









# COACHES MANUAL – ROOKIE DIVISION



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## Coaches Code of Conduct

### Instructions for

# Coaching code of conduct

***If you have not yet signed a Code of Conduct it is imperative that you do so and return it to your Division Coordinator***

**On the following pages you will find 2 copies of the Code of Conduct**

**One is for you**

**The second MUST be signed and returned to your coordinator**

## Code of Conduct

### **COACHING CODE OF CONDUCT**

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as the athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channelled. Thus how a coach regards his/her sport is often dependent on the behaviour which will allow them to assist their athletes in becoming well-rounded self-confident and productive human beings.

#### **COACHES HAVE A RESPONSIBILITY TO:**

- 1) Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
- 2) Direct comments or criticism at the performance rather than the athlete.
- 3) Consistently display high personal standards and project a favourable image of their sport and of coaching.
- 4) Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
- 5) Abstain from the use of any tobacco products while in the presence of her/his athletes and discourage their use by athletes.
- 6) Abstain from drinking alcoholic beverages when working with athletes or while on or near the playing field.
- 7) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
- 8) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
- 9) Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
- 10) Communicate and co-operate with registered medical practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding injured athletes' ability to continue playing or training.
- 11) Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
- 12) Regularly seek ways of increasing professional development and self-awareness.
- 13) Treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.

14) In the case of minors, communicate and co-operate with the athlete's parents or legal guardians, involving them in management decisions pertaining to their child's development.

### **MAINTAIN THIS COPY FOR YOUR REFERENCE**

15) In an educational institution, be aware of the academic pressure place on student-athletes and conduct practices and games in a manner so as to allow academic success.

#### **COACHES MUST:**

- 1) Ensure the safety of the athletes with whom they work.
- 2) At no time become intimately and/or sexually involved with their athletes. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
- 3) Respect athlete's dignity. Verbal or physical behaviours that constitute harassment or abuse are unacceptable (definition of harassment described below).
- 4) Never advocate or condone the use of drugs or other banned performance enhancing substances.
- 5) Never provide under age athletes with alcohol.

#### **DEFINITION OF HARASSMENT:**

Harassment takes many forms but can generally be defined as behaviour including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

#### **Harassment may include:**

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc;
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti.
- practical jokes which cause awkwardness or embarrassment, endanger a person' safety, or negatively affect performance;
- unwelcome sexual remarks, intimidation or invitations or request whether indirect or explicit;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.;
- vandalism;
- physical assault.

This code was developed by Promotion Plus Women in Coaching Committee in conjunction with the Ministry of Government Services and The Ministry Responsible for Sport and the Commonwealth Games Coaching Advisory Committee and the Coaches Association of BC.

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**DIVISION** \_\_\_\_\_

**TEAM** \_\_\_\_\_

**NAME (print)** \_\_\_\_\_

DATE \_\_\_\_\_

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## Rookie Coaches:

Thank you for taking on this important role. At Coquitlam Little League it is our mission to provide the children of Coquitlam with the opportunity to play recreational baseball in a safe, enjoyable and challenging environment. It should be your mission to provide a positive experience for your players by showing patience, fairness and enthusiasm. We are not only producing athletes but building character that will benefit the players in any activity they pursue. Keep in mind, their experiences this year could be the difference as to whether or not they continue to enjoy and/or play baseball or years to come.

You are not alone in this. Along with this handbook, CLL is committed to providing you with the guidance and support to ensure that your experience will also be a positive one.

Included with this handbook are the Rookie House rules, but always include the following in your team rules:

The players are to:

- 1) Have fun
- 2) Always hustle. That means running on and off the field – no walking.
- 3) Never let the players wear their uniforms to practice. This gives the games a special feel and also extends the life of the uniforms. As well, always make sure they tuck in their jerseys.

## Rookie Goals

Rookie level is considered a developmental level. That means games and competition, while still important, are not the focus. We want to prepare the kids for the next levels by concentrating on four aspects of the game in the following order.

- 1) Learning the game (positions, baserunning)
- 2) Throwing/catching
- 3) Hitting
- 4) Game situations

## Learning the Game

For some people, baseball is a complicated, at times boring game. For kids, especially those who play team sports such as hockey and soccer, baseball is a chance to perform individual skills where they are the center of attention, be it hitting, pitching or catching. Most kids understand that you hit the ball and run to first and beyond, but they may not know things such as not stopping on first base, how to properly run the bases and where to play when they are in the field. This is the level where these things are to be taught.

