



2012-2013 COACH'S GUIDE



2012-2013 CONTACT REFERENCE PAGE

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SOFTBALL BOARD MESSAGE

March 2013

Dear New and Returning Coaches:

All of us on the Softball Board want to take this opportunity to welcome you to the Northborough/Southborough Softball Association (hereafter referred to as The Association). We are glad you will help us to continue and develop our program this season.

The Softball Board and the players, coaches, parents and volunteers who comprise the Northborough/Southborough Girls Softball Association invite you to participate in our meetings, suggest new ideas, evaluate what we have done and suggest ways to improve our organization.

This “*Coach's Guide*” should serve as a valuable information resource as to who we are and what we are all about. In the “Quick Reference” section of this guide are the current names, telephone numbers and email addresses of the board members and other important contacts for the 2013 season.

Most of us on the Softball Board are now or have been coaches in this association and can truly appreciate the time and effort you have offered to devote this year to the girls of Northborough/Southborough program.

The Association is a totally volunteer organization and we can only function with the support of you, our coaches, our parents and our players. Participation from everyone is essential to improving the experience for our youth. Encourage your parents to get involved with the team and with the association. Everyone can and should contribute; this organization belongs to all of us.

Thank You!

The Northborough/Southborough Girls Softball Association

The Northborough/Southborough Girls Softball

In the following pages we will tell you what the Northborough/Southborough Girls Softball Association is all about. Who we are, how to contact us, what programs we have and how we interact and support you as a coach and the players you coach.

What Is It?

The Northborough Softball Program is dedicated to creating a positive sporting and social environment where the ideals of good sportsmanship, teamwork, honesty and fair play are core, with secondary importance placed on winning. Our goal is for each player to have fun while gaining a rewarding softball experience and developing skills in fast-pitch softball. In 2012 NSGS decided to join with Southborough Softball in mixing teams together from Minor, Major Senior levels. We have developed this strategy to have the girls join together and play at a younger age because they will inevitably be playing together at Algonquin Regional High School

Northborough/Southborough Girls Softball Website

To get the most up-to-date and complete information on games, clinics, events, schedules, rules and results, we recommend consulting NSGS at <http://northborobaseball.org>. The web site is your most important source for year round information on what's happening with NSGS. The website is maintained and updated year-round with the most current information available. Girls can also be registered through a link on the NSGS website to our registration website, and on-line registration should be encouraged whenever possible.

Calendar of Association Events

Each year there are a number of key meetings and events. See this year's calendar for specific dates (NSGS Calendar). The following timetable describes the normal sequence of events and meetings for the Association.

Nomination and Election of NSGS Officers	by Mid-October
Registration opens for spring season	by Mid-September
Spring Registration closes	January 31 st
Team Formation / Player Assignments	by Mid-March
First Day of Spring Season Practice	Mid - April
First Day of Spring Games	First Monday after April Vacation
Southborough Opening Day	Late April
Picture Day	by end of 2 nd week of games
Northborough Opening Day	by end of 2 nd week of games
Registration for Summer Programs	Late April
Summer Registration Closes	Early June
Registration for Fall Season begins	Mid-June
Spring Season Ends	Mid-June
Spring Season Playoffs Begin	Mid-June (before school ends)
Spring Equipment Return	no later than 2 nd week in July
Summer Programs begins	First full week after 4 th of July
Fall Registration Closes	Mid-August
Fall Season Begins	1 st Monday after Labor Day
Fall Season Ends	Last Sunday in October before
Winter Clinics & Training Programs	Early December - Mid-April

What Programs are offered?

Instructional Division (Kindergarten, 1st & 2nd Grade)

This division explains and demonstrates the basics of “what” the sport of softball is to its players. Coaches pitch for the season. No scores are kept and everyone bats each inning. A mix of games and practices will be built into the schedule. Travel between Northborough and Southborough fields may be required.

Minors Division (3rd & 4th Grade)

This division explains “how” to play the game. Scores are kept and standings maintained. Pitching is done in a “controlled” environment that maximizes the player's ability to learn pitching, without the pressure of issuing walks to batters. This is accomplished by allowing the batter's coach to step in and pitch to the batter after four balls have been thrown. No walks or base stealing is allowed. Teams are determined by a player draft using results from the evaluation. Youth umpires will call the games whenever possible.

Majors Division (5th & 6th Grade)

Here, truly competitive play begins. Intermediate Windmill pitching is the rule. Balls and strikes are called by umpires and players do all the pitching with walks and base stealing allowed. The assignment of teams is via an evaluation event with impartial judges rating each player in numerous categories. A draft is held by the coaches using the results from the evaluation. Patched ASA umpires will call the games.

Seniors Division (7th, 8th, & 9th Grade)

This is a highly competitive division, where advanced Windmill pitching is practiced. This division follows full ASA rules with a few exceptions. There is no limit to the number of innings a pitcher may pitch. Patched ASA umpires will call the games.

Spring Season

NSGS offers one program for the Spring Season. Local travel will be involved for all divisions. Instructional league will travel between Northborough and Southborough Fields. Minors, Majors, and Seniors division will travel between Northborough, Southborough, Westborough Shrewsbury and Hudson fields. NSGS will do its best to avoid recreation soccer schedules and major school events.

Central Mass League

The Spring Ball program is run from late April – end of June. Regular season games are played over the course of 8 weeks with optional play-off games being held on the 9th week (weather permitting). This program consists of 1 weekday game (Mon -Thurs.) and 1 weekend game (Fri.-Sun.) Weekday games generally start between 5:45p-6:00p for Instructional, Minors and Majors divisions. Senior Division weekday games will start at 6pm for fields with no lights and 6:30pm for fields that do have lights. Weekend games held on a Friday will follow the weekday protocol except for games held on a field with lights where they could start as late at 7:30pm. Games held on Saturdays will have a game-start time no earlier than 12pm, but could start as late at 7:30pm. Sunday games will start no earlier than 12pm, but could start as late at 6:30pm for fields with lights. The general rule of thumb is the younger the girls are, the earlier the game will be held. Practices are highly encouraged at Minors, Majors and Senior divisions.

Summer Season

NSGS offers a few different programs for the Summer Season. Depending on the interest levels shown through registration numbers will depend on what program is offered.

