

# **Coaching Orientation**

## **Western Hills Baseball Coaches**

In order to better coordinate the efforts of Western Hills Baseball coaches, commissioners and the board of directors, this Letter of Understanding and Agreement is submitted for review and signature by coaches selected to represent our league. These policies are not intended to be all-inclusive but represent a guideline subject to revision as necessary.

### **Equipment**

Depending on the league, coaches will be provided with batting helmets, catcher's gear, baseballs, bases (when necessary), batting 'T' (for T-ball). This equipment will be signed out at the beginning of the year through the equipment manager, Ed McLeroy. We expect the equipment to be returned on time directly to Ed McLeroy. Equipment dropped in the WAYA offices DOES NOT constitute proper return.

### **Uniforms**

Uniforms typically arrive during the week prior to the beginning of the game schedule. They are organized by team and by league. Coaches or assistants should make an effort to get uniforms to their teams as quickly as possible to deal with any issues in sizing or missing items. Uniform issues should be directed to the league representative responsible for uniforms as that person is in touch with our supplier. All the uniform items we provide may be kept by the players. The uniform components we will provide depends on the league and always includes a shirt and cap at a minimum. We do not know the color scheme of the uniforms prior to delivery.

### **Trophies**

We provide trophies for every player registered at Western Hills up through AAA (10s). Trophies are delivered near the end of the season to the WAYA offices. Tournament trophies are awarded to winners and runners up of the post-season tournament in place of regular season participation trophies. Coaches are expected to pick-up trophies from commissioners and deliver to their players prior to the end of the season.

### **Pictures**

Pictures are taken near the beginning of the season. The league provides a basic package; players and parents can order any number of options and combinations at the time pictures are taken. Pictures are delivered around the same time as trophies. Coaches are expected to pick-up pictures from commissioners and deliver to players prior to the end of the season.

### **Field Protocols**

- The third base dugout is designated as the home team dugout.
- The home team coach and assistants are responsible for their dugout, turning off the lights, putting up the scoreboard control box, shutting the score boxes and in general, proper shut-down of the field.
- The home team provides game balls.
- Coaches shall meet at home plate to exchange lineup cards, discuss rule application and special field rules.
- By board policy, Western Hills players wear caged helmets. This is not a Little League rule – it is a Western Hills rule and stays in effect in tournament games (like All Star competition) as well as league play.
- Coaches will do their best to insure that a freshly marked field remains well marked. This includes moving the fungo hitter and catcher forward of the plate area during warm-ups.

- Frequently, practice field time will be scheduled prior to a game. The practice coach will drag the field prior to departure and touch-up chalk lines as necessary if chalk is available.
- Field chalkers are located at every field. If coaches wish to touch up the chalk, they may do so.

### **Lightning Policy**

Western Hills has adopted the National Lightning Safety Institute's 30/30 guideline for lightning safety:

1. If lightning is seen AND thunder is heard within 30 seconds, play is suspended for 30 minutes.
2. Move to a safe location: A large permanent building or metal vehicle is best.
3. Play may resume if lightning has not been seen AND thunder heard for 30 minutes.

### **Trash and Maintenance**

Coaches shall insure that the trash is picked up before they leave the field. Contrary to popular opinion, 'we don't have people that do that'. Dugouts, bathrooms and any area in general that requires attention should please be reported to the league commissioner.

### **Batting Cages**

Batting cages are available for use by registered players of all ages. Pitching machines are available on a scheduled and as available basis to players ages 9 and up with an authorized pitching machine operator. No individual player may occupy the cage more than 10 minutes when others are waiting. Scheduled teams have priority. Unscheduled teams have no priority over individuals. Players receiving instruction do not have special priority or access to the cages.

### **Player Substitutions**

During the season, a player may be injured, unwilling or otherwise unable to continue to play with a team. Without exception, substitutions must be approved by the league commissioner and the president in order to insure fairness to all the teams in the league. **Players not previously approved by the league to participate may cause the team on which they play to forfeit all games in which the player has participated prior to approval.**

### **Communications**

Coaches are expected to maintain and regularly check an email address. This is the primary mode of communication between administration, commissioners and coaches. Really important issues should be communicated verbally (in person or by phone). Voice mail messages and email are not considered verbal communication.

Coaches should communicate directly with commissioners who will have authority regarding all aspects of league play. Only in the event of disagreement or urgency should coaches seek resolution from the president or directors of the league.

### **Field Conditions and Rainouts**

Each field is the responsibility of a league commissioner and a superintendent. They are to be advised when facilities are in disrepair or field conditions are poor. To that end, coaches are responsible for the condition of the fields, cages and other facilities when they leave.

Western Hills is a volunteer organization. By definition, we have no one on salary whose job description includes reporting on field condition in the event of rain. If coaches have a scheduled game, they should contact the opposing coach and commissioner to determine field conditions. Upon agreement, they should report this to the webmaster by phone or email at [admin@whll.org](mailto:admin@whll.org) to post the condition on the website.

### **Announcer, Score Board and Official Scoring**

Bishop, Sayers, Joseph and Brumley each have a score box from which the score board and PA can be operated. We owe it to our players to create a real baseball experience. Teams should find volunteers to fulfill this job at every game. The home team shall be responsible for the official scorer. Persons in the score box must be neutral. Announcers should not announce during a play.