



# Pryor Baseball Farm

## Coach SOP Manual

Standard Operating Procedures for Coaches

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## **SOP-001: Coach Expectations & Conduct**

Purpose: Establish professionalism and conduct standards for all coaches.

Scope: All coaches at Pryor Baseball Farm.

Procedure:

1. Arrive 15 minutes before lessons and 30 minutes before games/camps
2. Wear Pryor Baseball Farm gear.
3. Maintain respectful communication with parents, players, and staff
4. Reinforce sportsmanship and “development-first” mission.
5. No profanity, tobacco, alcohol, or drugs during programs.
6. Escalate disputes to management, do not engage directly
7. Clean up after lessons (Rake Mounds, Return all balls, buckets, hitting equipment, PVC pipes, weights, etc. to respective areas)
8. Help with minor duties around the farm when not in lessons (patch holes in nets, pull weeds, water field, etc.)

Responsibilities:

- Coaches – follow standards daily.
- Management – enforce standards.

## **SOP-002: Coach Onboarding & Training**

Purpose: Ensure all coaches are properly trained and aligned with Farm values.

Scope: All new coaches.

Procedure:

1. Complete W-9, and contractor agreement.
2. Watch Training videos on Youtube Channel.
3. Come to Farm League(if in season) and help out with our Developmental League.
4. Shadow 2–3 lessons before coaching independently.
5. Coaches will be given younger students to start off and must show proficiency in training before given more lessons or advanced players.

Responsibilities:

- Management – conduct onboarding.
- Coaches – complete requirements.

## **SOP-003: Practice & Lesson Planning**

Purpose: Provide consistent structure for lessons and practices.

Scope: All coaches.

Basic Structures: Covered by Coach Pryor More thoroughly in Youtube Video:

<https://www.youtube.com/playlist?list=PLbtm78C7H5GcGO28G7bFY7LcM9W4V6Vdk>

30 minute Lesson:

Procedure:

1. Warm-up (5 min).
2. Skill-specific drills (15–20 min).
3. Secondary Skill (Remaining Time).

60 Minute Lesson:

1. Warm-up (5 min)
2. Skill-specific drills (25 min)
3. Secondary Skill (30 min)

Responsibilities:

- Coaches – create and run sessions.
- Management – review and support.

## **SOP-004: Player Development Tracking**

Purpose: Track and share player growth consistently.

Scope: All coaches.

Procedure:

1. Work on all facets of the game(fielding, throwing/pitching, hitting, etc.)
2. 1 time a Quarter - Record clients on Onform for Management to review and give feedback.
3. Report any training challenges faced to management so they can advise.

Responsibilities:

- Coaches – track progress.
- Management – review data.

## **SOP-005: FARM LEAGUE Game Philosophy**

Purpose: Reinforce Pryor Baseball Farm's development-first values.

Scope: All Farm League coaches.

Procedure:

1. Rotate players through positions.
2. No players in the same position for more than one rotation.
3. Focus on development over winning.
4. Emphasize sportsmanship.

Responsibilities:

- Coaches – enforce philosophy.
- Management – reinforce consistently.

## **SOP-006: Pitching & Safety**

Purpose: Prevent overuse and ensure safe pitching.

Scope: All pitching coaches.

Procedure:

1. Pitch counts: Ages 9–10 = 40/day, 11–12 = 55/day, 13–16 = 70/day, 17 & Up = 85/day
2. Rest days: 1–20 = 0 days; 21–35 = 1 day; 36–50 = 2 days; 51–65 = 3 days; 66+ = 4 days.
3. Warm-up and cooldown required.
4. Stop if pain is reported.

Responsibilities:

- Coaches – monitor and enforce.
- Parents – report outside pitching activity.

## **SOP-007: Farm League Game Day**

Purpose: Standardize game day procedures.

Scope: All Farm League coaches.

Procedure:

1. Arrive 30 min before game.
2. Check-in players, verify gear.
3. Warm-up with stretching, throwing, drills.
4. Manage rotations: every player, every position.
5. End with Farm Cheer and team huddle.

Responsibilities:

- Coaches – manage day-of procedures.
- Management – oversee flow.

## **SOP-008: Lesson Scheduling & Cancellation**

Purpose: Ensure fairness in scheduling.

Scope: All coaches giving lessons.

Procedure:

1. Lessons booked through Kim at (813)726-9500.
2. 24-hour cancellation policy.
3. "Makeup Monday" monthly for eligible players.
4. Coaches must ensure client/client's parent has checked in (Multiple places to check in around property or use the QR code sent out that is usable on coach's phones.

Responsibilities:

- Coaches – get clients to scan the QR code to check in.
- Admin – manage credits.

## **SOP-009: Clinic & Camp**

Purpose: Provide structure for camps and clinics.

Scope: All coaches.

Procedure:

1. Arrive 30 min early.
2. Assist with check-in and supervision.
3. Run assigned stations.
4. Assist with scrimmage/showcase.
5. Supervise pickup.

Responsibilities:

- Camp Director – supervise overall.
- Coaches – run drills and ensure safety.

## **SOP-010: Opening & Closing Duties**

Purpose: Ensure Farm is safe and secure.

Scope: Assigned coaches.

