



Central Saanich Little League Baseball

Team Coordinator Manual

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WELCOME

If you have received this book....THANK YOU! It means you are considering being a volunteer for the Central Saanich Little League Baseball program. Our program only runs because of volunteers like you.

This manual covers important information including what roles are played out by the various members of your volunteer team. Firstly, as team coordinator, you are responsible for all aspects of your team's communication and volunteering. This includes appointing scorekeepers, helpers for field raking, parent umpires (for T-ball & Mini-Minors), and concession volunteers. As well you will need to arrange the meet for team pictures, opening/closing ceremonies and other team functions.

The team coordinator is responsible for coordinating your team events including practices & games. They get to direct strategy and you get to coordinate. The following is meant as a guideline of roles to assist you and your team.

TEAM COORDINATOR DUTIES

As the team coordinator of your child's baseball team you are exempt from having to do concession duties but you are required to fulfill the duties below or your volunteer cheque **will** be cashed.

- Make sure you have the player contact/health profile on hand at all team functions. This will be provided to you at the beginning of the season by your coordinator.
- Assist the manager with all communication between parents and the team staff.
- Help out with practices and games when requested.
- Hand out the "Sport Parent Code of Conduct" to each family and have the signed copy returned to your division coordinator.
- Coordinate a list of volunteers to help when your team is listed as the HOME team at a game. These duties include scorekeeping (Rookie-Minors, Minors, and Majors), field raking (before and after the game), parent umpires (T-ball and Mini-Minors), and any other duties required. Note on raking – make sure parents are raking and not the kids. Do not rake perpendicular (at 90') with the outside edge. Do not push fill up to the grass as this causes a dangerous lip – District staff spend days fixing these ridges).
- Arrange the meet times for team pictures, opening/closing ceremonies, and any other team functions.
- The team will also be assigned concession dates to fill. The team manager and/or team coordinator will be given the names of any family who will be exempted from concession duties (one team manager, one coordinator, executive members, or paid to opt out). Everyone else will need to be sure that the dates are filled for the team. Delegate! You should have this information returned to your concession volunteer coordinator right away! It is YOUR responsibility to make sure they work their shift.
- Make sure all criminal record checks (CRC's) are submitted as requested as soon as you can.
- Your team's 50/50 nights must be fulfilled by either yourself or a parent. See 50/50 form for further details on this. Once again making up a schedule for this is a good idea but it is your responsibility to

ensure that it is done by someone on your team. If not then YOU will have to do it.

- Acquaint yourself with both the CSLL rules in this handbook as well as in the Little League Rule Book. Nobody expects you to be an expert but you now know where to find the answers. If at any time you have questions contact your division coordinator.

Optional Duties (these are totally optional but a lot of fun)

1. End of year stuff such as trophies or medals for the kids at the end of the season. Cards or gifts for the coaches. Wind up party.
2. Give out a team list with phone #. You MUST ask each parent if this is ok prior to giving out information

Team Coordinators are an important role on the team. You are vital to helping the team manager, coaches and CSLL executive's in the running of our great program. We thank you very much for your dedication to your child's team and hope everyone has a fantastic year.

TEAM MANAGER DUTIES – FOR REFERENCE ONLY

As the team manager you are responsible for coordinating your team to practices, games, and CSLL events. You are also required to teach skills to your players showing good sportsmanship at all times.

Preseason

- Appoint a team coordinator to act as a liaison for you to your team. You will be given a list of information which includes player's names, parents/guardians, contact information, and health information. Your division manager should pass a copy of this on to your manager if you have one.
- Have the team coordinator contact your team via email/phone and coordinate a first practice before the season starts. This will allow you introduce your team of volunteers. Things to think about at this meeting are:
 - i. Relay your coaching philosophies
 - ii. Relay your expectations for both players and parents
 - iii. Introduce the manager and have them follow up on their duties listed below.
 - iv. Handout the season schedule including the opening and closing ceremonies.
 - v. Choose a team name.
- It is also a good time to get to know the players and evaluate what level your players are at. Fields are open to your team most anytime. You can contact the field coordinator to book a field.
- Acquaint yourself with both the CSLL rules in this handbook as well as in the Little League Rule Book. Nobody expects you to be an expert but you now know where to find the answers. If at any time you have questions contact your division coordinator.

