



# Hopewell Youth Baseball 2017 Coaches Manual

*“All kids need is a little help, a little hope and  
somebody who believes in them.”*

Hopewell Youth Baseball Association  
P.O Box 1214  
Aliquippa, PA 15001



MARCH 1, 2017

Coaches,

Thank you for choosing to donate your time to be a coach in Hopewell Youth Baseball! Your dedication and efforts are greatly appreciated. Whether you have coached before or not, this manual is designed to help serve as a guide for your upcoming season. In this document, you will find a variety of subjects that will assist in ensuring you are doing your part to not only serve your team but the entire baseball organization.

Thank you for taking time to review this information, should you have any questions please feel free to contact any of the board members listed below.

Best of luck this season!



## Important Information

### *League Contact Information*

League Website	Board Email Address
<a href="http://www.hopewellyouthbaseball.com">www.hopewellyouthbaseball.com</a>	<a href="mailto:boardofdirectors@hopewellyouthbaseball.com">boardofdirectors@hopewellyouthbaseball.com</a>

### *Board of Directors Contact Information*

Title	Name	Mobile Number	Email
President	David Gill	412.445.1313	<a href="mailto:gillmsn@comcast.net">gillmsn@comcast.net</a>
Vice President	Tony Triscila	412.906.8490	<a href="mailto:Tony.Triscila@safelite.com">Tony.Triscila@safelite.com</a>
Corresponding Secretary	Mike Smetana	412.779.9794	<a href="mailto:msmetana@mbakerintl.com">msmetana@mbakerintl.com</a>
Recording Secretary	Courtney Bibbee	724.987.2308	<a href="mailto:bibbeec@yahoo.com">bibbeec@yahoo.com</a>
Treasurer	Chris Kovell	412.582.9951	<a href="mailto:ackovell@comcast.net">ackovell@comcast.net</a>
Player Agent	Dave Gigliotti	412.298.5673	<a href="mailto:daveg9style@comcast.net">daveg9style@comcast.net</a>
Equipment Manager	Lenny Pusateri	724-644.7871	<a href="mailto:lenny_pusateri@yahoo.com">lenny_pusateri@yahoo.com</a>
Chief Umpire	Tommy Armour	724.650.6161	<a href="mailto:tommyarmour21@yahoo.com">tommyarmour21@yahoo.com</a>
Director of Uniforms	Ray Butter	724.513.8084	<a href="mailto:butter4life@gmail.com">butter4life@gmail.com</a>
Director of Concessions	Sarah Gigliotti		<a href="mailto:sjphillips9@hotmail.com">sjphillips9@hotmail.com</a>
Director of Fields	Mick Medich	724.407.8016	<a href="mailto:mickey.medich@gmail.com">mickey.medich@gmail.com</a>

### *General Meeting Schedule*

Meetings are held on the first Wednesday of each month at the Hopewell Municipal Building (excluding December & January)

- February 1 7:30 PM
- March 1 7:30 PM
- April 5 7:30 PM
- May 3 8:30 PM
- June 8:30 PM
- July 5 8:30 PM
- August 2 8:30 PM
- September 6 8:30 PM
- October 4 7:30 PM
- November 1 7:30



## Manual Contents

Clearances .....	5
Team Placement Drills .....	5
Draft .....	6
Practice .....	6
Uniform Distribution .....	7
Games .....	7
Scheduling .....	7
Fundraisers .....	8
Field Maintenance .....	8
Concession Stand Duties .....	8
Communication .....	9
Team/Individual Pictures .....	9
Player Parade .....	9
Memorial Day Classic .....	10
Equipment .....	10
Code of Conduct .....	11
All-Star Season .....	11
Hopewell Baseball Picnic .....	12



## Clearances

All head coaches and their assistants must complete a criminal background check and child abuse clearance before the beginning of the season. Links to the background checks and clearances are located on the HYBBA home page under the “Coaches Corner” section.



[Child Abuse Clearance](#)

[PA Criminal Background Check Link](#)

## Team Placement Drills

As a head coach, you will need to attend the player placement drills at the **High School Auxiliary Gym** to evaluate any players moving up a division and/ or new players. Players will be put through a variety of drills so you can determine where each child is developmental/skill wise.

The team placements session must be held before the draft.

**2017 Placement Drills: Saturday, February 25 @ Hopewell High School Auxiliary Gym.**

- Ages 7-8: 9:00 AM
- Ages 9-10: 10:30 AM
- Ages 11-12: 12:00 PM
- Ages 13-14: 1:30 PM



## Draft

Beginning with the Coaches Pitch division (7/8) a player draft will take place to determine the rosters for the upcoming season. The draft order is determined before the day of the draft (usually after player placement drills). If you are coaching your son or daughter, they will automatically be on your team and will count as a draft pick.

