

OPERATIONS:

- Log practices by date.
- List items covered in each section of schedule.
- Prior to each practice, outline/review items being taught.
 - Review old material.
 - Add new material.
- Prepare to use entire coaching staff.

TOPICS TO BE COVERED IN 20-MINUTE SESSIONS

HITTING

Balance/Perfect Finish
Objective
Stance
Trigger
Hips
Hand Action

FIELDING

Perfect Fielding Position
Ready Position
Cover/Cradle
1-2 Field
Footwork to Throw
Slow rollers & pop-ups

THROWING

Grip of Ball
Stance
Objective/Launch
Shuffle & Separate
Throwing Motion
Finish

PITCHING

Sign Position
Set Position
Balance Point
Delivery
Finish

CATCHING

Sign Position
Receiving Pos. (No Runners)
Funnelling
Receiving Pos. (Runners On)
Blocking
Bunt Coverage & Pop-Ups

TEAM ACTIVITIES

Bunting
Sliding
Cut-offs
Baserunning
Situations
Competitions/Games

PRACTICE ORGANIZATION

PRE-SEASON/EARLY SEASON DAILY PRACTICE SCHEDULE

- 10 Min.** - Stretch and review items previously taught.
Ex: Last practice we learned the basics of a good stance - go through quick review with all. Review perfect fielding position.
- 10 Min.** - Hitting
5-7 minutes teaching
13-15 minutes drills & competition
Ex: Teach stance. Finish by making teams and see which group has the best stance. Give them a few chances to get in good stance quickly. Teams watch each other.
- 20 Min.** - Fielding/Catching
5-7 minutes teaching
13-15 minutes drills and competition
- 20 Min.** - Throwing/Pitching
5-7 minutes teaching
13-15 minutes drills and competition
- 20 Min.** - Team Activity

IN-SEASON DAILY PRACTICE SCHEDULE

- 10 Min.** - Stretch and review items previously taught.
Ex: Last practice we learned the basics of a good stance - go through quick review with all. Review perfect fielding position.
- 20 Min.** - Fielding/Catching
5-7 minutes teaching
13-15 minutes drills and competition
- 20 Min.** - Throwing/Pitching
5-7 minutes teaching
13-15 minutes drills and competition
- 30 Min.** - Hitting (Batting Practice)
2 groups of six players each
- 1 group hitting for 15 minutes
- 1 group in instruction for 15 minutes
- For six players hitting:
- 1 player on deck & 1 player hitting
 - 1 player at each infield position (1B, 2B, SS, 3B)
 - After player hits, all players rotate (1B to 2B, 2B to SS, SS to 3B)
 - 3B to on deck, on deck to Hitter, Hitter to 1B)
 - Players in infield play each hit ball as they would in a game.
 - Coach pitches
 - If you have 2 catchers, one is in the hitting rotation while the other is catching.
 - Each group flip-flops after 15 minutes
- 10 Min.** - Conduct a Team Activity

HITTING

(FINISH) - Balanced.

FRONT FOOT CLOSED - front foot remains closed.

BACK FOOT PIVOT - full pivot - toe to pitcher.

BELLY BUTTON TO PITCHER - hips make full turn with belly button toward pitcher.

SHOULDER FULL TURN - back shoulder full turn toward pitcher.

EYES AT CONTACT - eyes focused at point of contact.

(OBJECTIVE) - strongest position at point of contact.

FRONT FOOT CLOSED - front foot remains closed.

BACK FOOT PIVOT - back foot makes full pivot.

BELLY BUTTON TO PITCHER - hips make full turn with belly button toward pitcher.

HANDS EXTENDED - from belly button toward pitcher.

BAT BARREL ABOVE HANDS - bat barrel slightly above hands.

EYES AT CONTACT - eyes focused on point of contact.

(TRIGGER)

Slow rotation away from pitcher using four front hinges; front ankle, knee, hip, and shoulder rotate. Back elbow raises to 45-degree angle away from side to promote live action with hands and clubhead.

(Stance)

TOES - Pointed straight ahead.

