and times will be assigned to the coaches for distribution in advance to each parent. Each player will receive a base package as part of their registration fees.

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. Act as conduit to distribute information out quickly to players and parents and to enlist extra help when and where needed.
 - d. Organize team participation at the yearend picnic (end of season).
2. Liaise between parents and coaches (communication).
3. Distribute OPBA information to parents – ie. Opening Ceremonies, Picture Day, yearend picnic.
 - Field Clean-Up - Rake field. For last game each day - Put away bases and field equipment, lock gang box after weekday game or last game on weekend

DO NOT TRY TO DO IT ALL/THIS IS NOT A DAYCARE THIS IS BASEBALL

Rain outs:

1. Notification of a game cancelled due to weather or field conditions will originate from the league only. That notification is a push notification that will be sent through Twitter and SportsEngine. The league will always do everything possible to get a game to play and the league will attempt to send out notification no later than 1 hr and 15mins prior to game time regarding cancellations. No notification means no change in game status (Game On!).
2. Make up games will be directly assigned as field availability allows. typically within 72hrs a new game will be scheduled and appear in your game calendar on your team page within SportsEngine. Your director will also make you aware of a new game added to your schedule.

Umpires:

1. House league: *Always remember that the umpires are kids, young adults and adults of the OPBA community and shall be treated with respect. This could be your child out there!
 - a. There are no umpires for tball or instructional divisions.
 - b. The Jr PeeWee, midget, G10U, G12U(when playing in house) will have house level umpires supplied by OPBA
 - c. Pony/14U and above will have senior and patched umpires supplied by OPBA
2. If an umpire is not present at the field of play 10 mins prior to game time, the home team manager is expected to contact the appropriate director.

Uniform Distribution:

1. Tball and instructional divisions meet the coach night.

a. Meet the coach night gives an opportunity for new players and parents to get introduced to the OPBA and meet their coaches for the season. Each team will be given a table at the Oriole Park field house where they can distribute uniforms according to size, hand out any information regarding the season and answer any questions from the parents.

b. Members of the OPBA board will also be there to run the meeting, we will have a help desk set up to help people along with getting signed up on twitter as well as sportsengine as well as help support the coaches as needed. OPBA will deliver a brief opening statement to the parents prior to the players and parents being given the go ahead to meet the coaches and pick up the uniforms. ***DO NOT HAND OUT UNIFORMS THAT NIGHT UNTIL THE OPBA BOARD HAS GIVEN THE GO AHEAD TO DO SO. IT IS IMPORTANT THAT WE KEEP A NICE ORGANIZED FLOW TO THIS EVENT. KEEP IN MIND THAT WE ARE TYPICALLY DEALING WITH 600 PEOPLE BETWEEN THE TWO SESSIONS.**

C. Some items that you may want to have on hand that night:

1. Printed game schedule/practice schedule
2. Snack list identifying date and player
3. Coaching philosophy/approach
4. Expectations
5. Coaches contact name, number and email address

6. small bags to bag up the uniforms and materials for the players/parents

2. JrPeeWee divisions and above:

a. Uniform pick up will be on a selected date and a window of pick up at the Oriole Park Field house will apply. You must have a representative pick up all uniforms for your teams at that time.

3. Coaches are responsible for distributing the appropriate sizes to each player (preordered sizes are given to tball, instructional and boy's JrPeeWee-use your best judgment when handing them out.

Coaches are responsible for distributing the appropriate sizes to each player as ordered by the parent at registration and confirmed by coaches during the intro email/phone call (GJPW, PeeWee and above divisions).

4. Upon receiving the uniforms at meet the coach night and or the designated uniform pick up day, the team representative is responsible for the verification that the appropriate sizes were received and shall sign off prior to distributing uniforms. A \$30 new uniform or replacement fee may apply if a new size is needed for these divisions.

Team Name selection

If you are requesting to coach and you feel a team name is a priority, you are in the wrong league and you should immediately notify the director of the division that you are no longer interested in coaching in this league.

Team names are drawn randomly from a hat at the coaches meeting. If nobody from your team is able to make that meeting a team name will be assigned.

Draft:

The only divisions that will draft will be boy's PeeWee, boy's midget and boy's Pony divisions. The draft positions are randomly selected from a hat prior to each draft. A draft chart will be provided to each coach at the start of each draft. The draft charts are to be signed and turned back into the division director immediately following the draft (these draft rankings are confidential and are assembled in an effort to afford each team an opportunity to assemble a competitive team).

