



Zeeland Little League Coaches Policy

Coaches in ZLL

- Each team in ZLL will be assigned a Head Coach and Assistant Coach prior to the Team Selection process.
 - After player selections, ZLL will reach out to parents and other interested adult volunteers for a volunteer 3rd coach.
 - The 3rd coach must complete all requirements listed under “Volunteering to Coach” in order to be a registered coach with the team.
- Each coach will receive a team shirt to be worn for games.
 - Only players and coaches in uniform are allowed to be in the dugout or on the field during any ZLL game.
- **Only registered coaches are allowed to participate in practices or games involving Zeeland Little League**

Volunteering to Coach

- Adults age 18 and over may volunteer to coach in Zeeland Little League.
- Registering to coach can be done in 3 ways:
 - While registering a player, parents may sign up to coach during the registration process
 - Filling out the “Sign Up to Coach” form on the ZLL website
 - Emailing ZeelandLittleLeague@gmail.com

Required Steps Coaches Must Complete to Register

Volunteers that wish to coach with Zeeland Little League must complete the following three requirements prior to each season beginning: (1) – Pass a background check, (2) – Complete concussion training, (3) – Complete a Little League Volunteer Application. Step on how to complete each portion are below:

- Coaches must complete and pass a background check for the designated service recognized by Little League International and for Zeeland Public Schools.
 - The Safety Officer of the ZLL Board will complete the background check for Little League International and make the appropriate parties aware of any issues.
 - To complete the ZPS background check, coaches must do the following:
 - Go to <https://v2ms.zps.org>
 - Click on “Add User” icon on right hand side of screen.
 - Answer “no” when asked if you have an enrollment code. If not first time, answer “yes”.
 - Enter your name, birthday and gender to start creating an account



- Enter desired username (click “check username” after entering it, then click “use this name”).
- Enter your desired password, then re-enter it, then enter your email address and click “save”.
- Click “return to log in”. Log in with your new username & password (save somewhere for future use).
- Click on “I agree” to give ZPS permission to perform a background check.
- Click on “Volunteering” at top of menu.
- Click on “My Interests” on left side of the screen to see the volunteer options.
- Click on “Zeeland Rec” and then select the sport for which you are requesting permission to coach.
- Select the category you are requesting permission to serve (coach, staff, umpire, etc.), then click “save”.
- You will NOT be sent to a new screen. Once you clicked “save”, your information is sent to the Zeeland Public Schools administration for review and approval. Click on “log out” in the upper right corner.
- Coaches must complete the “Heads Up Concussion in Youth Sports” online course.
 - Go to <https://www.cdc.gov/concussion/HeadsUp/Training/>
 - Enter your full name when prompted and then click “Submit”.
 - Watch 40-minute video and answer the interactive quiz questions.
 - Download the PDF of the “Heads Up” certificate and then print a copy.
 - The completion certificate must be submitted to ZeelandLittleLeague@gmail.com or brought to the Zeeland Recreation Office.
- Coaches must complete and submit the Little League Volunteer Application – 2019
 - The application is available at www.ZeelandLittleLeague.com or by clicking here: https://ll-production-uploads.s3.amazonaws.com/uploads/Volunteer-Application_2019-v2.pdf
 - The completed form must be submitted to ZeelandLittleLeague@gmail.com or brought to the Zeeland Recreation Office.
- After successfully completing these three steps, the volunteer will be considered a “registered coach”.

Division Placement for Coaches (Majors, AAA, AA, etc.)

- The amount of coaches needed for each division is based on the number of teams created in each division, with 2 coaches representing each team (*ie. if there are 10 Major Teams, then 20 coaches must be placed into that division*)



- After coaches are confirmed, they are placed into a division based on the following criteria:
 - For coaches who have a son/daughter playing Little League, the coach will be placed into a division based on the expected division that the player would be drafted in.
 - All coaches' kids are placed on the team of the coach (see Team Selection Policy)
 - The Showcase Day ratings of the Coaches' kids will be used to determine the final division placement for coaches.
 - For coaches who do not have a child in Little League, they may request to coach in any division they see fit.
 - ZLL may request the coach be in a division where there is a need.
 - In situations where there is a surplus of coaches in a division, coaches will either be asked to move divisions (where appropriate) or assign 3 coaches to a team.
 - Requests for 3 coaches to be together must be approved by ZLL to ensure there is no "stacking" of teams to create an unequal advantage.
- After coaches are placed into the appropriate divisions, they are split into Head and Assistant Coaches.
 - All coaches will first be asked if they have a preference, and ZLL will grant as many requests as possible.
- Head Coaches and Assistant Coaches are paired together to represent a team.
 - ZLL will grant as many requests for coaches to be paired together as possible.
- The "Team Names" available in each division are decided by ZLL.
 - Coaches will be allowed to pick their team from the available options through random draw at or before Showcase Day.

Mandatory Events for Coaches

- At least one coach per team (although it is highly recommended that both attend) must attend the Showcase Day for the age groups in their respective divisions as indicated below:
 - Juniors & 50/70 – 14U and 13U
 - Majors – 12U and 11U
 - AAA – 11U and 10U
 - AA – 9U and 8U
- At least one coach per team (although it is highly recommended that both attend) must attend the Coaches Meeting for their respective division.
- At least one coach must be present at every team practice.
 - Coaches are encouraged to ask for parent volunteers to assist at practices.
 - Any person not a registered coach that assists at a practice must be under the watch and supervision of a registered coach or league official.



- At least one coach must be present at every team game.
- Coaches with excessive absences may be asked to step down as a coach and another volunteer will be requested by ZLL.