Twin Valley League

The Summer Ball program is run differently than spring and fall ball. If NSGS has enough commitment, we enter teams into the Twin Valley League. Games are held from late June – end of August. This program is highly competitive, travel will be involved and a high level of commitment is required. This program is open for girls in Minors, Majors and Senior divisions.

Central Mass League

If NSGS has have enough commitment with surrounding towns that we play during the spring, teams will be formed and a schedule will be developed similar to Spring and Fall ball. Games are held from late June – end of August. This program is open for girls in Minors, Majors and Senior divisions.

Summer Clinics

NSGS also offers summer clinics run by local coaches to teach skills and drills. This program generally runs from early July (after the 4th) through to mid-August and is offered to all age groups including Instructional. This environment is low-stress and there is no travel required. All clinics are held on Northborough Fields, primarily at Zeh School. Low-cost fees are charged for these clinics.

Fall Ball

NSGS offers one program for the Fall Season. Local travel will be involved for all divisions. Instructional league will travel between Northborough and Southborough Fields. Minors, Majors, and Seniors division will travel between Northborough, Southborough, Westborough Shrewsbury and Hudson fields. NSGS will do its best to avoid major school events.

Fall Ball normally begins the beginning of September and continues through the end of October, weather permitting. Games are usually once a week every Sunday. Younger division games are earlier in the day than older division games. There are no formal practices required or make-ups of rained-out games. Rules may well be amended to account for extremely cold weather.

Fall Ball provides a more casual, developmental atmosphere for players wishing to develop their skills, play a new position, or just continue playing ball. Players are mixed and matched to form competitive play. Players should play in the division that they will play in the following spring. This provides an excellent opportunity for both players and coaches who will move up to experience the higher division in a relaxed atmosphere.

Winter Clinics & Training Programs

For those players who wish to continue their development during the off-season. NSGS sponsors indoor clinics from December – April for total skills, pitching and catching for those who will be in Minors, Majors and Senior divisions come the spring. Instructors are drawn from the coaching staff of Northborough/Southborough High School softball programs, NSGS coaches and local professional instructors. These clinics are held indoor at our public school gyms. Fees are charged for these clinics to help offset the cost of the facility rental and instructor fees

Roles and Responsibilities

The Coach

The Coach is the heart of our program. It is the Coach who has the ultimate responsibility for recruiting, developing and building a team. It is the Coach who must act as a role model for his or her players. For three months, a dozen or so girls' experience with Northborough/Southborough Girls Softball will be

shaped and formed by the Coach. It is a major responsibility and the Board, Commissioners and other coaches will do whatever we can to assist a coach. Just ask for help if you need it, whether it's help in finding assistant coaches, learning new training techniques or developing players.

Yet, it is a sad comment on today's society, but we must be ever vigilant of those to whom we entrust to coach our young players. As a result, each spring season, we ask all our coaches and assistant coaches, regardless of whether they have coached previously in the Northborough/Southborough Girls Softball Association, to file a CORI form and a criminal background check with the Secretary of NSGS.

The coach is also responsible for preparing the field for game day. Fields are to be lined and raked. Raking should be focused on the area around the batter's box, home plate, first base, second base and third base. Make sure there are no major mounds that will prevent a clean bounce or create the possibility of an injury.

The field lining machine, chalk, rakes and drag screens are located inside the sheds on each field. The combination for the lock is 5150. Please return all the equipment to the shed when complete and be sure to lock the shed when you are done. We have a field coordinator that works with the volunteers and is happy to answer any questions you may have.

Following the game the coach should be certain the field and benches are clean and all trash removed.

Community Sponsorships

Community sponsors play a critical role in our program. Without their financial support we would have to increase our players' fees substantially. Each season we have a picture day where individual and team pictures are taken. While this may seem to be another administrative burden, it is a way to demonstrate our appreciation to the Sponsors.

Once the pictures return, a team picture plaque is sent to the sponsor with the team schedule. Also, we send a letter thanking them for their support and inviting them to come to their team's games.

All You Need to Know About Coaching in NSGS

In the following pages, we will give you the basics on how to organize and field a team in the Northborough/Southborough Girls Softball Association. It won't tell you everything. You, like those who have gone before you, will realize that it is the experience of taking the field and coaching that will make you a coach.

Remember one thing: you will make mistakes, we all have. The mark of a good coach is one who keeps an open mind and learns from his or her experiences.

How do I find out the Rules for My League?

The rules may change on an annual basis. Due to the fact that Northborough – Southborough play other towns in Central Massachusetts, we have to ensure that all towns are aligned with the rules. Some towns play by ASA rules and others by Little League rules. There is compromise by the towns to get the rules aligned.

Important: For insurance and liability reasons, players will **NOT** be allowed under any circumstances to **practice or play** in a game until they are officially registered. It is not sufficient for a parent to give a registration form to a coach. They are not officially registered until the Registrar has acknowledged receipt of their registration form or online registration.

Team Assignments

Team assignments will happen via a players draft. The division coordinator will communicate a mutually agreeable date where all coaches can attend. Using the evaluation ratings for each player as the guide, players will be drafted to a team based on their skills. It is important to have the teams set up to be as close as possible by skill to ensure the games are competitive. All players must be evaluated before being eligible for the team draft.

Getting and Replacing Equipment

The equipment coordinator will schedule a time where all coaches can receive their equipment bags for the upcoming season.

Anytime you need equipment, such as practice balls, game balls, catcher's equipment or bats, call or email the NSGS Equipment Coordinator. Even if the equipment is not broken, it may need to be replaced. This is especially true of helmets, which are required to have working chin straps. Please examine your equipment before the season begins. Also, remember that you as the Coach are responsible for care and safekeeping of the equipment you have been given.

Getting Uniforms

NSGS will provide a jersey and hat/visor for each player as part of her registration fee for each season of official game play. It is required to wear black or gray shorts or baseball pants with the uniform. Cleats are required at Minors division and above.

The division coordinator will set up a mutually agreed upon time to distribute the uniforms to the coaches.

How Do I Get Practice Fields?

NSGS encourages as much practice time as you can get. The skills and drills to learn how to play softball are learned more in practice than in actual games.

