

# *TTCC*



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



## *Parent 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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Vice President: Bo Sargent – [bsargent21.21@gmail.com](mailto:bsargent21.21@gmail.com), 603-630-8769  
Secretary: Jessica Grace – [jessicarule2117@gmail.com](mailto:jessicarule2117@gmail.com), 603-581-4155  
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TTCC Rep: Leslie Dion – [ldion@ttccrec.org](mailto:ldion@ttccrec.org), 603-707-7315  
Umpire in Chief: Dan MacLean – [dmaclean@ttccrec.org](mailto:dmaclean@ttccrec.org), 603-254-4511

*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're 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.*

- **EQUAL & FAIR PLAY TIME.** This means that not only do all players get a certain number of innings in the game but also that all kids get the same play time throughout the season. For example: the goal is to have all players play the same amount of innings in each game. This is not always possible as games don't always go the full amount of innings (and because of substitution rules at Majors); players are out sick, players arrive late, injuries, etc. In order to keep this fair the coaches strive to balance this over the season so that by the end of the season players have played in the same amount of innings overall.
- **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.

## ***TEAM BEHAVIOR***

- Sportsmanship is of the utmost importance at all times.
- Players are not allowed to question the umpires' calls and comments should not be heard. The officials should be treated with respect at all times.
- 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.
- There should be no heckling or un-sportsmanlike behavior towards the other team or fellow teammates.
- Alcohol, Drugs, Tobacco and all weapons are prohibited at all times. See Drug & Alcohol policy.

## ***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.
- To notify coach if player is not able to make a game or practice.
- Will be prompt in dropping off and picking up their children at games and practices.

- Will promote good sportsmanship at all times during games.
- Will understand that Alcohol, Drugs, Tobacco and Firearms are prohibited at all fields.
- 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 and we will also do our best to post on the TTCC Website & Facebook. If no cancellation info is posted you should assume the game is on and go to the field.
- Parents are encouraged to come to the Baseball Commission meetings. Call for dates and times or check our website at [www.tccrec.org](http://www.tccrec.org).
- To be familiar with the discipline policy that will be used throughout the league for players, coaches and parents.
- No dogs allowed at Wells Field

### ***SAFETY***

- No steel spike cleats
- Players should not be allowed to stand in the dugout doorways.
- While in the dugout, players should keep all hands and objects away from the fence where applicable.
- Proper equipment should be worn at all times.
- No jewelry should be worn during games or practices.

### ***THUNDER & LIGHTNING POLICY***

1. 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.
2. 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.

## 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.

**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.

# Facility Use Notice

- Please be sure that your child or children are attended while using any TTCC, Town, or School facilities during the TTCC Baseball & Softball season.
- We are extremely lucky to have the use of these facilities but will be in jeopardy of losing that privilege if we are not respectful of the rules.
- Children should never be dropped off to watch siblings/friends games or practices without an adult supervising them.
- There is no smoking allowed at any of these facilities.
- No alcohol is permitted at any of these facilities.
- Not dogs allowed at TTCC events.
- Parking should be in designated spaces only at all times.
- Any violations to these rules will result in implementation of the Discipline Policy and could mean that violators will no longer be allowed to attend practices or games.

***We appreciate your cooperation 😊***

# PARENTS' CODE OF ETHICS

**I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Parents' Code of Ethics Pledge.**

**I** will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sports event.

**I** will place the emotional and physical well-being of my child ahead of a personal desire to win.

**I** will insist that my child play in a safe and healthy environment.

**I** will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

**I** will demand a sports environment for my child that is free of drugs, tobacco and alcohol, and will refrain from their use at all youth sports events.

**I** will remember that the game is for youth – not for adults.

**I** will do my very best to make youth sports fun for my child.

**I** will ask my child to treat other players, coaches, fans and officials with respect.

**I** promise to help my child enjoy the youth sports experience by doing whatever I can such as being a respectable fan, assisting with coaching, or providing transportation.

