



THE COACHES HANDBOOK *POLICIES & PROCEDURES* 2024 EDITION



A photograph of a youth baseball team huddled together on a field. The players are wearing black jerseys with pink and green pinstripes, pink socks, and black caps. A coach in a black shirt and cap is hugging one of the players. The background shows a baseball field with a fence and trees.

“DON’T COACH YOUTH SPORTS TO WIN
TROPHIES & BOOST YOUR EGO.
COACH YOUTH SPORTS TO HELP KIDS
REACH THEIR POTENTIAL & POSITIVELY
IMPACT THEIR LIVES.”

NC MADE

A green baseball glove icon is positioned below the 'NC MADE' text.



TABLE OF CONTENTS

<u>Chain of Command</u>	1
<u>Coaches Expectations</u>	5
Code of Conduct	
<u>Coach</u>	7
<u>Parent</u>	8
<u>Player</u>	8
<u>Community Relations</u>	6
<u>Donations & Sponsorships</u>	4
<u>Email</u>	2
<u>Fundraising</u>	4
<u>Marketing & Branding</u>	3
<u>Merchandise & Online Store</u>	3
<u>Mission Statement</u>	1
<u>Positions & Titles</u>	9
<u>Pricing</u>	2
<u>Social Media & Website</u>	2
<u>Tournaments</u>	6
<u>Try-Outs</u>	5
<u>Team Guidelines</u>	6
<u>Uniforms</u>	3



These policies/guidelines are meant to ensure an enjoyable and rewarding experience for all involved in the NC Made program. All coaches and members of the NC Made organization are expected to adhere to all of the policies, procedures, and guidelines.

MISSION STATEMENT

Our mission is to elevate youth athletes through competitive travel baseball and softball, nurturing talent, passion, and dedication to the sport. We aim to provide elite coaching, top-notch facilities, and unparalleled opportunities for growth and development. By promoting a culture of excellence, discipline, and resilience, we empower our players to excel on the field and in life. Our commitment to fostering teamwork, sportsmanship, and individual growth sets the foundation for success both on and off the diamond, shaping the leaders of tomorrow.

CHAIN OF COMMAND

- Head Coach
 - Point of Contact: VP of Operations | ncmadeball@gmail.com
 - If you need to be directed to another contact, the VPO will let you know who to reach out to.
 - The Director of Operations will be the point of contact regarding scheduling and DYC operations information.
- Assistant Coach
 - Point of Contact: Team's Head Coach
 - If not resolved through conversation with Head coach, then VPO. If the VPO cannot resolve the issue, he will bring it to the DYC Board.
 - Assistant coaches **SHOULD NOT** contact the VPO or any other Director or Board Member on a normal basis for day-to-day operations.
- Parents
 - Point of Contact: Coach or Team Parent
 - If not resolved through the coach, the second point is VPO. If VPO cannot resolve the issue, he will bring it to the DYC Board.

 **DAVIE YOUTH COMPLEX**



NC MADE operates under DAVIE YOUTH COMPLEX and is governed by the DYC Board of Directors.



PRICING

Pricing for the season includes the following:

- Tournament Costs
- Administration Fee
- Equipment Costs
- Insurance
- Winter workouts (Rise)
- Maintenance of fields
- DYC Rental Fee for Practice

The pricing will be determined by the number of players that are on each team per season. The more players, the less per player.

- The price will default to the highest possible price.
- It is the responsibility of Head Coach to let the MC Director know the correct number of players PRIOR to the first player being sent an offer to join the team.
- All adjustments to price MUST be made PRIOR to any player making payment.
- Payments plans will be activated during certain seasons.
- NO REFUNDS WILL BE GIVEN AT ANY TIME.

WEBSITE & SOCIAL MEDIA

NC Made has a page located at: DAVIEYOUTHCOMPLEX.COM

There are several sub-sections, to include: coaching information, try-out postings, team transfer information, team store, etc.

Coaches should familiarize themselves with these pages and the content in order to direct parents and potential players to this website. If any updates are found to be needed, the HEAD COACH should contact the MC Director.



Each coach will be assigned a specific email & should only utilize this email address for communication. Should you need to change the password, you MUST let the MC Director know.



