

# **TTCC Baseball, Softball & T-Ball**



## **Program Manual**

# *Welcome!*

*The TTCC Baseball & Softball Commission would like to welcome you to the program. We are looking forward to another great season!!*

*If you have any questions, comments or concerns about the program, please feel free to contact us at any time throughout the season.*

## **TTCC Baseball & Softball Commission:**

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*The Commission would like to thank the following for their support of the Newfound Babe Ruth & Cal Ripken program:*

Team Sponsors  
Program Guide Sponsors  
Banner Sponsors  
Newfound Area School District  
Bridgewater-Hebron Village  
District  
Newfound Regional High School  
New Hampton Community School  
Town of Bristol  
Town of Danbury  
Town of Hill

The State of NH  
Don & Doug Merrill  
Jack Doucette  
Ready Equipment Rentals  
NRHS Softball & Baseball  
Coaches & Players  
Our Volunteer Coaches  
Concession Stand Volunteers

*And YOU... the Parents of the  
Players!*



## TAPPLY-THOMPSON COMMUNITY CENTER

30 North Main Street, Bristol, NH 03222  
Phone: (603) 744-2713; Fax: (603) 744-3502  
Email: [info@ttccrec.org](mailto:info@ttccrec.org); Web: [www.ttccrec.org](http://www.ttccrec.org)

### Frequently Asked Questions

#### When will I know what team my child is on?

- We will send out league-wide emails & rosters will also be posted online as soon as they are ready.

#### When can we get the Practice & Game schedules?

- The schedules should be available soon after teams are selected. Practices are dependent on coach & field availability. As soon as schedules are ready, we will send out league-wide emails & post them online as well.
  - **Typical schedules, subject to change:**
    - TBALL – 1 practice per week, 6-7pm, plus a game on Saturday
    - ROOKIE / 8U – 2 games per week, plus 1-2 practices per week
    - MINOR/10U – 2-3 games per week, plus 1-2 practices
    - MAJOR/12U – 2-3 games per week, plus 1-2 practices
  - Locations vary! We use all fields available for practices – Kelley Park, New Hampton Community School (NHCS), High School (NRHS), Bridgewater-Hebron Village School (BHVS), Wells, etc.... Games will be played locally, and some travel may be required.

#### Who is the Baseball & Softball Commission?

- Our Newfound Babe Ruth Board (NBR) is made up of parents of players, community members, and people that have a love of the game and, more importantly, a love for our area children. This is a very dedicated group of volunteers that give countless hours throughout the year to make this program successful. The full Board will be listed in your Program Guide that you receive at Opening Day. They meet regularly during the season and typically once per month (at the least) during the off season. This program could not be run without their dedication and belief in giving all local youth a positive sports experience. We need volunteers to help – please consider joining the board!

#### Why do we have to sell cash calendars in addition to the fees?

- The baseball & softball program is extremely expensive to run. Registration costs only cover about 25% of the costs. This means that we need to raise a significant amount through sponsors & fundraising. The cash calendars have been a successful way to do this. It is important that everyone sell their five calendars as you are truly helping the program! For those that want to sell more – we offer great incentive prizes & have plenty of extras at the TTCC office.

#### What is the Volunteer Component of the Program?

- We ask that all families with players in the league volunteer at some point during the season, so the bulk of the work isn't placed on just a few volunteers. Many hands make light work! The concession stand is a big one – if everyone can do just 1 time in the stand, that should cover us. And then we ask that everyone complete one other volunteer component such as field clean-up day / field prep, announcing at Wells / scorekeeping, helping with special events like the homerun derby or Josh Clark Tourney, selling extra cash calendars, etc.

### **What should I do if I have questions?**

- You can always call or email the TTCC office – 603-744-2713, [info@ttccrec.org](mailto:info@ttccrec.org). Once the season is underway you will be able to contact your coach directly & contact info for Board members is also listed in the program guide.

### **You may be asking what is the Program Guide?**

- This booklet is produced yearly with all teams & player's names, game schedules, sponsor info, contact info and more.... They are distributed at Opening Day to all teams and extra copies are available at the TTCC & concession stand at Wells. Let us know if you want to place your own ad in the program guide!

### **How do I handle a concern or complaint?**

- Please use the following process when filing a complaint:
  - Discuss the issue with the team manager first – they should be given the opportunity to address your concern.
  - If you are still not satisfied, then discuss the issue with your Player Representative. They are listed in the Program Guide and there is one for Baseball & one for Softball.
  - If you do not feel the issue has been resolved, please complete the Complaint Form that is included in the parent packet and available on the website at [www.ttccrec.org](http://www.ttccrec.org) . You will be contacted by a Disciplinary Committee member confirming receipt of your form and they may request more information or ask for your attendance at a hearing.