Procedure:

Opening:

- Arrive 15 min early
- Before Gates are opened, ensure dogs have been put away and gates to the yard are shut.
- Unlock & Open gates/storage.
- Organize balls, screens, equipment.
- Inspect field for hazards.
- Check fields for Dog poop (Dog Poop Scoops are all around the property in 5 different locations)
- Lights at the Barn and String Lights along the path are turned on.
- Fountain Turned On
- TVs On and Turned to MLB channel.
- Radio On and playing appropriate music.
- Pull Golf Cart out of Barn and Bring to Office.
- Slide is turned on and filled in summer
- Fires are lit in the fall and winter
- Office Lights and signs are turned on as well as music on the TV.

Closing:

- Return All gear to storage.
- Turn Off Fountain and Barn Lights/Power at Breaker.
- Radio Turned Off.
- Wiffle Ball Machine is covered and turned off.
- All Storage boxes are closed and have a weight of some sort on top.
- Pathway Lights are turned off.
- Field Lights are turned off
- Office Lights, music and signs are turned off.
- Lock gates, turn off light
- Walk field for trash/items.
- Report issues.

Responsibilities:

- Coaches – perform duties.
- Management – inspect weekly.

## **SOP-011: Equipment Use**

Purpose: Maintain equipment.

Scope: All coaches.

Procedure:

1. Use equipment responsibly.
2. Report broken/missing items.
3. Store equipment properly.

Responsibilities:

- Coaches – proper use.
- Management – repair/replace.

## **SOP-012: Call-Offs for Lessons**

Purpose: Ensure coverage if coach unavailable.

Scope: All lesson coaches.

Procedure:

1. Notify management at least 24 hrs before lesson.
2. Reach Out to other coaches to see if they are able to cover.
3. Post in Discord coach channel.
4. Admin/Management will reassign or reschedule.

Responsibilities:

- Coaches – notify promptly.
- Management – reassign sessions.

## **SOP-013: Time-Off Requests**

Purpose: Provide process for time off.

Scope: All coaches.

Procedure:

1. Submit request at least 2 weeks in advance.
2. Use Google Form (Coach Dashboard).
3. Management confirms approval.

Responsibilities:

- Coaches – submit timely requests.
- Management – approve/deny.

## **SOP-014: No-Show Protocol**

Purpose: Clarify no-show handling.

Scope: All coaches.

Procedure:

Player No-Show:

- Wait 15 min, mark No Show in Calendar using office computer
- Put the No show in the Admin Discord Channel on office computer
- Report in dashboard.
- Coach still paid.

Coach No-Show:

- Management contacts family for reschedule/refund.
- Incident documented.
- 3-strike policy: Warning → Meeting → Removal.

Responsibilities:

- Coaches – communicate absences.
- Management – enforce accountability.

## **SOP-015: Emergency Action Plan**

Purpose: Respond to emergencies.

Scope: All coaches.

Procedure:

1. Stop play, secure area.
2. Call 911 if needed.
3. Assign one coach to player, one to group.
4. Notify parent immediately.
5. File Incident Report on Dashboard within 24 hrs.

Responsibilities:

- Coaches – execute plan.
- Management – follow up.

## **SOP-016: Concussion & Injury**

Purpose: Protect injured players.

Scope: All coaches.

Procedure:

1. Remove player suspected of concussion.
2. Contact parent.
3. Require doctor's clearance before return.
4. File Incident Report within 24 hrs.

Responsibilities:

- Coaches – enforce removal.
- Management – track reports.

## **SOP-017: Child Protection & Safety**

Purpose: Safeguard children.

Scope: All coaches.

Procedure:

1. Never be alone with a player.
2. Always remain in visible areas.
3. Report suspicions immediately to Florida DCF (1-800-962-2873).
4. File internal report.

Responsibilities:

- Coaches – mandatory reporters.
- Management – enforce compliance.

## **SOP-018: Weather Safety**

Purpose: Protect players in extreme weather.

Scope: All coaches.

Procedure:

1. Stop play if lightning within 10 miles.
2. Heat index >95°F = water breaks every 20 min.
3. Heat index >100°F = cancel/postpone.
4. Move players to shelter.

Responsibilities:

- Coaches – enforce on site.
- Management – monitor forecasts.

## **SOP-019: Health & Illness**

Purpose: Prevent illness spread.

Scope: All coaches.

Procedure:

1. Send home players showing symptoms.
2. Remind parents not to send sick kids.
3. Sanitize shared equipment during outbreaks.

Responsibilities:

- Coaches – enforce rules.
- Parents – comply.

## **SOP-020: Inclement Weather**

Purpose: Handle weather disruptions.

Scope: All coaches.

Procedure:

1. Management monitors weather 2–3 hrs prior.
2. Notify families via GroupMe/email 1 hr prior if needed.
3. On-site: stop play immediately for lightning.
4. Reschedules posted within 24 hrs.

Responsibilities:

- Coaches – enforce stoppage.
- Management – make cancellation calls.

## **SOP-021: Makeup Monday**

Purpose: Provide a structured process for handling makeup lessons through the “Makeup Monday” program, ensuring fairness and consistency for players and coaches.

Scope: All coaches and players participating in private or semi-private lessons.

Procedure:

1. Eligibility
  - Players who cancel lessons with proper 24-hour notice may attend Makeup Monday.
  - Players who no-show or cancel late are not eligible.
2. Scheduling
  - Makeup Monday sessions are held the Last Monday of the month. .
  - Players must schedule through Admin.
3. Coach Responsibilities
  - Arrive 15 minutes early to set up.
  - Record attendance and submit to management.
  - Provide brief feedback at session end.
4. Communication
  - Reinforce the importance of regular attendance.

## Responsibilities

- Coaches – run group session and record attendance.
- Management – schedule, communicate dates, and monitor fairness.
- Parents/Players – register and attend scheduled makeups.