



Coaching Handbook



Updated 3/1/20

Hanover Baseball Contact List

- **President:** Jake Creech, 443-789-8266 hbpresident@hanoverdiamondsports.com
 - General questions, dispute resolution (parents, other coaches), mandated reporting
- **Vice President:** Jim Needham, 717-395-3909, hvicepresident@hanoverdiamondsports.com
 - General questions, dispute resolution (parents, other coaches), questions about background clearances, submit incident report
- **Secretary:** Lori Baublitz, hsecretary@hanoverdiamondsports.com
 - Questions about Hanover Baseball Board meetings, send completed PA clearances
- **Treasurer:** Amanda Wilhelm, hbtreasurer@hanoverdiamondsports.com
 - Verification of registration or fundraising obligations
- **Player Agent:** Chris Blankenship, playeragent@hanoverdiamondsports.com
 - Need additional player for upcoming game
- **Coaches Coordinator & Fall Ball Coordinator:** Michael Laughter, hccoaches@hanoverdiamondsports.com
 - Need assistant coaches, questions about coaching, can't contact an opposing coach, questions about Fall Ball
- **Fields & Maintenance:** Nathan Null, hffieldmaintenance@hanoverdiamondsports.com
 - Tractor issues, Fence repair, Field issues
- **Master Scheduler:** Amy Laughter, masterscheduler@hanoverdiamondsports.com
 - Reschedule or cancel a game, reserve a field for additional practice
- **Equipment Coordinator:** Sherry Null, hbequipment@hanoverdiamondsports.com
 - Need equipment, uniform questions
- **Fundraising:** Ashley Dominick, hbfundraising@hanoverdiamondsports.com
 - Questions about fundraising such as when or where to turn in fundraising papers or pick up fundraising items
- **Event Coordinator:** Tony Smith, hbevents@hanoverdiamondsports.com
 - Questions about large events such as picture day, tournaments, opening day
- **Umpire in Charge (UIC):** Alan Tanner, 410-807-2399
 - Need to cancel a game (please contact at least 2 hrs before game start time), umpire hasn't arrived, need umpire for rescheduled game

So, You Want to Coach

You have never coached in your life, and you have volunteered or been nominated to do so. Relax! The fact that you are here, looking for help, puts you ahead of ninety-five percent of potential youth baseball coaches. Rather than focus on specific drills or practice methods (you can find those everywhere), we will focus on concepts and other tips born of experience.

You will have a list of players and telephone numbers provided by the league. The first thing you'll need to do is to call all of your parents and introduce yourself. At your first meeting, which will most likely be "Meet the Coach", shake everyone's hand and introduce yourself. Spend five or ten minutes explaining your expectations and general rules for the season. See a list of general rules on the next page. Field any questions your parents may have, then address your team. Tell them that you are excited about the season and that you are glad to have each of them on your team. Tell them that you will win some games, you will probably lose some games, but you will have a lot of fun, and you will learn some baseball. Ask them who has played before, and who has not, but don't concern yourself too much with their answers at this point – you are establishing communication with them. You'll use your first real practice to evaluate skill and ability. End your meeting with a nice "Go Team!" or something similar.

So, You Want to Coach (Continued)

If you do not have assistant coaches and/or a team mom, you need to recruit these now. The following are the guidelines for assistant coaches by division: T-Ball- As many as you can get, Coach pitch-X, Kid pitch-X, Minors-X, Majors-X, and 16U-X. However, try not turn away any parent who wants to help. Just because you may only be able to keep x number of coaches on the field during games does NOT mean you can't use parental help in practices. Use them to help you run practice stations, shag balls, coach bases, etc.

Do not underestimate the value of a good team mom. Having someone willing to keep up with fundraising and uniforms and to coordinate who brings after game drinks and/or snacks... these things are invaluable to team morale and to keeping your sanity. You will also need someone to keep a scorebook during games. A team mom is a great option for this also.

Don't neglect the after-game ice cream trip or the occasional post-practice water gun fight. Baseball is and should be the focus, but remember that these are kids, and a little fun goes a long way with them. The difference between a good year and a great year correlates directly with the amount of extra effort the coaches are willing to give.

