



To Potential 2018 Youth Baseball and Softball Coaches:

Thank you very much for your interest in the 2018 Youth Baseball and Softball Program sponsored by the Independence Township Parks, Recreation & Seniors Department. In anticipation of the upcoming season, we are currently seeking parent volunteers!

I have included with this letter a copy of a Coaches Commitment Form, a Background Check Form, and information on Concussion Training. If you are interested in a volunteer coaching position, please complete the enclosed forms and return them to the Parks, Recreation & Seniors Office. Also attached is a tentative Baseball and Softball Calendar for the spring season. This will help you prepare for the time commitment that is required of our volunteers.

Priority is given to returning coaches, however usually every season we need dedicated volunteers in almost every age division.

Even though coaching is a volunteer position we still have a few requirements our coaches must complete to ensure a quality program. These requirements include:

- Attend Coaches Clinic in April (date TBD)
- Attend the Coaches Meeting in April (date TBD)
- Pass a national background check
- Provide proof of Concussion Training completion
- Return all issued equipment to the Department at the conclusion of the season

Upon completing the above requirements, coaches will be issued a coaching credit for the price they paid for their child to play in the league they coached. A coaching credit will be issued on your account to be used for other activities within our Department. This is our way to say THANK YOU for all of the time and energy that you donated. In order to receive your credit, you must complete all the requirements.

Should you have any questions or need any additional information as you read through the enclosed information, please contact me at 248-625-8223. And again, thank you for volunteering your time.

Sincerely,

Lisa J. McCoy, CPRP, CYSA  
Recreation Specialist



## INDEPENDENCE TOWNSHIP PARKS, RECREATION & SENIORS

6483 Waldon Center Drive, Clarkston, MI 48346 • 248.625.8223 • ITPRS.ORG

*Making our community a better place to live, work and play  
by building connections with neighbors and the outdoors.*



## COACHING POLICY

### Youth Sports

The following policy and procedures have been established to ensure quality programming.

Volunteer coaching positions in our Youth Sports leagues are contingent upon passing a background check and completing all required steps and coaching paperwork, including:

- Coach Commitment Form
- Coach Code of Conduct
- Coach Concussion Certificate (must be completed once per coaching career)
- Attend the Coaches Meeting
- Attend the Coaches Clinic

Independence Township Parks, Recreation & Seniors will use the following process to determine youth sports volunteer coaches for each sport:

- Returning coaching paperwork must be completed and turned in by the designated deadline (deadline varies by each sport). If the deadline has passed, returning coaches will forfeit their spot and be placed into the "first come, first served" category.
- Coaching positions are assigned to returning coaches in good standings first. If openings still exist, coaching positions will be granted on a "first come, first serve" basis to new coaches or those returning coaches who missed the priority deadline.
- A returning coach moving up a league will have first priority over new coaches. Returning coaches moving up are not guaranteed a spot. Priority is given to returning coaches from that league.
- Volunteer coaching positions are based on the number of teams formed in each league.
- The Parks, Recreation & Seniors Department will recognize only one Assistant Coach per team.
- Assistant Coaches are also required to complete all required coaching paperwork (see above).
- In addition to the designated Head Coach and Assistant Coach, teams may choose to have parent helpers. Parent helpers are required to fill out a background check form. If desired, the parents helpers may purchase a team t-shirt. Head coach and Assistant Coach will receive a team t-shirt at no cost.

Head Coaches and Assistant Coaches that complete all of the required paperwork and steps, and return their issued equipment on the designated day and location, are eligible for a Coaching Credit. A Coaching Credit is an account credit to your Parks & Rec account for the price you paid for your child(ren) to play in the league you coached. This credit can be used towards other activities within our Department. Coaches who do not complete all of the requirements will forfeit their credit.



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### 2018 YOUTH BASEBALL/SOFTBALL COACH COMMITMENT FORM

In an effort to prepare for the upcoming season, and to also provide all registrants with accurate information, we are asking that all coaches complete and return this form as soon as possible. At the present time, we are not sure how many coaching openings there will be for the 2018 Summer Season. Priority is given to those who coached last year and their commitment forms are not due until **February 9**. The possibility of travel does exist in some leagues.

