

**GREATER CANTON YOUTH
BASEBALL AND SOFTBALL
ASSOCIATION**



GREATER CANTON YOUTH BASEBALL AND SOFTBALL ASSOCIATION

Coaching Manual

2010

Welcome Coaches,

Thank you for volunteering to coach for the Greater Canton Youth Baseball and Softball Association (GCYBSA) The GCYBSA works in cooperation with local government and the schools to provide high quality baseball and softball programs for our community's youth. While we provide the framework for programs, you as coaches will have the most important job. In addition to teaching progressive baseball/softball skills, you will help these players learn the value of teamwork and sportsmanship.

In the pages to follow, you will find information about this organization and the guiding principles and philosophies of the GCYBSA.

The GCYBSA recognizes and appreciates the huge commitment you have made as a coach and are available to assist you in making this a great experience for everyone involved. The purpose of this handbook is to provide you with some general information and helpful tools as you go through your season.

Have a great season!

GCYBSA Board of Directors

GCYBSA Board 2010

Patrick Watson--President
Bob Kujawski-Vice President
Richard Reaume- (Plymouth Township)
Betty Bloch— (PCCS)
Ann Marie Carravallah—Secretary (Canton Township)

Dave Urquhart --Treasurer
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Keith Rubis

At time of publication, 2009 board positions listed.

Program Coordinator—Coralee Ott cott@canton-mi.org Weather and Information Hotline 734-394-5489

The Program Coordinator duties include registration, purchasing, and administration of all activities of GCYBSA. It is a paid position funded by a grant from GCYBSA to Canton Township.

Coralee Ott – Program Coordinator

Please direct questions to cott@canton-mi.org 734-394-5358

Coaches put the GREAT in Greater Canton Youth Baseball Softball Association

www.gcybsa.com

GCYBSA is pleased to have an enthusiastic group of volunteer coaches. To join this group, see coach application under “available to download” on the homepage of the website. New applications are required each year.

This manual is intended to answer many questions for new and returning coaches. GCYBSA hopes you will find it a useful tool and invites you to offer suggestions for its improvement.

Clinics

Clinics and Meeting for coaches are held throughout the year.

Information will be is posted on Coach Update
On main page of website www.gcybsa.com under “Recent News”
When updated, a new date appears next to Coach Update.

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Player Development

- **Teams are generally formed** by geographic location or request and players will be of differing skill levels. GCYBSA encourages the development of players. Each level adds new concepts and skills to the game. Coaches will meet after registration closes to receive final rosters.
- If the kids aren't having fun, the coach isn't having fun and if the coach isn't having fun.... Learning can be fun.
- Clinics will be offered for coaches. Coaches are encouraged to visit other coach's practices for ideas on coaching.
Clinic dates will post on website under "events" **and** under Coach Update
- If as a coach, you do not feel you have the proper teaching skills in a particular area, pitching, catching etc. Please contact someone at GCYBSA and we will attempt to put you in contact with someone who can help you.
- **AS a LEADER I:**
Establish goals, Use of democratic coaching style, Am a good role model, Develop leadership skills in the players, Have a positive relationship with umpires, Interact effectively with parents, Help players maximize their potential
- **AS a TEACHER I:**
Teach the necessary baseball/softball skills, Teach the skills using the proper sequence and progressions, Teach skills using understandable language, Realize athletes differ in their readiness to learn a new skill, Realize athletes learn skills at different rates and Teach MORE than just skills.
- **AS an ORGANIZER:**
Plan effective practices, Select very good assistant coaches, Have parents assist in the program, Attend to details, communicate effectively.

COACHING CONDUCT/GENERAL EXPECTATIONS

Good Sports = Good Sports!!!!

Coaches must at all times insure that the highest levels of sportsmanship are displayed by themselves, their assistant coaches, their players, and their team supporters. All people in any way related to the team must adhere to the GCYBSA Code of Conduct and we ask our coaches to be accountable for the behavior of their team and their spectators to the extent that it is reasonable. Conduct that includes: abusive or foul language, throwing of equipment, arguing with umpires, player humiliation will not be tolerated. The coach must submit an incident report for any coach, player, or spectator ejected by an umpire to GCYBSA within 24 hours of the incident. **Incident reports** may be found on line at www.gcybsa.com and submitted to cott@canton-mi.org.

Any player, coach or spectator ejected is required to sit out the next game unless an exception is granted by an approved GCYBSA representative designated by the Program Coordinator. The next game will be considered, the most immediate scheduled for a tournament, rainout or next on the league schedule. Sitting out during a scrimmage game does not count. The schedule may not be amended from point of ejection to next scheduled game. Repeat offenses may result in discipline included but not limited to the removal of coach, parent, player or spectator from GCYBSA activities.

Incident reports (see attached or available under downloads on homepage of website) must also be submitted within 24 hours for any injury or unusual occurrence at any game or team event.

