## BASEBALL STAFF CERTIFICATION COURSE OUTLINE

- 1. <u>Eligibility requirements for participation</u>: All campers are eligible to participate in baseball unless (a) health concerns deem it appropriate for the nurse to exclude them or (b) the instructor excludes them due to behavioral difficulties or an inability to handle equipment safely.
- 2. <u>Camper/staff supervision ratios:</u> Kingswood recognizes the American Camping Association's required ratio of on duty staff to campers in cabin groups as well as to campers in camp activities: For boys age 6-8 years, one staff to 6 campers; for boys age 9-14, one staff to 8 campers; for boys age 15 and up, one staff to 10 campers. Additionally, at least 80% of the staff must be 18 years of age or older with no one under age 16. Younger counselors must be two years older than the campers they are assigned. There are no exceptions to these ratios and the Program Director will take them into account when assigning staff to all camp activities throughout the summer.
- 3. <u>Identification of appropriate protective equipment</u>: Each individual piece of baseball protective equipment needs to be cleared for use before placed into service. Helmets and masks must bear the NOCSE seal and be free from breaks or severely worn or torn padding. The director personally needs to "sign off" on the gear selected by the coaching staff. A form is available for this purpose. Baseball coaches, however, need to remain vigilant regarding the suitability of their gear throughout the summer, taking precautions to withdraw from circulation any gear found to have deteriorated through constant use. Withdrawn gear is to be placed in a different location from in-service gear or stockpiled gear in the War Room.
- 4. Safety Regulations:
  - All batters must wear a protective helmet, regardless of the degree of formality to the contest. Light BP and softer-toss games are included.
  - No boy may swing a bat unless he is located in the designated "on deck" circle, which should be well separated from the "bench" area. We have cleared areas at both fields for this procedure. It is your responsibility to keep this area trimmed, marked, and used for the purpose of its intention. In clinic situations, boys may swing bats in a collective manner but please create plenty of space between batters when doing these sorts of drills. Helmets are to be worn for the purpose of protecting boys from bats that slip out of others' hands.
  - All warm up tossing and throwing is to be done in parallel lines and in a manner such that overthrows will not endanger onlookers. Guests should be instructed to do the same.
  - Base runners must wear a protective helmet, also regardless of the degree of formality.
  - In fast pitch contests, the catcher must wear the full set of protective gear, including a protective cup. Single piece catcher's masks are preferred. Be sure we have all sizes of catcher's gear in stock.
  - In slow pitch or softball games, any catcher be it a formal position player or merely a retriever must wear a protective mask.
  - Before using the pitching machine for the first time, ask the maintenance department to verify its proper working order, to include inspection of the electric cords, grounding apparatus, and any loose parts of the machine.
  - A protective screen is to be in place at the pitcher's mound whenever the machine is in use.
  - Batters and "feeders" both must wear protective helmets.
  - Whenever there is any pause in the action of the pitching machine, the feeder shall feed a "practice" ball with the batter fully outside his batter's box to assure the proper calibration of the machine.
  - At no time shall any person be in front of the machine in a large arc from side to side of its location. Avoid the temptation to fetch that one stray ball just in front of the arc.
  - Kingswood should place only loosely anchored bases or "slide-away" models. Professionally anchored bases are an invitation to broken limbs. When on the road, the

- Kingswood coach should check the anchoring of bases and bring to the attention of the boys any potential hazards.
- Kingswood has erected safety fences along the first and third base lines. Players should stand behind these fences when live pitching is taking place. The stands, too, represent a potential danger to spectators. Right handed batters who are being "overwhelmed" by the pitcher are the most likely to line a sharp hit into the bleachers. Seating in the stands can to some degree be controlled and it is the coaches' responsibility to oversee this safety procedure.
- Any action involving hard throwing, be it game or practice, should halt immediately upon intrusion from someone unaware of the danger of coming into the line of fire. At Kingswood, the third base foul territory area is particularly susceptible.
- Always be aware of big-guy to little-guy mismatches. Since we have so many sandlot style games at Kingswood, it is a constant concern that smaller boys could find themselves spontaneously in deep trouble. A junior camper playing third base when a counselor is at bat is a recipe for disaster. Never overlook this truly possible scenario.
- 5. Emergency Procedures: Each activity listed above has written procedures regarding emergency situations which are binding at all times. These procedures may be found in the Clinic Manual. As a general rule, however, the same procedures outlined in the Staff Manual pertain to specialized activities: The infirmary is kept locked whenever the nurses are away from this facility. A note is tacked to the door giving her on-grounds location or advising seekers of in-charge person during their absence. In the event of an accident or other emergency, the first adult on the scene dispatches any other person to the infirmary to locate the nurse. The nature of the incident dictates whether the three whistle blasts over the PA are required or if the nurses need only be paged. The senior adult nearest the incident makes this call. The same considerations are made in paging the directors. Community emergency services may be summoned at the discretion of the nurses, or, in her absence, the person in charge as indicted by the note on the infirmary door.
- 6. Equipment maintenance procedures: All equipment should be regularly checked for safety, maintained in good repair, and stored in a manner to safeguard its effectiveness. Leaders do not condone any misuse of the equipment. A simple procedure governs this rule: The first person to arrive and the last person to leave the clinic site is the activity head. He is to submit maintenance requests in writing to me whenever he deems it necessary.
- 7. <u>Identification of safety concerns related to the use area.</u> We look upon this baseball certification course as a work in progress. We assume that never will we truly have thought of everything necessary to guarantee a 100% safe activity. Therefore, whenever you, as a certified baseball coach, come upon a situation not covered in this course, please submit to me in writing, any suggestions for its improvement. Most significant are safety issues which we might have overlooked. Please do not delay even one day if you stumble into something new and uncertain.
- 8. <u>Safety Orientation:</u> The camp requires that all participants be provided a safety orientation before engaging in any sort of baseball/softball or even tennis baseball game. This certification course packet should be in your possession on the first day of each new clinic week and be used to review plans for upcoming games with other camps.
- 9. Required study materials: Prior to taking the baseball staff certification test, you must study and become competent with the following documents: (1) This baseball staff certification outline, (2) Two baseball clinics from the Clinic Manual, photocopied, (3) The High School Federation Rules quiz, (4) "How to coach at Kingswood", a compendium of ideas from those before you who have contributed to the Kingwood way of doing things. The test itself will vary from person to person, depending on factors such as age and experience.
- 10. <u>Competency Demonstration:</u> Once you pass the final test, you will be certified to coach baseball at Kingswood. Thereafter, expect and indeed, look forward to having a continuing dialogue with the camp administrators regarding your competence and overall abilities as a baseball coach.

Name:	has been certified to coach
baseball at Kingswood Camp.	

Signature	Date	