

# HANGTOWN LITTLE LEAGUE REQUIRED RESPONSIBILITIES & TRAINING FOR MANAGERS AND COACHES

## **Required Responsibilities**

1. Make sure you have a completed Medical Release for each of your players. These forms MUST be with you at each practice and game.
2. Follow District 54's Covid Risk Mitigation Procedure, which can be found on the Hangtown Little League website at [hangtownll.com](http://hangtownll.com).
3. Report any players not able to play due to possible Covid exposure, quarantine, or infection to the League Safety Officer.
4. Report any accident or injury that requires a player to be removed from a game or practice and which precludes him/her from returning to the game or practice where accident or injury as occurred. Should this take place you must complete the League's accident reporting form, which can be found on the League's website. Completed accident forms must be provided within 24-48 hours of the incident to both your Player Agent and either the League President or Safety Officer.
4. If you have not done so already, complete the Volunteer Opportunities application on the Hangtown Little League website.
5. Complete your background check through JDP. A link will be provided to you by the League's Safety Officer this will allow you to directly access the JDP website. We do it this way so that you will only be supplying your personal information directly to JDP.
6. Once HTLL's application with the California Department of Justice (DOJ) is completed and the fingerprinting process has been set up you will be required to complete Live Scan fingerprinting, which will be good for your Little League life. We will notify you when and where this will occur. These fingerprints will be run through the DOJ databases and is being done for the purpose of weeding out people who have committed sex offenses with minors. It is required by Little League International and by

state law. Little League will check compliance, so again, make sure you get it done.

7. Read and follow the Coaches Code of Conduct, which you will find in this packet.

8. Inspect the fields before every practice and game - copies of the checklists for this are in this packet. We need a written inspection form filled out and returned to your player agent **only** if you find problems which you yourself cannot correct.

9. Be familiar with the Official Rules of Little League Baseball. Little League Rule Books can be found in each snack bar location. If you would like a copy of your own reach out to your Player Agent. You can also download the Little League Rule Book app on your smart phone device.

### **Required Training**

1. Familiarize yourself on how to coach baseball fundamentals. While District 54 may provide a coaching clinic at some time in the future (we will notify you if and when that occurs), in the meantime, use the Big Al baseball videos, which are available to you on the District website, [ca54littleleague.com](http://ca54littleleague.com). A QR Code for accessing this website is also included in this packet. To access the videos, apply for a membership, and then use the District 54 membership code: CA542022, to get your membership for free. These videos are an excellent resource for managers and coaches on all aspects of the game, especially if you haven't coached before.

2. Each manager and coach is required to complete the following training modules on an annual basis:

- a) CDC Heads Up concussion training.
- b) Sudden Cardiac Arrest (SCA) Prevention training.
- c) SafeSport Child Protection Program training – Abuse Awareness for Adults.

Each of these training modules can be found on the District 54 website. For your convenience we have included a QR code so you may directly access each of these training modules. You will find these QR codes included in

this packet. After you have completed this training, notify your Player Agent so that we can keep track of who has done it and who hasn't. This is a Little League and federal requirement.

3. Lastly, at least one manager or coach from each team is required to attend a safety clinic each year. This year, we are utilizing the recorded District 54 safety clinic which is available on the District 54 website. In order to receive your certificate, you are required to complete the Google form provided at the end of the presentation. Notify your Player Agent after someone completes this training.

To all of you - we very much appreciate your willingness to step up and teach our kids the joy of playing baseball. Should you have any questions regarding these responsibilities or requirements, please reach out to your Player Agent.

Thank you,  
Hangtown Little League Board

## HANGTOWN LITTLE LEAGUE COACH/MANAGER CODE OF CONDUCT

The function of a Manager and Coach (including Assistant Coaches) is to ensure a positive baseball experience for all players regardless of ability. Managers and Coaches are to serve as advisors, mentors and positive role models for all of our players, which can have a lasting impact on a player's life. In addition to this, those volunteering their time to manage and/or coach are also acting as the face of Hangtown Little League (HTLL) baseball. Given this, the following Code of Conduct has been adopted by the board of the HTLL:

### **Conduct, Rules, and Ethics**

1. You will be a positive role model for the athletes you coach and demonstrate what fair play and sportsmanship is to all your players.
2. You will do what you can to enhance the sportsmanship exhibited by the other coaches/managers, players, and parents associated with your team.
3. You will respect and support contest officials, and will not engage in conduct which would incite players or spectators against the officials.
4. You will teach good baseball skills and allow your players to have fun in the process.
5. Verbal abuse of an umpire, other coach, player, or spectator, including obscene gestures, is not tolerated. The offender may be removed from the game field at the discretion of an umpire or a HTLL board member, and will leave the field if and when told to do so.
6. Coaches and managers will refrain from complaining about perceived "bad calls" to their players and spectators.
7. All discussions with umpires and members of the opposing team (specifically including but not limited to their coaches and managers) will be held in conversational tones, and under no circumstances will a coach or manager yell at an umpire, coach, player, parent or spectator on the other team, before, during, or after a game. This does not prevent a coach or manager shouting to another coach or player on their own team during the course of a play as part of that play.
8. Profanity is expressly forbidden at all times and in all circumstances.
9. Physical abuse and/or aggressive/inappropriate physical contact with any player, coach, umpire, parent, or spectator is also expressly prohibited. HTLL has a "zero tolerance" policy for both, and any breach of this rule is grounds for immediate termination, as well as prohibition from coaching or managing in the future.
10. Baseball is a game of interpretations, and as a result, disputes occur from time to time. All disputes that are taken up with an umpire will be only made the by the manager or acting manager of the team, and will be handled with decorum and in a civilized manner. Once the umpire makes his/her final ruling, the manager will make no further on field protest. Off field protests may be logged with the HTLL Board, through the Division Player Agent, if you still feel aggrieved.