In order to be considered as a coach, and if you have a child playing in the league, please note that regular registration deadlines apply. We are unable to save spots for the child/children of a coach in our programs. You will not be allowed to coach if your child/children is not registered prior to the league filling. Coaches will not be allowed to coach more than one team with games scheduled for the same night of play.

#### Are you interested in (please check the appropriate box)

☐ **Head Coach**

☐ **Assistant Coach**

Coach's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Alt. Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Did you coach in the 2017 season?      YES      NO

If YES, what age group did you coach? \_\_\_\_\_

Coach Shirt Size (please circle one):    AS    AM    AL    AXL    2XL    3XL

Why would you like to coach this season? (Use the back for additional space)

What experience do you have either as a coach or leading young athletes? (Use the back for additional space)

Designated Head/Assistant Coach's Name: \_\_\_\_\_

Child Name of Designated Head/Assistant Coach: \_\_\_\_\_

Please note: Both head and assistant coaches will be required to complete a Coach's Packet. In draft leagues, the children of the Head Coach and pre-designated Assistant Coach will automatically be frozen for draft. Declared Assistant Coaches cannot be added or changed after the draft.

#### In which league would you like to coach?

LITTLE SLUGGERS (Boys & Girls, Ages 3-4) ☐

T-BALL (Boys & Girls, Ages 5-6) ☐

COACH PITCH ☐    ▶▶    (circle one:    6 year olds    7 year olds)    BOYS 8/9 Minor ☐

GIRLS 8/9 Minor ☐    BOYS 9/10 Major ☐    GIRLS 9/10 Fast Pitch ☐    BOYS 11/12 Major ☐

GIRLS 11/12 Fast Pitch ☐    BOYS 13/14 Major ☐    GIRL 13/14 Fast Pitch ☐    BOYS 15-18 Major ☐

#### OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_



## VOLUNTEER IN YOUTH SPORTS

Background Consent/Release Form

NYSCA Chapter ID#: CHP-3994

Name of Organization:

Independence Township Parks, Recreation & Seniors  
6483 Waldon Center Dr. \* Clarkston, MI 48347

Sport You Are Coaching\_\_\_\_\_

Name (printed)\_\_\_\_\_

Driver's License Number\_\_\_\_\_

Social Security Number\_\_\_\_\_ Date of Birth\_\_\_\_\_

Applicant's Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

I, \_\_\_\_\_, authorize and give consent for the above named  
Name of Applicant organization to obtain information regarding myself.

This includes the following:

- Criminal background records/information
- Sex Offender Registry Checks
- Addresses

I the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my volunteer application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

# Concussion Requirements for Coaches



Independence Township is committed to the safety of our athletes. In order to do so, we need to implement Sports Concussion Awareness Training for ALL of our staff and coaches.

All coaches will have to participate in a 30 minute online training and present their completed certificate of training in order to coach by the designated due date. Please copy and paste the following link into your web browser to complete this 30 minute training.

**<http://www.cdc.gov/Concussion/>**

**The certificate of completions will be kept on file at the Parks, Recreation & Seniors office.**

**Each coach will only have to complete this every three years.**

**The Certificate of Completion can be returned via fax, mail, email, or in person:**

**Independence Township Parks, Recreation & Seniors**

**6483 Waldon Center Dr, Clarkston, MI 43846**

**FAX: (248) 620-7454**

Independence Township is committed to the safety of our athletes and in following sport safety laws including Public Acts : Public Act 342 of 2012 Michigan Law regarding the Department of Community Health's development, adoption and approval of educational and training materials for sports concussion awareness compliance. Public Act 343 of 2012 Michigan Law regarding Compliance of Sports Concussion Awareness Training for organizing entities, sponsors or operators of an athletic activity in which youth

#### **Did you know?**

- Most concussions occur without a loss of consciousness.
- Young children & teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have had a concussion are at greater risk for another concussion.
- All concussions are serious.
- Recognition & proper response to a concussion when it first occurs can help prevent further injury or even death.

