



2019 Coaches Handbook

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From everyone in the community we sincerely thank you for your time and dedication towards making our program one of the leading programs around the area. We understand that you are doing this voluntarily and we want to ensure we are giving you all the tools needed to be successful in your role as a Youth Baseball coach. This packet will serve as a guide as you enter our park's program.

Head Coach Responsibilities Include:

Evaluations/Draft

- As head coach you will evaluate the entire pool of players to help determine the draft order. Players will be evaluated on a scale of 1-9 on separate categories. *(there are no evaluations for Pre-Tee players)*
- We use a 1-9 scale to help set apart kids who may have all the same scores and end up in the same rounds.
 - ie 7 kids have a final score of 16 and fill up 3 rounds but the next round has players scored at a 12.

Selection Team Staff/ Team Responsibilities

- Setting Expectations
- Communication within Team Staff/ Parents on team
- Behavior of players, fans, and other coaches

Mandatory Meetings

You are required as the Head Coach to attend a few events throughout the season. This includes evaluations, draft, coach's clinic and any other pop up meeting that may be required. If you are unable to attend you need to communicate with your League Director, and send someone from the team staff in your place.

Practices

- The board will help support you in creating a practice plan however it is ultimately up to you to determine how you want your practice to run.
- Age groups will differ and skill levels amongst players will differ. You must be focused on developing and growing all players and their various skill levels.

Game Day Responsibilities

- ***Home Team-White Jersey Away Team- Blue Jersey***
- Batting Cages:
 - *Home Team- 1 hr before game (20 min)*
 - *Away Team- 40 min before game (20 min)*
 - *The games will start on time and will not be delayed if your team is still in the cages.*
- If you are the first game on your field for the day you are responsible for preparing the field. You should arrive early enough to comply with this policy in its entirety as the games behind you depend on this being completed
 - If you are unable to complete this task one of your assistant coaches should be able to complete this prior to game time.
 - If no one from your team fulfills this responsibility you must communicate with your league director at least 24 hours in advance
 - *Best Practice: Get to know your other coaches the AWAY team coach may be able to help you out if you let them know ahead of time. Remember One Family: One Dacula*

Selection of Team Staff

Freezes

- As a new coach you may or may not have any freezes outside of your own children. This is perfectly normal and as you continue to coach in the program you will develop your own freezes as time goes on.
- The league allows you to have a total of (4) freezes per team. Your child will serve as a freeze.
- If a “Freeze” player does not attend evaluations, he/she will be rated as a 1st round draft pick, unless a majority of the Managers in the league agree to a different draft round.
- If one (1) of the siblings is a “freeze” the second sibling will also be considered a “freeze” unless the majority of the managers agree to allow the sibling to be a draft pick outside of a “freeze”.
- Siblings must be drafted together. If a Manager drafts sibling, each player will be considered that Manager’s pick in the round in which the player was evaluated
- A “Rideshare” Freeze will not be allowed unless approved prior by the Baseball Board. These will only come in extreme hardship cases to prevent teams from having more than the allowed number of freezes.

Assistant Coaches

- Head Coaches will decide who they will select as an assistant coach/coaches. Background check must be in the system and be an approved volunteer for the program.
- Head Coaches are responsible for the actions of your coaching staff on/off the field while in the park. Any problems with a coach your league director will reach out to you to correct the situation. If you are unable to resolve the league director will step in to make the needed changes to protect the integrity of our baseball program.

Team Mom

- It is entirely up to the Head Coach who they will select as an Team Mom/Dad. They must have completed their background check in the system and be an approved volunteer for the program.
- While they will have their own tasks associated with their role. Ultimately their actions or lack of action to comply is your responsibility.
- You should ensure you are getting all needed communication that comes down from the Team Mom/Team Dad group to make sure your team is in compliance.
- If you are having difficulty with your own selected Team Mom, you need to report back to the Team Mom/Team Dad Coordinator, and your League Director, within an appropriate amount of time, to work on a solution.
 - If you have an issue the day of a required task this is not an appropriate amount of time to come up with a solution.
- If you are unable to find a Team Mom/Team Dad you will fulfill all their responsibilities in addition to all coaching duties.

