



Central Saanich Little League Baseball

Team Manager 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 manager, you are responsible for all aspects of your team. This includes appointing a team coordinator who will take care of the communications between you and the team. They will appoint scorekeepers, field raking, and parent umpires (for T-ball & Mini-Minors), as well as concession volunteers, 50/50 workers, etc. They will also coordinate team pictures, opening/closing ceremonies, etc. You are responsible for coordinating your team events including practices & games. You should be given a list of assistant coaches to work with for your team also.

The following is meant as a guideline of roles to assist you and your team.

TEAM MANAGER DUTIES

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).

TEAM COORDINATOR DUTIES - FOR REFERENCE ONLY

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 team manager and coaches with all communication between parents.
- 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 scorekeepers (Mini-Minors, Minors, and Majors), field raking (before and after the game), parent umpires (T-ball and Mini-Minors), and any other duties required.
- 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 coach/manager will be given the names of any family who will be exempted from concession duties (one coach, one manager, 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 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 teams 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.

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 Managers are an important role on the team. You are vital to helping the 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.

COACHES AND UMPIRES OF DISTRICT 7 (VICTORIA)

- **BE ON TIME.** If you show up a little bit late for your game it makes it tough for the game officials to get a full game in.
- **BE PREPARED.** If you have all your equipment and players ready to go then the Umpires and Scorekeepers won't have any problem getting the game started on time.
- **BE RESPECTFUL.** Not only should the coaches and umpires respect one another, but your players and the opposition's players should be respected.
- **ARGUING WITH THE UMPIRE IS NOT A COACHING TOOL.**
- **UMPIRES ARE IN CHARGE OF THE GAME ONCE THE LINEUPS ARE EXCHANGED.** Then...**ONLY** the umpire can make decisions about what happens during a game.
- **READ YOUR RULE BOOKS.** Every rule in the rule book is there for a reason.
- **RULES CANNOT BE CHANGED.** Local leagues can add to a rule, with District approval, but cannot take anything away from a rule.
- **COACHES SHOULD STAY WITHIN THE CONFINES OF THE PLAYING FIELD.** Your here to coach your teams not socialize with the spectators. If you have to leave the field ask permission of the umpire, it usually will be granted.
- **KEEP YOUR COOL.** We are all volunteers and we all will make mistakes.

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

PARK 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 practice in shorts will not be permitted to play.

Coaches:

During practice 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.

CSLL PLAYING RULES BY DIVISION

BLASTBALL

Blastball is a great way to introduce your little one to the game of baseball. The focus is all about fun!

GOALS

1. To have fun!
2. To teach good sportsmanship and team spirit.
3. To teach how to hit from a tee.
4. To teach how to throw a ball.
5. To teach how to catch a ball.

It's all about fun and learning. We want them to want to come back to the park. To do so we introduce not only the game of baseball but also some fun drills like knocking down stacked flower pots with pictures of animated characters. We throw balls through hula-hoop targets. We have races and more. Use your imagination!

We also have jamboree days where we setup stations such as bean bag toss, shuffle races, three legged racing, jumbo bowling, relays and more! Don't forget about special appearances by mascots.

TIME

Schedules are Wed 600-630pm and Sat 1030-1100am. No times during Easter or May long weekends or Brentwood Days.

FIELD

1. The field is similar to a regular baseball diamond. From the Tee at home plate pace off 20-30 feet to the right and position your 1st base (squeaky Blastbase). Set up 2nd and 3rd bases using the equipment found in your team bag.
2. Players take the infield positions plus two batters.
3. PARENTS – stay with your players and/or help the rest of the team. Your kids want to play with you!

RULES

1. There are no points, statistics or score sheets. Everyone wins!
2. Let the kids take turns rotating through all the positions. We keep the teams small (5 kids) so that they are kept moving.
3. We want to teach the kids to hit the ball and throw to a base.
4. All managers, coaches, or any other adult on the playing field during a practice or a game shall show good sportsmanship at all times.