In Season

- Organize practices and relay those times and goals with your team. There are many resources out there to structure practices including those at www.baseball.ca
- Make sure your team is well represented both on and off the field. This includes teaching your team the rules of the game as well as the importance of representing themselves as a part of CSLL.
- Have your team arrive early enough so they are ready to begin the game on time.
- Make a list of players and what position they will play for each game.
- Use your division coordinator! They will relay all the information you need to know about the scheduling, opening and closing ceremonies, rules, etc. You can pass this onto your team (through your manager).

50/50 RULES AND INFORMATION

- 50/50 buckets and clipboard and tickets are kept in the office in the clubhouse. Extra tickets are kept in the concession.

- Cost of tickets: 3 for \$2.00 **BLUE TICKETS ONLY**
 10 FOR \$5.00 **RED TICKETS ONLY**

-On 50/50 clip board fill in the **date**, and **start numbers** of each colour ticket.

-Collect a float of \$30.00 from the concession.

-Sell your tickets. Go to ALL the diamonds. Start and finish with the majors (this is the only diamond that gets done twice). Don't forget to offer tickets to the concession volunteers and the scorekeepers as well.

-Note the **end ticket numbers** on the clipboard.

-Make sure there are 2 people present when you count the money upstairs in the clubhouse.

- remove the float and put in small paper bag labelled **float**
- count money and divide in 2 equal portions
- put one half in paper bag labelled **50/50 winnings**
- put second half in bag labelled **50/50 profit**
- separate the tickets carefully and mix both colours together
- Have one of the scorekeepers or someone else draw the ticket. You do not draw it yourself!
- fill in the **total sales, winning number, and prize amount** on clipboard

-Between innings announce the winners number and prize amount, and direct them to come to the clubhouse to claim their prize.

-When they come, fill in their **name and number** on the board and get them to **initial** that they have received their prize.

- Keep their ticket stub with ours and staple to top of sheet on clipboard.

-Put all non-winning stubs into small paper bag with date on it and stapled shut, into the middle drawer of the filing cabinet.

-Return the float and the 50/50 profit bags to the concession. Make sure the amount of money is written on each bag.

-If no winner comes forward then the bag of money (dated) will also be given to the concession. Staple the winning ticket to the prize bag as well. A sign will be put up for the winner to claim it.

Thank you for your help.

NOTES REGARDING THE CONCESSION

Your team is responsible for obtaining volunteers for the dates you have been assigned. If someone is unable to work the shift that has been assigned it is their responsibility to find someone to switch shifts with. There are usually some dates free so you can try contacting the Concession Volunteer Coordinator to see if an alternative shift would work better. They then need to let their manager know and also let the concession scheduler know. No one under the age of 19 can work your shift unless approved by the concession coordinator.

Each family has been assigned up to 2 shifts per child. Those who are exempt from concession are **not** exempt from team duties such as raking, scorekeeping or other duties.

Team Coordinators...please fill your team's shifts ASAP and email your division coordinator with the name and phone # of the parent doing the shifts. Please keep a list of who is doing the shifts so you can remind them prior to their shift. This is very helpful!!!!

Evening shifts last roughly 4 hours. Concession now closes at 8:30 pm. Sat shifts last roughly 3 ½ hours but please don't leave until your next shift parent has shown up and is ready to work. Afternoon shifts need to stay until the last game of the afternoon is over. You are expected to stay till clean up is finished. Please arrive on time and ready to work. Long hair needs to be tied back. Don't wear sandals. If you are ill please have someone else cover your shift.