We would like to see these fundamental game rules and procedures taught from your first practice onward. This learning should continue even in a game. There is nothing wrong with running out in the field during a game and putting a player in the proper position, demonstrating how to make the turn at first base or putting a player's hands in the proper position while up to bat. Keep the kids alert by reminding them to watch the ball at all times, get in a ready position and asking them what they will do if they get the ball hit to them.

## Throwing/Catching

The most basic fundamentals of baseball are throwing and catching. At your first practices you should start from the basics. Show them how to grip the ball across four seams; how to use their wrists and forearms to throw and the three basics of throwing – load, step and throw. Their front shoulder must point to the target and their throwing elbow should be above the shoulder. At this level the emphasis should be on proper technique and not how hard they throw.

Always stress using two hands when catching, whether it is a thrown ball or a grounder. This is a fundamental that is imperative if they are going to excel in the higher levels.

**Safety tip:** Make it a rule that when playing catch, the ball should not be thrown until their partner has his/her glove up and is looking at them.

## Hitting

Hitting is the most enjoyable aspect of the game for the kids. It might also be the most frustrating. At your first practices, make sure you start at the beginning with the grip, stance and stride. It is the same as throwing - load, step and swing. It is also important to keep it simple. Make sure they only have a couple of swing thoughts such as “elbow up”, “hands back” or “step to the pitcher”. Always try to get the hitters to work on hitting the ball “up the middle”. When the player is up, make sure he only has one coach telling him what to do. The parents should be reminded to shout out encouragement and positive comments but not technical advice. Remember, you are the coach.

**Safety tip:** Make it a rule that no one picks up a bat without first putting on a helmet. The person who has the bat is responsible for making sure that everyone is far enough away before swinging it.

## Game situations

At the Rookie level, it is not necessary to teach things such as double plays, bunting or cut offs. By game situations, we mean what to do when the ball is hit to you, backing up plays and when to run

when they are on base. It is important to always remind the players to be in the ready position and watch the ball.

Above all, keep it simple. Always be prepared to explain why. Why they need to be ready, why they need to back up a throw, etc.

## Running a practice

Always have a plan for the practice. There is nothing worse than having the kids stand around while the coach is trying to figure out what to do next. Keep the practices to no longer than 90 minutes – preferably less.

All practices should involve running, throwing/catching, infield/outfield drills, hitting and game situations/scrimmage. This may seem a lot, but with proper preparation and cooperation from the players and parents helpers, you should be able to cover all the bases.

Insist that the players get to the park at least five minutes before the practice is to start. That is so they are ready to go exactly on time.

Tips to running a good practice:

- Have a plan
- Instruct the players on all techniques involved in a drill
- Always include fun things like competitions or games to break up constant instruction
- Don't criticize – INSTRUCT. Players respond much better to instruction than to ridicule and criticism.
- Keep the practice flowing, but include time for warm up, warm down and water breaks.
- Always split the players into groups and use stations. Get parents to come on the field and run stations for you. This will allow you to work with the players as they do the drills.

A suggested practice plan:

1) Running and stretching	10 minutes
2) Throwing/catching	10 minutes
3) Skill development (rotations)	30 minutes
4) Infield drills	15 minutes
5) Scrimmage or contests	15 minutes

## Running and stretching

This is to be done at the beginning of practice. This is as simple as a slow jog, in a group, to a spot and back. This is to warm up their muscles and give them a few minutes to bond without the coaches and parents being on top of them. After the run, have them go as a group in a circle and do some light stretching or movement exercises. Have a different player lead the group in loosening up each time.

### Throwing and catching

Have players pair off. Get two lines and have them work on the mechanics that you have been teaching. This part of the practice may take longer in the early part of the season as you try to reinforce proper mechanics.

### Skill development (rotations)

This could be all hitting or a combination of hitting and other skills. Split the team into three groups. If you want all hitting, have one group at a tee station working on keeping the hands back, head down and driving through the ball. The second group is at a “soft toss” station and the third will be at a live coach pitching station (use the slinger if it is available). For the live batting, limit it to 10 good hits per batter with the others in that group shagging the balls. After all in the live batting group have hit, rotate the groups.