T-BALL

GOALS

1. To have fun!
2. To teach good sportsmanship and team spirit.
3. To teach the player positions on the field.
4. To practice hitting from a tee and after the May long weekend from coach pitch.
5. To practice catching.
6. To practice stopping ground balls.
7. To practice throwing.
8. To teach running between bases.

TIME

Schedules are Wed 600-700pm and Sat 1000-1100am. No times during Easter or May long weekends or Brentwood Days.

FIELD

1. The base paths will be 60 feet in length and the pitcher's mound will be 38 feet from the home plate.
2. Two or three teams shall occupy one field for the time slot. The schedule allows for both practice and game time during each 1 hour slot.
3. Stations will include a short warmup, 10 minutes of hitting drills, 10 minutes of catching drills and 10 minutes of grounders and running.
4. Stations are followed by a mini 2 inning game and a "dragon" race!

Our emphasis is to get many quality repetitions in with the kids moving around so they are not standing still. Keep them active and happy! Use parent volunteers – your kids want to play with you!!

RULES

1. There is no record keeping of points, statistics or score sheets. Everyone wins!
2. All players will bat in succession in each game setting with the last batter running all the way around the bases.
3. The batting tee will be used until the May long weekend. After this the coaches will pitch. The coach pitches 5 balls, if the child does not hit, the tee is used until they do hit.
4. Coaches and managers are encouraged to instruct their team from the field. They may enlist parents to help all the kids in all positions.
5. No balls or strikes will be called and the game can be stopped at anytime for instructional purposes.
6. The play is dead once the throw is made to a base OR the ball reaches the infield. If the runner has passed the base before the ball reaches the infield they may attempt to run to the next base.
7. No extra bases are allowed on overthrown balls. Runners may ONLY take one base on balls which stay on the infield.
8. The maximum number of bases a player can advance on a hit is two.
9. The following is NOT ALLOWED – bunting, lead offs, stealing, sliding, pinch hitting, or protesting.
10. A runner cannot touch or pass the runner ahead of him/her or he/she will be out.
11. If the umpire (parent) is unsure of the outcome of the play, then the decision goes in favour of the runner.

12. Coaches are encouraged to rotate players fielding the ball during the game slot and throughout the year so that all the children get an equal opportunity to play in key positions.
13. The ball should be thrown overhand, not rolled, when fielding the ball.

T-BALL UMPIRES (PARENTS)

1. In T-ball, official umpires will not be provided. Instead, parents and/or coaches/managers will take on this role.
2. The innings will change when all the children have batted, with the last batter running all the way around the bases.
3. The batter swings until they hit the ball.
4. The batter must DROP the bat – do not throw it. If the batter throws the bat, they get one warning. A second infraction means that the batter is out.
5. Remove the tee and/or bat when the runners are coming in to the home plate and replace it when the plate is clear.
6. Ask the coaches if they have asked the players if they are wearing jocks or jills.

ORDER OF CALLS

1. The umpire will call the first batter by saying “Batter Up”
2. They will then say “Ready in the field” to make sure the players in the field are paying attention. The players should answer “Ready”.
3. The umpire shall then say “Play Ball”.

MINI-MINORS

GOALS

1. To have fun!
2. To teach good sportsmanship and team spirit.
3. To teach the player positions on the field.
4. To practice hitting from coach pitch and after the May long weekend practice hitting from player/coach pitch.
5. To practice pitching after the May long weekend.
6. To practice catching.
7. To practice stopping ground balls.
8. To practice throwing.
9. To teach running between bases.

TIME

Schedules are Thu 600-800pm and Sat 1100-100pm. No times during Easter or May long weekends.