GCYBSA Code of Conduct: I will remember that children participate to have fun and remember it's for the youth, placing the emotional and physical well-being of my child ahead of the personal desire to win. I will inform the coach of any physical disability or ailment that may affect the safety of my child and others. I will learn the rules and policies of the league. I pledge to be a positive role model for my child by showing respect, courtesy and positive support for players, coaches, umpires and opponents at all practices and games. I will not engage in ANY unsportsmanlike conduct, verbal, physical or gestures that takes away from a positive sports experience. I will not encourage any behaviors or practices that would endanger the health and well-being of all children. I will teach my child to treat other players, coaches, umpires and spectators with respect regardless of race, creed, color, sex, or ability. I will do my very best to make youth sports fun. I will promote a sports environment for my child that is free from drugs, tobacco and alcohol and I will refrain from their use. I understand that if I fail to abide by the code of conduct I will be subject to disciplinary action which could include warnings, suspensions, forfeits or termination of participation in the GCYBSA.

Practice and Season Planning

At each level of coaching, you will need to create a season plan. The objectives of this plan will involve skill development, conditioning, strategy, rules etc. By having a master plan or checklist, you will enable yourself to better monitor how you will help your team meet these goals.

Season Plan

Identify strengths and weakness areas of your players

- What do they know-what do they do well

Layout your season practice schedule- week 1 week 2 etc.

- Identify goals and objectives for season
- Identify skills you wish to address at each practice
- Evaluate progress after each practice/game
- Identify assistant coaches and parents who can help-consult league director if specific instruction is needed -they may have suggestions as to where to get help.

Practice Plan

Your practice plan objectives will consider many of the following:

- Time of season-pre, mid, early, late
- Skill Level Evaluation-knowing your players strengths and weaknesses
- Amount of practice time available
- Facilities and equipment
- Assistants

An effective practice plan should include:

- Warm-up time-while stretching-the coach can explain the outline of the practice
- Parents appreciate information on practice structures; this allows them to work with player at home on specific issues in between practices.
- To maximize the player involvement and to use time efficiently, practice stations should be used.
- Identify key stations, hitting, ground balls, throwing etc. Know before practice which coaches will run each station and which players will constitute a group for that practice. Ideally, if you have enough help, as head coach, you could go from station to station and evaluate progress.
- Be inventive, players enjoy new and different drills
- Encourage, don't criticize
- Provide incentives and rewards or turn drills into contests

Many current coaches encourage you to attend one of their practices.

Additional coaching materials are available on the GCYBSA website and at the Canton Public Library.

Online materials are found under the download heading “available for download” at the bottom right of the home page, and the “links” tab at the top of the page. These materials include:

Roster Rotations

Maps

Practice Drills

<http://www.qcbaseball.com>

<http://www.y-coach.com>

<http://www.baseballtips.com>

If you have come across additional resources, please let us know so we can share them with coaches.

Sample Practice Plans

| | | | |
|------------------------|--|---|--|
| Player attending | Cross out missing players | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 | |
| Warm-up 6:00-6:15 | Stretching, throwing run bases, toe touches, etc Outline practice objectives Break out to 3 groups of 5 Explain to group what will happen at each station | | This can occur before practice if you are Waiting on another team to finish |
| Stations | | | |
| 6:15-7:00 Skill | Station 1 Hitting | Station 2 Infield | Stations 3 Outfield |
| Coach/Parent | Bob | Joe | Amy |
| Players | 1 2 3 4 5 | 6 7 8 9 10 | 11 12 13 14 15 |
| Drill | 10-15 swings Hit ball off tee , soft toss etc Waiting players play catch behind backstop Pitchers warm up | Coach throws/hits ground balls fielders throw to designated base Rotate players from base to base if time permits | Throw/hit fly balls and line drives |
| Evaluate for | Stance, grip, contact | Ready position, 2 hand fielding throwing technique, quick release | 2 hand catching, throwing release going back on ball, relay throws backing up fielders |
| Rotates to | Station 3, 2 | Station 1, 3 | Station 2, 1 |
| Station 4 7:00-7:30 | All Players Bob Joe Amy | Situational play Pitcher Catcher Base running Fielding | Evaluate for Hitting, Fielding, Running Delivery, step to plate, contact with rubber catcher technique, blocking lead off, judgment technique, throw to proper base |
| Notes | Collin at soccer, #11 wants to try pitching, work with #15 on fly balls Remind parents about picture day May | | <u>Practice this at home—fly balls</u> |

Practice Plan

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Date: 4/10 Page: 1

| | |
|--|-------------------------------------|
| <p>Objectives: improve sacrifice bunt skills work on cut-offs to home base running 2nd to home</p> | <p>bullpen work for Tom and Ben</p> |
| <p>Time: 5:00 - 5:10 Activity: stretch and warm-up Details: get arms good and warm since we'll be moving right into cut-offs.</p> | |
| <p>Time: 5:10 - 5:20 Activity: Relay Throwing Race Details: see attached printout</p> | |
| <p>Time: 5:20 - 5:40 Activity: Cut-offs with runners Details: 3 runners at 2nd and home - 2 cut-off position players hit either fly or groundball to left field get through all outfielders a couple of times move drill to center then right switch runners and fielders.</p> | |
| <p>Time: 5:40 - 5:45 Activity: Details: deliver imaginary pitch to group. Players will work on grip, pivot, bat height and bunting pitches in different locations.</p> | |
| <p>Tom throws in bullpen. (balance point)</p> | |
| <p>Time: 5:45 - 6:15 Activity: Hitting Rotation Details: Station 3-6: Target Game - see attached printout Station 9-10: whiffle ball bunting Station 12: soft-toss with parent Station 1: 2 successful bunts before any hitting</p> | |
| <p>Ben throws in bullpen when Tom is done. Have Ben start at 1.</p> | |

Notes: I use this area to make notes about how the practice went. What went well, what didn't.

