

East County Softball

Coaching Development Program



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Privileges and Responsibilities

The Team Manager and Coach must follow all the rules and regulations of USA softball while embracing the spirit of the game as expressed in the Code of Conduct. Anyone who cannot follow these guidelines may forfeit the privilege of coaching. The basic philosophy of East County Softball is ATHLETES FIRST – WINNING SECOND. This means that every decision made by a coach should be, first and foremost, in the best interests of the players and secondarily, the desire to win. Helping young people develop physically, psychologically and socially is and always should be, more important than beating the other team. A coach should instill in his/her players a desire to do their best, to pursue excellence in all aspects of the game, to respect their teammates, coaches, opponents and umpires, to play fairly and to try to win. If these objectives are met, both coach and players have been successful – regardless of the outcome of any game.

Code of Conduct

The purpose of the Code of Conduct is to make the game of softball a more attractive, healthy, and worthwhile activity for children. A very important aspect of the East County Softball program is teaching and promoting good sportsmanship. All managers and coaches are expected to conduct themselves in a dignified and orderly manner. This can be accomplished by adhering to the following:

- I will place the emotional and physical wellbeing of all players ahead of a personal desire to win.
- I will treat each player as an individual, remembering that there is a large range of emotional and physical development within the same age group.
- I will lead by example, be a positive role model, demonstrate fair play and good sportsmanship to all players at all times.
- I will do my best to provide a safe playing environment for all players.
- I will educate myself in basic techniques of girl's fastpitch softball.
- I will attend league mandated functions to enhance practice and game situations, helping to ensure league players are being challenged and having fun.
- I will become knowledgeable in all of the rules as set forth by both the East County Softball Rules and Regulations and the Official Playing Rules of USA Softball. I will teach these rules to both my players and their parents.
- I will educate the parents of my team as to the extreme importance of respecting umpires and all other league volunteers, as they are spending their time to provide the best positive youth sports experience possible.
- I will respect and teach my players to respect all property of East County Softball.
- I will always remember that East County Softball is a youth sports organization and the game is for the children, NOT the adults.

Basic Code of Conduct

No coach, player, parent or spectator may ever address, in a negative way, the umpires or other players. Use of profanity by a manager, coach, player, parent or spectator will not be tolerated. At the umpire or league official's discretion, the offending person may, or may not be warned. If the misbehavior continues, the manager or coach will be requested to leave the grounds, and if such person refuses to leave, the game will be forfeited to the non-offending team.

After receiving an umpire's report that a manager, coach, spectator or player has been ejected, the Board of Directors shall require the offending person to appear before the Board to explain his/her behavior within five (5) days.

The Board of Directors will notify the ejected person in writing or by telephone of the date, time and location of the meeting and so note its notification in the monthly meeting minutes. It will be the decision of a quorum of the Board whether to suspend indefinitely or reinstate that person. He/she will not be permitted at East County Softball events until reinstated by the Board of Directors. If the Board or President determines that the offense is serious in nature or of detriment to the league, then they may utilize the actions set forth in the Disciplinary Policy.

There will be no alcoholic beverages on or near league fields and activities.

All decisions made by umpires are final. The Team Manager and Coaches must act in accordance with the Privileges and Responsibilities, Basic Code of Conduct as defined above. In addition, coaches must make a commitment to providing a quality program to players by adhering to the following:

- You are in an influential position. How you teach is equally as important as what you teach.
- Be a good role model. Present a model of behavior that you want your players to copy. Set positive examples at games and practices. If you expect your players to copy you when you show them softball skills, then you should expect them to copy you in your other behavior as well.
- Display control, respect, dignity and professionalism to all involved in the game-this includes, but is not limited to, officials, opponents, coaches, administrators, players, parents, and spectators. Encourage your athletes to display the same qualities.
- Bad attitudes, temper tantrums, intoxication, and poor sportsmanship displays become a direct reflection on East County Softball and will not be tolerated. Such actions will result in disciplinary action.

Everyone is important. Treat each player as an important human being first, and as an athlete second. Each player has a different personality and will progress at a different speed. You must be sensitive to each player's needs and skills. You should measure your success as a coach by the degree of improvement you were able to realize in each and every one of your players; not just by your win/loss record.

Ensure that all players are treated fairly and equally. Avoid overplaying talented players. All players deserve quality playing and training time regardless of their ability. This is a recreational league, not a Division 1 Collegiate experience.

