

*Sample*

# "Team Name"

# Meeting

Name of League League  
Name of Division Division

Year

Coach(es): Coach's Name, Address, City State and Zip Code

**Coach's Work Number, Coaches Home Number**

Team Name Team Meeting Agenda

Team Name  
Date

1. Introduction
  - Parents Players
  - Roster Coaches
  - Practice
  - Date of Practice                      Location                      Time - Time
  - Date of Practice                      Location                      Time - Time
  
2. Overview of Team Philosophy
  - Coaching Goals, Rules and Objectives
  - Equipment Needs
  - Parent Volunteers
  - Commandments for Parents
  - Coaching Tips
  - Rules of Good Sportsmanship
  - Nightmare Parents
  
3. Game Rules
  - League Wide Rules
  - League Rules and Operating Statement
  
4. Parent's Information
  - Little League's Medical and Dental Insurance
  - Mouth guard information
  - Game and Practice Schedule
  - Map to Fields
  - Telephone Tree
  - Post Game Refreshments Schedule

## Coaching Goals and Objectives

- Team Name's Goal
  - o Have Fun
  - o Learn the Game
  - o Improve
- Team Name's Rules
  - o Respect
  - o Non disruptive behavior

Respect/Sportsmanship - Criticism of other players on our team and other teams will not be allowed. Baseball can be a very emotional and sometimes frustrating game. Players will not be allowed to show negative displays of emotion that result of throwing of bats or other equipment, arguing with an umpire's call, etc. Parents will be expected to model appropriate behaviors at all times. Disagreements with the other team or umpire during a game will be handled by the head coach.

Non disruptive behavior - It is my or our hope that all players pay attention but I or we realize these are children and some have shorter attention spans than others. However, disruptive behavior denies all the players the opportunity to learn.

Consequence of breaking a rule:

- first offense the player will be talked to about the rule and why it is important
- second offense the players parents will be informed and asked to address
- additional offenses the player will receive reduced playing time

Special note regarding umpires: They are not professionals! They tend to be young, inexperienced, inconsistent, and can be emotional. They are having a learning experience just like your child. They can be easily swayed by questioning or razzing from the players, coaches or observers. It is important to keep a positive attitude and be as supporting of them as possible. If you have an issue or concern regarding an umpire, please talk with me or one of us first.

Players Bench - Only players and coaches are allowed on the bench or in the bench area. Please keep siblings from the bench area to prevent injury and confusion. Team Name players will be expected to sit on the bench in their batting order when not batting. on deck to bat. or playing in the field. Please feel free to step in if things get overly unruly!

o Team Name's Expectation

- Do your best

o Winning

My or Our primary objective is to ensure that each player has a fun and enjoyable experience this season. Winning is an important ingredient to achieving this goal; however, it will not be the primary emphasis. The players themselves determine the intensity based on their desire. I or We want to teach our players how to win, how to lose, how to support the team, and how to take pride in doing the very best they can.

o Competition and Sportsmanship

Baseball is a competitive team sport with a strong emphasis on individual performance. Every child is in the spotlight many times during the season, and each wants to perform by making that "big play. " Sometimes they succeed, sometimes they fail.

I or We will try to use positive encouragement and reinforcement at all times to direct players, and expect other coaches to do the same. A strike out may be as big a lesson as a base hit, since it provides an opportunity to shape the way a child reacts to disappointment. The most important baseball skill is sportsmanship - how to win graciously, put losing into perspective, and support each other regardless of the outcome

o Skill Development

It is my or our goal to provide an environment to allow players to develop individual skills as ball players. I or We also believe players need to stay loose and have fun. Practices will combine highly structured drills with some loosely structured fun activities.

o HELP.

I or We plan to put a tremendous amount of time and energy into making this season a success, but I or WE CAN'T DO IT ALONE. I or We will need your help on a consistent basis. Please feel free to jump in and help wherever you can. or ask me or one of us how you can become more involved.

o Communication

Communication and feedback is encouraged and needed regarding your child's progress. Don't be afraid to over communicate. Other coaches and I or us need to know what's working and what is not. Not every child develops at the same rate; so if your child has a need that is being missed, please let me or us know.