SPREAD - Feet twice the width of the shoulders.

FLEX - Weight on balls of feet. Knees bent so toes not visible.

WAIST - Slightly bent over toward plate.

SHOULDERS - Front shoulder slightly lower than back one and pointed at pitcher.

EYES - Up, parallel to ground and turned toward pitcher.

GRIP - Door knocking knuckles lined up.

Hand position is:

UP - At top of strike zone.

IN - Comfortably toward body.

BACK - Just back beyond rear shoulder.

ELBOWS DOWN - Elbows are held slightly away from sides and pointed towards ground.

BAT ANGLE - Bat is held at a 45-degree angle over shoulder.

60-40 - 60% of weight on back leg.

40% of weight on front leg



FIELDING

(Perfect Fielding Position)

HEEL TO TOE - Glove side foot in front aligned heel to toe.

SPREAD - feet spread twice shoulder width.

ELBOWS to KNEES to bring back side down with knees flexed and pointed out.

SLIP - elbows off knees to get back flat.

& SLIDE arms down with glove extended out in front and on the ground.

BARE HAND - Extended beside glove with thumb pointed toward sky.

HANDS - Relaxed.

(Receiving Ground Balls)

BARE HAND - Covers ball.

CRADLE - Bring ball in toward body while separating to throw.

MOMENTUM - Move through ground ball to throw.

(Ready Position)

SPREAD - feet spread twice shoulder width.

LEGS - Flexed with weight on balls of feet.

GLOVE - Glove hand extended in front of belly button with palm to sky.

MOVEMENT - Slight rock from side to side on balls of feet to create rhythm and momentum.

(Getting to Perfect Fielding Position)

STARTING POSITION - Never raise up on approach.

APPROACH - Maintain same level as start, feet under shoulders.

GLOVE - Glove remains extended and visible while moving to ball.

PERFECT FIELDING POSITION - Before ball is 10-12 feet away.

LAST 2 STEPS - right foot straight toward ball, left foot out to side reaching heel to toe position, twice shoulder width (reverse for left-handers).

THROWING

(Throwing Position)

INSTEP TO TOE - glove foot in front; throwing side foot toe aligned with glove foot instep.

SPREAD - feet spread twice shoulder width, weight on balls of feet.

FLEX - legs flexed at knees and ankles.

Waist - slightly bent forward

Shoulder - front shoulder on target

Eyes - eyes level and on the target

Hands Together - palms together in front of chest, thumbs to the sky

Palms Down - separate hands

High 5 - throwing hand to high 5 position.

(Throwing Stance)

INSTEP TO TOE - front foot instep aligned to back foot toe and closed.

SPREAD - feet spread twice shoulder width, weight on balls of feet.

FLEX - legs flexed.

80-20 - eighty percent of weight over front side

POSTURE - slight bend at waist, same as hitting.

THROWING ARM - elbow shoulder height, in front, ball facing behind.

EYES - level to horizon.

(Movement)

SHUFFLE - Feet shuffle on balls of feet to the target; back foot replacing front foot.

SEPARATE - hands separate slightly with thumbs down, into stance position as weight starts forward during shuffle.

(Throwing Motion)

STANCE - body in throwing stance.

80 BACK - weight starts on the back side

80 FRONT - transfer 80% of weight to front side

FINISH - replace front side with back side

POSTURE - stays the same throughout throwing motion

(Finish)

WEIGHT - after release, all momentum should be moving toward target. Replace front side with back side

BODY - will catch itself naturally

PITCHING

1. Teach Objective/Launch Position
2. Teach Throwing Stance
3. Teach Throwing Motion
4. Teach Finish

(Sign Position)

POSITION - RHP - Right side of rubber.
LHP - Left side of rubber.

FEET - shoulder width apart, parallel, front foot instep to toe.

KNEES RELAXED - slight bend at knees.

FRONT SHOULDER DOWN - slightly down and at the plate.

ARMS - at sides.

(Set Position)

FEET - shoulder width apart, parallel, front foot instep to toe.

FLEX - legs flexed.

WEIGHT - loaded up on back foot.