EQUIPMENT- What When and Where

Team Equipment

Each recreational team is given an equipment bag. In general, it will contain:

Bats 2-3

Helmets 5

Catcher's Equipment -- Mask, shin guards, chest protector-9u and above catcher mitt

First Aid Kit-Ice packs

Set of throw down bases

3 dozen balls (1 dozen for games, 2 dozen for practice)

Scorebook

Measuring Tape

Coaches should inspect equipment at the time it is picked up and throughout the season. Equipment should be checked for damage, loose screws etc. Damaged or ill fitting equipment should be returned for replacement.

Equipment pickup and return dates will be posted on the website. Most equipment pickup or return will be at Extra Space Storage on Canton Center Road between Warren and Hanford. The gate code is *4071492 and the shed number is *407. The shed is only available during posted shed hours.

If a coach is unable to make a posted time, he should try to get an assistant or parent to return or pick up the equipment. Bags should be cleaned out, and any items missing or in need of replacement should be marked. Coaches will be responsible for missing equipment and failure to return equipment bag.

Coaches Shirts are provided for Head Coach and 1 Asst. Each team will receive 3 hats/team for coaches. Information on obtaining additional shirts will be posted under "Coach Update" on the website.

Player Equipment

Team uniforms will be distributed at coach meeting or distribution date will be posted. Extras should be returned.

GCYBSA provides the following equipment for Recreational Leagues-(Travel Leagues will provide own)

- Batting helmets, catcher's equipment, bats, balls
- MLB T-shirt, MLB hat and socks.

Players are to provide the following:

- Baseball Glove-please instruct each player to put their name on all personal equipment.
- Baseball Pants (gray or white), shorts or sweat pants. Coaches may recommend but may not require specific color pants.
- Rubber Baseball Cleats or appropriate athletic shoes. Soccer cleats may be worn, but football cleats are prohibited. Metal cleats may be worn in 15U-18U or any league that GCYBSA approves.
- Protective cups.
- **PLAYERS MAY PROVIDE THEIR OWN EQUIPMENT** at their parent's own risk. Bats and helmets must meet certain specifications. Helmets provided by player should be worn by owner only, not shared with other teammates. GCYBSA provides helmets with face masks.

Rosters, Rules, Medical Information

Coaches or managers should receive a copy of their roster at the coaches meeting or via method selected by commissioner of that age group. This roster will include medical information and parent/emergency contacts for all players. This should be with you at all times during team events.

Please keep all of the following with you at all games/practices:

- First aid kit
- Copy of GCYBSA basic rules for your age group
- Roster with emergency phone numbers and medical history
- Important names and numbers-umpires, directors and parents
- Cell phone –someone with a cell phone should be at all events
- Practice Permit

Coaches should create a roster for parents that include player and parents names, phone #, email etc. This provides an easy way for parents to communicate and feel a part of the team. Occasionally you will have a player/parent who does not want their player's name on a public roster. Please respect their wish but if they opt to make their player "unlisted", the coach is not required to provide them with a team roster.

Hardship/Financial Assistance

Coaches may be aware of families that are struggling financially. Players may apply for assistance with registration fees by contacting cott@canton-mi.org

Game and Practice Fields

The Program Coordinator will assign a practice time and location and create a practice permit for you to use for fields and batting cages.

Fields are provided by Canton Township, Plymouth Township and Plymouth Canton Community Schools. There is a great demand for fields by many user groups. In general, teams are assigned to a "game" field for their scheduled game(s) and receive a permit for a practice field during the week or on the weekend. **Please carry your permit.**

Practice nights are determined by the coaches' availability and the availability of fields. Practices are generally held once per week. Practice locations are assigned to coaches by considering the field size needed; age level of team and night requested. Coaches will submit a **practice day request** prior to season start.

In general, 9u teams and above will practice on weekends as 8U and below need weekdays for practice. No 9u and above teams will receive weekday assignments until all 8U and below are scheduled. Practice fields are limited and teams may be required to share practice areas. Not all fields have dirt infields. Grass areas are used to supplement practice fields. Games will always take precedent over practices.

On the permits, coaches are given information as to where other coaches in their age group will practice to allow for collaboration, game reschedules, etc. Please check your field availability regularly by going to www.gcybsa.com click on "schedules" tab, then go to Field drop down box and find your field.