**The Newfound Babe Ruth League Commission meets regularly at the TTCC prior to the start of and throughout the season. We welcome you to attend meetings and become more involved in the leagues. Our common goal is to make your child's sports experience the best it can be. Let us work together to achieve this goal☺**

# **TAPPLY-THOMPSON COMMUNITY CENTER** **GUIDELINES FOR BASEBALL, SOFTBALL & T-BALL**

## **PHILOSOPHY**

It is the philosophy of the Tapply-Thompson Community Center Baseball & Softball Commission to provide a safe, fun and learning environment in which children of all ages can learn and improve their skills and knowledge of the game.

- **EVERY PLAYER PARTICIPATES EQUALLY.** Every child on every team should be given the opportunity to participate during every game and every practice equally.
- **EMPHASIS ON SKILL DEVELOPMENT.** The TTCC program will emphasize the pleasure of skill development and physical fitness, and avoid preoccupation with winning and perfectionism.
- **SPORTSMANSHIP.** Coaches, players and spectators are representatives of the TTCC and are expected to act accordingly.
- **EQUAL OPPORTUNITY.** Where equal and separate programs do not exist, girls and boys will be granted equal opportunity to participate. Special arrangements will be made to accommodate individuals with disabilities in accordance with the Americans with Disabilities Act.
- **RULES.** This program will use Babe Ruth/Cal Ripken rulebooks, with local adoptions as accepted by the Commission.

## **GAME ETIQUETTE**

### **A. Team Behavior**

- When on the bench, players are expected to keep their hands out of the fence (where applicable).
- Players are responsible for cleaning up their dugout area after each practice and game.
- Players should not be allowed to stand in the dugout doorways.
- Proper equipment should be worn at all times.
- No jewelry should be worn during games or practices.

### **B. Coaches Responsibilities**

- **Available to all TTCC coaches – there is an online coach certification course (<http://www.baberuthcoaching.org/>) – “Coaching Youth Baseball the Babe Ruth League Way” and “Coaching Youth Softball the Babe Ruth Way”. League will reimburse the course fee – coaches just need to submit receipt. This course only needs to be taken once. Please send certificates to [info@ttccrec.org](mailto:info@ttccrec.org) when complete. \*Required for tournament team coaches**
- Will follow the Coaches Code of Ethics.
- Submit to a Background Record Check.
- Attend coach clinic training if offered – or search out trainings online
- To notify parents/players of schedule changes.
- To ensure that TTCC equipment is accounted for and maintained in useable condition.
- To be reliable, and on time. (The first to arrive, last to leave) Coaches are responsible to wait for all children to be picked up after practices or games. If a parent is repeatedly late, please notify the TTCC Office.
- To never play a player who has been injured. When in doubt, do not play the player; think of the player first and not the team’s final outcome.
- **Coaches are not expected to transport members of their team to and from practices or games.**
- To leave facilities in the same or better condition that they were when the team arrived.
- To ensure that all participants in the program have registered and the coach has the proper waiver forms in their possession.
- To ensure that playing conditions, facilities or circumstances present no physical risks to the players, and to take appropriate action if they do.

- To keep the team together, and under your supervision during out-of-town trips. Team and coaches enter and leave areas together.
- To contact parents and the TTCC Office if a player is injured and requires medical attention and fill out an accident report form as provided by the TTCC. To follow attached policy regarding injured players.
- Keep parents out of the dug-out area unless tending to an injury.
- To have all players and coaches shake hands at the conclusion of the game and a positive cheer should be said. Coaches are encouraged to thank officials and the opposing coach.
- To be creative when your team is more skilled than the other team. (Example: Holding up your players, players in different positions). Do not run up the score.
- To use the discipline policy with fair and equal treatment to all players.

### **C. Parent Responsibilities**

- Must follow the Parents Code of Ethics.
- Be sure that players are dressed appropriately for all games. (see Safety section)
- To understand that there is an expectation that you will make practices and games a priority during the season. In order for your child to have the optimum experience their participation at practices and games is important. Please let your Manager/Coach know if you will not be able to attend.
- Will be prompt in dropping off and picking up their children at games and practices.
- At Wells Field spectators will not park on the Highway Shed property that overlooks the field.
- If a parent feels the weather is unsafe when they arrive at the field they should not allow their child to play.
- Coaches are not required to call regarding game cancellations. A message will be left on the TTCC answering service one hour prior to game start if the game is cancelled. The number is 744-2713. We will also try to post on the website & Facebook pages. If there is no message you should assume the game is on and go to the field.
- Younger children must be attended at all times at all fields.
- Will view games from the areas designated for spectators.
- Parents are encouraged to come to the Baseball & Softball Commission meetings. Call for dates and times. This is the forum for questions or concerns.
- To be familiar with the discipline policy that will be used throughout the league for players, coaches and parents.