HANDS - set between letters and belt.

FRONT SHOULDER DOWN - slightly down and at the plate.

POSTURE - waist slightly bent, same as hitting.

HEAD - over instep and just inside of pivot foot.

EYES - level to horizon.

(Balance Point)

PIVOT FOOT - supports all body weight on ball and instep of foot.

BACK LEG - slightly bent and relaxed.

SWING LEG - Bent with thigh tapping against front forearm.

HANDS - together in front of chest.

FRONT SHOULDER DOWN - slightly down and at the plate.

HEAD - over instep and just inside of pivot foot.

EYES - level to horizon.

(Tap & Land) - From Balance Point

TAP - front thigh taps glove forearm.

FRONT FOOT - lands on ball of foot, closed instep to toe, twice shoulder width.

HANDS - separate into throwing stance position.

(Delivery)

STANCE - body in throwing stance.

TORSO - center of gravity starts forward to target, front side stays closed.

HIPS - rotates as center of gravity gets over front knee.

CHEST - shows to target as late as possible, taking chest to front forearm.

THROWING ARM - torso delivers to launch position, elbow shoulder height.

POSTURE - stays the same throughout throwing motion

(Finish)

WEIGHT - after release, all momentum should be moving toward target.

BODY - will catch itself naturally

CATCHING

(Sign Position)

SPREAD - feet spread shoulder width apart

TOES - pointed straight ahead

BACK SIDE DOWN - down on haunches

WRIST - in crotch, fingers inside thigh

GLOVE - over knee, alongside shin

THIGHS - parallel to ground

(Receiving Position - no one on base)

SPREAD - feet spread slightly wider than shoulders with toes pointed down baselines at 45-degree angle.

BACK SIDE DOWN - down on haunches

BACK 45 - back bent slightly forward at 45-degree angle; shoulders over knees

GLOVE - extended out front.

BARE HAND - behind right ankle.

(Glove to Receive)

ELBOW - Is never inside knee when giving target.

THUMB - of glove points toward 5 o'clock when giving target.

ARM - extended, but not locked. From elbow to glove pointed down 1st baseline.

BARE HAND - behind right foot, ankle.

(Receiving Position - with men on)

TOE TO HEEL - right foot staggered behind left foot - toe to heel.

SPREAD - feet spread one-and-one half shoulder width for strong, quick base. Weight is on balls of feet.

BACK SIDE - up, to make back semi-flat to the ground.

HEAD - doesn't raise up from regular receiving position.

BARE HAND - In fist behind glove.

(Upper Body to Block)

GLOVE - blocks hole between legs.

BARE HAND - on right hip for protection.

ELBOWS - bent and will outline blocking surface. Never let arms get directly in front of chest.

WAIST BENT - bent forward slightly at waist.

SHOULDERS BOWED - shoulders "bowed" in.

EYES - follow ball to body with nose.

UPPER BODY - is relaxed, never tense.

(Lower Body to Block)

FEET - be quick with feet when getting to blocking position.

KNEES - both on ground and spread.

BODY - square to pitch.

OUTFIELD

(Fielding Position)

GLOVE HAND FOOT - forward.

LEGS - both flexed.

BACK FLAT - back flat/parallel to ground.

GLOVE - extended out in front for soft hands.

GLOVE HAND - field ball on glove hand side.

DEAD STOP - never be at dead stop when fielding.

(Steps to Throw)

FIRST STEP - with throwing side foot toward target, instep open.

STEP SHUFFLE - toward target to create momentum and power.

FRONT SHOULDER - on target.

(Ready Position)

FEET - spread for strong base

LEGS - flexed & ready to run.

HANDS - away from body, ready to run.

MOVEMENT - slight rocking movement to get rhythm for best jump.

(Move Through Ground Ball)

STARTING POSITION - never raise up.

APPROACH - line up ground ball to glove side.

BALL - get the ball between you and target.

TIMING - slow down in plenty of time to field.

LAST 2 STEPS - right foot straight to ball, left foot forward, just inside extended glove (reverse for left-handers). Steps are very controlled.