There are several reasons that you could be bumped from a practice field. You may be bumped when: a game needs to take place, a facility is being used for an alternate activity (NO USE) or construction is occurring. Although we try to contact you to let you know, it is best if you help us by checking the site. Most times, bumping your practice involves a game location change and several things had to occur already including umpires moving, multiple teams moving, your contact may get lost in that shuffle.

A “No Use” date may appear on the website for your facility. “No use” means that this facility is closed to use for that day even if the baseball field are not directly affected. Generally, this means the school/park is hosting an activity and even though the baseball field is open, the entire facility is off limits due to parking issues. This will primarily affect practices but occasionally games will be affected. Please check your field availability by going to www.gcybsa.com click on “schedules” tab, then go to Field drop down box and find your field.

Fields are assigned by age group and/or the appropriateness of the facility to an age group. As there are not enough facilities to go around, please anticipate that your practice field may not have a dirt infield and that you may be asked to share with another team. Well planned practices can be conducted on any surface.

Make Up or Extra use of Practice Fields

Saturday, starting at 4pm, will be the designated practice makeup days/nights. If your weeknight practice is rained out, your location is unavailable or your team is looking for additional practice time, Saturday nights will be left open at several locations. These fields are “walk on” first come, first serve use. The time increments will be listed on the general permits you receive in the beginning of the season. **A permit will NOT be issued for this additional time so there is no need to contact the GCYBSA office.** Please check the website to insure that neither games nor NO USE days are scheduled for these locations. Again, please check your field availability by going to www.gcybsa.com click on “schedules” tab, then go to Field drop down box and find your field. **There is NO walk on practice allowed at Plymouth Township Park.**

Another option is to call another coach to see if you can share space with them during their practice.

Teams practicing at locations other than permitted fields do so at their own risk. If you have found a good location to add to our list, let the Program Coordinator know so that can be listed on our insurance.

Rules for Fields

Please observe the following rules when using community fields:

- No pets allowed on or around fields during practice or games
- Clean up after games and practices
- Observe “no parking areas, do not park on grass or drive on property-many school properties have asphalt areas behind the schools that are not designed for parking
- Respect all park authorities and understand park rules
- Report any field issues

- **Coaches should always have at least one (2 or more are recommended) other parent or coach in attendance at practice for the safety of all parties involved.**
- **Never leave a game or practice until all players from all teams have been picked up. If you have a younger umpire, make sure he/she has transportation arrangements or in the event of inclement weather a safe place to sit until picked up.**

Parking

Safety is the highest concern when lots of children are around. Please strictly observe parking restrictions at all locations. Vehicles are not to be driven to fields or around the back of school buildings. Specific parking instruction includes:

- No parking along the service drive to Plymouth High School (Fields #1 and # 2.)
- Teams should not use the service drive by Plymouth High School between the concession stands and the high school to (Field #5.)
- Park in designated areas only at Plymouth Township Park.
- No Parking behind Discovery Middle School or Pioneer Middle School.
- No driving or parking on any school grass.

Parent Involvement

The key to a more successful and personally rewarding season!!!!

- Getting parents involved from the start will create an “our team” attitude which will be extremely helpful to you as coach throughout the season
- Call your players/parents as soon as you get your roster. In 2009 Rosters will be posted online and your email will be included
- Hold a parent meeting as soon as possible, introduce yourself and assistants if known

- Explain emergency procedures, weather etc. Identify people with CPR/First aid training
- Outline your practice plans for the season and coaching philosophy, **meet with parents throughout the season**
- Explain your expectations of players and parents regarding behavior, encouragement, pillars of character, attendance at practice/games, team procedures, safety, rules, equipment, communication
- Ask for help coaching-don't discount moms abilities
- Distribute roster, schedule, maps, rules, rainout procedures
- Make parents aware of all rules pertaining to league
- Discuss required equipment, glove, pants, shoes, water bottles, dugout rules etc
- Discuss field/park rules-clean-up, pets etc
- Identify a team manager to help with communication, snacks etc
- Ask for ideas/suggestions/questions
- Consider a 24 hour rule for complaints, if a parent is unhappy about a game or practice situation, ask them to consider it for 24 hours and then call you-it gives everyone time to "cool off"
- Create a handout recapping or specifying items discussed at the parent meeting-equipment needs, procedures etc. You should include the Code of Conduct for coaches, parents and players

Game Day Basics

Please consult GCYBSA Rules for Complete Information

Please have your players arrive 15 minutes before game

- Allows time for warm-up
- Allows time to prepare batting order-lineup exchange
- Allows time for field inspection-bases at correct length etc. Coaches will be responsible for agreeing on base paths-umpires will not do this

Game Start

- Both coaches will meet with umpire 5 minutes before start of game-make a note of his/her name-(Umpire-9U and above)
- Identify scorekeepers from each team and their location to umpire—

- Discuss basic rules, overthrows, boundaries, etc.
- Most of the younger groups will have young and often new umpires. As coaches we hope you will respect this and help them as they learn a rewarding new skill. Please limit your direct feedback to positive and encouraging remarks. Any problems or issues with umpires should be brought to the attention of the Umpire Director or your league director.
- Have another adult help in dugout, someone who can direct players to their positions and help the catcher with equipment

In the event an umpire does not show up for your game (9u and above):

- Call 734- 483-5600 CSC
- Contact your director or commissioner
- If no umpire is available, coaches may agree to use a “pick-up” umpire-see general GYCBSA rules. Pick-up umpires will call balls and strikes from behind pitcher unless they have proper protective equipment.