Remember, softball is supposed to be fun. So, HAVE FUN! Organize your practices and games so that each player participates as much as possible. Avoid standing around. Think of ways to keep each player's interest. As a coach, you should be having fun too. Otherwise, why are you coaching? Do not pressure your players to win and/or focus on mistakes. Each mistake is a chance to teach something positive.

Children participate for fun and enjoyment and winning is only part of their motivation. Never ridicule or yell at players for making mistakes or losing a competition.

Include players in the coaching process. Ask them what positions they want to play. Explain why you are doing certain things. Ask them what they think they need to practice. After a game, pick their brains before you go home. They will constantly surprise you with their observations.

Always promote the positive aspects of the game and reinforce to your players that the rules are mutual agreements, which no one should evade or break.

Be patient. Softball skills require high levels of timing, coordination and thinking. These skills can only be acquired through repeated practice. Encourage players to practice on their own in addition to team practices. Give them ideas for practicing at home alone (i.e. throwing a tennis ball at a target against a garage door or onto the roof and fielding it; swinging the bat, etc.).

Obtain appropriate qualifications and keep up to date with the latest coaching practices and principles of growth and development of young people.

Job Description

As a Team Manager or Coach, there are more things to do than just coaching baseball or softball. You are a source of inspiration to your team. The team will be strongly influenced by your actions, ideals and aspirations. You are a representative of the League. It is for these reasons we have prepared the Code of Ethics to aid you, as well as the League. Please do your best to abide by this code and general rules. Managers are responsible for the safety and well being of team members during all team-sponsored events. These events include all team activities taking place whether at ECASA fields or away from fields. We must be responsible adults. The coach's activities before, during and after the season are vital to the success of the ECASA Softball program. The following is an outline of these key activities:

Team Manager

The Manager shall be responsible for and in charge of the team (they may be official manager for only one (1) team).

- Teach your players the fundamental skills necessary to master the core competencies applicable to your respective division;
- Review and understand the rules of softball applicable to your respective division;
- Participate in player tryouts, if applicable, to your respective division;
- Notify your players of their team as soon as possible;
- Recruit assistant coach(es) and a team parent;
- Communicate league philosophy and rules to all players and parents;
- Understand your obligation to maintain equipment in good condition (whether it is issued to you, or if it is stored in an equipment shed);
- Organize and run worthwhile practices throughout the season;
- Work with team parent to distribute schedules, uniforms, picture information, etc.;
- Instruct players during practices and games (every time the team is together is a chance to teach something);
- The manager shall accompany the team to all league activities or designate a responsible adult to substitute.
- The manager will insure there is a female adult in the dugout at all team practices, games and activities, and any other activity involving the players. She must also stay until all the team's players have been picked up. If the team does not have an adult female in the dugout within 15 min. after the scheduled game time, that team shall forfeit the game.
- The home team is responsible for providing the official scorekeeper. Failure to provide a scorekeeper will result in a forfeit of that game.
- Only the team Manager shall notify the Player Agent as to the status of the team players, (a player being dropped or quitting, etc.) (The parent shall confirm in writing or to the manager, player agent, or any board member). PENALTY: Failure to notify the Player Agent within 24 hours of a player quitting or becoming ineligible to play, the manager may face disciplinary action and may become ineligible to

manage for ECASA in the future. It is the manager or team parents' duty to report any of the following to the Player Agent as soon as possible so that the Player Agent might assist in their resolution:

- Poor attendance of a player, benching, apparent drops from the team, or misuse of a player or players.
- The manager shall also complete an accident form for any injuries and submit the completed form to the divisional player agent within twenty-four (24) hours of the accident.
- Emphasize good sportsmanship and maintain discipline and good conduct, whether in practice or in a game. Any problem with a team member should be handled quickly and quietly. Team members should not be shouted at in anger; they are youths, not adults.
- If discipline is necessary, it should be handled in private.
- Players will not be physically disciplined or embarrassed at anytime. If a player needs to be disciplined or corrected, be tolerant and fair. If further action needs to be taken, contact the player's parents and/or League officials for assistance.
- If a Manager has a discipline problem with any player during a game, the Manager will use their discretion on proper action. First a warning, next removal from the game. Let's be fair - the problem must be serious before resorting to the latter.
- While it is nice to win and easy to display good sportsmanship while winning, please remember to display the same good sportsmanship when losing. Please remember, promoting good sportsmanship among your team is just as important as winning.
- NO smoking in Coaches boxes.
- NO harassment or yelling at specific members of any team, Umpires, or others. No cursing or derogatory remarks or derogatory dugout cheers are allowed by anyone.
- All teams are required to pick up trash from the fields, dugouts and spectator area at the end of each game. Teams are required to sweep the bleacher and surrounding area after their games. Please help us keep the fields clean.
- Each Manager and the Umpires will sign the official scorekeeper's book after the completion of each game. The Manager should be aware that by signing the scorebook, they are agreeing to all records kept for that game, including the official final score and the number of outs recorded for each pitcher in that game and any substitutions and/or pitching outs from previous games. If a Manager wishes to protest the game based on the official scorebook, he has 15 minutes after the completion of the game to file a protest. Failure to sign the official scorebook without a protest shall indicate that the Manager agrees with all records.
- The team listed first (home team) will be assigned to set up the field for the game. Team listed second (visitor) will be assigned the task of watering and putting equipment away in an organized fashion in the equipment shed. Each team is responsible for taking the trash can to their side and being emptied at the end of the game.
- The teams playing weeknight games and the last game on Saturday are to secure all bases in the equipment shed.
- A Board Member may discipline a Manager for unsportsmanlike conduct. Managers not participating in mandatory work sessions or cleanup as required may be subject to disciplinary action.
- The Manager or team parent shall be responsible for providing personnel for mandatory work sessions (Cleanup Day, League Tournaments, All-Star Tournaments. PENALTY: Failure of the manager to fulfill their duties for any reason may result in becoming ineligible (determined by Executive Board) to manage for ECASA in the future.
- All managers will be required to submit to a background prior to accepting a manager position. Upon approval, the manager will be allowed to accept the position.
- Review, understand and comply with the Code of Conduct;
- Ensure all trash is picked up from field, benches, bleachers, etc. at the end of each game;
- Return complete set of equipment, if applicable, at the end of the season;

- Attend monthly General Membership Meetings; either the Manager or Coach must be present at each monthly Membership Meeting to receive important information about league events.

Team Coaches

- Each team may have two (2) official coaches.
- In the absence of the official Coaches, the Manager may appoint a substitute(s) to act in a coaching capacity for said game.
- Official Coaches shall be approved by the Board of Directors.
- All coaches will be required to submit to a background prior to accepting a coach's position.
- Upon approval, the coaches will be allowed to accept the position.
- Review, understand and comply with the Code of Conduct;
- Assist the Manager with teaching your players the fundamental skills necessary to master the core competencies applicable to your respective division;
- Review and understand the rules of softball applicable to your respective division;
- Participate in player tryouts, if applicable, to your respective division;
- Communicate league philosophy and rules to all players and parents;
- Understand your obligation to maintain equipment in good condition (whether it is issued to you, or if it is stored in an equipment shed);
- Assist the Manager with organizing and running worthwhile practices throughout the season;
- Work with team parent to distribute schedules, uniforms, picture information, etc.;
- Instruct players during practices and games (every time the team is together is a chance to teach something);
- Ensure field is ready for play when your team is scheduled as the home team (i.e. rake, lime, etc.). Tools to carry out this responsibility will be stored in the equipment shed. It is also your responsibility to make sure these tools are returned to the shed once you are finished with them; and placed back in the proper position to ensure ongoing organization of the equipment room
- Take trashcans out to dugouts if you are the first game of the day and return trash cans to designated area if you are the last game of the day (after emptying them).
- Ensure all trash is picked up from field, benches, bleachers, etc. at the end of each game;
- Ensure all trash is picked up from field, benches, bleachers, etc. at the end of each game;
- Attend monthly General Membership Meetings; either the Manager or Coach must be present at each monthly Membership Meeting to receive important information about league events.

Selection

On an annual basis prospective managers and coaches will be voted for and appointed by the Executive Board of Directors. Records of disciplinary actions and complaints, will be considered during the decision making process.

Development

All coaches are encouraged to review any materials and/or attend training courses (i.e. videos, books, handouts, etc.) to improve each coach's overall knowledge of the game. These materials are intended to be used by the coaches as a resource to: identify effective practice drills, key coaching points and organized practice strategies; focus on important aspects of the game (i.e. hitting, fielding, base running, pitching, etc.); and, increase and improve the overall understanding of the game from a coaching perspective. All coaching development activities and materials should be geared towards the teaching of "core competencies" to be stressed at the appropriate age/division levels.