(Move Through Fly Ball)

DROP STEP - use drop step when going back.

FLY BALL - get fly ball between you and your target.

SET UP - is 6-10 feet behind fly ball when possible.

MOMENTUM - always maintain momentum through catch; ball is caught with glove foot forward, never at a dead stop.

(Drop Step)

FIRST MOVE - nearest foot to ball moves back at 45-degree angle.

RAISE UP - never raise up.

PIVOT - and crossover step with foot farthest from ball.

QUALITIES OF THE BEST COACH

Quality 1 - Coach vs Teacher

- A. You are a teacher
- B. Proper techniques
- C. Discipline
- D. Game: Teacher becomes a Coach

Quality 2 - Motivated To Help

- A. Coach can be best in the world
- B. Coach not to show he/she is the best
- C. Determine a definition of success

Quality 3 - Striving to win is more important than winning

- A. Effort
- B. Teach overcoming weaknesses

Quality 4 - Emphasize that the game is FUN

- A. Make practice FUN
- B. Promote camaraderie on team
- C. Only one way to have FUN

Quality 5 - Transform negatives into positives

- A. Baseball/Softball is a game of failure
- B. Look for improvement in each player
- C. Worst thing a coach can do is YELL

Quality 6 - Coach is a student of the game

- A. No one knows everything about the game
- B. Grab all the knowledge you can get

Quality 7 - Establish rules and enforce them

- A. Know the definition of authority
 - 1. Protection
 - 2. Direction
 - 3. Correction
- 1. Players on time
- II. Players must listen

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III. Players not to engage in dangerous conduct

- IV. Players must display sportsmanship
- V. Players must be alert and follow signs and signals
- VI. Players must give their best effort
- B. Fair and equal discipline

Quality 8 - Even-handed with all players, even own

Quality 9 - Good Organizer

- A. Write out practice or game play
 - 1. Kids don't care how much you know, they want to know how much you care.
- B. Teach the GAME OF LIFE

Quality 10 - Be a Positive Example

- A. You have volunteered to be a role model
- B. Teach the GAME OF LIFE

COACHES' SAFETY RESPONSIBILITIES

General Policy: The effectiveness of safety and accident prevention relies on sincerity of purpose of the coaches and leaders of an organization.

Responsibility: The responsibility for a sound safety and accident prevention program rests with everyone in the organization.

Specific Safety Issues: The coach should remember he/she always has the final say in whether or not a facility is safe for his/her players, even if this may initially require him/her to forfeit a game.

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1. Develop a plan to effectively deal with emergencies should they arise.
2. After an injury, do not return an athlete to participation until they are truly ready.
3. Allocate sufficient time before practice to check the facilities for unsafe conditions and all playing equipment for defects.
4. Develop a plan for every practice and inform assistants of what their duties are during practice. The lesson plan should include:
 - A. Loosening-up drills at the beginning of practice
 - B. Pairing players by similar skills
 - C. Teach fundamentals in a progression
 - D. Provide as many repetitions of basic skills as possible.
 - E. Minimize listening and lecture time
 - F. Keep players active
 - G. Use positive reinforcement generously
 - H. Be patient, persistent, flexible, and maintain a sense of humor.
5. Take action to ensure unsafe practices are corrected during practice.
6. Ensure emergency first aid kit is readily available.
7. Ensure the parents of each player complete an "Authorization for Emergency Treatment" form and ensure the form is immediately available at each practice or game.
8. Make plans to have adequate supplies of water or other fluids available.
9. Inspect field/facilities before every practice/game to eliminate/correct

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dangerous situations.
10. Make sure each assistant coach knows his or her responsibilities in the event a player is injured.

LEGAL ISSUES ASSOCIATED WITH COACHING YOUTH SPORT

I. Be Prepared To Answer Two Questions Concerning Injuries.

1. Did I do all that could be expected to prevent the injury from occurring before it occurred?
2. Did I do all that should have been done to minimize the impact of the injury?