Space is limited, so to expedite this as well as possible, we have appointed a Field Coordinator who will work with you to schedule a time and place for your practices. Please contact the field coordinator listed in the contact reference guide at the beginning of this coach's guide.

It's never too early to ask for a particular time, day of the week and location for your practice. email the NSGS Field Coordinator to make your request for field space. Once fields have been allocated, the Field Coordinator will do his/her best to accommodate your needs.

The First Practice Guidance

Whether you're a new or experienced coach, you want to be successful, and we want you to be successful. Here are some basic points on coaching.

Be Organized

Prior to the first practice or the first time you meet your players you should have:

- ✓ A typed list of all your players, organized by name.
- ✓ A sheet for each of your players with your name, your assistants and everyone's telephone numbers and email addresses.
- ✓ Copies of the practice schedule—dates, times and places—for each player.
- ✓ Send your team a welcome email that outlines your coaching philosophy and highlight key items for your parents. See attached sample.

Give Your Players Ample Time to Get Ready

It is a good idea to start with stretching exercises. Experts in sports medicine counsel coaches to get their players used to doing stretching before exercising. Exercising without proper preparation can overextend even young muscles.

Get them to warm up throwing the ball easily among themselves. This accomplishes two things; one, it gets them doing something. Secondly, it gives you time to introduce yourself to the parents, hand out the telephone lists and answer questions.

Have a Plan

You should have a practice plan prepared for each practice.

Keep Each Drill Short

For the younger girls, you should decrease the length of drills from 15 to 10 minutes. If you have assistants, have multiple drills (stations) going and have the girls rotate to the next station or drill on your call. The key is to keep them moving and make practices fun as well as instructional.

Give Your Players Periodic Breaks

Particularly in hot weather, be sensitive to the impact of the sun and heat on your players. You may need to schedule a brief water break.

Communicate with Your Players and the Parents

- ✓ Review what you did today. Give your impressions; ask the same of the players.
- ✓ Tell them what you plan to do next practice.
- ✓ Explain to the parents and players your coaching philosophy, what you expect out of them, and what they should expect from you.
- ✓ Ask all players to be at practice at least 15 minutes before the scheduled beginning time. You understand that they may well have other obligations, but so do you.
- ✓ Explain that you plan to begin practice promptly at the scheduled hour and end it at the approximate time and the players need to do the necessary warm-up and stretching exercises before practice begins.
- ✓ Players should bring a supply of water, sunscreen and bug spray (when applicable) to each practice and game.
- ✓ Parents should pick up their players promptly at the scheduled time. (While the Coach is obligated by NSGS to stay with the player until her parent/guardian arrives, don't let 'tardy' parents make you a baby sitter.) If a player is going home with another parent or player, the parents or player should inform you beforehand.

NOTE: Should coaches encounter such problems on a frequent basis, they should contact the League board, who will contact the parents to remind them of the League's policy.

The First Game

- ✓ Remember this is your first game as well as your players' first game. The parents will be watching how you conduct yourself as much as they will watch their players perform.
- ✓ At the last practice before the first game, you should sit your players and parents down and explain how you plan to run the first game. Who will start? Who will play what positions? Who will you rely on to pitch and catch?
- ✓ Review with your players how you plan to substitute. Remember that **everyone** gets the opportunity to play in the field and bat.
- ✓ Be Prepared! Come to the game with a written batting order and position list.
- ✓ Review bench and field behavior with the players and the parents. Emphasize:
 - Good sportsmanship

- Fair play
- Respect for the umpires
- Respect for the opposing team
- ✓ Ask for a parent, if you have not done so already, to act as a 'bench coach' to keep order on the bench and remind players who is next to bat and who is on deck while you are coaching.
- ✓ Finally, remember this is only game ONE of a long season. Development will come through experience. While winning the first game would be nice, and certainly justify you as a successful coach in your mind, the goal is to build a TEAM.
- ✓ Your players and parents will remember how you conducted yourself long after they've forgotten the score of the game. Keep your cool. Support your players and avoid on-the-field negative comments.
- ✓ Be discrete in your comments. Remember: your players' parents are listening to you more intently than your players are.

HINT: *If you have constructive criticism to give to your players, do it in a conversational manner after each half inning. Speak to the team in general; don't point out any negatives about any one player to the entire team. Instead, wait for the appropriate time during or after the game, to take the individual player aside where you can explain what she needs to work on to improve.*

- ✓ Finally, remember to tell your team that our primary goal is to learn, develop, play softball and have **FUN**.

What about Equal Playing Time?

This is primarily a recreational League. Therefore, everyone must play in every game. Regarding the batting order, everyone who shows up must bat in a specified order, even if they are not playing in the field. This takes away the need for the coach to waste valuable coaching time trying to substitute players. Each league has rules governing player rotation and playing time. Review these rules and ensure that your game plan abides by them. Remember that we are trying to develop players. Give players the opportunity during the regular season to play different positions. You might be surprised what you find out by doing this.

This will also strengthen your team because you'll be developing competent "backups" for those times when players are absent, late or have to leave early from a game. However, for safety reasons all players may not be comfortable playing certain positions, especially first, pitcher, and catcher.

Umpires! How do you deal with them?

NSGS believes the umpire has complete authority once a game begins. At no time will the NSGS officials intervene at the request of a player, coach or parent to approach an umpire about an on-the-field ruling.

Coaches must remind players, parents, and team supporters that the umpire must be treated at all times with the respect and courtesy due them.

Should a coach wish to discuss an on-the-field ruling, the coach should request time from the umpire. Once granted, the coach should approach the umpire and ask for clarification on the ruling. Please do not waste the umpire's and players' time unless you know the rules and have a copy of them with you.

If the coach is not satisfied with the umpire's explanation, the coach may call the NSGS Supervisor of Umpires to explain the incident. The Supervisor of Umpires is the single point of contact for Softball

Umpires Association with regard to protests and rulings questions. In addition, the Supervisor of Umpires supervises and schedules our youth umpires. If the Supervisor of Umpires is not available or unable to be contacted, the League Commissioner will act on his behalf.

Who determines postponement due to weather?