Typically, the entire player roster is reviewed by the coaches, and each child is given a ranking of 1 (lowest) or a 3 (best). The draft begins with the oldest age group (i.e. eight-year-olds for coach pitch) and will not end until every child is drafted to a team.

HYBBA will do its best to accommodate coach's requests made by parents but cannot guarantee that the requests will be granted.

The Player Agent (Tony Triscila) will attend each draft to keep a record and answer any questions you may have.

## Practice

Please make every attempt to put together a practice plan before your team's indoor and outdoor practices. This will help ensure that the players are getting the best practice experience possible and it will also keep you and your assistant coaches on the same page.

It is up to the coaches to decide on what skills they want to work on for each practice. There are many tools online that can help you formulate a practice plan and outline which drills may be beneficial for your team.

Keep practices up-tempo, competitive and most of all fun.



## Uniform Distribution

The Director of Uniforms will contact each coach to let them know when their team's uniforms are ready to be picked up. HYBBA provides shirts and hats for each player, the sizes are determined by the player's parents during the registration process. Pony League players will also be provided with pants.

Players will need to buy their pants (except Pony League), socks and baseball cleats for the season.

If you are missing any shirts or hats or have a player who needs a different size than the one they ordered, please contact the Director of Uniforms (Ray Butter) directly.

HYBBA will provide two coaches shirts and two hats free of charge; any additional shirts or hats will carry an additional fee that must be paid to the league.

## Games

All games are to be started on time as determined by the league schedule. Please be sure to study the game rules for your particular division and have a copy with you during games to potentially settle any disputes. There are no umpires for T-ball, Modified T-ball or Coaches Pitch.

In the event of adverse weather, please make a determination of when to call the game. As always the safety of our players and families should be a top priority.

Due to the lack of field availability, the scheduling of make-up games can be challenging. If you cannot come to an agreement on a date with the coach you are trying to reschedule with, then the game will not be made up. Please remember to inform the league of any canceled and rescheduled games as it will affect many different areas including umpires, concessions, and field maintenance.

## Scheduling

HYBBA will generate a game schedule. Once a schedule has been completed, each coach from your league will receive a copy for distribution. If any changes need to be made to the schedule (swapping or switches dates) the league needs to be notified immediately. Please do your best to communicate with all the coaches in your division.



Practice schedules will also be distributed to every team; this includes indoor (gym) practices and field practices when the weather is nice enough to go outside.

## Fundraisers

It will be the head coach's responsibility to distribute and collect all fundraising tickets for their team. HYBBA will send you an e-mail detailing when all the ticket stubs need to be collected and turned into the league. This year's drawing will take place on **Saturday, May 27<sup>th</sup>**, so tickets will need to be turned in on or before **Saturday, May 13<sup>th</sup>**.

## Field Maintenance

It is the job of the head coach and your assistants to help prepare the field before and after all games and practices. The home team will get the field ready (raked, lined & cleaned up) and the visiting team will take care of the field after the game (raked, dragged, cleaned up).

Also, the visiting team's coaches need to empty the garbage cans located around their field.

If you are playing a non-Hopewell team (i.e. Central Valley) it will be your responsibility to take care of the pregame and post-game field maintenance responsibilities.

The same responsibilities apply to practices your team holds at the Kane Road Field complex.

Failure to comply with field maintenance regulations will result in a warning after the first offense; the second offense will lead to further action as stipulated by the league.

HYBBA will send a mass e-mail to all baseball families outlining the times and dates for its "Field Days." This is a critical period where we ask volunteers to come and get the fields prepared for the start of the season.

## Concession Stand Duties

It is the responsibility of the head coach to contact the parents of your team and get a concession stand volunteer for all games in which you are the home team. Once all the games are filled with at least one volunteer, a schedule must be sent to the director of concessions.

Please send reminders about the concession stand schedule to your parents before each home game to help avoid confusion. Failure to have a volunteer from your team at the concession





stand will result in a warning after the first offense. The second offense will result in further action as stipulated by the board of directors.

## Communication

It is vital that you communicate any and all updates concerning your team to the parents in a timely matter. While e-mail is likely the best and most effect means of communication, it is always a good idea to follow up with texts or phone calls as well.

HYBBA would like to stress that there is no such thing as “over communication” when it comes to information sharing with your baseball families.

HYBBA will send out important reminders throughout the year in the form of a blast e-mail.

The number one complaint the league receives about coaches is in regards to communications. If the league finds that a coach is not communicating properly with their team, it will have an influence on your future as a coach in our league.