General Rules For Players

You really should try to clarify these before you ever meet your team. Different coaches do things different ways, but the following are suggested:

1. Players should attend every practice unless they have a legitimate reason (school function, illness, etc.). Your team will only have so many practices over the course of a season, they are all important.
2. Players should exhibit respect for the coaching staff, the umpires, and one another. Bad attitudes will not be tolerated.
3. Once they step on the field, players are expected to pay attention.
4. Players are always expected to put forth their best effort. Let them know that they can strike out, they can miss balls, they can make mistakes... as long as they are trying their best. Baseball will be fun, but it is not playtime. Players and parents alike should understand that, as a team sport, baseball requires players to rely on one another. If someone is goofing off, they hurt everyone on the team. We all understand that the team is comprised of kids, but that doesn't mean they are free from expectations. You expect them to do their part and to put effort into games and practices.
5. Parents should be free to discuss their concerns with you (and don't worry, they will) – but only after practice, after games, or with a call or email. Never, ever have a confrontation during a practice!

Field Rules

Below are rules that all coaches, players, families and friends must observe when attending any Hanover Diamond Sports events at any of our field locations.

- **Speed Limit 5 MPH**
- **NO Smoking of any kind (cigarettes, e-cigs, vaping, etc.)**
- **NO Alcohol**
- **NO Pets of any kind (only registered service dogs are allowed at our fields)**

Additional Rules Specific to our Pleasant Hill Fields

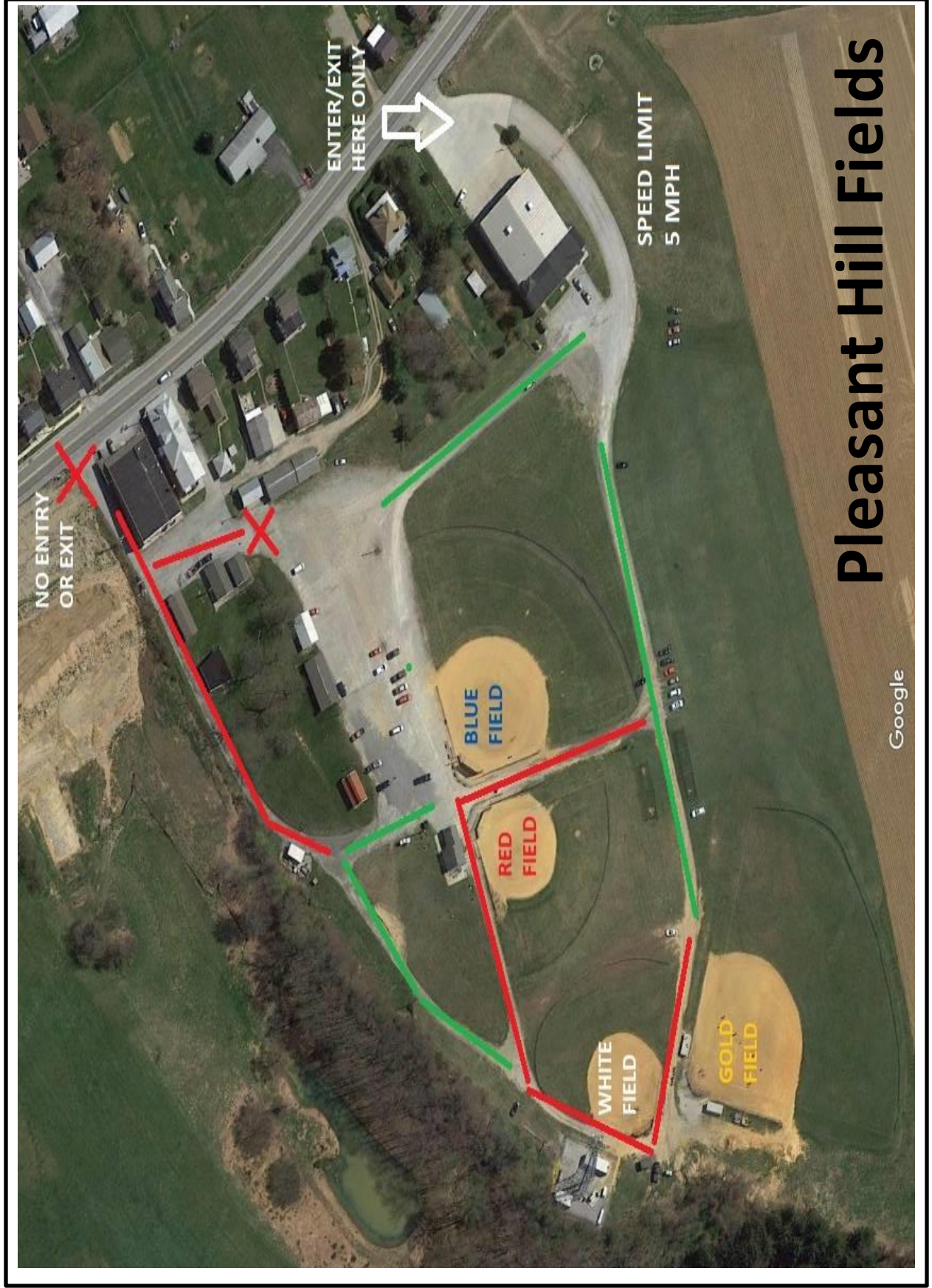
In addition to above field rules:

Map on next page shows areas in red that all cars are prohibited from driving or entering.

- Only enter and exit at the main fire department entrance.
- DO NOT use the entrance near the social hall to enter or exit. See attached map.
- DO NOT drive between the Red and Blue Fields. See attached map.
- DO NOT drive between the Gold and White Fields. Cars are prohibited to pass the White Field fences. See attached map.
- ALWAYS yield to emergency vehicles when entering or exiting.

These rules are in place to ensure the safety of our players, coaches and spectators at our locations. Any violations of the above rules or the Code of Conduct will result in a written warning. Any further violations of these rules will result in a lifetime ban from any Hanover Diamond Sports activities. We hope we will not have to enforce any of these penalties, but it is extremely important that all families follow these rules. It is also your responsibility to make sure any friends or family attending events at our fields are aware of these rules.

Thank you for your cooperation in helping provide a safe environment for all our players!



Pleasant Hill Fields

Volunteer Background Check Requirements

Hanover Diamond Sports will require all board members, head coaches, assistant coaches, or other volunteers that may have direct contact with children to comply with the following PA State Law Volunteer Clearance Requirements, effective July 1, 2015. Once completed, please email copies of your checks to hbsecretary@hanoverdiamondsports.com. All checks expire after 5 years and will need to be redone. For questions related to the clearance requirements for volunteers or the Pennsylvania Child Abuse History Clearance, please contact the ChildLine Verification Unit at 717-783-6211 or 1-877-371-5422, or for general questions, contact the Vice President of Hanover Baseball, Jim Needham, at 717-395-3909.

PA VOLUNTEER CLEARANCE REQUIREMENTS:

➤ Clearance requirements if the volunteer has been a resident of PA continuously for the past 10 years:

1) Pennsylvania State Police Criminal Record Check (FREE)

<https://epatch.state.pa.us/>

2) Pennsylvania Child Abuse History Clearance through the Dept. of Human Services (FREE)

<https://www.compass.state.pa.us/cwis/public/home>

3) Signed disclaimer affirming no charges in other states that would prohibit selection as a volunteer

<http://www.pastatell.org/Background%20Check%20Signature%20Form.pdf>

Volunteer Background Check Requirements (continued)

➤ **Clearance requirements if the volunteer has NOT been a resident of PA continuously for the past 10 years:**

1) Pennsylvania State Police Criminal Record Check (FREE)

<https://epatch.state.pa.us/>

2) Pennsylvania Child Abuse History Clearance through the Dept. of Human Services (FREE)

<https://www.compass.state.pa.us/cwis/public/home>

3) FBI Criminal Background Check (fingerprint check) for federal criminal history records (FEE)

<https://uenroll.identogo.com/>

Use volunteer service code: **1KG6ZJ**

More info on Fingerprinting:

http://www.iu12.org/pages/Lincoln_IU_12/Services/HR_Services/Fingerprint

Mandated Reporters

Hanover Diamond Sports strongly suggests that you complete an online training course about mandated child abuse reporting in PA by visiting keepkidssafe.pa.gov/resources/training/index.htm and choosing the free course through the University of Pittsburgh. Youth sport coaches are mandated reporters. If you suspect abuse of a child, you must contact Childline at 1-800-932-0313 to report your concerns and then IMMEDIATELY notify the President of Hanover Baseball, Jake Creech, at 443-789-8266.