FIELD

1. The base paths will be 60 feet in length and the pitcher’s mound will be 38 feet from the home plate.

RULES

1. A regulation game is four innings or 2.0 hours in length.
2. Each team will have 3 outs or a maximum of 3 runs per at bat per inning.
3. The maximum number of bases a player can advance on a hit is two.
4. The following is NOT ALLOWED – bunting, lead offs, stealing, sliding, pinch hitting, or protesting.
5. A tie game will not continue after four complete innings in a regularly scheduled game.
6. No inning can start after 1 hr 45 minutes of play.
7. All players play the field in every inning. A catcher (in full equipment) is required. All players must stand in a normal playing position on the field...3rd base, shortstop, 2nd base, etc with the other players filling in around the outfield.
8. Batting – Every player bats. To make sure that everyone gets their fair number of times at bat, you must either rotate the line-up so a different player bats first, or better yet, use a continuous loop so that the batter after the last batter of each game, becomes the first batter of the next game. Coaches will pitch until the May long weekend where each player receives 5 pitches. After then the player in the pitching position will attempt three pitches to each batter. If no hit is made after those three pitches, the coach will pitch three remaining pitches until the batter is either out or on base. Then the pitching will revert back to the pitcher.
9. Every effort should be made to rotate players into different positions equally. This is so they get the chance to play every position throughout the season. You can find player rotations in the back of this manual.
10. There are no playoffs in Mini-Minors.

MINI-MINOR UMPIRES (PARENTS or COACHES)

1. In Mini-Minors, official umpires will not be provided. Instead, parents will take on this role.
2. Home team is to supply the home plate and 1st base umpires.
3. Home plate umpire will make the calls at home plate and 3rd base. The 1st base umpire will make the calls at 1st and 2nd base.
4. The innings will change when all the children have batted, with the last batter running all the way around the bases OR 3 runs OR 3 outs.
5. The batter must DROP the bat – do not throw it. If the batter throws the bat, they get one warning. A second infraction means that the batter is out.
6. Remove the bat when the runners are coming in to the home plate and replace it when the plate is clear.
7. Ask the coaches if they have asked the players if they are wearing jocks or jills.

ORDER OF CALLS

1. The umpire will call the first batter by saying “Batter Up”
2. They will then say “Ready in the field” to make sure the players in the field are paying attention. The players should answer “Ready”.
3. The umpire shall then say “Play Ball”.

NOTE FOR UMPIRES AND COACHES

1. Coaches are not allowed to approach the umpire or make any remarks with regard to play or call.
2. If you have any questions or doubts about the rules or regulations, please contact the Vice President of Coaches/Managers, the Mini-Minors coordinator or the executive on duty for that game.

ROOKIE MINORS

GOALS

1. To have fun!
2. To teach good sportsmanship and team spirit.
3. To teach the importance of individual and team development.
4. To practice catching, throwing, pitching, fielding, and base running.

FIELD

1. The base paths will be 60 feet in length and the pitcher's mound will be 38 feet from the home plate.

RULES

1. A regulation game is six innings long.
2. Each team will have 3 outs or a maximum of 3 runs per at bat per inning.
3. A tie game will not continue after six complete innings in a regularly scheduled game.
4. No inning can start after 7:45pm until the May long weekend. After then it will be up to the umpires to determine the length of play due to darkness etc.
5. All players should be playing infield and outfield equally.
6. Every player on a team roster will participate in each game for a minimum of 6 defensive outs and bat at least 1 time. It is recommended that starting player be substituted with spares as soon as possible. Once spares have met mandatory play the starting players may re-enter the lineup in any of the defensive line-up positions. Spares may not re-enter.
7. Batting – Every player bats whether they are on the field for defence, or not. To make sure that everyone gets their fair number of times at bat, you must either rotate the line-up so a different player bats first, or better yet, use a continuous loop so that the batter after the last batter of each game, becomes the first batter of the next game.
8. Each team must follow the pitching rules as outlined in the Little League rule book (a copy of which has been included in your manual) and complete the pitching record that is kept in a binder upstairs in the clubhouse. The scorekeeper must enter the pitching information into the binder at the end of each game.
9. Stealing is not allowed in Rookie Minor games. The emphasis is on trying to get more batters through each inning before the 3 run limit. Therefore coaches should be teaching their players to learn to swing at only the good pitches.