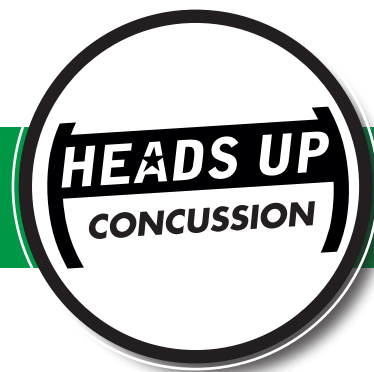
**A concussion is a serious brain injury  
that can occur in any sport!**

Remember, **concussions affect people differently.** While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days or even weeks. A more serious concussion can last for months or longer.

For **more information** on concussions, visit:

[www.michigan.gov](http://www.michigan.gov) or [www.cdc.gov/concussion](http://www.cdc.gov/concussion)

# CONCUSSION FACT SHEET FOR COACHES



## WHAT IS A CONCUSSION?

Concussion, a type of traumatic brain injury, is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth—literally causing the brain to bounce around or twist within the skull.

This sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain.

## HOW CAN I RECOGNIZE A POSSIBLE CONCUSSION?

Concussions can result from a fall or from athletes colliding with each other, the ground, or with an obstacle, such as a goalpost. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

As a coach you are on the front line in identifying an athlete with a suspected concussion. You know your athletes well and can recognize when something is off—even when the athlete doesn’t know it or doesn’t want to admit it.

To help spot a concussion, you should watch for and ask others to report the following two things:

1. A forceful bump, blow, or jolt to the head or body that results in rapid movement of the head.

**AND**

2. Any concussion signs or symptoms, such as a change in the athlete’s behavior, thinking, or physical functioning.

Signs and symptoms of concussion generally show up soon after the injury. But the full effect of the injury may not be noticeable at first. For example, in the first few minutes the athlete might be slightly confused or appear a little bit dazed, but an hour later they can’t recall coming to the practice or game.

You should repeatedly check for signs of concussion and also tell parents what to watch out for at home. Any worsening of concussion signs or symptoms indicates a medical emergency.

## SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs and symptoms listed below, or who report that they just “don’t feel right,” after a bump, blow, or jolt to the head or body, may have a concussion.

### 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
- Just not “feeling right” or is “feeling down”

### SIGNS OBSERVED BY COACHING STAFF:

- 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 mood, behavior, or personality changes
- Can’t recall events prior to hit or fall
- Can’t recall events after hit or fall

*Michigan Department  
of Community Health*



**Rick Snyder, Governor**  
**James K. Haveman, Director**

## WHAT ARE CONCUSSION DANGER SIGNS?

In rare cases, a dangerous blood clot may form on the brain in an athlete with a concussion and crowd the brain against the skull. Call 9-1-1 or take the athlete to the emergency department right away if after a bump, blow, or jolt to the head or body the athlete exhibits one or more of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

### FACTS

Sometimes people wrongly believe that it shows strength and courage to play injured. Some athletes may also try to hide their symptoms.

Don't let your athlete convince you that he or she is "just fine" or that he or she can "tough it out." Discourage others from pressuring injured athletes to play. Emphasize to athletes and parents that playing with a concussion is dangerous.

## WHAT SHOULD I DO IF A CONCUSSION IS SUSPECTED?

No matter whether the athlete is a key member of the team or the game is about to end, an athlete with a suspected concussion should be immediately removed from play. To help you know how to respond, follow the Heads Up four-step action plan:

### 1. REMOVE THE ATHLETE FROM PLAY.

Look for signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head or body. When in doubt, sit them out!

### 2. ENSURE THAT THE ATHLETE IS EVALUATED BY AN APPROPRIATE HEALTH CARE PROFESSIONAL.

Do not try to judge the severity of the injury yourself. Health care professionals have a number of methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:

- Cause of the injury and force of the hit or blow to the head or body
- Any loss of consciousness (passed out/knocked out) and if so, for how long
- Any memory loss immediately following the injury
- Any seizures immediately following the injury
- Number of previous concussions (if any)

### 3. INFORM THE ATHLETE'S PARENTS OR GUARDIANS.

Let them know about the possible concussion and give them the Heads Up fact sheet for parents. This fact sheet can help parents monitor the athlete for sign or symptoms that appear or get worse once the athlete is at home or returns to school.