The concession can be a great way to get involved in Little League. We couldn't run our program without parent volunteers. Thank you very much.

The schedule is subject to change. If anyone is affected by a change in the schedule they will be called to re-book another time.

DIAMOND SETUP



Blastball –

- The field is similar to a regular baseball diamond. From the Tee pace off 30 feet to the right and position your Blastbase. This establishes your fair/foul line to the right.
- To the left of the Tee and perpendicular to your Blastbase line, pace off an equal distance (30 feet) and position your Cone. This establishes your fair/foul line to the left.
- Now pace off 15 feet directly in front of the Tee and lay out your Line Marker running between the (hypothetical) first and third base lines. This becomes the fair/foul line for play. If a ball is hit inside of that line it is foul and should be re-teed for another try. If it goes beyond the line, either in the air or on a roll it is considered in play.

TBall & Rookie-Minors –

- Home dugout is along the 3rd baseline. Visitor dugout is along the 1st baseline.
- Visiting team is listed first.
- Bases/Tees, line marking equipment, and rakes are located in the sheds behind Diamond 1, Diamond 2, and Diamond 5. Equipment for Diamonds 3 and 4 are located under the clubhouse stairs at Diamond 5.
- Bases do not need to be secured unless a sleeve is provided in the ground (diamonds 1, 2, & 5 have sleeves to receive the base platform).
- Visiting team bats first.

CENTRAL SAANICH LITTLE LEAGUE ALL DIVISION PARK RULES

PLAYING RULES

1. Spectators should not criticize any player, umpire or coach. Positive comments are encouraged.
2. For the protection of players and league volunteers, please ensure that your child is under the supervision of an adult assigned by the parent or guardian. The League does not encourage children to be unsupervised (ie dropped off) at games or practices at any time. Should you have to leave the park, please ensure supervision for your child has been arranged (including immediate contact phone #). Remember that our coaches ARE NOT childcare providers.
3. Please ensure that all players treat League equipment with respect (ie not throwing of helmets, bats, etc). Helmets are not to be used without chinstraps. Any concerns regarding equipment needing repairs or replacement should be directed to the Equipment Manager. Please do not take any equipment without consulting the Equipment Manager.
4. If it is raining, players are still expected to arrive at their game time. Only the umpires can make the decision on whether or not to cancel the game. In the case of Blastball, T-ball and Rookie-Minors (when not umpire present) the game is to be called by the appropriate division coordinator.
5. Please respect our youth umpires and remember that their call is FINAL and should never be disputed by a manager, coach or parent.
6. There will be no arguments on the fields by coaches, managers or parents with regards to an umpire call. The umpire's decision is final.
7. There will be no drinking, smoking or swearing on the field.
8. No gum or sunflower seeds.
9. Please help keep our park clean by using garbage and recycling containers provided.
10. Home team is responsible for bringing out the bases and score sheets (located in clubhouse), bringing in the bases and score sheets, and raking the infield at the end of the game. Bases and rakes are stored in the backstops of Diamonds 1 & 2. Please return them to those locations after use. Only bases and rakes for Diamonds 3, 4 and 5 are to be stored under the stairs of the clubhouse.
11. Following the rules outlined in the official Little League handbook all players and coaches must adhere to the regulations concerning player uniform and coaches attire.

Players:

During games at all times- wear the complete uniform provided by CSLL:

hat - facing forward

shirt - tucked in

pants- if provided

socks- if provided

belt - if provided

cleats or running shoes (no boots, sandals, or open-toed shoes allowed)

jock or jill

*Under no circumstances are players to appear on the field in shorts- any player arriving to a game or practise in shorts will not be permitted to play.

Coaches:

During practise or games, coaches are to wear:

long pants (no shorts)

t-shirts or long sleeved shirts

and must wear running shoes or cleats (no sandals or open toed shoes permitted)

**Please be aware that if any player is not following these rules in regards to proper uniform attire, a member of the CSLL executive may inform coaches or parents that player must be in complete uniform to participate.