Never leave a game or practice until all players from all teams have been picked up. If you have a younger umpire, make sure he/she has transportation arrangements or in the event of inclement weather a safe place to sit until picked up.

Game Schedules, Standings and Website—your main source for information.

Please check the website frequently for coaching information, www.gcybsa.com for games schedules, standings, and location changes, weather updates etc. or any changes.

Games should be played as scheduled. There will be times when there are conflicts for your team. Unless approved, games will be played as scheduled or forfeited.

Score Reporting Coaches will be given instruction on whom to report scores.

Rainouts/Severe Weather

- Coaches, parents and players should consult the website www.gcybsa.com for information on rainouts or field changes. Each coach should have a method that the team follows for weather issues. The website is the definitive source for weather information. The website may indicate that all games are cancelled; 8pm games cancelled or specific games at a particular location are cancelled.
- In general, we try to post cancellations no later than 45 minutes prior to game times. (this is not always an easy call to make) After that teams should report to fields for weather decision to be made at field.
- The Canton Sports Center Weather Hotline is also used 734-483-2913; **however**, not all fields are governed by CSC Weather Hotline. The weather hotline may suggest that games are delayed. GYCBSA game starts are never delayed by announcement on the hotline. In weather situations, the website www.gcybsa.com will indicate your instructions for the evening.
- In the event of severe weather, seek appropriate shelter away from trees, fences etc. Not all fields have lightening systems, therefore, at first sighting, the game will stop, coaches will get players to safety and play will not resume until 30 minutes after the last sighting of lightning. If 6pm games are cancelled, 8pm games may still be played depending on conditions.

Team Webpage

At this time, we are unable to open access to web pages to every team—coaches will be given instruction as to how to get pictures and other info posted on website.

Safe Release Bases/Field Work

- When playing at a field with safe-releasing bases (bases have a foam T shaped anchor) the cover of the base is designed to release when force is applied. The base cover has an arrow on it that should be pointed toward the pitcher's mound.
- In most cases, fields will be prepared for games. Bases are **not** moved for practice and teams should **not** move bases. In ground base anchors have plugs. If a base must be moved, be sure to find and replace the plug immediately.
- In certain situations, you may be asked to perform simple repair work on fields, raking etc. Any issues of concern regarding a specific field should be reported to cott@canton-mi.org.

**Please continue to next page for
Emergency Procedures**

**Greater Canton Youth Baseball and Softball Association
Emergency Procedures for Coaches
2010**

First Aid / Injury

If you are a witness to an emergency situation in which a player, coach, parent or spectator is in need of medical attention, the following actions should be taken:

- ***Immediately tend to the Injured Person*** Stay with injured party, assess their condition and details of incident until help arrives.
- ***Call for Help*** Via cell phone, contact EMS (9-1-1).
- ***Be Specific and Calm!*** Give the exact location (*I.E. Heritage Park, Field #3*), and seriousness of the injury with specific details of what happened (*I.E. baseball hit child on head attempting to catch fly ball*). It is important that you remain calm! An emergency facility locator is attached to this manual.
- ***Use the supplies in First Aid Kit*** to assist the injured person while waiting for EMS. Do not attempt to provide aid beyond your qualifications. Always request refills of items used from your first aid kit.
- ***Use Blood borne Pathogens rules*** when exposure to bleeding or other bodily fluids occurs. Use latex gloves or other precautions to prevent exposure, apply pressure to wound when there is profuse bleeding and keep the injury above the level of the heart if possible. Immediately wash hands and other skin surfaces if in contact with blood or other bodily fluids. The bloodied portion of the athlete's uniform must be properly disinfected or the uniform changed before the athlete may participate.

- **Review medical information on** the injured player's emergency medical form for medical history information and important contacts.
- **Call** emergency **contact** the player designated and inform them of the situation.
- **Crowd Control** Assist EMS personnel. Help manage the scene by keeping players, fans, away from the emergency situation. Assist with communications at the field/park.
- **Avoid** personally transporting injured players or allowing player to be transported by someone other than parent or emergency contact. **If ambulance transports** Designate an appropriate person to go with injured person to hospital.
- **Incident Report.** Make sure to fill out an incident report detailing the incident and or injury and get to the Program Coordinator within 24 hours

IMPORTANT PHONE NUMBERS

EMS: **911**

Canton Sports Center: (734) 483-5600

Public Safety: (734) 394-5400

Fire Department: (734)394-5400

Safety Precautions

Blood borne Pathogens

Blood borne pathogens are disease causing microorganisms that may be present in human blood or bodily fluids (examples are Hepatitis B virus and H.I.V.-human immunodeficiency virus). When cleaning blood or potentially infectious body fluids on material or person, universal precautions should be taken to prevent contact. Consider all fluids potentially infectious.