**I** will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches' Code of Ethics.

# PLAYERS' CODE OF ETHICS

**Coaches and parents have a responsibility to provide the best possible experience for the youth in sports programs. However, the players also have certain responsibilities related to their participation. The Players' Code of Ethics should be read and signed by all team members.**

**I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge.**

I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship myself.

I will attend every practice and game that I can and will notify my coach if I cannot.

I will expect to receive a fair and equal amount of playing time.

I will do my best to listen and learn from my coaches.

I will treat my coaches, other players, officials and fans with respect and I will expect to be treated accordingly.

I will conduct myself in a manner at all team activities and at all facilities in way that represents my community positively.

I deserve to have fun during my sports experience and will alert my parents or coaches if it stops being fun.

I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect all players, coaches, parents and fans to refrain from their use at all youth sports events.

I will encourage my parents to be involved with my team in some capacity because it's important to me.

I will do my best in school.

I will remember that playing sports is an opportunity to learn and most of all have fun!

I realize that any player who cannot abide by these rules may be disciplined.

**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. 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*

# Newfound Babe Ruth Baseball & Softball

## PROGRAM COMPLAINT FORM

The Newfound Babe Ruth Baseball & Softball Commission strives to provide the highest quality youth sports program for its participants. The Parent, Player & Coach Code of Ethics, Player Representative, and Coaching Coordinator establish minimum behavior and performance standards for Coaches, Parents, Players and Board positions. The Commission has authorized the creation of a 'Disciplinary Committee' to hear and make rulings on complaints that were not able to be satisfactory resolved at lower levels.

Please use the following process when filing a complaint:

1. Discuss the issue with the team manager first;
2. If you are still not satisfied, then discuss the issue with your Player Representative
3. If you are still not satisfied, please complete the following Complaint Form and send it to Leslie Dion at [ldion@ttccrec.org](mailto:ldion@ttccrec.org).
4. A Disciplinary Committee member will contact you shortly confirming receipt and may request other information and/or attendance at a hearing.
5. Please fill in the info below:

Team Name \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Complaint for: ( ) Manager/Coach ( ) Player ( ) Parent ( ) Player Rep

1. Please describe how the Complainant violated the Coaches Code of Ethics, the Parent & Player Code of Ethics, or the duties of the Player Representative. Please include the name of the person(s) who may have violated the policies and their role(s) in the program. Please indicate any other supporting evidence.

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2. Were there witnesses to the incident: ( ) Yes ( ) No
  - a. If yes, please have them attach a separate statement

Witness Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

3. Did you contact your child's manager or the Player Representative to report this incident prior to filling out this report? ( ) Yes ( ) No

4. If yes, who did you contact and how was your complaint handled?

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**COMMISSION/COMMITTEE USE ONLY**

**DATE COMPLAINT FORM RECEIVED BY OFFICE:** \_\_\_\_\_

**DATE COMPLAINT FORM RECEIVED BY DISCIPLINE COMMITTEE CHAIR:** \_\_\_\_\_

**DISCIPLINE COMMITTEE HEARING DATE:** \_\_\_\_\_

**FINAL DISPOSITION:**

( ) Coach/Player/Parent Suspension: # of Games: \_\_\_\_\_

( ) Coach/Player/Parent Expulsion: Effective Date: \_\_\_\_\_

( ) Warning \_\_\_\_\_ Verbal \_\_\_\_\_ Written

( ) Other: \_\_\_\_\_

**COMMITTEE CHAIR APPROVAL:**

\_\_\_\_\_  
*Chairperson Signature*

\_\_\_\_\_  
*Date*

**TTCC DIRECTOR/ASSISTANT DIRECTOR RULING ACKNOWLEDGEMENT**

\_\_\_\_\_  
*Director/Assistant Director Signature*

\_\_\_\_\_  
*Date*

*All Program Complaint Forms must be filed for at least (5) years*