### **F. Baseball/Softball Commission Responsibilities**

- Advertising & program registration; collection of fees.
- Providing coaches with parental permission and health forms for each player.
- Game scheduling & rescheduling, printing of schedules, confirmation of games and scheduling of umpires.
- Field preparation & maintenance.
- Providing proper equipment including first aid kit, scorebook, rulebook and bases.
- Equipment issue, cleaning, collection and storage.
- Interviewing, hiring, dismissal of coaches and officials.
- Preparation and management of program budget.
- Notifying coaches and officials of schedule changes.
- Providing coaching education opportunities for coaches.
- Enforce the discipline policy.

## Coaches Checklist

- **Have fun!**
- Complete Background Check
- Call all players to introduce yourself and let them know they are on your team. Do this as soon as possible as they are anxious to find out what team they are on.
- Find out the best way to get in touch with each player's parents and set up a communication list.
- Review policies on injuries, discipline, incidents to familiarize yourself with the different forms.
- Be sure you have all forms for children on your team and review the health information of each (be especially aware if a child needs their inhaler with them or is allergic to bee stings). Also note that some children are not allowed to be photographed.
- Make sure all parents know when first practice, opening day, homerun derby and picture day will be. Let parents know directly instead of telling the players – sometimes they forget to pass on the information.
- Make sure all parents know about the cash calendar fundraiser and that they're all asked to sell a minimum of 5 calendars.
- Check your equipment to be sure that it is all in safe condition (no broken helmets, straps, etc.).
- If playing at Wells Field teams will be expected to have a parent volunteer to staff the concession stand & press box.
- Be sure you always have enough ice packs and first aid supplies in your kit (extra supplies are available at the TTCC).

## **THUNDER & LIGHTNING POLICY**

Thunder and lightning necessitates that contests be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion – thunder is thunder and lightning is lightning.

1. When thunder is heard and/or lightning is seen, the following procedures should be adhered to:
  - a. Suspend play and direct participants to go to shelter, a building normally occupied by the public or if a building is unavailable, participants should go inside a vehicle with a solid metal top (e.g. bus, van, car).
  - b. Do not permit people to stand under or near a tree; and have all stay away from poles, antennas, towers, and underground watering systems.
  - c. After thunder and/or lightning have left the area, wait a minimum of 30 minutes after the last boom is heard or strike is seen before resuming play or competition.

## **POLICY ON ALCOHOL AND DRUG USE**

*In keeping with the concept of providing a healthy and safe environment for athletic participation and competition, the following policies will be enforced:*

1. The possession, use and/or participation under the influence of alcohol and/or drugs by players, coaches and spectators, including chewing tobacco products is not permitted on TTCC or school properties, nor at any practice, game or team function.
2. Violation of this policy by a player will result in the following:
  - a. The parent/guardian will be notified.
  - b. The player will be suspended from the team for one week.
  - c. For a second offense, the player will be suspended from the team for the remainder of the season, and the parent will be notified by the Baseball / Softball Commission.
3. Violation of this policy by a coach will result in the following:
  - a. Immediate dismissal from his/her coaching position for the season by the Baseball / Softball Commission.
4. Violation of this policy by a spectator will result in the following:
  - a. The spectator will be asked by the coach to dispose of the substance in question or leave the premises.
  - b. The coach is responsible for initial enforcement of this policy. If the spectator refuses to cooperate, the police will be notified.

## **POLICY REGARDING INJURED PLAYERS**

The volunteer coach has the initial responsibility for the safety and welfare of each player on the team. The general rule in treating sports injuries is to administer only the first aid treatment of which you have knowledge.