### Infield drills

Have the kids work on fielding ground balls with the emphasis on having a wide base (feet slightly more than shoulder width apart) and always using two hands. Rotate them at each base, throwing to first base. Later you can have some base runners remembering to have them have their helmets on and rotating so that they all get a chance to run.

### Scrimmages or contests

Kids love to play games. One way to play a controlled game that moves quickly is to split the teams in half, one on the field and one up to bat. With the coach pitching, the team up to bat bats in order and hits until three are out. To make it move a little quicker, the batter starts off with a count two balls and one strike. The team on the field covers the infield and if you have enough a couple of outfield positions. The best a hitter can do is a double and the teams switch after three outs. Strikeouts and walks count. This is a great drill for all aspects of the game.

If there is time, you can use your imagination for some skill contests. Bring a plastic garbage can to a practice one day, set it up on a ball bucket at first base and see who can get a ball (in the air or on a bounce).

Set the tee up at home plate, get a bunch of whiffle balls. Set a bucket in front of the pitcher’s mound. The coach sits on the bucket and the kids hit the ball off the tee and try to hit the coach. This will get them to hit the ball up the middle.

## Drills

### Know where to go

**What is learned:** At this level, some players don’t yet know that they need to be somewhere whenever a ball is hit in play. They will usually just stand and watch the

play if the ball is not hit to them. This drill will help them understand their responsibilities on the field.

**Set up:** Fill the infield positions with players. Later, you can add outfielders, and also you can switch up the situation by adding runners in different on base scenarios.

**The Drill:** As the players are in their positions, call out the situation – i.e. nobody on base - ball hit to pitcher. First covers first, second runs toward first to cover an overthrow, short covers second, third stays at his bag. Or slow dribbler to first – second covers first base, etc. As you progress through the year, use batted balls, add base runners and add outfield responsibilities.

**Results:** The players will understand that no matter where they are playing, they aren't just spectators and they need to be at a spot every time the ball is hit.

### Tag out or force out drill

**What is learned:** Players at this level may understand how to get players out at first base and may also know the basics of a force play. This drill teaches them about tagging out the runner between bases. Before the drill, you need to explain to the players the difference between a force out and a tag out. (This drill is also to teach base runners when to run and when not to run on a hit ball)

**Set up:** Fill the infield positions with players. Put a runner (with helmet) at second to start.

**The Drill:** You will hit grounders to each position in the infield. The runner has to decide whether to run or hold his position. (Tell the runners that if the ball is hit behind them they should run and if it is hit in front of them they must make sure the ball gets through to the outfield) Vary the drill by using all combinations of base runners and remember to rotate so everyone gets a chance to field and run. Try to hit some pop ups and line drives.

**Results:** The players will understand when they have to tag the player and when they just need to touch the base. The base runners will learn when to run.

### Underhand toss

**What is learned:** Often in baseball, the players are too close together to make a proper overhand throw. In this case an underhand flip is required. But as simple as it appears it is one of the most misplayed throws that players of all levels make. This

drill will teach the players to properly present the ball, release it to the receiver and follow through to the target. This eliminates the wild high flip throw that catches the receiver off guard.

**Set up:** You need a bucket of balls and the kids line up behind each other, opposite you 10 to 15 feet away.

**The Drill:** One at a time, the players assume the “ready position” (wide base, butt down, hands in front). Resting on one knee, you roll the ball towards the first player. The player fields the grounder (with two hands!), generates momentum towards you (the target) and uses the underhand toss toward the coach with the hand held high at head level. When the player gets to you, he gives you a high five. His hand should not drop down until the high five is complete. Before the ball is tossed, the player should show you the ball and keep his wrist stiff through the toss. The ball should not roll off the fingers. He should also keep low, not stand up straight until the high five is complete. You can vary this drill by doing it around second base or first base, which is usually where this toss is needed.

**Results:** This drill teaches the player to keep the hand held high after the toss. Not keeping the hand high is the most common mistake when doing the underhand toss. Generally, wherever the hand ends up is the direction in which the ball will travel and it is easier for the receiver to catch the ball if it is tossed straight at him, chest or head high.