MINORS

GOALS

1. To have fun!
2. To teach good sportsmanship and team spirit.
3. To teach the importance of individual and team development.
4. To practice catching, throwing, pitching, fielding, and base running.

FIELD

1. The base paths will be 60 feet in length and the pitcher's mound will be 46 feet from the home plate.

RULES

1. A regulation game is six innings long.
2. Each team will have 3 outs or a maximum of 3 runs per at bat per inning.
3. A tie game will not continue after six complete innings in a regularly scheduled game.
4. No inning can start after 7:45pm until the May long weekend. After then it will be up to the umpires to determine the length of play due to darkness etc.
5. All players should be playing infield and outfield equally.
6. Every player on a team roster will participate in each game for a minimum of 6 defensive outs and bat at least 1 time. It is recommended that starting player be substituted with spares as soon as possible. Once spares have met mandatory play the starting players may re-enter the lineup in any of the defensive line-up positions. Spares may not re-enter.
7. Batting – Every player bats whether they are on the field for defence, or not. To make sure that everyone gets their fair number of times at bat, you must either rotate the line-up so a different player bats first, or better yet, use a continuous loop so that the batter after the last batter of each game, becomes the first batter of the next game.
8. Each team must follow the pitching rules as outlined in the Little League rule book (a copy of which has been included in your manual) and complete the pitching record that is kept in a binder upstairs in the clubhouse. The scorekeeper must enter the pitching information into the binder at the end of each game.
9. At the end of the season, there will be a playoff championship. The winning team of the playoffs will go to the City Minor Championships to represent our park.

MAJORS

GOALS

1. To have fun!
2. To teach good sportsmanship and team spirit.
3. To teach the importance of individual and team development.
4. To practice catching, throwing, pitching, fielding, and base running.

FIELD

2. The base paths will be 60 feet in length and the pitcher's mound will be 46 feet from the home plate.

RULES

1. A regulation game is 6 innings.
2. Each team is to supply a scorekeeper for each game.
3. WATER only in the dugout please. NO other food or drink allowed.
4. One player at a time may leave the dugout or bench without the umpire's permission (to use the washroom). An adult should accompany the players to the washroom.
5. Managers and coaches must remain inside the dugout area or bench while their team is in the field. Managers and coaches must request time and must receive permission from the umpire before leaving the dugout.
6. All teams should arrive at the park ½ hour prior to the start of games to allow for proper warm ups and infield practices.
7. Any team not ready for infield practice will forfeit it. Visitors have field 25 minutes prior to game and home has field 15 minutes prior to game. Coaches meet with umpire 5 minutes before game.
8. Home team will occupy the third base dugout (or bench); visitors will occupy the first base dugout (or bench).
9. All players must stay in the dugout (or on the bench), in their batting order, until they are called up to bat, or onto the field. (Even those players in the "spare" position).
10. Coaches MAY NOT warm up their pitchers. Only another player in full protective gear may do so.



Central Saanich Little League Rookie and Minors Schoresheet

VISITOR _____

HOME _____

DATE _____

TIME _____

UMPIRES - PLATE _____

BAT	PLAYER	1			2			3			4			5			6		
		O	U	R	O	U	R	O	U	R	O	U	R	O	U	R	O	U	R
ORDER	NAME	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE	BASE
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			