Prior to game start - Rain Policy (Northborough Fields Only)

Any day that rain occurs, prior to a game, but not expected during game play, the following procedure will take place: All Northborough fields must be inspected by a league appointed individual. In the event that named individual is not available to inspect fields, another individual will inspect the field for that day. Northborough regularly inspects Zeh, MMS and Peaslee fields.

Field inspections must be completed between no later than 2 hours before game start.

Field condition findings must be reported into schedule coordinator no later than 2 hours before game start stating if the field is playable or not.

If a game is canceled due to poor field conditions, the game may be moved to another field whenever possible. If this is not possible, the game will be rescheduled.

The schedule coordinator (via notifications@leagueathletics.com) will notify home and away coaches with a game cancellation notice no later than 1.5 hours prior to game start.

The schedule coordinator is responsible for notifying umpires of game cancellations no less than 1.5 hours before game start.

All-day Rain Policy (Northborough Fields Only)

Any day that steady rain is expected to occur during game-play, the schedule coordinator will notify home and away coaches with a game cancellation notice no later than 1.5 hours prior to game start.

Any day that spotted rain is expected to occur during game-play, the home-team coach is expected to coordinate with the away-team coach on if game-play will still occur (provided fields are considered playable for the day). The home-team coach must notify the schedule coordinator of the game cancelation no later than 2 hours before game start.

NOTE: Instructional level games can be canceled at any time prior to game start. Minors level games can be canceled no later than 1 hour before game start.

Make-up Games (all towns)

Any game cancelled due to rain and/or bad field conditions, the following will take place:

The schedule coordinator will reach out to both home and away team coaches with a few dates/times that work with both team's game schedules.

Games will try to be rescheduled no more than 2 weeks after cancelled date.

If "home" team does not have field space available on dates that work for both teams, game will be made-up on alternate fields possibly in other towns..

NOTE: Games will NOT normally be re-scheduled for reasons other than inclement weather. However, well before the start of the regular season, each Coach should survey their players as to any game dates that may cause a conflict with school-sponsored events and result in the team not being able to play a game. After identifying these dates, the coaches should inform the schedule coordinator. This must be done prior to the completion of the League schedules.

Tips on Player Safety

Each coach has a duty to safeguard the health and safety of his or her players. Plan your practices and games with safety in mind. Throughout the season we will publish safety tips in our newsletter, but here are few tips to keep in mind:

- ✓ Players should properly warm up and stretch.
- ✓ Remind players in the field to always watch where the ball is and not be 'day-dreaming' and looking elsewhere. Once hit by a softball, they will quickly realize there is nothing SOFT about the ball. By paying attention, they should hopefully escape this pain.
- ✓ Base runners and batters must wear protective helmets at all times.
- ✓ The player on-deck should be in the on-deck circle with helmet and bat. There should be no other player holding or swinging a bat.
- ✓ All players other than those fielding, on base, at bat or on-deck should be seated on the team bench. Discourage wandering over to the other team's bench or sitting in the spectator bleachers.
- ✓ Catchers must wear all of their protective gear whenever they are catching. That means not only in a game, but while they are warming up a pitcher on the side lines.
- ✓ Players must be taught not to throw the bat after hitting a ball. An umpire will give the player a first warning, but if the player throws the bat again during the game the umpire will most likely EJECT the player for the safety of both the other players and the umpire.
- ✓ When warming up, players should face each other in pairs, and each pair should be parallel to all other pairs warming up. This will avoid errant throws from striking other players.
- ✓ Players should be taught to slide and NOT to try to run standing up into a catcher or base fielder. Such contact will usually result in the player being called out, regardless of whether they are safe or not.
- ✓ Do not overwork pitchers. Be aware of pitcher complaints of elbow, shoulder or arm soreness. It is not a good practice to have the pitcher throw if experiencing any pain.
- ✓ Only coaches are allowed to stand in the base line coach's box without a helmet. All players or individuals under the age of 18 must wear a helmet in the baseline coach's boxes.

What to do in the event of Player Injury

Despite our best efforts to promote safety, injuries can and will occur. Normally, the injuries bear watching but are not serious. Each coach should have a first aid kit and ice packs. If there is not one in your team equipment bag, contact the NSGS Equipment Coordinator.

Injuries to pay particular note to are head and limb injuries. Any player who sustains head trauma should be taken out of the ball game and sat down. Take nothing for granted; consider having the parent take the player to an Emergency Room for evaluation. In case of severe injuries, such as head trauma, it is recommended that **the local police are contacted before 911, this will result in quicker response, and the Northborough Police Department number is (508) 393-1515. Do not move the player.** Let trained medical personnel take over.

We follow the guidance provided through the "ASA Blood Rule." Specifically, any player, coach or umpire who is bleeding or who has blood on their uniform should be prohibited from further participation in a game until such time as appropriate treatment can be administered. Medical attention should be provided utilizing the medical kit provided to each coach. Use the rubber gloves, gauze, ointment and bandages to clean and stop the bleeding. Once treatment to a player is administered, it will be the judgment of the umpire as to when the player may re-enter the game.

Once the player has been taken care of, the coach should fill out an injury report. This report will ask you to describe how and when the injury took place. The report should be sent to your division coordinator.

Returning Equipment

At the end of your season, you will be contacted by the NSGS Equipment Coordinator to arrange for return of the equipment. The Equipment Coordinator will schedule a 'general equipment drop-off day' for all equipment. Coaches are responsible for all equipment, bats and balls. Before returning equipment, coaches should inventory all equipment and make note of equipment missing or in need of repair or replacement. NSGS organizes equipment by team equipment bags. Therefore, keep all your equipment together in the team equipment bag. Also, unless we are aware of missing or broken items, next year's coach will not know of any problems until he or she receives the equipment.

Drills and Practices to Improve Player Skills

We have included a number of basic drills that will help you develop both the individual and team skills of your players.

Positioning Drill

Basics: Nine players are placed in fielding positions. A runner with a helmet is placed at home plate. Coach hits the ball indiscriminately to any fielding position. Runner goes to first on hit ball. Runner remaining at first, Coach hits ball to another position. Runner advances. Fielder attempts to make play on runner throwing to appropriate base. Regardless, if runner is out or safe, the runner remains at next base. Drill continues until runner reaches home.