### 4. KEEP THE ATHLETE OUT OF PLAY.

An athlete should be removed from play the day of the injury and until an appropriate health care professional says they are symptom-free and it's OK to return to play. After you remove an athlete with a suspected concussion from practice or play, the decision about return to practice or play is a medical decision.



## WHY SHOULD I BE CONCERNED ABOUT CONCUSSIONS?

Most athletes with a concussion will recover quickly and fully. But for some athletes, signs and symptoms of concussion can last for days, weeks, or longer.

If an athlete has a concussion, his or her brain needs time to heal. A repeat concussion that occurs before the brain recovers from the first—usually within a short time period (hours, days, weeks)—can slow recovery or increase the chances for long-term problems. In rare cases, repeat concussions can result in brain swelling or permanent brain damage. It can even be fatal.



### DID YOU KNOW?

- Young children and teens are more likely to get a concussion and take longer to recover than adults.
- Athletes who have ever had a concussion are at increased risk for another concussion.
- All concussions are serious.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.

## HOW CAN I HELP ATHLETES TO RETURN TO PLAY GRADUALLY?

An athlete should return to sports practices under the supervision of an appropriate health care professional. When available, be sure to work closely with your team's certified athletic trainer.

Below are five gradual steps that you and the health care professional should follow to help safely return an athlete to play. Remember, this is a gradual process. These steps should not be completed in one day, but instead over days, weeks, or months.

### BASELINE:

Athletes should not have any concussion symptoms. Athletes should only progress to the next level of exertion if they do not have any symptoms at the current step.

### STEP 1:

Begin with light aerobic exercise only to increase an athlete's heart rate. This means about 5 to 10 minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

### STEP 2:

Continue with activities to increase an athlete's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, moderate-intensity weightlifting (reduced time and/or reduced weight from your typical routine).

### STEP 3:

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, non-contact sport-specific drills (in 3 planes of movement).

### STEP 4:

Athlete may return to practice and full contact (if appropriate for the sport) in controlled practice.

### STEP 5:

Athlete may return to competition.

If an athlete's symptoms come back or she or he gets new symptoms when becoming more active at any step, this is a sign that the athlete is pushing him or herself too hard. The athlete should stop these activities and the athlete's health care provider should be contacted. After more rest and no concussion symptoms, the athlete should begin at the previous step.

## HOW CAN I HELP PREVENT CONCUSSIONS OR OTHER SERIOUS BRAIN INJURIES?

Insist that safety comes first. To help minimize the risks for concussion or other serious brain injuries:

- Ensure that athletes follow the rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure the athlete wears the right protective equipment for their activity. Protective equipment should fit properly, be well maintained, and be worn consistently and correctly.
- Wearing a helmet is a must to reduce the risk of severe brain injury and skull fracture. However, a helmet doesn't make an athlete immune to concussion. There is no "concussion-proof" helmet.

Check with your league, school, or district about concussion policies. Concussion policy statements can be developed to include:

- The school or league's commitment to safety
- A brief description of concussion
- Information on when athletes can safely return to school and vplay.

Parents and athletes should sign the concussion policy statement at the beginning of the season.



▶ **"WHEN IN DOUBT,  
SIT THEM OUT!"**



JOIN THE CONVERSATION AT [www.facebook.com/CDCHeadsUp](https://www.facebook.com/CDCHeadsUp)

TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](http://WWW.CDC.GOV/CONCUSSION)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).



