

Lakewood City Schools Community Recreation
and Education Department

Youth Baseball & Softball Coaches Pre-Season Organizational Meeting

Coaches Packet

- Power Point Presentation
- Volunteer Coaches Expectations
- Code of Ethics/Code of Conduct
- Emergency and Missing Child Procedures
- Ranger Baseball & Softball Local Rules
- General Sports Regulations
- Athletics Volunteer Application
- Team Formation Policy

Contact Information

Mr. Bob Curtin, Coordinator

robert.curtin@lakewoodcityschools.org

Leslie Krogman, Youth Athletic Coordinator

leslie.krogman@lakewoodcityschools.org

Contact Information

Recreation: 216-529-4081

Hotline: 216-529-4117

Website: www.lakewoodrecreation.com

Coaches Initial Requirements

- Volunteer Application
- Background Check
- Attend Preseason Organizational Meeting
- Concussion Training (Free)
 - All coaches must take training program (House Bill 143)
 - Department will email link to all coaches
 - Coaches must provide a copy of their certificate of completion to Recreation Department

All players need a birth certificate and
current physical on file

Background Check

- Bring valid I.D. issued by state to the Recreation Department
- Available 8:30 am – 5:00 pm; Monday through Friday with appointment
- If necessary, appointments can be scheduled during non business hours by contacting the Recreation Department

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Coaches Expectations & Code of Conduct

- Coaches are expected to read and enforce policies
- Posted on the website
- Code of Conduct applies to coaches, participants, parents and spectators
- Enforcement/Corrective Action Policy

Hotline 216-529-4117

- Updated daily – field playability, field change, time change, etc
- Coaches encouraged to call each game day
 - Weekdays updated after 3:00 pm
 - Weekends updated after 8:00 am
- Information also available on-line. Hotline most up-to-date

Website Information

www.lakewoodrecreation.com

- League/Program information
- Season schedules
- Tournament schedules
- Rules
- Urgent News “Ticker” contains Hotline information
- Picture schedule

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Season Format

- Play begins third wee in May/first week of June
- Tournament following end of season for Minors, Majors, Excel, 10U & 12U Slow Pitch. Tournament champion and runner-up trophies awarded
- T-Ball and Rookie - No tournament - every effort will be made so all teams have a “last game”
- Participation certificates provided to all head coaches for their signature and distribution to all players

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Schedules

- Season schedule will be mailed to each player
- The Recreation Department will email all participants and coaches of any make-up games. Coaches are then responsible for following up with their team
- Schedules are continuously updated and are available on-line
- Picture schedule will be mailed to each player
 - Saturday, June 6th

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Rosters

- Rosters will be mailed to each player
- Coaches are asked to contact their players as soon as they get their roster to introduce themselves and notify players of first meeting/practice
- Waiting list and add-ons – the Recreation Department will continue to accept registrations and place players as space allows. Coaches will be notified of any additions or changes

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Rosters

- Personal information for coaches use only, not to be made public
- Take as much care of each player's information as you would with own child's personal information

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Birth Certificates & Physicals

- Players must have a birth certificate and valid physical on file at the time of registration.
- The physical must specifically clear the player to participate in sports. The physical must be current for the duration of the season

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Team Jerseys and Hats

- Distributed to head coaches. Coaches will be contacted when ready
 - Player sizes are on the roster
 - Jerseys ordered specific to parents request
 - Make sure to provide the jersey size next to the participant

Team Jerseys and Hats

- Coaches are asked to wear their coaches shirt at each game
 - 4 coaches shirts will be provided to each team (2 XXL, 2 XL unless otherwise requested prior to order)

Equipment Bags

- Issued to head coach
- Head coach responsible for equipment issued to team
 - Contact Recreation Department if any broken, defective, missing equipment
 - Make sure you have equipment after each game. You are responsible for checking in the same equipment that was issued to you

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Equipment Bags (cont'd)

- Tball Bag
 - 5 helmets, 2 bats
- Rookie & Slow Pitch
 - 5 helmets, 2 bats, face mask & chest protector
- Minors, Majors & Excel
 - 5 helmets, 2 bats (except Excel), face mask, chest protector & shin guards
- First Aide Kit – All Bags
 - Several bandages
 - Finger tip bandages
 - Moist towelettes
 - Gauze pads
 - 3 ice packs
 - Hand sanitizer
 - Rubber gloves
 - Accident Reports

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Equipment - Bats

- 10U Minors & 12U Majors Division
 - The bat may not exceed 33" in length, and the bat barrel may not exceed 2 ¼" in diameter. Only 2 ¼" barrel non-wood bats marked BPF 1.15 will be allowed. Wood 2 ¼" barrel bats are allowed
- Penalties
 - If the illegal bat is discovered while the batter is in the box, the batter is out, even if a pitch hasn't been thrown