### Force outs

**What is learned:** This teaches the players the concept of a force out

**Set up:** You can start the drill with no fielders or runners and just explain and demonstrate what it means to be “forced” to run to the next base.

**The Drill:** Put a player on first and explain what happens when the ball is put into play – the player is “forced” to go to second and the bag simply needs to be stepped on to get an out (although do explain that the runner can also be tagged out). Then put a player on second only and explain that he or she is not forced to go to the next base and needs to be tagged out. Once the players understand the concept, put a player at each infield position, put some runners on base (don’t forget the helmets) and hit the ball to various positions in the infield.

**Results:** The players will now recognize when a runner needs to be tagged out or a base simply stepped on. However, remember to always remind the players during games of the situation whether they are infielders or runners.

### Hitting from a tee

**What is learned:** Basic fundamentals of hitting the ball

**Set up:** You need a batter, tee and several balls (wiffle balls work well)

**The Drill:** Set the tee up about 10 feet from a screen. Have the player set up the proper distance from the tee. (One bat length from the far side of the plate is ideal). The coach places the ball on the tee and the batter swings through the ball. Focus on hitting the top of the ball, striding straight ahead, swinging down on the ball and making solid contact. Tell the players that the balls should be hit on a line or the ground, anything above their heads would be an out. Make sure they are properly transferring their weight, keeping their heads down on the ball and following through.

**Results:** The players will learn to hit down on the ball. We want to encourage line drives and ground balls at this age. With regular use of the tee, the players will develop solid swings and get the habit of keeping their heads down.

**Note: This could be Station #1 of a hitting rotation along with soft toss and pitched batting practice**

### Soft toss

**What is learned:** Basic fundamentals of hitting the ball

**Set up:** You need a batter and a bucket of balls (wiffle balls work well)

**The Drill:** The coach sets a bucket down about a foot or so from a screen. A home plate (a glove or towel) is placed about 10 feet diagonally from the bucket. The player will be hitting into the screen. The coach rests on one knee and tosses underhand to the batter. As with the tee drill, the idea is to hit down on the ball, creating line drives and ground balls. Focus on having the batter keep their head down on the ball through the swing.

**Results:** The players will learn to hit down on the ball. We want to encourage line drives and ground balls at this age.

**Note: This could be Station #2 of a hitting rotation along with hitting from a tee and pitched batting practice**

### **Pitched Batting Practice**

**What is learned:** Basic fundamentals of hitting the ball

**Set up:** You need a batter, a bucket of balls and at least three fielders. (Never have more than 3 or 4 fielders. The batting practice part of your practice should always be done in stations. Always avoid having too many players standing around watching others hit).

**The Drill:** With either a pitching machine or coach pitching, have the batter take their normal stance at home plate. The others in the group should be distributed evenly around the infield. (Have the player who will bat next be the shagger. That is, give him a bucket or bag and have the other fielders throw the balls that have been hit to the shagger). Make sure that you vary the pitches (i.e. high, low etc.), make sure they are stepping to the pitcher and encourage them to hit line drives and ground balls. 10 good strikes should be enough and always make sure they end on a hit ball. After they've hit their last ball, have them run it out as if in a game.

**Results:** The players will get a chance to hit in a game-like situation.

**Tip:** There is nothing wrong with pitching underhand from a closer distance if that is the most consistent way you can get the ball across the plate.

### **Thrown Fly balls/pop ups**

**What is learned:** Catching a fly ball or pop up with two hands above the head in a controlled environment.

**Set up:** You need a bucket of balls (soft, sponge or tennis balls work best at this time) and a coach to toss the balls to the players.

**The Drill:** Start with short underhand tosses. Make sure the player uses two hands and catches the ball above their heads. Adjust the height of the tosses until they get the proper technique down. Then adjust the distance between the thrower and the player. As the year progresses, vary the drill by making the players run forwards, backwards and side to side.

**Results:** Using soft balls will allow the players to develop the skill without the fear of being hurt by a harder ball.