Coaching Resources

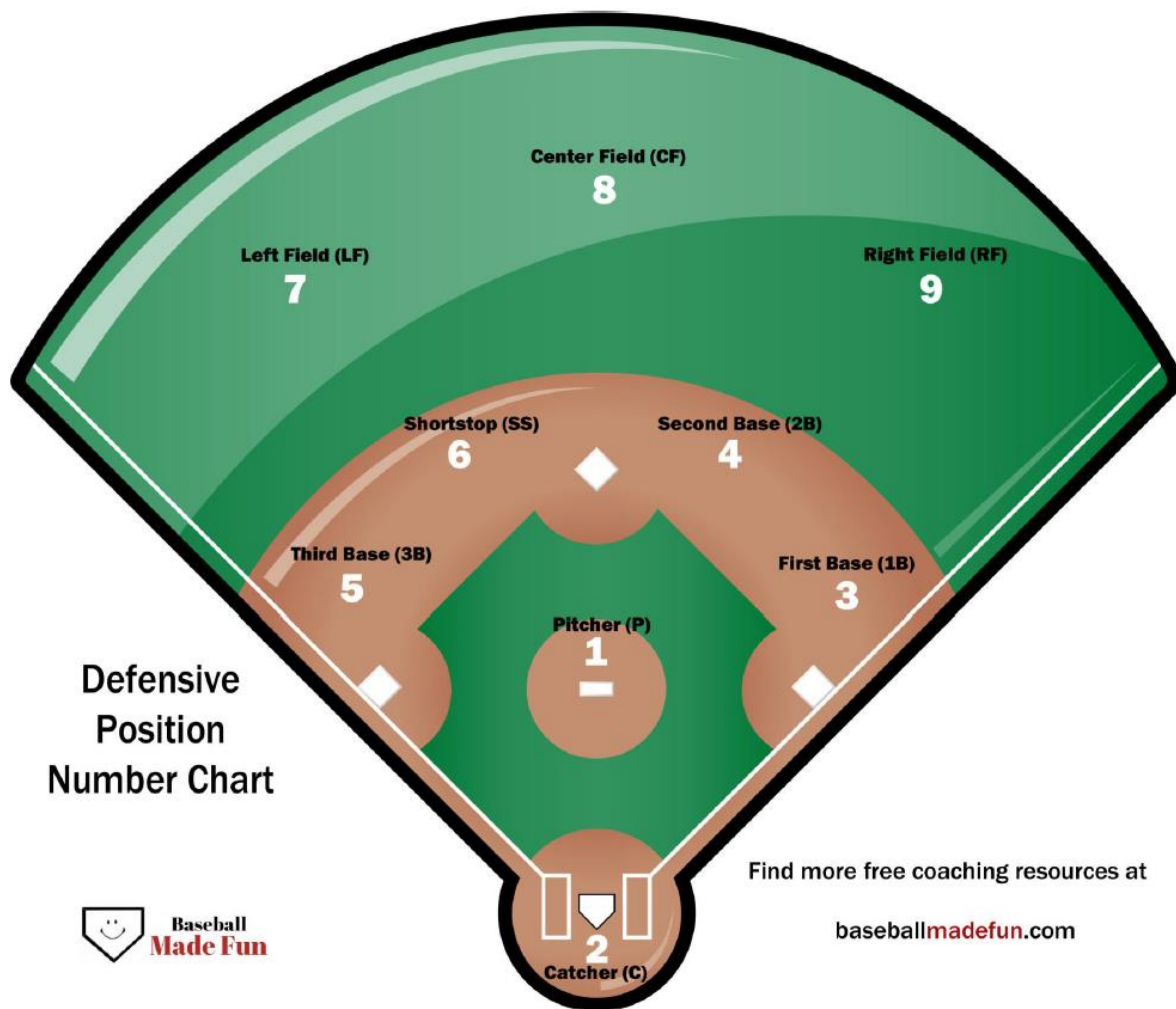
Websites:

- ✓ www.hanoverdiamondsports.com
 - Our website
- ✓ www.hanoverdiamondsports.com/coaches
 - HDS coaching resources
- ✓ www.cdc.gov/headsup/youthsports/training/index.html
 - Free concussion awareness online course for youth coaches
- ✓ www.sportdev.org
 - Online baseball coach certification through USA Baseball (Click on “Certification” at the top right, then click on “Coach Certification”) . Also educational videos for coaches.
- ✓ myyouthbaseball.com/new-baseball-coaches-guide.html
 - General tips for coaching youth baseball
- ✓ [cdn2.sportngin.com/attachments/document/0110/3102/Coaching Manual - Baseball Positive.pdf](http://cdn2.sportngin.com/attachments/document/0110/3102/Coaching_Manual_-_Baseball_Positive.pdf)
 - In depth practice plan

Other:

- ✓ Game Changer App
 - Available in the App Store. Digital Scorebook, Parent & Player Communication.

Coaching Resources



Coaching Checklist

Before Practice:

- Bring out the bases and place the plugs at the fence.
- Rake around bases and home plate if necessary.

After Practices:

- Put bases away & put plugs back in.
- Drag your field, rake the bases & home plate, & repair the mound (fill holes, rake).
- Check trash cans and empty them. Pick up trash on the ground and left in the dugouts.
- Check toilet to see if maintenance is needed.
- Check gas in tractor & in the gas cans.

Before Games:

- Home team lines the field, puts in the bases, & readies the field for play including dump trash cans.

After Games:

- *If you are playing another Hanover team*, away team drags the field, dumps the trash, puts away the bases & replaces the plugs, and rakes after the game is complete.
- *If you are playing a different organization*, you drag the field, dump the trash, put away the bases & replace the plugs, and rake after the game is complete.

**Report broken equipment, empty gas cans, etc. to
Field Maintenance, Nathan Null:**

hbfieldmaintenance@hanoverdiamondsports.com

Canceling & Rescheduling Games

Not Enough Players

If you do not have enough players for a game, contact the player agent, Chris Blankenship: playeragent@hanoverdiamondsports.com as soon as possible. He will attempt to find substitute players from a lower division. These players must bat at the end of your lineup and can NOT pitch or catch.

Canceling a Game

If you must cancel a home game, contact the Umpire in Charge, Alan Tanner, at 410-807-2399 as soon as possible (Please contact at least 2 hours before game start time.). Also contact any non-HDS team you are playing at home to inform them of the change.

Rescheduling Games

Work with the other coach to find times that will suit you both as quickly as possible. It will be best to use a future practice to make up a game as that field is already reserved for you. Contact the Master Scheduler, Amy Laughter: masterscheduler@hanoverdiamondsports.com to confirm field availability or to change a practice to a game and contact the Umpire in Charge, Alan Tanner, at 410-807-2399 to schedule umpires. If it is a rainy season, fields will fill up fast as everyone tries to reschedule games and practices may get canceled so that other teams can play games.

Littlestown League:

Rookie Kid Pitch Supplemental Rules

ROOKIE DIVISION

PITCHING (3 innings/wk, 1 innings/gm, 2 inning/day) Mon-Sun is pitching wk

- 1 Coaches pitch innings 1, 2, & 3. No pitching machines to be used for games.
- 2 Kids pitch innings 4, 5, & 6. Coaches can agree prior to the game to reduce the number of kid pitch innings to 2 due to a lack of pitchers. However it is reminded that the next levels of Cal Ripken baseball requires us to develop more pitchers due to less innings of availability per week than previously experienced under PONY.
- 3 When kids pitch, pitcher is allowed to pitch one (1) inning only per game, and no more than two (2) innings per day for multiple games, with (3) innings max per week.
- 4 When kids pitch, if four (4) batters, are walked ~~in~~ during the inning, or the pitcher hits two (2) batters, above the shoe, the batting team coach comes in to pitch remainder of the inning.
- 5 When kids pitch, 3 strikes you're out, and 4 balls is a walk.
- 6 When coaches pitch, 3 swinging strikes you're out, but there are no walks. Batters are allowed no more than 6 coach pitches. Foul ball result of 6th pitch, continue until ball put in play, or strike out (if player continues to foul pitches off at bat continues)
- 7 When coaches pitch, child playing the pitcher's position shall stand beside the coach who is pitching. Child should not stand behind the coach, or be located as an additional infielder (i.e. cannot be positioned just in front of 2nd base).
- 8 All pitchers and coaches must pitch from the mound, no exceptions (42').
- 9 All players to be in the batting line-up, with free substitution during game in the field.
- 10 Batting helmets are required. Face mask cage is recommended by the league.
- 11 Ten (10) batters limit, or three (3) outs, or seven (7) runs limit per inning. Run limit can be exceeded if homerun over the fence.
- 12 60' Base paths used. Base stealing is not allowed. Bunting is not permitted. Infield Fly is not in effect.
- 13 No advancing on infield throwing errors. No advancing from third unless hit in.
- 14 Advancing on the base paths more than one base will be allowed only when a hit gets past an outfielder. To be considered a hit past the outfielder the ball needs to get cleanly past the outfielder and not be a hit which goes through the outfielder's legs (error). The first or third base coach must see the number on the back of the fielder in order to send the runner two bases. This rule applies to doubles hit, runners going from 1st to 3rd and 2nd to home. Two base max advancement (unless home run over the fence). Ten (10) players in the field. Play with four (4) outfielders permitted.
- 15 Play players in the correct positions (i.e. left field in left field, not deep third).
- 16 No blood rule. If a player is bleeding, remove them from the field and attend to the injury.
- 17 No jewelry is allowed to be worn by players during the game.
- 18 All games will be six (6) innings or 2-hour time limit from scheduled start time (Sat games).
- 19 Coaches permitted on Field, Max (2), in the outfield areas and (1) at Catchers area to help coach players.
- 20 Coaches are to maintain a scorebook for each team. The home team will be considered the official scorekeeper.
- 21 Coaches need to control their players and parents. No profanity, alcohol, or smoking allowed on the playing field during games or near the players. Dugouts to be cleaned out after games.
- 22 A T-Ball aged player may play up as a rostered player, if skill level permits safe play.
- 23 In the event that a team does not have enough players for a game, a Mason Dixon PONY league rostered T-Ball player may be brought up for that game providing his/her skill level permits safe play. Proper uniform must be worn. This player must bat last in the lineup.

Cal Ripken: Minors & Majors Supplemental Rules

Major League

- 1) All players will bat in order, whether playing defensively or not. Late players will be added to the end of the order. If a player is removed from the game due to injury or illness his spot in the batting order is skipped and no out is taken. If he is ejected from a game it does count as an out.
- 2) Each player must play a minimum of 6 defensive outs.
- 3) 10 run mercy rule applies. (4 innings).
- 4) Courtesy runner may be used for the catcher after 2 outs. The player who made the out will be the courtesy runner.
- 5) You may play with 8 players. If the opposing team has extra players they do not provide a defensive player.
- 6) No head first sliding at any base except when going back to original base. Runner will be called out.
- 7) A pitcher does not have to be pulled after hitting 2 batters in an inning.
- 8) During 50/70 games the pitcher will receive 1 balk warning.
- 9) Pitching limitations will follow the current year Cal Ripken Tournament Pitch Count requirements. Once a pitcher is removed from the game he may not return to pitch.
- 10) All other rules will follow the current year Cal Ripken Rule Book.
- 11) Should there be any doubt of playing conditions on the day of the game, the home team shall contact the opposing team no later than 4:30 on weeknight games, and no later than 2 ½ hours prior to weekend games.

Minor League

- 1) All players will bat in order, whether playing defensively or not. Late players will be added to the end of the order. If a player is removed from the game due to injury or illness his spot in the batting order is skipped and no out is taken. If he is ejected from a game it does count as an out.
- 2) Each player must play a minimum of 6 defensive outs.
- 3) 10 run mercy rule applies (4 innings). The game can be continued for experience.
- 4) Courtesy runner may be used for the catcher after 2 outs. The player who made the out will be the courtesy runner.
- 5) You may play with 8 players. If the opposing team has extra players they do not provide a defensive player.
- 6) All pitchers will pitch from 46, including 8 year olds. Five run limit per inning with the exception of the 6th inning.
- 7) Unlimited steals per inning. However, a 3rd base running may not steal home on a clean throw and catch from the catcher back to the pitcher. If the ball gets past the pitcher the runner on 3rd may attempt to advance.
- 8) No head first sliding at any base except when going back to original base. Runner will be called out.
- 9) No Infield Fly Rule.
- 10) All other rules will follow the current year Cal Ripken Rule Book.
- 11) There may be some differentiations between PA and MD. Those will be hashed out and explained prior to the start of the game.
- 12) Pitching limitations will follow the current year Cal Ripken Tournament pitch count requirements. Once a pitcher is removed from the game he may not return to pitch.
- 13) The option is available to use 4 outfielders. This rule will be decided during the pregame meeting at the preference of the home team.
- 14) When using 4 outfielders, those players will play Left, Left Center, Right Center, and Right. Said players should not intentionally stand on the infield perimeter.
- 15) Should there be any doubt of playing conditions on the day of the game, the home team shall contact the opposing team no later than 4:30 on weeknight games, and no later than 2 ½ hours prior to weekend games.