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Equipment – Bats (cont'd)

- Penalties Continued
 - A player who uses an illegal bat or non-conforming barrel dimension and hits a fair ball will be ruled out. No advancement on the bases will be allowed, and any outs during the play shall stand. This is an appeal play. The “at bat” will be considered legal once a pitch is thrown to the next batter
 - Any bat discovered prior to the game that does not conform to the above rule shall be directed to be removed immediately and not be allowed for use during the game

Emergency Procedures

- In case of emergency:
 - Call 9-1-1
 - Contact parent if not on site
 - Contact any Recreation Department staff member to inform them of incident. If during a game speak to on-site worker who will then contact Field Supervisor
 - A written report is needed, use the accident forms provided in the first aid packet. The incident needs to be documented

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Emergency Procedures (cont'd)

- Always error on the side of safety and always call 9-1-1 if unsure
- Head injuries; always call 9-1-1
- NOTE: Volunteer coaches are not responsible for administering any significant first aid; anything beyond a bandage or ice pack. Always complete an accident report anytime you use any supplies out of the first aid pack regardless of how insignificant you think an injury is. Documenting the incident will protect you, the player, parents, etc

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First Aid Supplies

- Issued to head coach with equipment bag
- Head coach responsible for completing accident reports every time something is used
- Head coach responsible for turning in all accident reports within a reasonable time (*drop box available 24 hours*)
- Supplies will be made available based on accident reports. Call Recreation if you need more supplies
- Supplies provided at each field

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Missing Child

1. An immediate search of general area
2. Not found immediately; call 9-1-1
3. Contact parent/guardian
4. Contact Recreation Staff
5. Complete a written report to document incident

Field Supervisors

- Employees of the Recreation Department that serve as an on-site supervisor to enforce all policies, procedures, rules or regulations
- Address issues on site and implement corrective action steps
- Does not have the authority to overturn a judgment call made by an umpire
- Approach with any comment, question, or concern
- Identified by hunter green recreation logo shirts and jackets
- There to help

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Umpires/Scorers

- T-Ball – Rookie
 - Employees of Lakewood Recreation
- Slow Pitch Softball, Minors & Majors
 - Independent contractors through umpire association
- Do not confront at field, contact Recreation Department or field supervisor with any issues or concerns

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Rulebooks

- Ranger Baseball Local Rules governed by Lakewood Youth Athletic Commission
- General Youth Athletics Policies reviewed during coaches & parents meetings
- Available on website

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Minors, Majors & Excel Rules – Pitching

- Calendar week is Monday – Sunday
- Each game considered one assignment - may play another position and come back to pitch
- If game is called before it is a regulation game and umpire declares it a "no game", pitching eligibility same as prior to game

Minors, Majors & Excel Rules – Pitching

- In Ranger Rulebook, page
 - 6 innings/week
 - 2 calendar days rest between if pitches more than 2 innings
 - i.e. if pitcher pitches 2 innings on Monday evening at 5pm he cannot pitch on Wednesday evening at 7pm

Slow Pitch Rules – Pitching & Fielding

- NEW RULES
- Pitching
 - Pitching distance: 35ft
 - Start at 1 and 1 count
 - No “windmill” motion
 - Ball cannot go above the shoulder prior to ball being released
- Defensive Position
 - 10 players in the field

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Bench Area

- For everyone's safety - only team members and up to 4 coaches allowed in bench area
 - No Bat Boy/Girl
 - No Siblings
 - No players from other teams

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Forfeits

- Teams must be prepared to play at game time
- Forfeit will be declared at that time and a practice game can be played
- Field Supervisor has official time

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Minimum Playing Time

- Coaches are responsible for abiding by all rules outlined for rotating players
 - Honor system
 - Good faith effort to play children as equally as possible and not just to minimum amounts allowed
 - Score sheets can be used to verify
- Contact Recreation Department or Field Supervisor with any questions or concerns

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Rookie Division Skills Sessions

- First 3 weeks of season
- Teams play 1 game a week and have 1 skills session a week
- All players and coaches encouraged to participate

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FIELD PERMITS FOR PRACTICES

- Permits for all fields are issued by the Lakewood Recreation Department
- May 1 and are issued in 1 to 2 hour blocks of time
- Issued varsity down which means a youth baseball practice permit may be bumped and/or cancelled based on necessity
- Field permits are issued 1 at a time to allow all teams the opportunity to practice

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THANK YOU FOR
VOLUNTEERING!

Good Luck & See You On the Fields!