



**Central Saanich Little League Baseball**

**Team Coordinator Manual**

**TABLE OF CONTENTS**

**WELCOME ..... 3**

**TEAM COORDINATOR DUTIES ..... 3**

**COACH DUTIES – for reference only ..... 4**

**50/50 RULES AND INFORMATION ..... 6**

**VOLUNTEERING..... 7**

**DIAMOND SETUP .....10**

**PARK RULES .....10**

**SPORT PARENT CODE OF CONDUCT ..... 14**

## 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 need to fill concession duties. 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 coach, one coordinator, executive members, or paid to opt out). Everyone else will need to be sure that the dates are filled for the team. 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) for manager, coaches and coordinator are submitted as requested as soon as you can. You will receive an email with the link to complete the CRC.
- Your team's 50/50 nights must be fulfilled by either yourself or a parent. See 50/50 form below for

further details on this. 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.csllittleleague.com](http://www.csllittleleague.com)
- 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 – Provided to Volunteers

### If any questions, call or text Marti at 250-882-0740

- Everything you need to sell 50/50 tickets is in the concession – binder, tickets, selling bin and container to keep it all in between dates. The concession staff have extra tickets if low and can help if you have any questions.
- Tickets are 3 for \$2 (**Green only**) and 10 for \$5 (**Blue only**) – On rare occasion we substitute **white tickets if needed**...please note in the book if you are using white in place of one color.
- In the binder, record the **first ticket number from each roll next to your selling date**.
- Take out your \$30 float from the zipper pouch of your binder and put in your selling bin. If it is not there, please ask the concession staff for your \$30 float in 4x\$5, 3x\$2 and 4x\$1.
- Go sell your tickets! Please go to **ALL** of the diamonds **twice!** Take someone with you to try to catch everyone! **Don't forget** to ask coaches, scorekeepers, volunteers (including concession)!
- Please remember that children are not permitted to deal with the money or tickets. They can help you drum up interest and attract customers but should not be involved in the selling process.
- Once done, go back to the concession to finish up and draw before the games end.
- Record the last number of each colored roll on the tally sheet.
- **If you don't have a partner, ask one of the concession volunteers or staff** to help you count the money. **TWO** people must be present when counting to follow **BC Gaming Rules**.
  - First take back your **\$30 float** (4x\$5, 3x\$2, 4x\$1) and put it back in the baggie in the zippered pocket or give it back to the concession staff.
  - Count all the remaining money and **divide it into 2 equal portions**.
  - Put one half of the money in a little brown paper bag and label it **50/50 Winnings**.
  - Put the other half of the money in another little brown paper bag and label it **50/50 Profit**.
  - Separate all of the tickets sold and **mix up both colors** in the selling bucket.
  - Have the volunteer helping you or someone else draw the winning ticket.

### **You cannot draw it yourself!**

- Fill in the **total sales, winning number and prize amount** in the tally sheet.
- Staple the winning ticket to the 50/50 Winnings bag and give it to the concession staff with the binder. They will have the winner sign when they collect.
- Give the concession staff the 50/50 Profit bag too for them to ring into the till.
- Put all of the non-winning tickets in a brown paper bag, label it with the date and time and put it in the bottom of the container on the top shelf of the cupboard.
- Write down the winning ticket number and the prize amount won on the white board outside of the concession **PLUS** take the information upstairs in the clubhouse for the announcer to announce the winning number and winnings over the PA in between innings. They will direct the winner to the concession to sign the book and collect their winnings.
- The concession staff will record the winner's name and phone number in the binder, as well as have the winner initial to say they received their winnings.
- The concession staff will keep the winner's ticket and our matching drawn ticket and staple to the sheet in the binder near the winner's initials.
- 

The concession staff will keep the winnings from each draw from week to week in case someone comes to claim. If not claimed by closing ceremonies, we will put everything together for a big draw!

**Thank you for your help today in making our park GREAT!!! 😊**

## VOLUNTEERING

Each registered player is responsible for completing two volunteer shifts over and above the basic obligations of helping their team function, like field prep, scorekeeping, etc. The expectation is no more than one 50/50 shift in the mix of shifts committed. The link to sign up for volunteer shifts is on the website.

The exceptions are:

- Some members choose to pay a volunteer exemption fee of \$100 instead of fulfilling these volunteer shifts, which does not exempt them from team obligations.
- There are three roles on each team exempt from the extra volunteer obligation being Manager, One Assistant Coach and Coordinator. This exemption applies to the volunteer obligation for the child on that team, not for any children on other teams. In some circumstances where there are two Assistant Coaches and it is recommended to split up the exemptions among them. As the Volunteer Coordinator if you need assistance.
- For families with three or more children, if needed, encourage them to seek out alternatives to doing six volunteer shifts or paying \$100 per child by talking to their Team Coordinator. Arrangements can be made for families who need them!
- In addition, any member of the CSLL Executive is exempt from these additional volunteer responsibilities.
- There is lots of flexibility around the volunteer duties of our organization, so if you think anyone needs some help or creativity...please be their advocate to find a solution.

Notes regarding the concession:

No one under the age of 19 can work a shift unless approved by the concession coordinator. Evening shifts last roughly 4 hours and generally run 5-9. Sat shifts last roughly 4-4½ hours with a morning and afternoon schedule built around the games of the day. If you work a morning shift, please do not 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 and everything is cleaned up. Please arrive on time and ready to work with long hair tied back and closed toed shoes on. Don't wear sandals. If you are unable to work for any reason, please have someone else cover your shift. In some cases, if there is enough notice, a parent can go to the sign-up and switch their shift, but that is not possible within a week's notice. The schedule is subject to change. If anyone is affected by a change in the schedule they will be called to rebook another time.

As the Team Coordinator, your responsibility is to help everyone get signed up, tabulate your team's commitments for CSLL's Volunteer Coordinator and, ideally, keep a list of who is doing what shifts so you can remind them prior to their shift. This is very helpful! We use SignUp.com and it provides email reminders but communication amongst the team is crucial! Families will ask for your help too if they are unable to fulfill their commitment.

At the beginning of the season, please email each family a copy of the Individual Volunteer Commitment form which is shown on the next page and will be provided to you electronically. The link to volunteer is on this form. Please send only to those families who need to sign up for shifts and, if unsure, send to all as families will tell you if they are exempt for some reason. Each family needs to sign up for two shifts and provide this form back to you as confirmation. You then need to summarize the team's commitments on the TEAM Volunteer Commitment form and send it to the Volunteer Coordinator by **May 15<sup>th</sup> and then again at the end of the season** as confirmation all obligations have been fulfilled. If special arrangements have been made, just note it on the form and discuss it with the Volunteer Coordinator.





## DIAMOND SETUP



## 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 2<sup>nd</sup> 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 1<sup>st</sup> and 3<sup>rd</sup> 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 knows 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 1<sup>st</sup> 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