Field Locations

Pleasant Hill Fire Department Fields

3003 Baltimore Pike

Hanover, Pa 17331

Fields are behind the fire department.

Seventh Day Adventist Church

865 Gitts Run Road

Hanover, Pa 17331

Field is across from AquaPhoenix,
parking available at AquaPhoenix or in church lot.

DO NOT park along the road

Good Field

50 N Forney Ave

Hanover, PA 17331

Turn in at 3 Hogs BBQ, Bathrooms available at 3 Hogs BBQ

Moul Field

125 Moul Avenue

Hanover, Pa 17331

ESAB Field

1601 Karen Lane

Hanover, Pa 17331

Codorus Township Park

12260 Rockville Road

Glen Rock, PA 17327

Dear Tee Ball Coaches,

Before we start working with Tee-Ballers, we need to understand their perspective of the game. Batting, as far as their logic goes, is done with the arms. We face the challenge of helping them understand that their legs do most of the work when swinging the bat. Running the bases and while on defense, Tee-Ball is just another version of tag. Playing tag is almost a daily rite at recess for kids ages 4-7. The central thought for these kids is the runner being safe at a base or being tagged out. Throwing skills, fielding skills, catching a throw at a base for a force out and even batting skills are secondary to the concept of 'safe' versus 'tagged out'. As we get into teaching skills and the basics to our kids, we must keep in mind that elements of 'tag' and being 'safe' will drive much of how the kids respond to activities on the field.

On offense, when the ball is in play, the kids' experience is a mad dash of anxiety in hopes of getting to the next base safely. They are not particularly conscious of the times when they are going to get to the next base without a play being made on them.

Some kids, because of the fact that when they are running between bases they are not 'safe', will be reluctant to leave a base even when play forces them to the next base, especially when it is clear they are vulnerable to being tagged out (or put out at the next base).

The defensive side of the ball is where the majority of our teaching challenges lie. For our kids this game of tag is a little more complicated because throwing and catching that darn ball doesn't always work out real well. Then, to make matters worse, we add the concept of tagging a base as an option for getting a runner out.

And we are trying to teach these concepts in an environment where simply being the one who comes up from the bottom of the pile with the ball is plenty to call it a successful day.

There are some realities of T-Ball. It's Not Baseball. If, as a Tee-Ball coach, we go into the season thinking we are going to experience baseball we are setting ourselves up for a lot of frustration and disappointment. If we approach the season for what it is, spending time with our child and their friends, watching them run around, laugh while they work to develop skills to catch, throw and hit that little ball, then we can have a great time as coaches.

T-Ball Coaches (continued)

As adults we are going to the park thinking ‘baseball’, while the kids are going to the park thinking ‘I get to see my friends and run around a lot’. We want to see the activity from a kid’s perspective and teach and manage them within their perspective and recognize that the activities at the park are not always going to look like baseball. However, we can help our kids begin to learn the basics of baseball and develop some baseball skills.

Kids can’t catch. As the season progresses the kids will improve and they will begin to catch the ball more often. Even older kids sometimes still have trouble tracking fly balls.

Kids will find interests other than baseball while on the field. We can give our kids a glove, a ball and a bat, take them to a ball field and talk about baseball until we are blue in the face, but there is no guarantee that our kids will be thinking baseball the whole time they are at the park. Other things they will find of interest include: other kids to poke, grab, talk to, and chase; bugs, dirt, birds, airplanes, fire trucks, etc. These all can and will trump baseball in importance at times during a practice or game. Adults who recognize these realities, accept them and work baseball in along the way will enjoy their time with the kids much more. Coaches who resist accepting the reality of the Tee-Ball world will experience high levels of frustration, bewilderment and blood pressure.