II. To Be Safe From Litigation, You Must Be Able To Prove:

1. That you did all that could be expected to prevent injury from occurring.
2. That you did all that could be expected to render the appropriate care after injury.
3. That you did not do more than a person with your training should do providing first aid.

REMEMBER: If you are not qualified to deal with an injury, DON'T! Get medical assistance immediately.

III. Take An Aggressive Approach To Preventing Injuries & Follow Regulations.

1. Comply with all established rules and regulations.
2. Teach proper techniques.

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IV. MUSTS

1. Have each player and parent complete and sign an authorization for emergency treatment.
2. Always have these forms at all times and during all activities.
3. Develop a plan to quickly and effectively deal with emergencies which should cover at a minimum:
 - A. How to contact help immediately if needed.
 - B. Provide an outline of what each player, coach, and parent will do.
 - C. How to contact parents
 - D. Always tape twenty-five cents to inside of medical kit. Identify where change is located.
 - E. Have key emergency phone numbers & location of nearest phone.
 - G. Outline procedures to deal with typical onfield emergencies.

V. Protection From Litigation

1. You must constantly be aware so you can correct or terminate any situation or activity that poses a potential for injury.
2. You must be able to answer affirmatively such questions as "Did you comply with all established rules and regulations and did you do all that was possible to minimize the potential for injury?"
3. If your league has developed safety policies and procedures or has developed other guidelines for coaches, have you reviewed and planned for compliance?

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BASIC EMERGENCY FIRST AID PROCEDURES

NOTE: Always keep in mind that you are NOT a doctor. Your objective is to calm the victim and get help as soon as possible. Never take medical actions you are not qualified to perform.

1. CUTS, SCRAPES & BRUISES (minor)
 - A. Stop the bleeding
 - B. Cleanse the wound
 - C. Protect the wound
2. BLEEDING (profuse)
 - A. Apply direct pressure
 - B. Elevate if possible
3. BLOODY NOSE
 - A. Sit victim down
 - B. Lean victim forward with chin toward chest
 - C. Pinch nose
4. STRAINS & SPRAINS
 - A. Ice
 - B. Compression
 - C. Elevation
5. FRACTURE (can be diagnosed by X-ray)
 - A. Ice
 - B. Immobilize
 - C. Elevate
6. HEAT INJURY
Symptoms: Dry, hot skin, no sweating
Confusion
Dizziness
Chills on the chest
Cool the athlete immediately.
If athlete is unconscious...
 - A. Remove clothes
 - B. Douse with cold water, ice, ice towels
 - C. Do not give liquids by mouth
 - D. Call an ambulance
 - E. Give C.P.R. if breathing stops
7. BITES & STINGS
 - A. Apply ice compress
 - B. Apply insect sting salve
8. UNCONSCIOUS PLAYER
 - A. Call for help immediately

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- B. Check breathing continuously (C.P.R. if necessary)
- C. Do not move the athlete even if he/she becomes conscious
- D. Keep quiet and calm until professional help arrives

9. HEAD INJURY - **DO NOT MOVE ATHLETE**
 - A. Leave any headgear on the athlete.
 - B. Must be treated seriously no matter how minor it may appear
 - C. Call 911 for immediate transport

ATHLETIC EMERGENCY SHEET

REMEMBER: The injured player takes priority over everything.

1. Keep player still, comfortable and reassured.
2. When in doubt, do not move an injured player.
3. Send someone to call for an ambulance.
4. Contact the recreation department or league official, if available.
5. Contact or ask supervisor to contact parent of injured child.

REMINDER: Make sure incident report is filed as soon as possible for ALL injuries, regardless of whether medical attention is necessary.

EMERGENCY NUMBERS:

Police _____
Ambulance _____
Supervisor _____

WHEN MAKING AN EMERGENCY CALL:

1. State your name.
2. Give your exact location.
3. Give your present phone number.
4. State nature of injury.

FIRST AID KIT SUPPLIES: Ice, elastic bandages, soap, rubber gloves, bandages & gauze, band-aids, splint material, clean water



Coaches'
Certification
Program

Coaching Qualities,
Legal Issues
&
Safety Responsibilities

Outline/Notes

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