There will be times when you have better ideas or would have handled a situation differently than me - I or we accept this and I or we truly want to hear your thoughts and ideas. Please try to communicate at a time when I or we can accept and respond to the information in a positive way. In front of players is never a good time. During or immediately following a game is generally not a good time either. My or Our work and home phone numbers are on the front page - feel free to call me or one of us at work.

The league has instituted a parent representative/grievance procedure for player "self esteem" issues. This is discussed in the league rules and operating statement (attached).

The head coach is responsible for the Your Team's Name team operation. Decisions made by the head coach are final.

### **Other Information**

Rotation System - I or We will try to move players around as much as possible - and will always abide by the rules regarding player rotation. The only time this may get mixed up is when players are late or miss games altogether without notifying me ahead of time. I or We make the rosters out in advance and it is harder than it might seem to juggle the roster during a game with everything else going on -- and still make sure the rules are being followed.

Every player will have a chance to play every position, with the exception for safety, and will sit out an equal number of times. For their own safety they need solid catching skills to play first base.

Batting Order - A batting order will be determined for the first game. After each game the lead off batter goes to the bottom of the order and everyone else moves up one spot.

Absent Player - If a player will be absent from a scheduled game or practice, please notify me or one of us in advance. All line-up cards are prepared several days in advance, so your help is greatly appreciated.

Practice Fields - Ball fields are in heavy demand. We will attempt to have all practices at a field. When this is not possible, we will practice at other suitable locations.

At Home Practice - Players are encouraged to spend time at home hitting, playing catch, etc.

Uniform - Complete uniform must be worn to each game (includes support and cup). This includes the team hat. Players not in uniform will not be allowed to play. All caps must be worn properly - visor in front. All jerseys must be tucked into your pants. No exceptions.

Practices - Uniforms SHOULD NOT be worn to practices. However, long pants and supporters are to be worn to each practice. NOTE: Practice is an important part of learning the game - players consistently absent from practices will have lower priority for playing time during games.

Baseball shoes - are recommended but not required. Metal cleats are not allowed.

Water Bottle - should be brought to all practices and games.

### **Parent Volunteers Needed**

#### Running the Team

1. Assistant Coach - Runs the team when the head coach is not present. Helps head coach ensure games and practices run smoothly.
2. Additional coaches to help in the following areas:
  - base running
  - fielding (infield and outfield)
  - hitting
3. Bench Manager - Runs the team on the bench. Makes sure players bat in order and knows where they need to be in the field each inning. Helps catcher get equipment on. Works to maintain order and discipline on the bench during games.
4. Score Keeper - Runs the official score book during games. Need minimal knowledge of baseball. Need person that is likely to attend most games.
5. Practice - Parents are encouraged to come to all practices. There is always a need for extra help. And the more parents we get there, the more :fun we can have with scrimmages! .

#### Other

6. Party Planning - Plan end of season party/activity.
7. Team Photo coordinator - arrange time for team photo and communicate it to the team.
8. Names on Jerseys - Arrange to have names placed on the backs of players' jerseys.
9. Parent representative for grievances - Elected parent to serve in this role.

## Sample Handout Letter:

Dear Parent(s):

I wanted to take this opportunity to put in writing my coaching philosophy and my goals for your child and the team this season. Youth baseball can be an exciting and fun opportunity for your child to learn new skills, make new friends, and have fun. As fun as it can be for your child, different expectations from the coach, parent(s), and player can take away from that positive experience in a number of ways. As you read through this letter please make sure that my philosophy fits with your expectations of what you want for your child and how you believe the team should be run. If not, this is your opportunity to let me know.

### Coaching Philosophy

- I believe that kids gain confidence and a love for the game through positive feedback from parents, coaches, and other players. Skill level develops at different rates for kids, but effort and having fun can always be achieved. I try to always provide positive feedback for effort.
- I think it's important that a coach takes more than a casual interest in the players. I strive to talk with all the players 1 on 1 at some point during the practices and games. I may not be successful getting to every player each day, but I want him or her to know that I'm interested in what they have to say and more importantly, I want them to know that their coach likes him/her as a person.
- I believe in trying to make practices as fun and entertaining for the kids as possible, while providing the practice and instruction that they need to improve. I've found that kids expect and respond well to structured and organized practices. Attention span is often limited with this age group, so I will strive to keep them moving and active.
- Teamwork and developing friendships is an important part of any team sport. I always try to tell the kids how important it is for them to support each other and to always be positive towards their teammates.
- Competition is an important element of any sport and as kids grow they naturally become more competitive. I don't talk to the kids about "needing to win a game" or "how important it is that we win". I feel my role and that of the parents is helping the kids develop the ability to deal with competition in a healthy way. Effort and attitude is my focus. If we can achieve that, then chances are we'll win the number of games that we are capable of winning. I will work on teaching fundamentals and skills during practice, but I believe the game is their time. I will give instruction during the game if I feel it will help with their performance during the game, but in general I try letting them enjoy the game. I don't think any of the kids want to be told what they did wrong during the game. I hope as parents you will do the same. At this age, one missed ground ball can ruin the game for some kids. If your child misses a ground ball, tell them how proud you were of the effort they made to get in front of it. Strive to make them feel good about their contribution. My goal is to have every child feel that they played a great game that day.