Three Primary Goals for the Season

1. The kids learn that their legs power their bodies; that moving their feet is the key to playing in the field and that controlling head movement is a big factor in successfully hitting and throwing a ball. They come to recognize that ***“Baseball is a Game of Movement”***. On defense when they are not playing the ball they have to cover a base. They always move somewhere the moment the ball is put into play.
2. They remain active and having fun at all times that they are on the field (especially during practices). We want them to leave the field each day having had a blast. And at the end of the season express a **desire to play again next season.**
3. In the end, our primary purpose as Tee-Ball coaches is to help the kids develop a love of the game and create an environment that leads to them wanting to continue playing the game. We need to get the kids to stick around until age 8-9. At that time the game begins to resemble something like ‘baseball’. Kids who make it to this age are likely to continue on with the game to age 12 ...and hopefully beyond.

**Thank you for being a vital part of our future,
Hanover Baseball**

2020 Calendar of Events

Preseason:

2/15/20: Player Preview #1 (8AM – 12PM) West Manheim Elementary
2/22/20: Player Preview #2 (6PM – 8PM) S. Hanover YMCA
3/1/20: End of Registration
3/7/20: Draft Day (10AM – 12PM)
3/7/20: Mandatory Coaches Meeting & Equipment Meeting (2PM) PH Pavilion
3/14/20: Coaches Clinic (9AM – 12PM) West Manheim Elementary Gym
3/21/20: Meet the Coach day (9AM – 12PM) West Manheim Elementary Gym
3/28/20: Players' Clinic (9AM – 1PM) South Hanover YMCA FieldHouse
4/5/20: Pitch, Hit, & Run Contest (1PM – 4PM) Good Field

Spring Season:

4/25/20: Opening Day (9AM – 12PM) Pleasant Hill Fields
4/26/20: Pictures #1 (TBD) Pleasant Hill Fire Hall
5/1/20: Golf Tournament (1PM)
5/2/20: T-Ball Fun Day (9AM – 12PM) Pleasant Hill Fields- TBD
5/3/20: Pictures #2 (TBD) Pleasant Hill Fire Hall
5/16/20: HDS Family Fun Night (7PM – 10PM) Pleasant Hill Fields- TBD
5/31/20: Orioles Day (1:05PM Game Time) Camden Yards
6/14/20: York Revs Day (2PM Game Time) Peoples Bank Park
6/27-6/28/20: Spring RCP Blast (TBD) Pleasant Hill Fields
7/11-7/12/20: Tournament of Champions (TBD) Pleasant Hill Fields

Fall Ball:

10/24/20: Fall Ball Blast (TBD) Pleasant Hill Fields



SIGNS AND SYMPTOMS

These signs and symptoms may indicate that a concussion has occurred.

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets sports plays
- 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"

ACTION PLAN

If you suspect that a player has a concussion, you should take the following steps:

1. Remove athlete from play.
2. Ensure athlete is evaluated by an appropriate health care professional. Do not try to judge the seriousness of the injury yourself.
3. Inform athlete's parents or guardians about the known or possible concussion and give them the fact sheet on concussion.
4. Allow athlete to return to play **only** with permission from an appropriate health care professional.

It's better to miss one game than the whole season.

For more information and to order additional materials **free-of-charge**, visit:
www.cdc.gov/ConcussionInYouthSports

Lineup Card

Defensive Lineup Card



TEAM



Opponent _____ Location _____ Date _____

Order NO.	Player	Position	NO.	Substitutes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				



Team: _____

H / A

Coach(es): _____

ORDER	#	PLAYER	1	2	3	4	5	6
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								



Incident Report

Name and Role of Person Completing This Form: _____

Date of Incident: _____ Time: _____

Location of Incident: _____

Individuals Involved in Incident: _____

Describe Incident: _____

Describe Procedure/ Treatment Followed After the Incident: _____

Witnesses: _____

Others Notified About the Incident (Circle): Parent(s) EMT Police Other

☐ Additional Information Included on the Back of This Page.

Signature of Person Completing Form & Date

Signature of Parent (If Applicable) & Date

HDS Administrative Use Only

Return completed form within 24 hours to Jim Needham ,
717-395-3909 (text), hbvicepresident@hanoverdiamondsports.com.