NC Made Baseball & NC Made Softball has their own unique Facebook Pages. TEAMS **SHALL NOT CREATE** FACEBOOK PAGES or any other individual social media pages, websites, etc. Coaches are encouraged to participate in posts, videos, photos, and share related information that has been posted. Coaches will appoint one person per team as the point of contact for the Social Media Manager.



UNIFORMS, BRANDING AND MERCHANDISE

Uniforms are NOT covered and will be paid per player by the parent by ordering via the NC Made Uniform website. NC Made will also open a Fan Gear store ONCE per season. Other uniform items will also be available for purchase directly from the NC Made Directors, such as helmet decals.

It is STRONGLY recommended that all teams hold a uniform fitting session.

- The Head Coach can sign out uniforms to try on for a team fitting.
- Parents will place the order in the online store on the website. There are NO EXCHANGES or refunds.
- The Head Coach will decide which uniforms the team will order. All players MUST purchase the same uniforms.
- If the option is given for teams to purchase their own pants, they MUST be the same color and brand. They can vary between knickers and long pants.
- Players will wear the **SAME UNIFORM** at each game, including the same socks, belts, hats, etc.
- Head Coaches should refer to the Uniform Guide for the season, sent out by the MC Director.

ONLINE STORE

- The MC Director will work with the vendor to determine the store opening and closing dates. This will be announced online, social media, and to the Head Coaches.
- Taken into consideration is the amount of time to process the orders. It is the goal of NC Made to have the items back prior to the first tournament.
- There is NO RETURN policy on items ordered.
- The MC will communicate to the coaches when the orders are ready for pick up from the complex.
 - It is the responsibility of the Head Coach to ensure all orders are delivered to their team.
 - Parents should NOT contact NC Made, or other personnel to retrieve an order.

Any NC MADE branded apparel or items must be purchased from the team store only. This is to maintain the integrity and quality of the brand.

- Anyone wishing to special order specific branded items will need to contact the MC Director (ie. A team wishing to have warm up jerseys made.).
- No one is authorized to print any materials with the NC Made name or logo without written permission from NC Made. Violators are subject to trademark and copyright laws.



Sponsorships | Fundraisers | Donations

- Obtaining Business Sponsorships is NOT allowed by NC Made teams.
 - This is a direct conflict of interest with NC Made's home, Davie Youth Complex.
 - Business Sponsorships provide critical resources for operating expenses for Davie Youth Complex and Davie Little League. Davie Little League runs at a deficit every season and these funds help mitigate the revenue loss to help keep DLL viable in Davie County.
- 2 fundraisers per calendar year:
 - Fundraisers are encouraged as it provides ownership & accountability from each team's coaches, parents, and players.
 - Each fundraiser must align with all player families for the utilization of funds raised (i.e., pay for an out-of-town tournament [Shipyard, Ripken, Myrtle Beach, etc.], batting helmets, bat bags, etc.)
 - If a team is planning on a larger tournament, ie. Cooperstown, they can request to the VPO for an exemption to this policy.
- Before a team can solicit for donations, a fundraiser must first be executed and have participation from all participants on a team.
 - Donations are allowed from friends and family and DYC Board has no oversight. Grandparents, aunts, uncles, etc. often want to help see their loved ones play a sport these kiddos love to play.
 - The DYC Board would highly encourage having a specific reason for soliciting donations (i.e., help collect monies for an out-of-town tournament, collecting money to perform a service project within the community, etc.).
- It is encouraged to consider the following before soliciting donations or beginning a fundraiser:
 - How much is needed to fulfill the desired activity or item(s)?
 - Divide the amount across the number of players to ensure everyone is accountable for achieving the goal.
 - How will a coach handle a player that does not "do their part" to help collect the funds needed?
- All monies will be handled through the NC Made account, controlled by the DYC board. To access the funds, submit a request in writing to the VPO. Include: the date needed, amount, and any invoices applicable.

SEASONAL TRY-OUTS

- The VP of Operations will work with the DYC Board to schedule try-out dates for all teams including on field and/or indoor.
- All teams must hold open try-outs every season, even if your team is “full”.
- All returning players must try-out every season to remain on the team.
- If new candidates or returning players cannot attend try-out dates, communication must be made to the coach and a personal try-out scheduled within reason.

