



Coach Information Summary

Key information for all coaches heading into the season. Please read carefully.

Equipment

TEE BALL, COACH PITCH BASEBALL : Equipment is stored at **Valley View**. Use the equipment from the shed each week and leave it there when you're done — do not take it home.

COACH PITCH SOFTBALL : Equipment is kept in the shed at the **Middle School field**.

ROOKIE BALL, MINORS, MAJORS, JUNIORS: Coaches in these divisions will receive their own med kit, balls, helmets, and catcher's gear, as teams will be travelling to away games.

Fields & Scheduling

Early in the season before games begin, we will try to get older divisions **at least two practices per week**, depending on field availability and the number of teams. Once the season is underway, each team is scheduled for **one practice per week**. Additional practices can be booked by contacting the field scheduler, typically available starting the week before. This also allows flexibility to plan around potential rainouts.

Priority for additional practice slots is: **Juniors Softball** → **Majors** → **Minors** → **Rookie** → **Coach Pitch** → **Tee Ball**. Juniors Baseball practices on a separate field so there is no scheduling conflict there.

If there's a conflict, practices can be moved to a different date, time, or location when one is available.

The field schedule is available online on the **Little League website** and is kept up to date — make it a habit to check it regularly.

Games always take priority over practices. If a game needs to be made up, a scheduled practice may get bumped to accommodate it.

There will also be times when two teams need to share a field. Locations like **Valley View** and **Rose Hill** have plenty of space for this. If you're sharing a field, please coordinate with the other coach on site — be flexible, communicate, and make it work together.

Important:

No coach should be practicing or playing a game on a field unless it is documented in the field schedule. Unscheduled field use leads to multiple teams showing up at the same time.

Confirm Your Games

This is especially important for older divisions where we play other towns. The recommended best practice is to **confirm date, time, and location with the opposing coach the week before each game**. This avoids errors, confusion, and last-minute surprises for your families.

Communication

GameChanger is a great tool for communication and scheduling. Please reach out to your families 2 weeks before the season starts to introduce yourself and set expectations, including: Planned practice schedule and season start date, what to bring to practices, introduction of any assistant coaches, any other relevant team information

Field Prep & Cleanup

The **home team** coach is responsible for prepping the field before games. If you're running low on lime, contact the league president so he can request more from the town — please don't leave the next person without supplies.

If any equipment breaks or something needs attention, please communicate that to the league. After every game, please rake the field, collect all trash, and put equipment away before leaving.

Lock Codes & Keys

Lock box codes are for **coaches only** and must not be shared with anyone outside of the coaching staff — especially children. We have had issues in the past with kids gaining access to equipment sheds, and keeping codes confidential is critical to preventing that.

?? Reminder:

Always return keys to the lock box when you are done. Please do not take them with you.

Pitch Count Rules

Coaches in player pitch divisions must be knowledgeable about pitch count rules and **strictly adhere to them**. Player safety is the top priority — these rules exist to protect young arms and must be followed without exception.

Safety & Medical

Make sure every parent completes their child's **medical form** and returns it to you — this is very important and should not be overlooked. Keep the forms in your med kit and/or with your equipment so they're always accessible. They are especially helpful for having parent contact information on hand in an emergency. You can also ask parents to input their phone numbers into **GameChanger** so you have another way to reach them quickly if something comes up.

If you need to restock or replace any supplies in your med kit, reach out to the **Safety Director**.

If a player is injured and requires medical attention during a practice or game, you are required to **document the incident and report it to the Safety Director**. Please don't let this step get overlooked — timely reporting is important.

Parent Issues & Escalation

If a situation with a parent needs to be escalated beyond what you can handle as a coach, please follow this path: start with your **Division Director**, and if further escalation is needed, bring it to the **League President**. You don't have to handle difficult situations alone.

Game Balls

Game balls are expensive. If you have a ball that still has plenty of life in it from a previous game, use it for your next one. We don't need to open two brand new balls every game.