TEAM	1	2	3	4	5	6	7	8	9	R	H	E
HTS												
ERROS												

SCOREKEEPER _____

PLATE UMPIRE _____

COODING	
Pitcher	1
Catcher	2
1st Base	3
2nd Base	4
3rd Base	5
Short Stop	6
Left Fielder	7
Center Fielder	8
Right Fielder	9
Sophen Base	C
Score Out - credit taken on 3rd strike	K
Score Out - credit taken on 3rd strike	X
Score Out - credit taken on 3rd strike	F
Sacrifice Hit	SH
Fielders Choice	E
Base on Balls	BB
Hit by Pitcher	HP
Passed Ball	PB
Wild Pitch	WP
Balk	BK
Infield Fly	IF
Single	1B
Double	2B
Triple	3B
Ball	O
Strike	X
Foul	F

COODING AND EXAMPLES	8B1 DBL	SINGLE
Hit one SS-ST		
1		
6-3		
RUN SCORED		
ON BASE ERROR		
STOLE 2ND		
E 6		1 B

SCOREKEEPING FOR MINORS/MAJORS

Scorekeeping is just shorthand for what occurred during the ball game. The statistics obtained from the scorekeeping sheets can provide valuable information to the coaches.

The first step is to familiarize you with the positions numbers for each position on the field. These numbers are used to record many events.



HOME DUGOUT

VISITOR DUGOUT

STEP 1 – PLAYER LINE-UPS

ROOKIES/MINORS – obtain the batting line-up from the coaches. The line-up should have :

- Child's full name
- Uniform number
- Position playing – if in starting line-up
- Players absent should be clearly marked

MAJORS AND ABOVE– obtain batting line-up and pitching record.

STEP 2 – RULES TO BE AWARE OF

MINORS –

- i. Games are 6 innings long – 4 full innings constitutes a game if the entire game cannot be completed.
- ii. There is a three run limit per inning.
- iii. All players must play 3 innings – but they do not have to be consecutive.

MAJORS –

- i. Games are 6 innings long – 4 full innings constitutes a game if the entire game cannot be completed.
- ii. There is a four run limit per inning until the last inning (determined by the umpire). The last inning is open. The team must get 3 outs.
- iii. Check if the mercy rule is in effect. The decision about implementation of the mercy rule is decided by District 7 each year. The mercy rule is a spread of 10 runs or more after 4 innings.

STEP 3 – FORMS

MINORS AND ABOVE – The major division has a three-part form – press firmly to mark all 3 copies. The home park will provide the score sheets.

STARTING TO SCOREKEEP

1. Fill in the team names, park, and date at the top of the sheet.
2. List the entire team – indicate absences (ABS) and/or injuries (INJ).
3. Using the batting line-up – list players in order given and record uniform # and position #.

MINORS – time permitting – obtain the batting line-up from the opposing team and record the information on the back of your score sheet. This is a great way to roughly keep track of runs and outs and acts as a double-check for the other scorekeeper.

MAJORS – list the players names closer to the top of the box as you will have additional information to record later.

4. Fill in the summary area – visitors on top and home on the bottom.

PLAY BALL

1. As each child comes to bat, your job is to record what happened at bat and on the field. There are codes recorded on the right side of all the score sheets.

MINORS/MAJORS – your job starts immediately with the first pitch thrown. Under each batter’s name, record what each pitch was. These stats are valuable to the coaches.

CODES	O or B	Ball
	X or S	Strike (line over letter if swing was made)
	K	Strike out
	Backwards K	Batter did not swing at strike three
	FC	Ball is hit, out could easily have been made – fielders decide to put another player out.
	SH	Bunt – typically the bunter is put out but the other runners advance on base.
	BB	Base on balls – batter is walked
	IF	Infield Fly – runners at first and second and less than 2 out – the ball is popped out and will drop in the infield – the batter is automatically out whether the ball is caught or not. The umpire will make this call.

2. The batter gets a hit – record the type of hit (1B, 2B, etc) and draw a line from the home plate to the 1st base (further if they get a great hit). However, if they get a single and then advance to 2nd on a throwing error – you should record two separate events (1B and E? (whoever threw it)). If there are other runners on base, advance them as well.

If a run scores – color in the diamond – makes it easier to see the runs.

