



Operations Manual for December/January

- Finalize coaching staff
 - Post and interview for any open positions
 - Begin educating staff on your program's values, culture, techniques, and tactics
- Begin running [offseason conditioning program](#)
- Review your schedule and confirm games
- Finalize your spring fundraiser
- Put out information for offseason camps and lessons to youth program
- Attend offseason coaches clinic (www.abca.org, www.baseballcoaches.org, or your local state clinic)
- Plan coach's clinic for the youth programs in the area.
- Attend youth/feeder board meeting. See if you can become a non-voting "advisor" on their board.
- Review or create your binders for coaches should include:
 - Expectations of coaches
 - Expectations of players
 - Pitching program including bullpen schedule, mechanics, pitch limits, philosophy and [drills](#).
 - [Hitting program](#), [Infielders](#), outfielders, baserunning, and small game programs- including philosophy, mechanics, drills, practice organization/plans
 - [Practice Plans](#) for lower level coaches to implement
 - Tactical philosophies - Bunt Defense, 1st and 3rd, steals, hit and run, bunting philosophy, cutoffs and relays, and offensive signs.
 - [Practice and in-game charts](#) - Quality at bat, (Insert team nickname) index, Bullpen charts, in-practice competition charts, depth charts, tryout forms (all included in [Cornerstone Elite](#) membership)
- [Set up player packets/webpage](#)
 - Include drills players will need to know, bunt d, 1st and 3rd, signs (some coaches don't like writing down their signs, I get that),

mechanics and philosophies for each position, hitting, and baserunning.

- Hold 2-3 meetings/month with coaches to cover coaching binder
- Set up spirit wear order form include the following
 - T-Shirt
 - Jacket
 - Team hats
 - Long and short sleeve pullover
 - Shorts
 - Sweatpants
 - Winter hat (for those of us in the north)