



Duties and Expectations for ELM Coaches

General:

- 1) The head coach is ultimately responsible for the team, but is able to delegate many of his responsibilities to assistant coaches.
- 2) The head coach needs to plan and delegate duties for assistant coaches/helpers for games (base coaches, field coaches, dugout coach, scorekeeper, umpire, etc.) Duties vary per league.
- 3) The head coach should work with assistant coaches to come up with a plan before each practice to efficiently utilize the time and maximize learning.
- 4) Coaches need to study and review the league rules for their division.
- 5) All local baseball organizations are required to conduct background checks on coaches, board members, and any other persons, volunteers or hired workers, who provide regular services to the league and/or have repetitive access to, or contact with, players or teams. This means that no one will be permitted to help on the field (with practice or games) who has not passed their background check. Coaches are NOT permitted to allow any parent or other volunteer to assist without going through the background check process. If a parent wishes to volunteer, the coach should direct them to the ELM board to begin the background check process.
- 6) All coaches are also required to comply with state requirements such as Sudden Cardiac Arrest (Lindsay's Law) and Concussion Training (Return-to-Play Law).

Game Organization:

- 7) Umpires:
 - i. **Farm/Little League/Pony League/Softball:** The head coach should work with board to ensure umpires are scheduled for each home game
 - ii. **Tee Ball/Coach Pitch:** Umpires must be provided for all games (home and away) and must have passed a background check. ELM coaches and board members meet this criteria, so you'll have to use an assistant coach from your team, or a volunteer that is a board member or coach for another team, or arrange with the board for another volunteer to have a background check
- 8) **Tee Ball and Coach Pitch:** Make sure to have a coach in the dugout at all times. Prevent players from swinging bats unless they are in the batting circle, at bat, or otherwise supervised in a controlled situation.
- 9) Players should STAY in the dugout during games unless given permission by coaches to leave (such as for emergency bathroom breaks). Players should not be running out of the dugout to visit with people in the stands (as this makes it difficult to find the player if they are next to bat), but should be in the dugout paying attention to the game and cheering on their team. For the younger tee ball age children it is especially important to keep them in the dugout to prevent them from wandering away and becoming hurt or lost.
- 10) The scorekeeper needs to verify/confirm score with opposing team at the end of the game and resolve any discrepancies in a respectful manner. To help avoid discrepancies, it's good practice to verify/confirm the score periodically throughout the game.
- 11) The head coach needs to prepare the batting order/lineup prior to the game and be able to give this to the opposing team. This should include both numbers and the names on jerseys for the opposing scorekeeper's benefit, as they won't know your players by first name. Provide this information to your assistant coaches/helpers as well, so they can ably assist during the game.
- 12) The head coach is responsible for reporting game scores for all home games to the LCBA website. For farm/little/pony league, this includes submitting pitch counts.
- 13) The head coach (or scorekeeper, if delegated) of the winning team is responsible for submitting game scores to the Bellefontaine Examiner and WPKO. This is encouraged for all divisions, but submitting to the Examiner is a county requirement for farm and little leagues. If the ELM board is notified of the submission, they will clip a copy and post it on Facebook as well.

Concessions:

- 14) The head coach needs to delegate a willing parent or assistant coach as the team's concession coordinator. If one is not found, the ELM Concessions Manager will need to handle this role.
- 15) It is the head coach's responsibility to notify the ELM Concessions Manager or Assistant Manager in the event of a home game cancellation or rescheduling.
- 16) Either the head coach or the team concessions manager will be responsible for reminding concessions parents to arrive ½ hour before the game begins. This should be determined before the season begins to limit confusion.

Snacks (Tee Ball and Coach Pitch):

- 17) Traditionally, snacks and a drink are provided to players following every game. The head coach is responsible for creating a list of snack providers by whatever method they choose (allowing parents to sign up, assigning games, or delegating the list creation to an assistant coach or parent).
- 18) Determine whether players have food allergies, and if so, be sure all parents bringing snacks have this information.

Communication:

- 19) The head coach is responsible for passing information from the board to team parents. In the past, this has been done by setting up a text group for all parents on the team to be able to quickly and easily communicate with each other, and this is recommended. Remember that not all parents will have Android or iPhones, so don't set up any device-specific message system. Also, in the event that a parent can't or isn't willing to receive texts, they should be contacted by phone.
- 20) This same method of communication from coach to team will be useful for passing on information and updates from county league officials, opposing coaches, tournament officials, etc. Many last minute issues can arise throughout the season such as weather concerns, ill players, tournament delays, etc.
- 21) The Logan County Ball Association (LCBA) will be sending out information through their online system, in particular about pre-season and post-season tournament updates. You will need at least one coach from each team to register to receive these updates. More information will be provided later.
- 22) Be proactive in communicating with your team to remind them of games, practices, and changes in schedules, snack/concession duties, etc.

- 23) Coaches should provide a game schedule to the parents including dates/locations. Directions to fields are located on the LCBA website
- 24) If the parent contact information provided to the coach by ELM needs to be corrected or updated, coaches should communicate that information to the ELM Secretary

Equipment and Grounds:

- 25) Coaches are responsible for working with the ELM Field Manager to ensure fields are properly maintained and prepared for their team's practices/games. This includes the following:
- i. Drag the field before or after games or practices as needed
 - ii. Line the field for games
 - iii. Install and remove bases and pitchers mounds; replace plugs in base inserts
 - iv. Clean trash from dugouts and bleacher area and sweep dugouts if needed
 - v. Place any lost and found items in concession stand

We have a very nice ballpark; please do your part to help us keep it that way. If coaches are unable to complete an assigned task, please ask parents/board members for help.

- 26) Keep combination lock codes to areas such as the concession stand and equipment shed secret. Be sure to relock and secure the doors when you are finished, and scramble combination lock codes after relocking.
- 27) The head coach is responsible for care and safe keeping of all league-owned team equipment and returning issued equipment to the Equipment Manager at seasons end.

Disciplinary Issues:

- 28) If a disciplinary issue occurs, coaches need to be upfront, civil, respectful, and explanatory to the affected person(s) (player, parent, coach). Inform the ELM President or an ELM board member of any discipline issues or confrontations, including any that the coach does not specifically observe but is reported to them by a parent.