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# TENTATIVE CALENDAR OF EVENTS

## 2018 YOUTH BASEBALL AND SOFTBALL

January 4	Independence Township/Clarkston School District registration at Parks and Recreation begins during regular office hours.
January 29	Open registration begins (contingent upon availability). Open to residents and non-residents.
February 9	All Coaching paperwork is due to the Parks, Recreation & Senior Office.
February 20	<b>FREEZES DUE!</b> Coaches must receive parents permission for players to be frozen. Players must be registered to be frozen. Players must have been a rostered player on your team in 2017 in order to be frozen. <b>FREEZES FOR MAJOR DIVISIONS ONLY.</b> (Boys & Girls 11-12 & up)
March 2	Review Letter Deadline
March 16	Deadline to register. A \$10 late fee applies after the registration deadline if space allows.
March 17	Late registration begins, a \$10 fee added, contingent upon availability.
April 10-11	Draft Nights - coaches and assistant coaches only. <b>MAJOR DIVISIONS ONLY.</b> (Specific Leagues and times will be given at a later date).
Week of April 23	Mandatory coaches meetings for all leagues. Specific dates, times, and locations to be determined. Coaches should begin contacting players after their meeting.
Week of April 23	Equipment pick-up. (After coach meetings, specific leagues and times will be given at a later date).
April 30	<b>MANDATORY COACH'S CLINIC (for ALL coaches):</b> 6:30 - 8:00 p.m. (Tentative) Location will be determined at a later date.
May 1	First day teams can practice. (T-ball & Little Sluggers do not practice)
Week of May 1	Equipment exchange week. May 2nd and May 3rd, Baseball Storage by the softball fields in Clintonwood Park. 6-8pm

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### TEAM UNIFORM PICK UP DATES

6-8 pm all three nights, at Township Hall, 6483 Waldon Center Drive.

May 22	Boys and Girls 11-12 Leagues and up only.
May 23	Boys and Girls 8-9 and 9-10 League only.
May 24	T-ball, Little Sluggers, Coach Pitch 6 and Coach Pitch 7 Leagues only.

**Coaches must approve and sign off on their team uniforms. Once team uniforms have left the building, any incorrect sizes must be paid for prior to ordering a replacement. (A price list will be published at time of uniform pick up.)**

**OVER >>>**

# TENTATIVE CALENDAR OF EVENTS (CONTINUED)

## 2018 YOUTH BASEBALL AND SOFTBALL

May 29	T-ball and Little Sluggers meet and greet! Clintonwood Park, 6000 Clarkston Rd. Field #7 (see map)
May 29 and May 30	Uniform Exchange Day (Baseball Storage Room at Clintonwood Park) 5—8:30PM
June 2	<b>OPENING DAY</b> - Most teams will play. There will be an Opening Day ceremony for <b><u>all</u></b> teams. Uniform Exchange Day (Baseball Storage Room at Clintonwood Park) 8AM—Noon
June 4	Weekday evening games begin.
June 5	Last day to order any replacement uniform items. (must be paid for prior to the order)
June 11	Boys 15-18 games begin this week. (Tentative)
June 27-June 30	USA Girls U10A and GU12 A State Tournament at Clintonwood (games may be moved to other sites)
July 1-8	No Games due to the holiday.
Week of July 16	Season ends for minor leagues. (Tentative, pending weather and number of teams) Equipment return dates will be published prior to season ending.
Week of July 23	Season ends for major leagues. (Tentative, pending weather, number of teams, and playoff schedules) Equipment return dates will be published prior to season ending.

**To ensure excellent service, please call 24 hours in advance if you are in need to exchange equipment.  
This is a tentative calendar and dates may change.**

### THANK YOU!

**INDEPENDENCE TOWNSHIP PARKS, RECREATION & SENIORS WOULD LIKE TO THANK THE MANY VOLUNTEERS THAT SUPPORT OUR PROGRAMS AND PARKS THROUGHOUT THE YEAR. YOUR SERVICE HELPS US PROVIDE SOME OF THE NUMEROUS BENEFITS THAT PARKS & RECREATION PROGRAMS AND FACILITIES OFFER SUCH AS: BE HAPPIER, BUILD FAMILY UNITY, INCREASE COMMUNITY PRIDE, MEET FRIENDS, CREATE MEMORIES, EXPAND KNOWLEDGE, CONQUER BOREDOM, TEACH VITAL LIFE SKILLS.....THANK YOU FOR YOUR GENEROUS SUPPORT!**