Object: *This drill trains players to react to runner movement.*

Catching Drill

Basics: *Two players are placed about six feet apart. The players are back to back. The first player says "Ball" to alert their teammate that they are throwing the ball. They then toss the ball backward over their head towards the partner. The partner looking up then has to adjust to the ball and make the catch. The second player then calls 'ball' and returns it.*

Object: *This drill trains players to work together. It gives them work finding 'fly' balls, as well as catching balls hit over their heads.*

NOTE: *Good drill to keep players' minds on the game. Good to use when other games are running late. It is fun to watch and if done well, it's impressive to the opposing team.*

Blind Toss

Basics: *Player lines up approximately 20-25 feet from Coach, with back toward Coach. Coach yells "Ball, throwing ball high into air toward player. The player should turn around upon hearing "Ball." locate ball, move under it, and catch it.*

Object: *This drill trains players to react quickly, and builds confidence that they can get to a ball faster than they thought.*

Catcher's Drill

Basics: *Infielders stand at fielding positions. Catcher in catching position, behind the plate. Coach tosses ball behind catcher against backstop, as if an errant throw or wild pitch has been made. As Catcher reaches ball, Coach indicates base to be thrown to. Catcher makes throw to base indicated.*

Object: *Catchers rarely get practice on throws other than throws back to pitcher and steals at second base. This drill allows the catcher to simulate game situations where unexpected throws require the catcher to react quickly and accurately.*

Playing Pepper

Basics: A hitter awaits the thrown ball. Two or more fielders stand in a line, arms-length apart, about six to eight feet away facing the hitter. One of the fielders tosses the ball to the hitter, who then hits the ball, preferably on the ground, to one of the fielders. The fielder who catches the ball tosses it back at the hitter who then hits the ball to another fielder. The idea is for the hitter to move the ball around so that all the fielders are involved. After the hitter has hit for awhile, the hitter will change places with one of the fielders.

Object: This drill will improve bat control of hitters, as well as being a good drill to improve hand/eye coordination needed to hit. This also gives the fielders hitting practice.

Batting Drill

Basics: Coach purchases two dozen 'WHIFFLE' ball golf balls at the local golf store. Batter stands in batting position with bat at ready position. Coach stands approximately three feet to the side and slightly in front of batter (safely out of bat swing) Coach feeds or tosses golf balls toward batter who must hit the ball to score a point. Coach keeps score of how many balls were hit. Next player attempts drill. Coach announces best score after all have done exercise.

Object: Improving hand to eye coordination. Adds a little diversity and competition to practice.

HINT: Have batter retrieve golf balls. This can be an exhausting exercise for the Coach, as it is.

Infield Drill

Basics: Four infielders plus the pitcher in the fielding position. A runner at home plate and other runners on base as desired. Before hitting the ball, all infielders call out where they will throw the ball if it is hit to them. Hit the ball randomly to any of the infielders or pitchers.

Object: Good drill for making all types of plays required during the course of a game. It also forces the infielders to think about the position of the runners and possible options for plays BEFORE the ball is hit.

Ground Ball Drill

Basics: Place all players (except a catcher for the hitter) in two lines about 15 feet apart on either side of the shortstop's normal position. Have a coach stand between the two lines (or a coach for each line if available.) Coach stands at home plate with catcher to side, ready to hit ground balls. Hit ground balls alternately to each line. (Hit the ball to one line while the fielder from one line is returning the ball to the catcher.)

Object: Rapid-fire nature of the drill is very efficient, as each fielder gets a lot of ground balls in a relatively short amount of practice time. Also, the coach in the field can devote time as required to instruct on proper fielding and throwing techniques.

Pivot Rotation Drill

Basics: Place bat behind your back and hook your elbows around the bat to hold it in place. Assume normal batting stance. Rotate hips quickly while pivoting on back foot. This can be done indoors or outdoors with coach present for instruction or without coach as source of practice.

Object: Good drill for practicing lower body movements to get a good normal swing.

Ground Ball Drill # 2

Basics: Each of the infielders will get five grounders to play at her specific position: field a bunt or slap, field a grounder and turn to field three grounders hit to inside and outside her position, and then make the throws to first base. Watch their feet, do they shuffle or cross over to make the throws to first base? If they drop or juggle the ball, they start over. If it's a bad throw, they start over. If the ball is thrown wild, start over. They soon find out what is expected of them. Outfielders will get fly balls on the run from left field running to center field to right field, with a proper throw to third, second and first (watch how they set their feet). Catchers in full gear in their ready position, balls are rolled from behind; make plays at first, second and third. Pitchers field bunts, turn and pivot to make plays at first, second and third.

Object: This drill is for infielders and outfielders, including pitchers and catchers, to improve fielding abilities.

3-2-Run Drill

Basics: Split the team up, with approximately half the team at third base and the other half at home plate. Have one player at second base to receive throws from third base. Set three balls down the third base line an equal distance apart, covering approximately 3/4 of the distance to home plate. The first player is in the batter's box in her batting stance with a helmet on. When the coach says "Go" the batter swings and runs like the wind to reach second base before the player at third base fields each ball and throws to second base. The goal is to make all the throws cleanly from third to second before the runner gets to second. Players rotate after each play, home to second to third base. Once your players become efficient at your set distance, increase the distance.

Object: The drill works arm strength, direction, foot position and body awareness. Also checks for runners' speed and quickness out of the batter's box.

Throwing Drill

Basics: Take a bucket of balls about ten feet behind where the shortstop or second baseman would normally line up. Then scatter the balls across the ground. Have the fielder, with her back to the infield, jog to the balls one at a time, pick them up and throw them to home plate. Have them pick up the balls with their gloves one time and with their bare hands the next. If there is no catcher to help, set a bucket about five feet away from home plate along the third base line. If the ball does not go to home plate, at least make sure it goes in between home plate and the bucket. This is the out zone.

Object: This drill is aimed at the fielder who is most often the cut-off person. This gives them practice at getting the ball with their backs to the infield, then turning and finding home plate and making the throw to home.