Evaluation

During the season, the Player Agent will observe the conduct of the managers and coaches and report their findings to the ECASA Board of Directors. Feedback from other coaches, umpires, parents, etc., as well as participation in coaching development activities, will be considered. At the conclusion of this process, the Player Agent will share these observations and feedback with the individual coaches to help them improve from year-to-year.

Disciplinary Policy

The Board of Directors reserves the right to review each complaint and implement the necessary disciplinary action which can range from a written warning to Permanent Ouster from League depending on the severity of the offense.

The Board of Directors may, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any coach when his/her conduct is considered detrimental to the best interests of the ECASA Softball Program. The person involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges (See Constitution and By-Laws). The below offenses are to be used by the Executive Board as guidelines to help distribute disciplinary sanctions. It is up to the Executive Board discretions to use the disciplinary actions hierarchy and be able to choose the appropriate line of action depending on the severity of the action and/or conduct of the offense.

Offenses incurred will be placed in your file for a period of 12 months from the date of the offense. At the end of the 12 months from the date of occurrence, if no other offenses have been incurred, the offense will be removed from your file and destroyed. Each offense will start a new 12 month time cycle. Each offense within the 12 month period from the date of the last offense will be listed as 2nd, 3rd offenses etc. and discipline will be enforced as such.

Suspension from a game means that you are not to be on any East County property or at any East County event for the entire day that the suspension is enforced. Therefore, if you are suspended from a game, and you have another game in another division, you will not be able to attend that game as well as the game you were suspended for.

- 1.** Physical violence, such as an attack on an umpire, tournament official, parent, coach or player immediately preceding, during or following a game.
 - a.** Discipline First Offense – ZERO TOLERANCE. Ouster from League for twelve (12) months. Possible permanent ouster from league. Warning to be placed in file.
 - b.** Discipline Second Offense – Permanent ouster from League.
- 2.** Use of profanity or verbal abuse, such as tirades against an umpire, other parents, spectators, coaches or any individual involved in game play, immediately proceeding, during or following a game.
 - a.** Discipline First Offense – Official Letter of Warning by Sergeant at Arms Letter may include a three (3) game suspension.
 - b.** Discipline Second Offense – Official Letter of Suspension by Sergeant at Arms. Letter shall include a three (3) game suspension and a written warning that a third offense will result in a penalty of ouster from League for twelve (12) months.
 - c.** Discipline Third Offense – Official Letter of Suspension by Sergeant at Arms of ouster from League for twelve (12) months.

3. Unsportsmanlike conduct or any derogatory acts on or off the playing field.
 - a. Discipline First Offense – Official Letter of Warning by Sergeant at Arms Letter may include a one (1) game suspension. Notice that a second offense shall result in a three (3) game suspension.
 - b. Discipline Second Offense – Official Letter of Suspension by Sergeant at Arms Letter shall include a three (3) game suspension. Written warning that a third offense will result in ouster from league for one (1) season.
 - c. Discipline Third Offense – Official Letter of Suspension by Sergeant at Arms. Ouster from League for one (1) season (Rec season to include All-Stars; Winterball Season).
4. Any ejection from a game by an umpire (other than a player) shall be reviewed by the Board of Directors. Emails or letters to the Board from direct witnesses of the event may be included for Board review. The disciplinary action shall be at the discretion of the Board of Directors based on the severity of the violation.

Action: Immediate removal from field area and out of sight and sound of umpire. No further contact by ejected party from team including post-game activities.