11. Keep in mind that most umpires, like your players, are in training. While all umpires occasionally make mistakes, you must always give the umpire the respect that their position in the game deserves and demands. Disciplinary action will be taken, if at any time, our umpires are mistreated or their safety was/is at risk. Any corrections, training or concerns should go to the player agent who will inform the Umpire In Chief. It is the UIC's job to train the Umpires, not coaches. You should never speak to an umpire directly about calls during the game, or after.

12. You are responsible for caring for the team equipment delegated to you for your use. You will make sure that all league-provided equipment is returned to HTLL at the end of the season in clean condition.

13. You are also responsible for the care of the field, including chalking the lines and batter's boxes, if necessary, prior to the game, as well as cleaning up the dugouts and stands after games.

14. You must maintain an open line of communication with players and their parents, and inform them of practices and games in a timely manner. When approached by a parent to discuss any issue, you must interact with and respond to them in a courteous manner.

15. You must make every available effort to attend all required coach/manager meetings, including all required safety clinics. If you are unable to attend, you must ensure that an assistant coach on your team attends that meeting on your behalf. If you miss the in-person safety clinic, you must attend one of the makeup clinics available online.

### **Handling of Violations**

Potential violations of the foregoing Code of Conduct and Rules, when brought to the attention of the HTLL Board, will be handled by HTLL's "Coach/Manager Conduct Committee", consisting of the Chief Umpire as chair, the HTLL Vice-President, a disinterested Board Member, and the Player Agent of the involved Division. If one or more of the committee members has a conflict of interest another Player Agent/HTLL Board Member will act in their place. A minimum of three members is necessary to make findings of fact concerning the potential violation, as well as the recommendation as to appropriate discipline for any violation(s), if found to be true. Those findings of fact and recommendations will then be presented to the HTLL Board, who will then, at their discretion, make the final determination on the matter. HTLL believes in a system of progressive discipline appropriate to the violation and the history of the offender. Potential disciplines for found violations range from a verbal warning, formal write-up, to temporary or permanent suspension from coaching or managing in the future, and may further include such future terms and conditions as the HTLL Board deems appropriate.

### Hangtown Little League Safety Checklist

1. Play area should be inspected before every practice and game for holes damage, stones, glass, and other foreign objects
2. Equipment should be inspected regularly for proper fit and condition.
3. Only players, managers, coaches and umpires are allowed on the playing field and in dugouts during games and practice sessions.
4. All male players must wear a protective cup during games and practice sessions.
5. Jewelry, rings, pins, watches or other metallic items are not permitted on any player
6. A player cannot play if he/she has a cast on any part of his/her body.
7. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by spectators.
8. Batting helmets must be worn when batting and baserunning.
9. Batting helmets must be worn by a player when acting as a first base coach.
10. Catcher's helmets must be NOCSAE approved and have a dangling throat guard.
11. When warming up pitchers, catchers must wear a helmet with a dangling throat guard and a cup, at minimum. This applies between innings and in the bullpen during a game and during practices.
12. Managers and Coaches may NOT warm up pitchers before or during a game.
13. Catchers behind the plate during practices and games, must wear a helmet with throat guard, long-model chest protector, cup, and shin protectors.
14. No player may hold a bat, including in the dugout, until it is his/her turn to bat. There is no on deck circle below the Intermediate level.
15. Weighted bat doughnuts are prohibited.
16. During practice and games, all players should be alert and watching the batter each pitch.
17. "Horse Play" should not be allowed on the field or in the dugout.
18. Except when runner is returning to a base, head-first slides are NOT PERMITTED below Intermediate level.
19. During sliding practice, bases should not be strapped down or anchored.
20. Pitching machines must only be operated by adult managers and coaches.
21. Equipment thrown in anger or frustration is a danger and is strictly prohibited.
22. Play only with adequate lighting.
23. One manager or coach has to remain at the field until all of their players have been released to a parent or guardian.
24. Where a player is injured and has to leave the game and is then unable to return because of that injury, the manager must file an accident report with the league