NOTE: The placement of the bucket is a target for the fielder to throw. It reinforces the idea that if the fielder can't hit home plate, at least miss on the third base side so the catcher still has a chance of getting the out. This drill is used primarily for short stops and second basemen and sometimes outfielders.

Charging Ground Balls Drill

Basics: As the fielder is set up in a ready position, have her imagine a line about six feet in front of her. Actually drawing a line can help. As the ball is hit, she needs to try to field it before it crosses the line. They may not always get to it before it does, but it does get them to approach the ball. This is better than waiting for the ball to come to them. Being in position and charging the ball will do no good at all if the fielder does not put the glove where the ball is. To get the

fielder used to keeping her glove down, have her drag it in the dirt. This means they will be bending over more than needed to pick up the ball. It will teach them to move while in a bent-over position. It also teaches them to keep their gloves at the lowest point. After they do this for awhile, bending over and getting the glove down will become a habit. Some may need to do this more than others. Digging some dirt with the glove is a good thing to practice.

Object: *Improve fielding. A fielder in position to field the ball off the ground is in a better position to adjust to a ball that might take a hop. It is easier to bring the glove up then it is to take it down. Bringing the glove up is a natural reflex. When working on these techniques you may just want to try them one at a time.*

Fly Ball Drill

Basics: *Start with the fielder facing a thrower about ten feet away. This distance can be increased or decreased depending on the surroundings. The fielder will need room to run backwards. The thrower will toss the ball over the fielder's head at an eight-to-ten foot arc. The ball needs to be thrown so the fielder is forced to run backward to catch it. The fielder returns the ball to the thrower, and then returns to her starting point. The thrower should toss the ball left and right, as well as directly over the fielder's head. Try to get it so they catch the ball over their shoulders. The height should be varied.*

Object: *This drill is good for getting the fielder used to running backwards. It is good for practicing catching the ball while moving backward, or while running left or right. It can help with footwork. It also provides practice on turning and catching the ball.*

Advanced: *Another variation is with the fielder having her back to the thrower. The thrower will say "Ball" to alert the fielder the ball is being thrown, and then toss the ball over the fielder's head at an eight-to-ten foot arc. The fielder has to look up, find the ball, adjust to the ball and then catch it. The fielder returns the ball to the thrower, and then returns to her starting point. The thrower should toss the ball left and right, as well as directly over the fielder's head. This is very good for building confidence on turning and running after the ball, yet not giving up on the idea of catching it.*

Object: *Doing this drill lets fielders work on how they should hold their gloves. It gives the fielder a chance to decide the best way to find, follow and look at a ball that is going over her head. This is really important because balls that are hit like this are usually really hit hard. That can mean extra bases for the base runners.*

Throwing & Catching Accuracy Drill

Basics: *Players line up in pairs in two parallel lines about 20 feet apart. Coach calls out the signal to throw. Each pair throws back and forth to each other at the Coach's call. A missed ball eliminates the team from competition. After 10 throws, the pairs move 30 feet apart. Repeat the process until there is only one pair left: they are the winners.*

Object: *This drill is good for teaching players to focus on throwing accurately and catching the ball. Adjust distance between players depending on age group.*

Throwing and Catching Accuracy, Quickness & Speed Drill

Basics: *Players line up in pairs in two parallel lines about 20 feet apart. Players throw the ball back and forth, shouting out the number of completed throws. With a missed ball, the pair must start again at zero. Coach times the drill and calls out "Stop" after two minutes. The pair with the highest number of successful throws wins.*

Object: *This drill is good for teaching players to focus on throwing accurately and catching the ball. By applying a time factor, players must react quickly and accurately. Adjust distance between players depending on age group.*

Round the Diamond Throwing and Catching Drill

Basics: *One player stands at each of the four bases. Player at home plate throws to player at first base. Player at first base catches the ball, gets in throwing position, and hurls the ball to the player at second base, who then throws to third base, then to catcher at home. When the ball arrives at home, direction is reversed. Catcher throws to third base who throws to second base who throws to first, then home. Coach times the complete circuit and announces the time. A dropped ball delays the round; an errant throw stops the round. Best done by having sets of four players competing against each other; however, one foursome can compete against itself to determine best time.*

Object: *This drill is good for teaching players to focus on throwing accurately and catching the ball. By applying a time factor, players must react quickly and accurately. A caution is that alternating groups of players should be watchful of errant throws.*

Soft Hands & Soft Toss Fielding & Throwing Drill for SS / 2B

Basics: *Position a shortstop and second baseman on the field. Coach can be positioned at home plate or closer to the fielders. Coach throws or bats ball to the left or right of the shortstop, who fields the ball, sets up and tosses it to the second baseman, who runs to cover second base and fields the ball. (Tosses can be overhand or underhand and alternated.) Drill can be reversed by Coach, hitting or throwing the ball to the second baseman, who throws to the shortstop to cover second.*

Object: *This drill emphasizes how to throw the ball to another player when the distance between players is extremely close.*

The Snow White Pitching Drill

Basics: *Pitcher winds up in front of a full-length mirror. In this way she can observe her motion and make the necessary corrections.*

Object: *This drill is best practiced at home. Player should work on hips and body motion.*

Wrist Snap Pitching Drill

Basics: *Position pitcher five feet from coach or other player. With the fielding hand, pitcher holds the pitching arm in place against the leg. While holding the pitching arm still, throw the ball to the coach or other player by snapping the wrist. After 10 throws, increase the distance to 10 feet and do 10 more, then to 20 feet, if possible.*

Object: *This drill is designed to improve wrist snapping action.*

Windmill Tossing Drill

Basics: *Position pitcher 20 feet from coach or other player. In the open or "Leap" position, the player will have both feet at a 45 degree angle to the pitcher's mound. Player rotates arm in 360 degree circle and releases ball at hip, not moving feet, but swiveling hips to simulate the "closing the door" motion. Increase the distance by 10 feet after the pitcher is comfortable with the shorter distance. A variant on this is to have the player perform the 360 degree arm rotation but deliver the ball into her glove which is positioned outstretched at her waist. Once she becomes proficient at delivering the ball into her glove, have her throw under the outstretched glove to the catcher.*

Object: *This drill is designed to improve motion and delivery of the ball.*

Windmill Running Pitch Drill

Basics: *Pitcher runs two or three steps, and while running, performs 360 degree rotary arm swing, releasing the ball at the back of the leg. Catcher should be positioned 30 to 40 feet from the pitcher. Pitchers line up in a line to deliver the ball.*

Object: *This drill works on delivery of Windmill pitch.*

The Pitching Development Program

How do you learn the Windmill Pitch?