Team Mom/ Team Dad Coordinators:

Brenda Strickland | brendart@gmail.com | 678-697-0598

Jessica Dickens | jessicadickens84@gmail.com | 770-714-7672

Team Communication



The number one complaint from most teams is a “lack of communication”. By setting expectations of how you will be communicating to the team early on will set you up for success.

Key for Success:

- Send a welcome email to your team after the draft. Give them some background on you if they do not know you. Request that they respond to you via text/email/call this helps you see who is responsive or who is not.
- Set your expectations -- identify where you will be putting all further communication *ie. Team Manager etc*

If you allow some parents who want email, some text, some on the app you will find yourself working harder than need be. Both of the applications above are free to use and most coaches in the league use one or another. Also if your child plays multiple sports one of those apps will be used more than likely.

Keys For Success:

1. *Input your Game/Practice Schedule On The App*
 - a. *Utilize the RSVP system*
 - b. *Include notes about location, batting cages first, uniform color*
2. *Give Team Mom/Dad- Assistant Coaches Admin*
 - a. *Helps lessen your workload if you need that, but communicate your expectations if other people are admins.*
3. *Use for weather announcements, practice cancellations or other announcements.*

DAA -Code of Conduct

It is the goal of the DAA to promote the development of strong character, attitude, sense of responsibility, and citizenship in our young athletes. DAA works to achieve this goal through fair play, and good sportsmanship with adult leaders as role models.

It is strictly against the DAA policy for any person either as participant, coach, or spectator to engage in argument, use abusive language, make threatening gestures, or otherwise direct harassment towards umpires, coaches, players, or league officials. Any players caught fighting or consuming any controlled substance will be suspended from league play for an amount of time to be determined by the League Director and DAA board.

Failure to abide by this policy will result in removal from the park. Any further incidents may result in permanent suspension from DAA.

Background Check

In a continuing effort to keep our children safe, all volunteers including Assistant Coaches, Team Mom/Dad are required to submit a background check seasonally. The board will assist in ensuring all volunteers have completed the background check, but it is your responsibility to ensure this is completed. Please understand that take the safety of our children seriously which is why we must have this completed prior to allowing them to assist running the team.

To submit:

1. Visit the www.dacula.com website
2. Click on Volunteers | Age Group| Find the role and select
3. Complete all required information and submit.

Spring 2019 Baseball Board & Contact Information

Ted Thomas - Baseball Director- 404-668-4198 teddawg@bellsouth.net
Lynn Hutchinson- Assistant Baseball Director- 678-697-2090 lhutch72@gmail.com

League Directors

Pony & Senior Director: Ted Thomas 404-668-4198 : teddawg@bellsouth.net
Pony & Senior Director: Scott Rose 770-527-1733 : fsfwa93@aol.com
Major Director : Vacant
Minor Director : Scott Kannigiser 678-614-6661 : scott.kannigiser@gmail.com
Pee-Wee Director : Reese Williams 678-577-9806:
reesewilliams1112@comcast.net
T-Ball & Pre-T Director : James Bagwell 404-895-4065 : bags442@yahoo.com
Travel Director : Cliff Durham 678-895-4591 : cliffdurham@hotmail.com

Please ensure that any issues that may arise you should be going to your league director first. The DAA baseball board has an open-door policy, however we do empower our league directors to make decisions for the league they are overseeing. If for any reason you are unable to reach your league director within an adequate amount of time do not hesitate to try someone else. Be reminded that several of our board members also serve as coaches and staff for various events so they may not be available at every given second.

Concession Stand

The main source of revenue for our park is our concession stand. It is imperative that you fulfill your teams shift when requested to cover. The number of times that your team will be responsible for the stand will depend on the size of all leagues in the park.

Your Team Mom/Dad will primarily own this piece for you, however it should be understood that it is ultimately your responsibility to make sure it's covered. Located below is an outline of what this looks like for your team.

- Your shift will consist of sending 3 people which is around a 2 hour shift.
- If you cannot fill your shift, it is still your responsibility to contact the concession stand manager in advance to see what options exist. If your team no-shows on the day of your shift it will result in disciplinary action against the team, including the head coach.

Failure to appear for your shift will result in a 1 game suspension for the head coach of the team. This is a non-negotiable as this is the revenue stream for our program.