Bodily Fluid Clean-Up

In the event that blood or other bodily fluids are present on a person, item or surface, appropriate measures must be taken when cleaning. Latex gloves must be worn when attending to player or equipment. The player and any affected equipment should be removed from play. Play may resume if the injury or situation is safely and completely resolved and or contained. Whenever able and appropriate, parents should attend to situations involving any potentially infectious blood borne pathogen situation however, evaluate each situation appropriately and deliver first aid or assistance or seek emergency help (911) as soon as possible.

CPR and First Aid

It is highly recommended that as coaches you complete a CPR and First Aid training course. Identify parents and other coaches who have training in these areas.

Incident Reports

To be filled out after any injury

Never attempt to treat an injury beyond your ability. Always have another adult present at practice or team events for emergency situations and to protect you as a coach.

Seek proper medical care and contact parents as soon as possible. If even the smallest injury occurs during a practice or game, take the time to report it to parent. If ever in doubt, fill out an incident report.

Accident Prevention

Many injuries can be prevented by having rules and procedures in place and by having proper supervision at your events.

Most of the injuries that occurred in 2010 were not related directly to the game being played—occurring instead in and outside the dugout or playing field. Proper supervision is helpful in preventing unnecessary injury.

Greater Canton Youth Baseball and Softball Association INCIDENT REPORT FORM

Note: Use this form to report any injury, property damage or any incident which has the potential to cause injury or damage.

If there is a serious injury, call 911 immediately.

| | | |
|------------------------------|---|-------------------|
| Location: (be very specific) | | Time of incident: |
| Date of incident: | Name of Team/League: | |
| Outside Temperature: | General Weather Conditions: (cloudy, rainy, hot, humid, etc.) | |

| | | | |
|---|------------|--------------------------------|-----------------------------------|
| PERSONAL INJURY (check as appropriate) | | Guest <input type="checkbox"/> | Employee <input type="checkbox"/> |
| Name | | | |
| Street Address | | | |
| City | State | Zip | |
| Phone Number | Birth date | Male <input type="checkbox"/> | Female <input type="checkbox"/> |
| Name of Parent Contacted (if under 18) | | Time Parent was Contacted | |
| Nature of injury | | | |

| | | |
|--|--|--------------------------------|
| INCIDENT (check as appropriate) | Property Damage <input type="checkbox"/> | Other <input type="checkbox"/> |
| Nature of incident: (accident with vehicle, fight, drinking, etc.) | | |
| | | |
| | | |
| | | |

| |
|---|
| Describe in detail how the injury/incident occurred: (attach any supporting detail) |
| |
| |
| |
| |

Please see reverse side for additional information required to complete this report.

| Address | Entry Location | Emergency/Urgent Care | Miles/Drive Time |
|---|--|--|---------------------------------------|
| Allen # 1 & # 2 11000 N. Haggerty Road Plymouth, MI 48170 | off Haggerty between A.A. Road and A.A. Trail | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 5 Miles/8 Minutes |
| Bentley Elementary 1100 Sheldon Road Canton, MI 48188 | off Sheldon Road between Palmer and Cherry Hill | St. Joseph Mercy 1600 S. Canton Center Road Canton, MI 48188 734-398-7557 | 1 Mile/2 Minutes |
| Central Middle School # 1 & # 2 650 Church St. Plymouth, MI 48170 | off N. Main St, between A.A. Trail & Plymouth Road | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 4 Miles/9 Minutes 734-454-8001 |
| Canton Sports Center 46555 W. Michigan Ave. Canton, MI 48188 734-483-5600 | off Michigan Ave between Canton Ctr. and Beck | St. Joseph Mercy 1600 S. Canton Center Road Canton, MI 48188 734-398-7557 | 3 Miles/4 Minutes 734-398-7557 |
| Dearborn Heights #1 4900 Pardee Dearborn Heights, MI 48125 | off Pardee between Annapolis and Van Born Road | Oakwood Hospital & Medical Ctr. 18101 Oakwood Blvd. Dearborn, MI | 3 Miles/5 Minutes 313-593-7000 |
| Discovery Middle School # 1 & # 2 45083 Hanford Road Canton, MI 48187 | off Hanford between Canton Center and Sheldon | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | .5 Mile/1 Minute |
| Dodson Elementary 205 N. Beck Canton, MI 48187 | off Beck between Cherry Hill and Saltz | St. Joseph Mercy 1600 S. Canton Center Road Canton, MI 48188 734-398-7557 | 2 Miles/3 Minutes |
| East Middle School # 1 & # 2 1042 S. Mill St. Plymouth, MI 48170 | off S. Mill between A.A. Road and A.A. Trail | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 4 Miles/6 Minutes |
| Eriksson Elementary 1275 N. Haggerty Canton, MI 48187 | off Haggerty between Ford and Cherry Hill | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 3 Miles/4 Minutes |
| Fiegel Elementary 39750 Joy Road Plymouth, MI 48170 | off Joy between Haggerty Rd. and Newburgh | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 5 Miles/8 Minutes |
| Field Elementary # 1 & # 2 1000 S. Haggerty Road Canton, MI 48188 | off Haggerty between Cherry Hill and Palmer | St. Joseph Mercy 1600 S. Canton Center Road Canton, MI 48188 734-398-7557 | 3 Miles/5 Minutes |
| Flodin Park 43399 Saltz Road Canton, MI 48187 | off Saltz between Morton Taylor and Sheldon | St. Joseph Mercy 1600 S. Canton Center Road Canton, MI 48188 734-398-7557 | 3 Miles/5 Minutes |
| Gallimore Elementary 8375 N. Sheldon Rd. Canton, MI 48187 | off Sheldon between Joy Road and Warren Road | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 | 2 Miles/3 Minutes |