At first glance, the Windmill Pitch appears to be a complicated, hard-to-understand delivery. It frustrates both coaches and players. But if understood, it is really a very simple and effective pitching style. The question often asked by parents and players is: "If I go to pitching clinics will you teach me how to pitch?" The answer is NO. What we can teach you are the basic mechanics to become a pitcher. We can show you drills that will help you develop your mechanics. We will identify flaws in your current windup and suggest ways to correct these flaws. Finally we can recommend a regimen to apply these drills. But only the player, herself, can learn to be a pitcher. To become a pitcher requires a combination of dedication, attitude and ego. The tide of a game will ebb and flow on the capabilities of the pitcher. In Fast Pitch softball, the pitcher controls the game more than any other player in any other team sport.

How much work is involved in becoming a pitcher?

As a coach you must advise your players that if they want to be a pitcher they will have to work harder and longer than any other player on the team. There are simply no shortcuts. It is estimated that tournament quality pitchers throw an average of a hundred balls a day, seven hundred a week and twenty five thousand pitches a year. Coaches are advised to tell pitchers to come early or stay late after practice to work on their skills. There is just not enough time in a regular practice to work on pitching. Some coaches have alternative practice schedules for pitchers. Others just have the pitchers come an hour before practice to work on their delivery. Whatever way you do it, you must communicate to those players who want to be pitchers that it takes work.

Should I allow any Player to try to become a pitcher?

Sure, but remember the player must first make the commitment to develop her skills. What we do strongly recommend against is allowing a player who has not had any training to pitch in a game. We all fall victim at times to the player who sees the "glory" others get from pitching and wears us down asking to pitch to the point where we finally give in and let her pitch. Believe us, she will not enjoy it. Two things are likely to happen. The umpire will continually declare her pitch illegal, and she will not be able to find the strike zone. In either case, no one gains. It is better to tell any player who asks to pitch, "Sure you can pitch, but first you have to demonstrate to me as the Coach that you are willing to understand the basics of how to become a pitcher."

How To Do a "Legal" Windmill Pitch, According to the Rules

First, the pitcher must stand with both feet positioned on the "rubber." The "rubber" is the commonly used reference to the rectangular step placed in the center of the pitching circle, which is the eight-foot diameter circle between home plate and second base. There may be as many as three rubbers within any one pitching circle. Each is used for particular league or age groups.

Second, before beginning her motion the pitcher must "present the ball" to the batter. The pitcher faces the batter with both feet in contact with the rubber, comes to a full stop with arms separated and the

softball visible in one hand, for at least one second, before beginning her pitching motion.

Third, once stopped and conceivably acknowledging the pitch sign from the catcher, the pitcher can begin the 360-degree circular motion of the Windmill.

Fourth, as the pitcher begins the Windmill, she can make only one full-circle arm motion with the ball. Any more than that is considered a “double pump” or illegal pitch.

Finally, as the pitcher delivers the ball, the back (power) foot or pivot (right) foot must remain in contact with the ground. Any skip or hop that results in the foot leaving the ground is considered an illegal “Crow Hop pitch.”

What's an Illegal Pitch?

At times an umpire will call an illegal pitch, usually for:

- Not coming to a full stop and presenting the ball for pitching
- Not having both feet in contact with the rubber
- Double pumping or making more than one counter-circular revolution to deliver the ball
- Skipping or jumping off the pitching rubber during the delivery of the pitch, resulting in the back foot leaving contact with the ground
- Pitching in a "side arm" motion rather than underhand

The penalty is usually a warning, and the call of illegal pitch, resulting in a “ball” being called on the batter.

The Mental and Emotional Aspects of Pitching

To pitch the Windmill, your players must have the proper ego. It is highly unlikely that your player will have very much success her first outing as a Windmill pitcher. In fact, the norm is that it takes practice, practice and more practice under game conditions before your player becomes a Windmill pitcher.

Your player will throw more wild pitches; hit more players with pitched balls and walk more batters than throw strikes and get players out. Understand that, and make sure that your player and their teammates understand that.

If you have a player who becomes easily flustered and upset over walking batters and throwing wild pitches, then she's probably not ready to pitch. In fact, she may never be a pitcher until she can control her emotions. Explain that it will take time and practice to learn to pitch and to build the confidence that she can, indeed, master the Windmill.

The Windmill Pitcher and Her Coach

You as the Coach must have patience. Give your potential pitchers every opportunity to learn to pitch. But do it at your pace. Don't let a player pitch who has not pitched before or is not ready from your perspective. The absolute worst thing you can do is to embarrass a potential pitcher. Despite her protestations that “I can pitch,” you need to see her pitch firsthand and NOT in a game situation.

When you are ready to let your player pitch, do it in moderation. Watch her closely. If she begins to become upset from too many walks or wild pitches, or just is too wild, call time and try to calm her down. Use your new pitchers sparingly and if at all possible in situations where the game decision is not at stake. This would be when you have a huge lead or huge run deficit or if it's a scrimmage game.

Providing the Right Amount of Guidance at the Right Time

When an experienced pitcher begins to have control problems, the one common refrain heard from coaches is, "JUST THROW STRIKES." Well, don't you think that is what your player is trying to do? It's just not happening. She doesn't know why. Your job as the coach is to give her the consulting advice she desperately needs.

The worst advice you can give as a coach is to have your pitcher slow down her delivery and aim the ball. Yes, she will probably throw more strikes, but you will do irreparable damage to her. Instead, encourage her to continue to throw hard, but to remember the fundamentals of how to position and deliver the pitch.

Try to refrain from calling out advice after every pitch. Develop some hand signals that cover some of the basic correcting advice you would normally give verbally. This avoids drawing too much attention to what may already be an embarrassing situation to your pitcher.