Each player is required to participate in evaluations and receives an independent ranking from the league. If a player does not attend either of the two dates made available for the draft, the player will be placed in a blind draft (a hat) and picked at random and those players are not able to be traded at anytime.

A team is allowed to protect the kids of the manager and two assistant coaches. Siblings will always remain together. If a protected player did not attend either of the evaluation dates, the player will receive the highest possible ranking.

The draft follows a "snake" type format whereas for example if there were 10 teams, teams 1,2,3,4,5,6,7,8,9 and 10 select in the first round and then 10,9,8,7,6,5,4,3,2 and 1 then select in the second round-then back again until all players are placed on a team. Players not evaluated will be selected last unless they are a protected player, randomly from

a hat in the continuation of the draft order. Any new players entering and accepted into the league after the draft is completed will be automatically placed on a the next team up in order of the draft sequence.

Player Selection and Protects: - Each round any players not drafted or protected are considered eligible for selection.

You must select your protected player as the first available in any ranking sequence. For example; if you have a protected player that is ranked 10, you may select any player if available ranked 15 thru 11 if still available. If there are only 10 or lower on the board when it is your turn to select, you must take your protected player that round. If your protected player was not evaluated and has been assigned 15, that would be your first round pick and you do not select again until the next round and all of the above drafting rules are still to be enforced.

TRADES:

Each team is allowed two trades within 48hrs of the completion of the draft and must meet the following criteria in order for it to be an approved trade recognized by the OPBA.

1. Players that are traded from one team to another must have a ranking not more than two (2) ranking points apart from one another. For example a 10 or a 6 may be traded for an 8 (variance of 2) but an 11 or a 5 may not be traded for an 8 (variance of 3)

2. At no time will a total team trade to another team exceed the equivalent of four (4) total ranking points. For example, a two player trade from one team to another may include a 10 for a 7 and a 6 for a 5 (variance total of 4).

3. The division director is the final approval or denial of all trades

4. All trades must be formally submitted to your division director either in person or via email with both managers on the email within 48hrs of the conclusion of the division draft.

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 and the other coaches and provide some information about the upcoming baseball season. Please verify if there any medical conditions of the player, confirm parents email addresses, confirm parents contact numbers, confirm emergency contact numbers, confirm each players jersey size and report back to your respective director with confirmation of qty and sizes for each player in the timeframe as outlined by the director of each division.

Twitter account: You do not need a twitter account to receive OPBA notifications- Have all parents sign up in the following manner.

Text to: 40404

In the body of the text type in: follow opbabaseball

SPORTSENGINE

Once you have notified your players and parents of team assignments, be sure to identify who will be responsible for the management of your team page within sportsengine for the season. You may have up to two administrators. *Please note this is a required tool to be used by each

team. If the tool is found not to be used by any team for team communications, practice scheduling and game scoring, the manager will not be allowed to coach at Oriole Park Baseball Association the following year and is subject for removal as the manager in the current season.

Please refer to the "Managers Guide for team page" which can be found on the oriole park website: www.orioleparkbaseball.org

You can go to the home page / about / forms

*Any division that is playing outside of house league ball is not required to use the sportsengine tool as other web tools will be supplied.

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. Distribute information package to parents. This information package should contain:
 - a. Coach's name(s) and phone number(s).
 - b. Practice, game and parent duty schedule.
 - c. Coaching philosophy.
 - d. Expectations of players and parents.

3. Explain practice format and expectations (attendance, behavior, attitude, etc) and discuss with parents and players.
4. Explain game policy (playing time, positions, etc) and discuss with parents and players.
5. Discuss various non-coaching and volunteer duties which need to be shared among parents.
6. If you do not have a co-manager or assistant coaches, enlist the help of at least two other adults for this job.
7. If your team does not already have a Team Parent/Manager, try and have someone take on this important responsibility.
8. Open the floor to discussion of ideas, concerns, etc.

YOUR DIVISION DIRECTOR'S CONTACT INFORMATION HERE:

SEASON: _____

DIVISION: _____

DIRECTOR'S CONTACT INFORMATION:

NAME: _____

CELL #: _____

EMAIL: _____