MAJORS – keep track of the RBI’s (runs batted in) – if a child at bat advances another runner on base so that they score then the child who batted gets an RBI.

MAJORS – keep track of base advancement – whether it is a stolen base, wild pitch, or errors.

MAJORS – keep track of errors – this is judgemental to some extent. An obvious example – 2nd base throws to 1st base and the throw has a good chance of beating the runner, BUT the throw is way over the 1st baseman’s head – this would be E4, not a 1B hit.

RECORDING OUTS

Mark the base where a player goes out with an “x”.

MINORS – if you wish, you may simply record the outs (in the out column) as 1, 2, 3. Reminder – each inning is 3 runs batted in, or 3 outs. When either of these occurs, the inning is over.

MAJORS – outs are recorded to show who made them (use field positions numbers) eg: throw from SS to 1st base – 6-3 (recorded in out column) – C catches the ball – 8, etc.

Draw a line underneath the name of the last player who batted. When your team is at bat, you will start with the next batter and one column over.

AFTER EACH PLAY, scan the field and make sure that your score sheet exactly matches the field.

SUBSTITUTIONS

MINORS – minors are allowed substitutions throughout the game, providing that each player plays three innings (not necessarily consecutive). The coach will inform the umpire of each substitution and should then inform the scorekeeper. Mark the player's name in the appropriate box.

MAJORS – the coach will alert you to pitching changers throughout the game. You don't need to mark positional changes with the exception of pitching, however, this can be useful, so mark it in as a matter of course.

STATISTICS

MINORS – No statistics are kept in minors with the exception of pitching. THIS IS A MUST. Use the Game Pitch Log to track number of pitches thrown for each pitcher. Transfer the information along with number of innings pitched to the Pitcher Eligibility Tracking Form at games end. These forms are available in the clubhouse.

MAJORS – This division keeps track of RBI's, hits and errors. These statistics are recorded on the score sheet and in the summary box on the score sheet. You must also keep track of the pitching. Use the Game Pitch Log to track number of pitches thrown for each pitcher. Transfer the information along with number of innings pitched to the Pitcher Eligibility Tracking Form at games end. These forms are available in the clubhouse.

GAME OVER – YOU SURVIVED!

Sign the score sheet.

Ensure that the umpire signs the score sheet.

MAJORS – ensure that the umpire signs the pitching record as well.

ADDITIONAL DUTIES

MAJORS

- i. Run the lights/scoreboard – usually the opposing team's scorekeeper will do this while you are scorekeeping for your team, and vice-versa.

Your score sheet is a 3 part form – separate the copies after it has been signed. Give the pink copy to the visiting team, the yellow copy to the home team, and the white copy is to be filed in the clubhouse.



CENTRAL SAANICH LITTLE LEAGUE - BASEBALL PITCHER ELIGIBILITY TRACKING FORM

Box 89
Brentwood Bay, British Columbia
V8M 1R3

Division _____

Team _____

Date of Game	Pitches Thrown	Pitcher's Name	Uniform #	League Age	Team Manager's Signature *	Opposing Manager's Signature *	Scorekeeper/Umpire Signature *	Eligible to pitch again on (date)

Pitching eligibility varies by the league age of the pitcher, which is the pitcher's age as of May 1 of the current year. The pitching eligibility regulation is Regulation VI (see current rule book for details). A blank electronic version of this form is available for free download at www.littleleague.org or from your CSLL Administrator.

* Note: Signatures may be optional as determined by the local league.



CENTRAL SAANICH LITTLE LEAGUE - BASEBALL GAME LINE-UP

Box 89

Brentwood Bay, British Columbia

V8M 1R3

Line Up/Positions

9 Player Batting Order	Inning					
	First	Second	Third	Fourth	Fifth	Sixth
	C	LF	SS	1st	RF	P
	P	CF	3rd	2nd	C	1st
	1st	RF	LF	SS	P	2nd
	2nd	C	CF	3rd	1st	SS
	SS	P	RF	LF	2nd	3rd
	3rd	1st	C	CF	SS	LF
	LF	2nd	P	RF	3rd	CF
	CF	SS	1st	C	LF	RF
	RF	3rd	2nd	P	CF	C

Next game, drop the first 2 players to bottom of order.