At the end of a half inning, take your pitcher aside and talk to her privately, a non-emotional, restrained voice. If it's during an inning, ask for time from the umpire and go out to talk to your pitcher. Most likely she is doing something fundamentally wrong. Suggest she reflect back on her training, specifically, with regard as to how to stand, how to leap, how to pivot, how to rotate her arm and release the ball.

Sometimes, your pitcher will be doing everything right, but she can't get a strike called. A basic rule to remember is that the strike zone, regardless of what the rulebook states, is "**whatever the umpire wants it to be.**" Given that, advise your pitcher where you think the umpire is calling strikes and suggest that she try throwing the ball toward that location.

The bottom line is that she is already under enough pressure. Your job is to calm and guide her. If that doesn't work, take her out as pitcher. Remember there's always another day to pitch, but not always another pitcher if your player loses her confidence.

Finally, you have a responsibility to know as much as your pitcher does about pitching. Therefore it is essential that you make every effort to attend the pre-season pitching clinics, secure a pitching video, watch the video and finally, ask questions of the NSGS pitching instructor as to how best to teach the motion. Don't feel ashamed of not knowing how to do this, we all had to learn this delivery. It takes time and effort. **The worst thing you can do as a coach is not to ask.**

Keeping the Scorebook, (or, How to Win By Using the Numbers)

NSGS rules provide that the home team is responsible for keeping track of the number of runs scored each inning, as well as the number of innings each player pitches. It's a good idea for the away team to keep score also, and check the score with the home team periodically. This will help to avoid confusion and misunderstanding.

Each team is responsible for keeping its batting order straight. It is courteous to give the other team your batting order, with players' numbers, at least five minutes before the game time. Few things are more hectic than a coach trying to get his or her team on the field, or ready to bat, while also having to write down the opposing team's batting order in the scorebook during the pitcher's warm-up!

If you want to do so, you can keep your scorebook in a way that allows you to keep track of what each player did, and, if you are so inclined, keep a set of batting and pitching statistics. If you are really so inclined, fielding statistics can be kept too! There is no one official method of keeping score. What follows is a simple system that is an amalgam of several systems.

Each fielder has a number

Pitcher = 1

Left Fielder = 7

Second Base = 4

Short Fielder (Pigtail League) = 10

Shortstop = 6

First Base = 3

Right Field = 9

Catcher = 2

Center Fielder = 8

Third Base = 5

Use letters or abbreviations to describe game occurrences

BB = Walk (base on balls)

G = Ground Ball

WP = Wild Pitch

SAC = Sacrifice Bunt

CS = Caught Stealing

DP=Double Play

PB = Passed Ball

2B = Double

SB = Stolen Base

HR = Home Run

FB = Fly Ball

SLB = Slap Bunt Hit

K (written backwards) = Strike out looking

HBP = Hit By Pitch

1B = Single

SF = Sacrifice Fly Ball

3B = Triple

LD = Line Drive

FO = Foul Out

KS = Strike out swinging

E = Error

RBI= Runs Batted In

Combining the numbers and letters tells a lot about each play. For example, *E-4* means that the second base person made an error. *E-4g* would add the information that a ground ball was "flubbed." Mark a batter's progress around the base paths by drawing a line from base to base on the template printed in your scorebook (NSGS will provide the scorebook). If a batter reaches home safely and scores, lightly color the diamond in. Why lightly? Otherwise, you may obscure information written inside the diamond.

It helps to record outs (first out=1, second out=2, and third out=3) and then circle the out number so that you can easily keep track of the outs.

For the brave of heart, a scorebook can provide the basic data you need to keep a set of statistics for your team. Stats can be handy in making decisions about the batting order and in helping your pitchers develop.

They can hold surprises, too: For example, your quiet sixth hitter may steadily and unobtrusively be poking singles through the infield and piling up a lot of runs batted in (RBIs).

Batting statistics are easy to generate from the scorebook. To develop pitching statistics, you'll need to consult the score you have kept for the other team.

A few tips on keeping score if you want to develop pitching statistics:

- ✓ As noted above, keep detailed accounts of the other team's batting.
- ✓ Remember that "earned runs" are not charged to a pitcher when the runner reached base because of an error or passed ball, or whose "career" on the base paths is prolonged by an error.
- ✓ Errors made by the pitcher are treated like other errors: runs stemming from them are not charged to the pitcher. Wild pitches are charged to the pitcher.
- ✓ Be sure to indicate clearly in the score book when pitchers are relieved.

Conclusion:

There you have it. The 1-2-3's of keeping the score book. It's worth the effort and time to keep the book. Your players will like to see how they are doing and what progress they are making. This is a good job for a parent who wants to help but does not want the burden of having to coach.

Coach's Tool Kit: Team Roster

<u>Player #1</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			
<u>Player #2</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			
<u>Player #3</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			
<u>Player #4</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			
<u>Player #5</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			
<u>Player #6</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			
<u>Player #7</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			
<u>Player #8</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered
Medical / Transportation Notes:			

<u>Player #9</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

<u>Player #10</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

<u>Player #11</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

<u>Player #12</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

<u>Player #13</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

<u>Player #14</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

<u>Player #15</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

<u>Player #16</u>	Address	Telephone	E-mail
Parent / Guardian	Phone	Player Birth Date	Registered

Medical / Transportation Notes:

Coach's Tool Kit: Team Equipment

Catcher's Equipment:

Helmet, Chest Protector, Shin Guards (2), Knee Savers (2)

Size	Condition	Notes

Batter's Equipment:

Bats

Size	Condition	Notes

Batting Helmets

Size	Condition	Notes

Other: (Explain)



The Northborough/Southborough Girls Softball Association

INJURY REPORT

Please return this form to your division coordinator within 24 hours of injury.

<u>NAME OF INJURED PLAYER</u>	<u>PARENT OR GUARDIAN</u>
<u>DATE/TIME OF INJURY</u>	<u>PLACE INJURY OCCURRED</u>
<u>INJURED PLAYER'S COACH / TEAM / LEAGUE</u>	
<u>DESCRIBE NATURE OF INJURY</u>	
<u>DESCRIBE HOW INJURY OCCURRED</u>	
<u>ADDITIONAL COMMENTS</u>	
<u>SIGNATURE/ DATE</u>	