12. Every player on a team roster will participate in each game for minimum of 6 defensive outs and bat at least 1 time. In order to get as many players involved in a game as soon as possible, it is recommended that starting players be substituted with spares as soon as starts have met the mandatory play regulation. This would normally be after the 2nd inning. Once spares have met mandatory play, starting players may be re-entered in any spot in the defensive line-up. Spares substituted for another player in the defensive line-up may NOT re-enter (From Rule #9 Reg. IV(i) Mandatory Play)
13. Reminder that in all divisions, except Majors, all players MUST rotate through the batting order, even when playing the "spare" position.
14. If a game cannot be completed and a player has not played three innings, he/she must start the next game.
15. Managers or coaches are allowed to go to the mound to visit the pitcher in Minor and Major divisions only.
16. The team that is up to bat may have a coach on 1st and 3rd base, only to direct the runner.
17. A runner cannot touch or pass the runner ahead of him/her or he/she will be out.
18. There are no lead-offs in Little League. The foot must be touching the base until the ball passes the batter.
19. A runner must touch each base in series before going to home plate. If a player misses touching a base, he/she must go back and touch it before continuing to the next base.
20. If a team know in advance that they will be short of players, they may pick up replacement players from another division. Called up players must wear their own uniforms, and must play complete mandatory play, but not more than a regular team player.
21. If at the start of a game or at any point during the game, a team is short players, and cannot field nine players, a player may be chosen from the opposing team. The opposing manager will select the player.
22. If the game is called because of weather, darkness, curfew etc it is a regulation game after four innings have been played. See rule 4:10 (c) (d).
23. In the case of a rainout or darkness 4 complete innings constitute a full game.

Any questions regarding playing rules can be directed to the Vice President of Players and Coaches or the Umpire-In-Chief. In case of a conflict, the Little League Rule book shall prevail.

Specific Division Rules for all divisions can be found on the website under each division tab.

SAFETY RULES

1. NO player may handle a bat unless he/she AND the back catcher are wearing proper protective equipment and have been authorized to do so by the Coach or bench parent. There should be no “on deck” batters practicing swinging in any division of Little League. This is a dangerous practice and can result in serious injury.
2. Back Catchers MUST always wear complete catching gear before entering the Back Catching position. Minor and Major Back Catchers MUST wear a proper catcher’s glove.
3. Players, coaches and umpires (including parent helpers) are the only people allowed on the playing field during game play. For their own protection all spectators must remain off the playing field.
4. Siblings and young spectators are not allowed in the dugout or on the bench. Spectators may not sit on top of the dugout or climb on the backstops. Keep fingers out of the wire mesh fencing.
5. The batter is NOT allowed to throw the bat before running to 1st base. Players will be given ONE warning and if it happens again, he/she will be called OUT.
6. Players are encouraged to wear their ball hat under their helmet to help control the spread of head lice.
7. Players cannot wear shorts or jewellery. Medic Alert bracelets or earrings may be worn but must be taped.
8. All males must wear jocks.
9. Bleeding – This is at District 7 rule, and applies to all leagues.

In the event of a player having an open wound that is bleeding, has a bandage, uniform or equipment that has fresh blood, the umpire must call time and suspend the game for a short period of time in order to:

- a. Stop the bleeding to the injured player and/or
- b. Clean or change a blood stained bandage, equipment or uniform.

A copy of the bleeding rule in detail is on file and available to anyone from CSLL.

Any questions regarding playing rules can be directed to the Vice President or Umpire in Chief. In case of a conflict, the Little League Rule Book shall prevail.

SPORT PARENT CODE OF CONDUCT

We, the Central Saanich Little League, have implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

The highest potential of sports is achieved when competition reflects these “six pillars of character”.

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting, refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviours or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
14. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Signature of Parent/Guardian