Work with your Team Mom/Dad and ensure you are giving them the support they need to be successful on this.



Dacula Baseball -Gameday Coaches Policy

Coaches please note that if you are the first game of the day on your field the **home teams** are responsible for lining and preparing the field for the day's games. You should arrive early enough to take care of this in its entirety to not impede start time of games. The **home teams** are responsible for having someone keep the official scorebook, and run the digital scoreboard. In the event you are unable to complete the requested tasks you must inform your league director as soon as possible.

Both teams should be entering in their scores, and pitch counts respectively by 11:59PM EST the day of your game.

Please note that if you are the last game of the evening the **home teams** are responsible for putting the scorebook, scoreboard back into the equipment closet for your field. It is our shared responsibility to ensure that we are not losing equipment or damaging it we must adhere to these policies.

By signing below, you are accepting the responsibility and understand that failure to adhere to these gameday policies will result in the following which may include but are not limited to:

1st Offense - Written Warning*

2nd Offense -\$25 fine to the team account*

3rd Offense - \$35 fine & 1 game suspension from coaching*

(Head Coach Printed Name/League)

(Head Coach Signature)

Social Media Policy

4.1 Purpose of the policy: Social media serves an integral purpose for volunteers affiliated with the Dacula Athletic Association Organization. Social media applications are a source of instant communication and provide a mechanism for DAA volunteers (paid employees if applicable) to broadcast information to the public. The purpose of this policy is to define standards of acceptable and unacceptable behavior for DAA volunteers during the use of social media applications. This policy is specific to Social Media and does not supersede DAA's Code of Conduct.

4.2 Definition:

Social Media Applications: Any website, software program, mobile application or etc. used to communicate a message to another person. Examples include but are not limited to Facebook, LinkedIn, Instagram, Bulletin Boards, E-mail Clients (Outlook, Eudora Mac OS...)

DAA Volunteers: Board Members, Coaches, Team Moms or any position that is governed by DAA By-Laws.

Social Media Communication: Any DAA Volunteer that uses a Social Media Application to communicate a message to another individual(s).

Executive Board: President, Vice-President, Secretary, Treasurer, Co-Treasurer, Communications & Technical Director and the Directors of each sport.

Sports Board: All Board members currently serving on a sports board i.e. Football Board, Cheerleading Board...

4.3 Policy: DAA volunteers are in the public eye and are expected to remain respectful to the DAA organization. The DAA organization includes all board members, paid employees (if any), coaches, team moms, members, athletes and vendors. Any member of the DAA organization who uses a social media application to disparage DAA's reputation of its board members, paid employees (if any), coaches, team moms, parents, athletes and vendors is subject to violating this policy as well as DAA's code of conduct.

4.4 Enforcement: Each sports board is responsible for the enforcement of the Social Media Policy. Each sports board may have a Social Media Committee of three board members who is responsible for the investigation of allegations pertaining to the Social Media Policy. The Assistant Director must be a member of the Social Media Committee but is not required to Chair the Committee. Members of the Social Media Committee are selected by their respective board members.

An investigation is initiated once a formal complaint is received by any DAA volunteer within their respective sport. Anonymous complaints do not constitute a formal complaint. Upon completion of the investigation the Social Media Committee shall report all findings to their respective board and recommend a resolution. Resolutions may include but is not limited to warnings (must be documented), suspensions, removal/demoted from positions (remainder of current season to include playoffs and/or tournaments, deletion of social media accounts and etc.

The Sports Board as a whole will take a majority vote on the recommended resolution by the Social Media Committee or may conduct a majority vote on a different resolution pertaining to the investigation. During this voting process, in the event of a tie the Director the respective sport board is charged with levying a resolution.

4.5 Appeals Process: The DAA volunteer may elect to appeal the decision of the sports board and must notify the director of that sport in writing within (5) calendar days. The initial appeal is heard by the respective sports board. After meeting with the affect DAA volunteer the sports board shall vote on any amendments or upholding to the initial resolution. If DAA volunteer believe (after appeal to sports board) the decision is unjust, they can appeal to the Executive Board. The request for appeal must be sent in writing to the Executive Board Secretary within (5) calendars days of the final sports board's decision.