## Team/Individual Pictures

HYBBA will send all coaches a schedule for the team and individual player pictures at least one week before the actual pictures take place. Pictures typically take place at the Jr. HS gym and occur during our Opening Day Weekend of games. Please plan to arrive 15 minutes before your scheduled time.

Picture forms can be printed from our HYBBA home page, but we encourage coaches to print forms and give them to your baseball parents at practices.

**2017 Picture Days: Friday, April 21<sup>st</sup> and Saturday, April 22<sup>nd</sup> @ Hopewell Jr. High Lower Gym (Gym B)**

## Player Parade

Our annual player parade takes place on the Thursday before our Opening Day weekend starting behind the Sr. HS near the varsity baseball field. Coaches need to be present to walk with their teams for the entire parade route which ends behind the Jr. HS. Players are allowed to bring candy to throw to the crowd during this event.



It is important that the coach's stay with their teams at the parades end to make sure each child has been picked up by their parent or guardian.

**2017 Player Parade: Thursday, April 20 @ 6:30 PM.**

## Memorial Day Classic

Each year the HYBBA hosts its annual Memorial Day Classic as a treat for our players and baseball families. The event is not mandatory, but we encourage all players and families to try and take part if possible.

Coaches will be given a sign-up sheet to distribute to all players on their team. Those who are going to participate need to give you back the completed forms so you can turn them into the league.

The day consists of a series of exhibition games where the rosters are split up. Each child will receive a free T-shirt as well as food from the concession stand.

Coaches will be notified by the league if they need help managing one of the teams for the event.

**2017 (17<sup>th</sup> Annual Memorial Day Classic will be Saturday, May 27)**

## Equipment

Equipment Manager will be given a list of coach names from the board for T-Ball, Modified T-Ball, Coach Pitch, Minors, Little League and Pony.

Coaches are notified via Mass Text, individual text or phone call with a time for pick up.

Coaches receive:

- T-Ball & Modified T-Ball: 1 bucket of practice balls, 1 dozen game balls and a dry erase line up board.
- Coach Pitch: 1 bucket practice balls, 1 dozen game balls, scorebook, Equipment bag, catchers gear (no catcher's mitt), heart protector, face guard and dry erase line up board.
- Minors -- 1 bucket practice balls, 1 dozen game balls, scorebook, equipment bag, catchers gear with knee savers, catcher's mitt and a dry erase lineup board.
- Little League -- 1 bucket practice balls, 1 dozen game balls, scorebook, Equipment bag, catchers gear with knee savers, catcher's mitt, and a dry erase lineup board.
- Pony -- 1 bucket practice balls, 1 dozen game balls, scorebook, Equipment bag, catchers gear with knee savers, catcher's mitt and a dry erase lineup board.
- Colt -- 2 dozen game balls.



Practice buckets are passed out to new coaches first, and then on an as-needed basis for existing coaches if available.

Pitch counters left-handed catchers mitts, bat weights and lineup cards are passed out if needed or requested.

All equipment (including practice balls) should be collected after all-star games to ensure fall ball coaches have equipment.

## Code of Conduct

All coaches are to adhere to a proper code of conduct when dealing with the players, umpires, opposing teams, and spectators. HYBBA will not tolerate poor sportsmanship, foul language, violence or anything that can destroy the baseball experience of our players.

If the Board of Directors is notified of an incident, there will be an investigation that takes place. Failure to uphold a proper code of conduct could result in your immediate removal as coach.

## All-Star Season

Beginning with the Coaches Pitch division (7/8) there will be an All-Star team selected for each age group. If you are interested in being the head coach for an age group, you will need to submit an All-Star coach application to the league for consideration. The league will send an e-mail at the appropriate time to all coaches with instructions. Head coach decisions are made by the President, Vice President and Player Agent of the HYBBA.

You may be asked by whoever is named the All-Star coach to recommend a couple of players from your team as potential candidates for the All-Star team. It is up to the individual player and their family to make the decision on whether they will try out or not. Try-outs usually begin in the middle of May and last until the end of the month.

All-Star season is a big commitment; usually beginning in June and lasting through the end of July. Teams play an average of three to four tournaments during the summer.

Most All-Star teams consist of the best 10-12 players from each age group which will be determined by the head coach. You will need to notify the players who made the team as well as the players who did not make the cut.



## Hopewell Baseball Picnic

Help us celebrate another successful year as we gather for an evening of family, friends, and food at the Hopewell Community Park. All players, coaches and their families are invited to the end of year blast. There are prizes, food, and drinks for all. Additionally, Fall baseball signups will have an “in-person” registration during the picnic. Board Elections also take place at this end of season event.

**2017 Picnic: Wednesday, July 26 @ 6:00 PM @ Hopewell Community Park**