10 Player Batting Order	Inning					
	First	Second	Third	Fourth	Fifth	Sixth
	C	2nd	LF	CF	P	SS
	P	SS	R	RF	1st	3rd
	1st	3rd	CF	C	2nd	LF
	2nd	LF	RF	P	SS	R
	SS	R	C	1st	3rd	CF
	3rd	CF	P	2nd	LF	RF
	LF	RF	1st	SS	R	C
	R	C	2nd	3rd	CF	P
	CF	P	SS	LF	RF	1st
	RF	1st	3rd	R	C	2nd

Next game, drop the first 3 players to bottom of order.

11 Player Batting Order	Inning					
	First	Second	Third	Fourth	Fifth	Sixth
Player	C	LF	SS	1st	CF	Spare
	P	R	3rd	2nd	RF	C
	1st	CF	LF	SS	Spare	P
	2nd	RF	R	3rd	C	1st
	SS	Spare	CF	LF	P	2nd
	3rd	C	RF	R	1st	SS
	LF	P	Spare	CF	2nd	3rd
	R	1st	C	RF	SS	LF
	CF	2nd	P	Spare	3rd	R
	RF	SS	1st	C	LF	CF
	Spare	3rd	2nd	P	R	RF

Next game, drop the first 3 players to bottom of order.

12 Player Batting Order	Inning					
	First	Second	Third	Fourth	Fifth	Sixth
Player	C	CF	1st	LF	SS	Spare
	P	RF	2nd	R	3rd	Spare
	1st	Spare	SS	CF	LF	C
	2nd	Spare	3rd	RF	R	P
	SS	C	LF	Spare	CF	1st
	3rd	P	R	Spare	RF	2nd
	LF	1st	CF	C	Spare	SS
	R	2nd	RF	P	Spare	3rd
	CF	SS	Spare	1st	C	LF
	RF	3rd	Spare	2nd	P	R
	Spare	LF	C	SS	1st	CF
	Spare	R	P	3rd	2nd	RF

The first three names from the last game go to the bottom of the batting order line up of this sheet. Should a child not show up the child Sparring that inning is moved to that position assigned for the absent child.



Central Saanich Little League - Game Pitch Log
 Box 89
 Brentwood Bay, British Columbia
 V8M 1R3

Division _____

Team _____

Pitcher's Name	Uniform #	League Age	Cross out the number as that pitch is thrown.																																		
			X	Circle the number for the last pitch thrown in each half-inning.																																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
			36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70
			71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105

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RULES TO USING THE BATTING CAGE

The batting cage at Centennial Park is there for the use of all the teams in CSLL. Although it can be very useful and fun, it can be dangerous if not used properly. Here are a few guidelines we hope coaches will follow to ensure the safety of all the players.

1. Absolutely NO kids can operate the pitching machine.
2. No children are allowed behind the screened off area.
3. Maximum 2 adults behind the screened off area.
4. 1 child only in batting area.
5. Door to cage must be closed when pitching machine is in operation.
6. Machine must go back into hut when not in use.
7. DO NOT use machine if even the slightest bit wet.
8. Do not use game bats. Use only bats provided in the batting cage.
9. Use only yellow balls provided in the cage.
10. Do not make any changes or adjustments to the pitching machine other than speed.
11. Make sure batter is ready before pitching balls.
12. Use common sense to ensure nobody gets hurt.

Please note that Major division coaches may be using the batting cage when you arrive for your scheduled time. Please advise the coach that you have booked your time with and they will accommodate you by vacating in a timely manner. Bookings can be made through the Park Scheduler.