734-454-8001

Griffin Park # 1, # 2 & # 3 off Sheldon
7933 N. Sheldon Road between Joy Road
Canton, MI 48187 and Warren Road

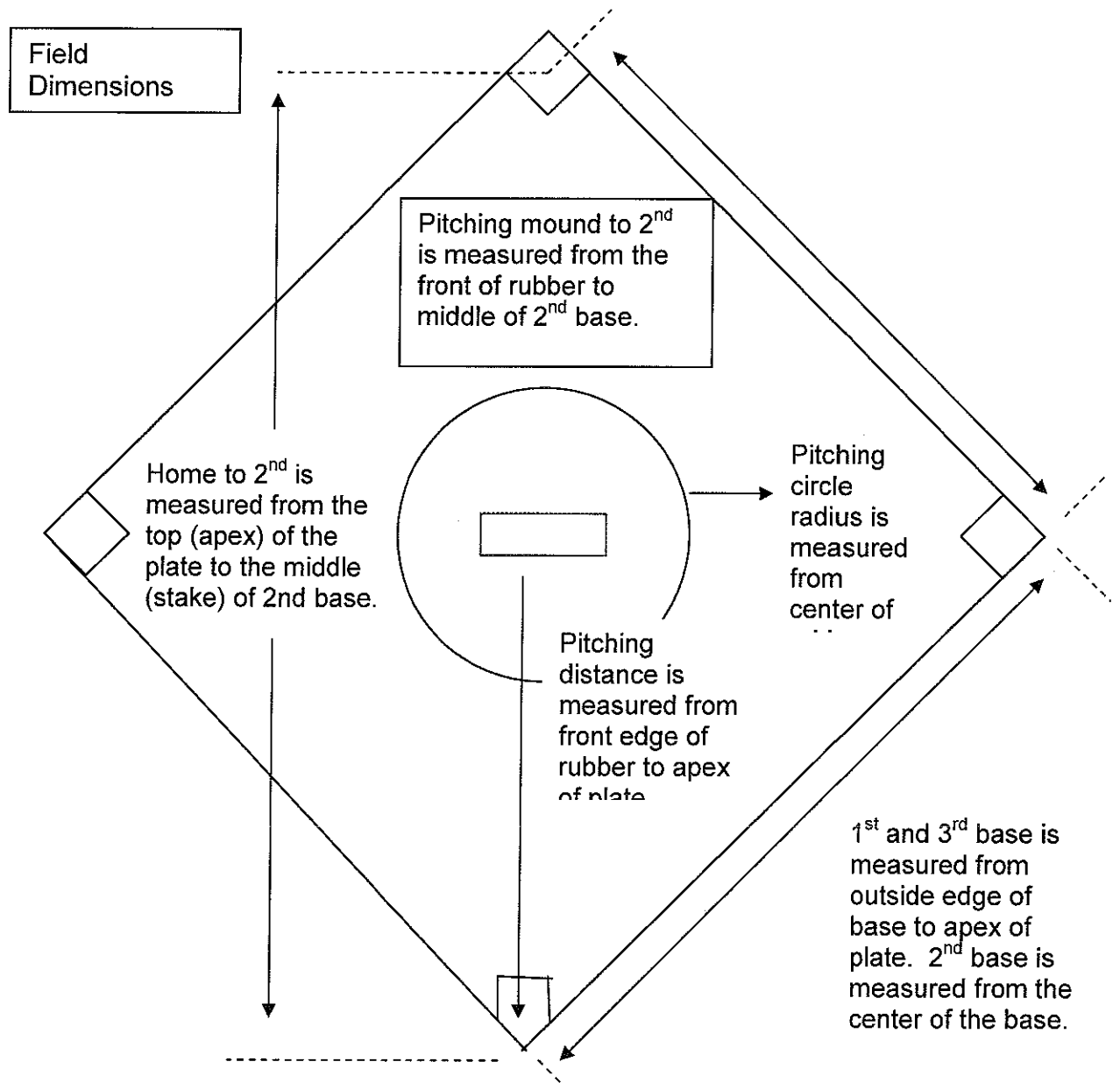
Oakwood Healthcare Systems
6487 N. Canton Center Road
Canton, MI 48187