- a. Discipline First Offense – Official Letter of Warning by Sergeant at Arms Letter may include an immediate one (1) game suspension. Notice that a second offense will result in a three (3) game suspension and may result in ouster for the remainder of the current season.
 - b. Discipline Second Offense – Official Letter of Suspension by Sergeant at Arms Letter shall include a three (3) game suspension. Notice that a third offense will result in ouster from the league for (1) season (Rec season to include All-Stars; Winterball Season).
 - c. Discipline Third Offense – Official Letter of Suspension by Sergeant at Arms. Ouster from League for one (1) season (Rec season to include All-Stars; Winterball Season).
5. Use of alcohol, or other controlled substances on any East County property to include the playing fields and parking lot areas.
 - a. Discipline First Offense – Official Written Warning by Sergeant at Arms. Notice that a second offense may result in ouster from League for one (1) season (Rec season to include All-Stars; Winterball Season).
 - b. Discipline Second Offense – Official Letter of Suspension by Sergeant at Arms. Ouster from league for one (1) season (Rec season to include All-Stars; Winterball Season). Notice that a third offense will result in ouster from the league for twelve (12) months.
 - c. Discipline Third Offense – Official Letter of Suspension by Sergeant at Arms. Ouster from League for twelve (12) months.
6. Theft/Destruction of property belonging to league or another player, parent, manager or coach. In addition to the disciplinary action, East County ASA will recoup costs for damage done to property as well as prosecute to the fullest extent of the law.
 - a. Discipline First Offense – Official Letter of Suspension by Sergeant at Arms Ouster from League for remainder of season (Rec season to include All-Stars; Winterball Season). Notice that a second offense will result in suspension for twelve (12) months.
 - b. Discipline Second Offense – Official letter of suspension by Sergeant at Arms Suspension from league for twelve (12) months. Notice that a third offense will result in permanent ouster from league.

- c. Discipline Third Offense – Official Letter of Suspension by Sergeant at Arms Permanent ouster from League.
7. Commission of Fraud, such as playing under assumed name, falsifying affidavit or roster or giving false information to ECASA.
 - a. Discipline First Offense – Official Letter of Suspension by Sergeant at Arms Ouster from League for remainder of season (Rec season to include All-Stars; Winterball Season). Notice that a second offense will result in ouster from league for twelve (12) months.
 - b. Discipline Second Offense – Official Letter of Suspension by Sergeant at Arms Ouster from League for twelve (12) months. Notice that a third offense will result in permanent ouster from League.
 - c. Discipline Third Offense – Official Letter of Suspension by Sergeant at Arms Permanent ouster from League.
8. Inappropriate cheers by team players that demean or otherwise make fun of girls on opposing team or make any derogatory comment to opposing team.
 - a. Discipline First Offense – Official Written Warning by Sergeant at Arms. Notice that second offense may result in a two (2) game forfeit.
 - b. Discipline Second Offense – Official Written Warning by Sergeant at Arms Letter of a two (2) game forfeit. Notice that third offense results in disqualification from post-season play.
 - c. Discipline Third Offense – Official Written Warning by Sergeant at Arms Disqualification from post-season play.
9. Failure to abide by Parent Contract.
 - a. Discipline First Offense – Official Letter of Suspension by Sergeant at Arms Ouster from League for one (1) season (Rec season to include All-Stars; Winterball Season). Notice that a second offense will result in ouster from the league for twelve (12) months.
 - b. Official Letter from Sergeant at Arms of Ouster from League for twelve (12) months. Notice that a third offense will result in ouster from the league for two (2) years.
 - c. Discipline Third Offense – Official Letter of Suspension by Sergeant at Arms Ouster from League for two (2) years.
10. Failure to report the final score and recorded pitcher's innings pitched to the League Head Scorekeeper or designated league agent within twenty-four (24) hours of the official end time for each game.
 - a. Discipline First Offense – The first four (4) games will be a grace period for each team to report scores in a timely manner. If the manager fails to report the scores within twenty-four (24) hours of the official end time for each game, a written warning will be given within this four (4) game grace period. Warning will state that any further failures to report the scores and innings pitched within twenty-four (24) hours of the official end time for each game will result in a penalty of an Official Letter of Suspension. Letter shall include a one (1) game suspension for the Manager to be served during the next regularly scheduled, played game for that team.
 - b. Discipline After Grace Period – Official Letter of Suspension by Sergeant at Arms Letter shall include a one (1) game suspension for the coach to be served during the next regularly scheduled, played game for that team.

Any offense not covered in this policy shall be reviewed by the Board and the appropriate disciplinary actions shall be enforced by the Board as deemed necessary based upon the offense and its severity.

With my signature, which I voluntarily affix to this document, I acknowledge I have read, understand, and intend to adhere to the principles, regulations, criteria, and disciplinary policies of the ECASA Softball Coaching Development Program.

Acceptance, continuation, and renewal of this agreement are subject to the yearly approval of the ECASA Board of Directors.