COACHES EXPECTATIONS

- Communication: Coaches will maintain open lines of communication with players and parents regarding schedules, expectations, and any other relevant information.
- Communication of concerns: If a parent approaches a coach after a game or practice with a concern respectfully request that the concern be addressed after 24 hours. Known as a “Cooling off period”.
- Safety: The safety and well-being of players is of utmost importance, and all necessary precautions will be taken to ensure a safe playing environment.
- Discipline: Any disciplinary issues will be handled in accordance with team and league guidelines, with a focus on fairness and respect for all involved. “Punishment” could mean being benched during a game, being moved to a different position or dropped in the batting order. At the coach's discretion, it may also mean extra sprints, push-ups, laps or some other exercise.
- Expectations: Coaches are expected to represent the team and the sport of baseball/softball with pride and respect, both on and off the field.
- Be present at all practices and games.
- Treat each player fairly and respectfully.
- Treat each parent respectfully.
- Communicate expectations to the players and parents.
- Always be willing to communicate honestly with parents and players.
- Treat the players like young men/women.
- Limit the yelling to attention getting situations only.
- Never yell at or punish a player for a physical error (ie strikeout, error).
- It is ok to punish a player for taking a bad approach that led to the error.
- It is ok to punish players for mental errors and mistakes (ie making mistakes that have been covered in practice multiple times)
- Zero tolerance stance towards unsportsmanlike acts of conduct that are deemed inappropriate at any event, practice, or game.
- Our main goal is to develop our players and allow them to have fun in a supportive and inviting environment.



TEAM GUIDELINES - TOURNAMENTS

7U-12U

- No more than 8 tournaments (SAT-SUN) from March through June in the Spring/Summer Season.
 - 1 Friday Night Lights tournament per month but CANNOT be combined with a weekend tournament in the same weekend.
 - July & December will be dead periods with no practice or games.
 - There must be a 30-day break between Spring and Fall

13U & Above

- No tournaments allowed to be played during Middle & High school season (January through April/May) **Why?** Players need to be committed to their school teams and understand that is their priority.
 - Up to 3 tournaments per month in May, June and July with no more than 8 tournaments (Summer Season).
 - First three weeks in August (or 30 days in July into August) & the entire month of December will be a dead period (no practices or games).

All Head Coaches should submit their schedules and requested locations to the VPO via email as soon as possible for assistance on scheduling.

- Teams are allowed to play in two types of tournaments and have their organization registration fee paid for by NC Made. (Ie. Top Gun, Perfect Game.)
- Coaches should offer teams variety in locations while also utilizing the tournaments that are recommended by the VPO.

IT IS THE RESPONSIBILITY OF THE COACH TO KNOW THE TOURNAMENT RULES AT THE LOCATION HIS/HER TEAM IS PLAYING.

COMMUNITY RELATIONS

DYC highly encourages each NC MADE team to embark on one service project per calendar year. (Example: Clean-up day at DYC)

- Coaches are encouraged to submit photos to the social media managers.
- Players should not be forced to partake in the project or punished if they cannot attend (ie. Benched in the next game.)

COACHES CODE OF CONDUCT

The following actions could and likely would result in a ONE game suspension (note, this is not a complete list and is just a list of likely examples of issues that could occur):

- Acting in any unsportsmanlike manner before, during, or after a scheduled game or practice.
- Refusing to abide by an Umpires decision.
- Demeaning or yelling inappropriately at a player, parent, coach or umpire.

The following actions could and likely would result in a MULTIPLE game suspension (note, this is not a complete list and is just a list of likely examples of issues that could occur):

- Using an obscene gesture.
- Using profanity.
- Throwing objects, stomping, kicking, etc.

The following actions could and likely would result in a SEASON LONG/INDEFINITE game suspension (note: this is not a complete list and is just a list of likely examples of issues that could occur):

- Pushing, Striking, Shoving etc. an Umpire, coach, player, parent or spectator etc.
- Being under the influence of illegal drugs or alcohol while at a game or practice.
- Any coach that is suspended twice in the same season for any reason, will be suspended for the remainder of the season upon the 2nd suspension and is subject to future penalties.
- The regulations surrounding the suspension (where and when the coach is allowed to be during games/practices in which they are suspended) will be determined on a case-by-case basis.