# Hangtown Little League

## Field Inspection Form



Team Name \_\_\_\_\_

Date \_\_\_\_\_

Field Name \_\_\_\_\_

Time \_\_\_\_\_

Inspector Name \_\_\_\_\_

Team Ph No: \_\_\_\_\_

### EQUIPMENT CHECK (Ensure properly fits)

**ALL PLAYERS:** ☐ Helmet ☐ Bats ☐ Spike Check ☐ Cups ☐ Chin Guard

**CATCHER'S GEAR:** ☐ Chest Protector ☐ Helmet ☐ Mask ☐ Shin Guard ☐ Cup ☐ Kneel Wedges

**FIRST AID KIT:** ☐ Ice Packs ☐ Cleansing Packs ☐ Band Aids ☐ Accident Reports ☐ Rubber Gloves

### FIELD CONDITIONS (Check all that apply)

**PRE-USE INSPECTION** Good Condition check yes or no

Yes	No	NA	Inspection Area
			Previous user raked fields
			Soil loose to provide safe sliding zones
			Running paths and sliding zones near bases leveled
			Holes, damage, rough or uneven spots
			Field clear of maintenance equipment
			Is field free of litter
			Glass, rocks and other debris & foreign objects
			Bases in good condition (free if damage, rips and tears)
			Is the Infield and outfield free of holes, mounds or ant hills
			Bleachers free of debris

Yes	No	NA	Inspection Area
			Pitcher's Mound in good condition
			Batter's Box, catcher's area and home plate in good condition
			Fields, Baselines and batter's boxes properly lined
			Large gaps or Unsafe conditions in the back stop fencing
			Dugouts, bleacher and scorekeeper are clean and litter free
			Are lights working properly
			Check the lights timer and ensure it's set past the ETA of the end of the game

			Damage to screens, fences edges or sharp fencing
			Dugouts condition before

**After Use Reminders:** Rake field after use ensure field, dug out, bleacher and scorekeeper areas are clean  
**Turn in before** each game or practice to the Board Member on Duty or the Slot at the Concession Stand.

NOTES/ HAZARDS \_\_\_\_\_

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\_\_\_\_\_  
Inspector Signature

\_\_\_\_\_  
Manager Signature

Hangtown Little League • E-mail address: [hangtownll@gmail.com](mailto:hangtownll@gmail.com)





## HAVE YOU:

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- ✓ Walked field for debris
- ✓ Inspect helmets, bats, catchers' gear
- ✓ Made sure a First Aid kit is available
- ✓ Checked conditions of fences, back-stops, bases and warning track
- ✓ Do you have a working telephone
- ✓ Held a warm-up drill



## Concussion Training

<https://www.cdc.gov/headsup/youthsports/training/>



## Sudden Cardiac Arrest Training

<https://epsavealife.org/sca-prevention-training/>



## Safe Sport Training

<https://www.littleleague.org/player-safety/child-protection-program/safesport-resources-parents/>



## League Contact Phone # & Email

[https://docs.google.com/document/d/1\\_uU\\_fohY7qqGTmRPgYZmaKeTq6yLTVEI/edit?usp=sharing&oid=116586001762439886368&rtpof=true&sd=true](https://docs.google.com/document/d/1_uU_fohY7qqGTmRPgYZmaKeTq6yLTVEI/edit?usp=sharing&oid=116586001762439886368&rtpof=true&sd=true)



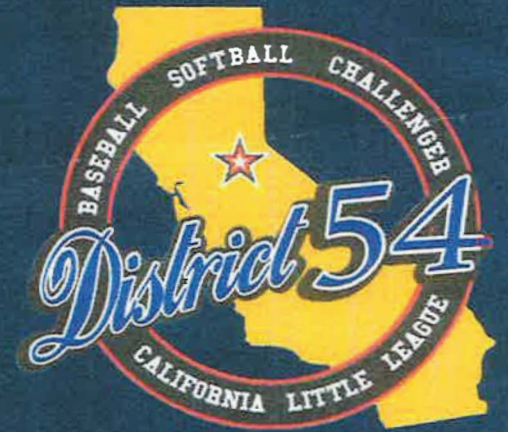
## Staff Contact Phone # & Email

<https://docs.google.com/document/d/1g-7cFvy-TV9zJzoO1sW4J9utFtJNbe1b/edit?usp=sharing&oid=116586001762439886368&rtpof=true&sd=true>



## District Web Site

<https://www.ca54littleleague.com/>



**Quick and Easy  
Access to Key  
Web Sites & Info**



**Scan Me**

**Little  
League**  
Official District  
California 54





## Little League Web Site

<https://www.littleleague.org/>



## Find A League Boundary

<https://www.littleleague.org/play-little-league/league-finder/>



## JDP - Background Check

<https://www.jdp.com/littleleague-backgroundcheck/>



## DATA Center

<https://apps.littleleague.org/dc/account/login>



## 2022 Age Chart Baseball

<https://www.littleleague.org/download-chart/oads/2022-baseball->



## Challenger

<http://www.district54challenger.com/>



## Little League Forms

<https://www.littleleague.org/forms-publications/#new-and-updated>



## Big Al Training

<https://bigalbaseball.com/>



## District COVID Update