The following steps should be taken in caring for an injured player:

1. Administer only the first aid treatment of which you have knowledge.
2. In the case of a suspected neck or back injury, **DO NOT MOVE THE INJURED PLAYER**. Notify trained medical personnel immediately, who are qualified to treat this type of injury safely.
3. In the event a player is transported to the hospital for treatment, the parental permission form must accompany the player, and the parent must be notified immediately.
4. A TTCC accident report form must be completed on all injuries requiring medical attention of any kind, and within 24 hours of the injury. If the player is transported to the hospital the TTCC Office should be notified immediately.
5. Chemical ice packs should never be used on open wounds or head wounds. A barrier (such as a t-shirt or towel) should be used between the ice pack and skin. Do not place ice pack directly on skin. The coach is responsible for insuring that all chemical ice packs are properly disposed of.
6. First Aid kits are equipped with disposable gloves. Coaches are required to wear them whenever dealing with injuries/illnesses involving bodily fluids. Dispose of soiled bandages and materials in the red biohazard bags in your first aid kit.

## **ATTENTION PARENTS – FACILITY USE**

1. Please be sure that your child or children are attended while using any TTCC, Town, or School facilities during the Baseball & Softball season.
2. We are extremely lucky to have the use of these facilities and if we do not show that we are respectful of these properties we will be in jeopardy of losing the use of them.
3. Children should not be dropped off to watch siblings/friends games or practices unless you are staying with them.
4. There is no smoking allowed at any of the facilities we use so please leave school/town property to smoke.
5. Any families that are found to violate the rules of use will be subject to disciplinary action per the Discipline Policy.

## A FACT SHEET FOR PARENTS ON CONCUSSIONS

### WHAT IS A CONCUSSION?

A concussion is a brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

You can't see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

### WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

#### Signs Observed by Parents or Guardians

*If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs and symptoms of a concussion:*

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

#### Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

### HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION?

Every sport is different, but there are steps your children can take to protect themselves from concussion.

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity (such as helmets, padding, shin guards, and eye and mouth guards). Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Learn the signs and symptoms of a concussion.

### WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to sports.
2. **Keep your child out of play.** Concussions take time to heal. Don't let your child return to play until a health care professional says it's ok. Children who return to play too soon – while the brain is still healing – risk a greater chance of having a second concussion. Second or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **Tell your child's coach about any recent concussion.** Coaches should know if your child had a recent concussion in ANY sport. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

**Tapply-Thompson Community Center**  
**Baseball & Softball Commission**  
**Discipline Policy**

Dear Coaches & Parents,

The Baseball & Softball Commission will be using the following discipline policy league-wide. It gives the coaches and the commission a concrete policy and procedure for disciplinary actions. In the spirit of fair treatment for all involved in this program this system will be used as a tool for coaches in dealing with issues that may arise with their players throughout the season. It will be used by the Commission should situations arise where it is necessary to discipline a coach. Lastly, it will be used in the event that a parent chooses to ignore the Parent Code of Ethics that is provided in the Parent Handbook.

*The policy will work as follows:*

**For Players: (administered by Manager of team)**

- 1<sup>st</sup> Warning: This will be a verbal warning and the parents will be notified that their child has received one.
- 2<sup>nd</sup> Warning: This will be a written warning to the parent of the player and will require that the form be signed and returned to the manager.
- 3<sup>rd</sup> Warning: Suspension from the next game.
- 4<sup>th</sup> Warning: Expulsion from the league for the remainder of the season.

**For Coaches: (Administered by Commission)**

- 1<sup>st</sup> Warning: This will be a verbal warning and a notation will be placed in the Coaches file.
- 2<sup>nd</sup> Warning: This will be a written warning and will be placed in the coach's file.
- 3<sup>rd</sup> Warning: Suspension from the next game.
- 4<sup>th</sup> Warning: Suspension of coach from the league.

**For Parents: (Administered by Commission – can be recommended by Coach or Umpires)**

- 1<sup>st</sup> Warning: This will be a verbal warning and a record of action will be kept.
- 2<sup>nd</sup> Warning: This will be written warning.
- 3<sup>rd</sup> Warning: Not allowed at the next game.
- 4<sup>th</sup> Warning: Not allowed at remainder of games this season.

It is our hope that this policy will help to enforce the code of ethics that is signed by coaches, parents and players.

More serious infractions of the policy may be dealt with by immediate suspension from the field for the amount of time deemed appropriate by the Commission.

**Tapply-Thompson Community Center**

**Baseball/Softball – Written Warning**

Date: \_\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_ received a written warning today after having received a number of verbal warnings or for a more serious first offense. He/She received the warning for the following behavior:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The consequence of this warning is: (circle one)

- Written warning
- Suspension from the next game: \_\_\_\_\_ (date)
- Removal from team for the remainder of the season

If you have any questions or concerns please feel free to contact the TTCC office at 744-2713. Thank you for your cooperation.

\_\_\_\_\_  
*Coaches Signature*

\_\_\_\_\_  
*Parent Signature*