Rules for players:

- Pitch Count | NC Made limits the number of pitches outside of tournament rules. This is for the well-being and health of the players.
- Pitcher/Catcher role – catchers should not pitch after catching numerous innings/games in a row.
- Wearing protective equipment.

The VP of operations ultimately makes the decision regarding disciplinary actions.



PLAYERS CODE OF CONDUCT

- Eligibility: Players must meet age and skill level requirements to participate in the travel baseball/softball program.
- Code of Conduct: Players, are expected to conduct themselves in a sportsmanlike manner at all times.
- Attendance: Players are expected to attend all practices, games, and team events unless excused by the coach.
- Playing Time: Coaches will strive to provide all players with fair and reasonable playing time, taking into account skill level and commitment.
- Discipline: Any disciplinary issues will be handled in accordance with team and league guidelines, with a focus on fairness and respect for all involved. "punishment" could mean being benched during a game, being moved to a different position or dropped in the batting order. At the coach's discretion, it may also mean extra sprints, push-ups, laps or some other exercise.
- Safety: The safety and well-being of players is of utmost importance, and all necessary precautions will be taken to ensure a safe playing environment.
- Coach Decisions: Coaches may make decisions that are best for the team, and players and parents should refrain from instructing them from the stands.
- Expectations: Players, are expected to represent the team and the sport of baseball/softball with pride and respect, both on and off the field.

PARENTS CODE OF CONDUCT

- Safety: The safety and well-being of players is of utmost importance, and all necessary precautions will be taken to ensure a safe playing environment.
- Coach Decisions: Coaches may make decisions that are best for the team, and parents should refrain from instructing them from the stands.
- Expectations: Parents are expected to represent the team and the sport of baseball/softball with pride and respect, both on and off the field.
- Fees: Payment of all fees must be made in a timely manner to cover expenses such as uniforms, equipment, practice and games etc..
- Travel: Players and families are responsible for their transportation and lodging when traveling for games and tournaments.
- Communication of concerns: If you have a concern with the coach do not address the issue after the game or practice. Give it 24 hours then reach out to the coach to discuss your issue. "Cooling of period".



NC Made Position Titles & Descriptions

Below is an overall summary of duties which can change as needed & necessary.

Vice President of Operations (VPO)

- Work directly with NYC board liaison.
- Get all teams sanctioned, team insurance, background check fees (USSSA) completed.
- Have an account on all organizations (Top Gun, USSSA, Perfect Game, SWAT etc.) websites where teams can update their rosters and team information.
- Responsible for assisting with Head Coach selection.
- Assist head coaches with assistant coach selection.
- Be a liaison between tournament directors and coaches.
- Assist coaches with tournament selection.
- Handle questions/emails from parents.
- Assist NYC board with potential cost increases/decreases of fees, equipment etc.
- Be at tryouts to answer parent's questions and assist coaches with the player selection process if needed.
- Give opinions, thoughts and feedback to the NYC Board.

Director of Operations (OD)

- Reports to VP of Operations.
- Handle all communication to coaches regarding NYC Operations, field maintenance, due dates etc. on a daily/weekly basis.
- Help design uniforms and assist coaches with uniform selection.
- Supply and keep track of "pick up" jerseys, socks, hats, belts to ensure all get returned.
- Make practice schedules (within the dates, times, locations allowed by NYC)
- Assist VP or Operations with tryouts and player selection if needed.
- Give opinions, thoughts and feedback to the VP of Operations.
- Assist with registration.

Director of Marketing & Communications (MC Director)

- Reports to VP of Operations.
- In charge of all branding.
- Create and distribute marketing materials, branded materials and images.
- Appoint social media managers & control content, aid when needed.
- Design of uniforms, store merchandise, and other branded items.
- Point of contact for business-to-business partners.
- Webmaster for NC Made on Davie Youth Complex.
- Arrange marketing photos as needed.
- Execute ad campaigns when needed .
- Create and open registration each season.

NOTES

Thank you for dedicating your time to our players!



DEVELOP. EMPOWER. COMPETE.