1 Mile/2 Minutes

734-454-8001

| Address | Entry Location | Emergency/Urgent Care | Miles/Drive Time |
|---|---|--|-------------------|
| Heritage Park # 1, # 2 and # 3 1010 S. Canton Center Road Canton, MI 48188 | off Canton Center on Heritage Dr. between Cherry Hill and Palmer | St. Joseph Mercy 1600 S. Canton Center Road Canton, MI 48188 734-398-7557 | .5 Mile/1 Minutes |
| High School # 1 & # 2 8400 Beck Road Canton, MI 48187 | off Beck enter at Plymouth H.S. First two fields on your right | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 2 Miles/3 Minutes |
| High School # 3 46181 Joy Road Canton, MI 48187 | off Joy enter at Salem H.S. Field is behind the tennis courts | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 2 Miles/3 Minutes |
| High School # 4, 5, 6, 7 & 8 8400 Beck Road Canton, MI 48187 | off Beck enter at Plym H.S.--fields are behind the H.S. and to east & south of Salem Var Fld | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 2 Miles/3 Minutes |
| Hoben Elementary 44680 Saltz Road Canton, MI 48187 | off Saltz between Canton Ctr. and Sheldon | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 2 Miles/3 Minutes |
| Hulsing Elementary 8055 Fleet Road Canton, MI 48187 | off Morton Taylor between Joy&Warren East on Arlington North on Fleet | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 2 Miles/4 Minutes |
| Miller Elementary 43721 Hanford Road Canton, MI 48187 | off Hanford between Sheldon and Morton Taylor (back by woods) | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 1 Mile/2 Minutes |
| Pioneer MS # 1- # 4 46081 Ann Arbor Road Plymouth, MI 48170 | off Ann Arbor Road between Canton Center and McClumphia Road | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 3 Miles/5 Minutes |
| Plymouth Christian Academy 43065 Joy Road Canton, MI 48188 | off Joy Road between Sheldon and Lilley | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 2 Miles/5 Minutes |
| Plymouth Twp Park # 1 - # 4 46640 Ann Arbor Trail Plymouth, MI 48170 | off Ann Arbor Trail between Beck and McClumphia Road | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 4 Miles/6 Minutes |
| Sheldon Park 33123 Van Court Livonia, MI 48150 | off Farmington Road one block south of Plymouth Road behind Fire Station | St. Mary Mercy 36475 5 Mile Road Livonia, MI 48154 734-655-4800 | 3 Miles/5 Minutes |
| Tonda Elementary 46501 Warren Road | off Warren Road between Beck and | Oakwood Healthcare Systems 6487 N. Canton Center Road | 1 Mile/1 Minute |

| | | | |
|---|--|--|-------------------|
| Canton, MI 48187 | Canton Center | Canton, MI 48187 734-454-8001 | |
| West Middle School # 1 - # 4 44401 West Ann Arbor Trail Plymouth, MI 48170 | corner of Sheldon Rd. and Ann Arbor Trail enter at bus loop off of Sheldon Road | Oakwood Healthcare Systems 6487 N. Canton Center Road Canton, MI 48187 734-454-8001 | 3 Miles/6 Minutes |
| Workman Elementary 250 N. Denton Road Canton, MI 48187 | off Denton between Cherry Hill and Saltz | St. Joseph Mercy 1600 S. Canton Center Road Canton, MI 48188 734-398-7557 | 3 Miles/4 Minutes |



| AGE | Base Distance | Pitching Distance | Home to 2 nd | Pitching Mound to 2 nd | Pitching Circle |
|--------------------|---------------|-------------------|---|---|-----------------|
| Boys 9U | 65 Feet | 44 Feet | 91 ft-11 in | 49 ft-11 in | |
| Boys 10U | 65 Feet | 46 Feet | 91 ft-11 in | 45 ft-11 in | |
| Boys 11/12U | 70 Feet | 50 Feet | 99 ft | 49 ft | |
| Boys 14U | 80 Feet | 54 Feet | 113 ft-2 in | 59 ft-2 in | |
| Boys 18U | 90 Feet | 60 ft 6 in | 127 ft-3 ³ / ₈ in | 66 ft-8 ⁵ / ₈ in | |
| Girls 10U | 60 Feet | 35 ft | 84 ft-10 ¹ / ₄ in | 49 ft-10 ¹ / ₄ in | 16 ft diameter |
| Girls 12U-18U 'B' | 60 Feet | 40 ft | 84 ft-10 ¹ / ₄ in | 44 ft-10 ¹ / ₄ in | 16 ft diameter |
| Girls 18U 'A' & up | 60 Feet | 43 ft | 84 ft-10 ¹ / ₄ in | 41 ft-10 ¹ / ₄ in | 16 ft diameter |

When necessary to move bases:

- Find the plug at proper distance and remove all loose dirt from top of plug.
- Wiggle plug back and fourth and pull straight up to remove.
- Keep dirt from falling into unplugged hole.
- Then remove base by wiggling it back and fourth while pulling straight up.
- Replace the base with the plug from other hole. If the base is a slow release (break away) model, there will be an arrow on both the peg and base that will need to be pointing toward the pitching mound before inserting into hole in the ground.