### Objectives

With this age group, I have 5 primary coaching objectives, which I believe are equally important.

1. Help your child develop the skills necessary to be successful at this level and to prepare your child for next season.
2. To have fun and have the kids develop a love for the game.
3. Learn about the importance of teamwork and sportsmanship.
4. Give positive reinforcement based on effort rather than results.
5. Provide a safe and healthy environment for all the kids on the team.

### Playing Time and Positions

For this age group there is a drastic difference in skill level among the kids. I want to give the kids an opportunity to play a number of different positions and I'll make sure each player gets a chance each game to play in the infield for a couple of innings. I will not have a player pitch or catch that I don't feel has the ability to play the position at this time. This really is a safety issue as much as anything. Plus, I want to put kids in positions where I feel they have the best chance of being successful. That doesn't mean they won't have the ability by the end of the season and I will always work with the kids at those positions during practice if they are interested.

### Team Rules and Discipline

We will have a few team rules that we will make at the first practice. Rules maybe added during the season if necessary. I use a "penalty box" for the kids when they are not behaving or break a team rule. This takes the child away from the team and they are not allowed to participate in practice for a few minutes.

### Player Expectations

1. Have fun and always give your best effort.
2. I expect players to always show respect for the coaches, parents, and other players on the team.
3. Spend time outside of practice playing baseball.

### Parent Expectations

- 1) Please try to get your child to practice and games on time. I know this can be difficult at times and impossible at other times, but it's really hard to conduct practice or get ready for a game when players continually show up late. If you know your child will be late or won't be able to make it to a practice or game, please let me know in advance if possible.
- 2) Help out with team volunteer opportunities. We have a number of items that require parent help.
- 3) Get involved in playing baseball with your child. This may be helping out with at practice or playing catch in the yard on days we don't practice. Kids love it when their parents get involved. Repetition is also crucial for skill improvement. There simply isn't enough organized practice time for the kids. They need to work on the skills they learn at practice at home also.
- 4) Please encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice. Please cheer for your child during games, but try to keep from yelling instructions to them. Remember this is their opportunity to enjoy playing in the game. Much of the fun is lost if their Mom or Dad is always yelling instructions.
- 5) Please let me know if you have a problem with something or me that is happening. It holds true if your child isn't happy about something. I want to know if there is a problem right away. With this age group, very small things can cause a child to be upset. These problems can be fixed very easily if I know about them.
- 6) Safety is a primary concern for me. Unfortunately, I can't watch every child every second. If you see any situation that you believe is a safety concern, please step in and help. Make sure you follow up with me so I know what has happened.

I'm looking forward to a fun and rewarding season. If you have any questions or concerns, please don't hesitate to call me.

Sincerely,

Name

Phone Number

Email Address



Parent Volunteers

Coaching a baseball team is no small task. In order to make the job more manageable, volunteers are needed to help with some of the non--coaching activities. Please consider volunteering for one of the positions below.

<u>Responsibility</u>	<u>Volunteer</u>	<u>Phone Number</u>
Assistant Coach	Name	Number
Assistant Coach	Name	Number
Assistant Coach	Name	Number
LLLL Parent Representative	Name	Number
Scorekeeper	Name	Number
Backup Scorekeeper	Name	Number
Names on Jersey	Name	Number
Coordinate Team Photos	Name	Number
Organize Team Party	Name	Number
Coordinate Phone Tree	Name	Number
Organize Treat Schedule	Name	Number
Issue Team Calendar	Name	Number