**Note:** See “Fun and Games” section of this handbook for a fun variation of this drill.

### Crossover Step Drill

**What is learned:** How to move laterally in the field

**Set up:** A bucket of balls and a coach to throw

**The Drill:** The crossover step (pivot one foot while crossing the other one in the direction of the ball or next base) is the most efficient way to move laterally on the baseball field. The crossover is an important technique for all fielders and base runners. Line up the players in the outfield each with a ball. First player tosses their ball to the coach and assumes a ready position. The coach tells the player which way to go ahead of time. The player crosses over in that direction, then the coach tosses the ball so it can be caught with two hands over the head. The key is to have the player pivot and cross the foot over correctly. The coach should tell the player which way to go ahead of time until they master the step. Then mix it up at will.

**Results:** This is a motor memory drill and the player should develop the habit of making the first step a crossover.

### Throwing after a catch drill

**What is learned:** How using the body’s momentum will make a stronger throw.

**Set up:** A bucket of balls, a coach or player to receive throws, a coach or player to roll ground balls, a target. Three cones are set in a line about five feet apart. A target or coach is placed another 40 to 60 feet from the third cone.

**The Drill:** Have the player line up beside one cone. Roll or hit a ground ball to them. They will pick it up, move laterally toward the second cone throw the ball when they get to that cone and continue their momentum towards the third cone. They are to keep their eyes on the target and keep their feet moving.

**Results:** The players will learn that the more momentum they can gather the faster and more accurate their throws will be.

## Running to first base

**What is learned:** When and how to run through the base and when and how to make the turn towards second base

**Set up:** Set up a cone approximately two-thirds of the way to first base and a couple of yards or so into foul territory. A coach stands about five feet or so past first base in foul territory. All the players line up in the right side batter's box.

**The Drill:** Start by explaining why they need to run through the base at first and never stop on the bag. (If they stop on the bag they have to slow down – running through the bag ensures that they stay at full speed) Also, explain that they should never slide or dive into first base.

On the coach's call, the player is to run to first, step on the bag and continue through to the coach. As the player passes the coach he gives him a high five and can slow down. **On this drill, make sure the kids understand that they should always turn slightly towards foul territory and not into fair territory.**

After each player has run through first, explain when they should make the turn to second. (Whenever the ball is hit through or over the infield)

On the coach's call, the players are to run from the batter's box towards first. When they get to the cone, they alter their course around the cone making an arc through first base continuing hard to second base. Explain that the shortest distance between two points is a straight line and the straighter they can make their route to each base, the faster they will get there. Also, show them where to step on the base as they are rounding it – inside corner of the base.

After each has run to second, practice having them come back to first after making the turn. We want the players to always run as if they are going to second but need to be able to put the brakes on and get back to first.

After each has run to second a few times, get in the coaches box and direct the kids on what to do – i.e. "Ground ball to third – run through the bag!!!!" or "ball is past the outfielder – go to second (or two)!!!!!!!!!" or "ball is through the infield – go to two and then Back! Back! Back!"

**Results:** This is a drill that serves a couple of purposes. The players learn how and when to run through first or make the turn to second. They also get a lot of running in. This drill is great at the beginning or end of practice. The important lesson to teach is that we want the kids to always run as hard as they can to each base and rarely do we want them to stop on the bag. Explain also, that with proper base running techniques, you can get to a base quickly even if you aren't a fast runner.

## Sliding

**What is learned:** Even though we teach to not stop on a base, there are times when you don't want to overrun a base and at most levels, there is a rule that on a close play at home, the runner has to slide.

**Set up:** A base set up on a nice, grassy area. Players line up about twenty to thirty feet away.

**The Drill:** On the coach's call, the player runs to the bag and slides into it. Make sure that they know to have most of their weight on one side of their butt (not the hip) and the rest on the shin. They want to avoid sliding with their weight entirely on the shin/knee area, which is how kids at this age usually slide. The key is to have the players concentrate on keeping their toes up not sideways. As the players develop their technique, add in a pop-up procedure. Avoid a head first slide at this level.

**What is learned:** Sliding becomes more important at the next levels, however, we need to teach the players that there are times when they do need to stop on a base, but the best way to stop on a base is by sliding.

**Note:** See "Fun and Games" section of this handbook for some fun ways to introduce and reinforce proper sliding techniques.

## Fun and Games

At this age level it is a challenge to keep the kids focused and interested in what we are trying to teach. We want to make sure that each practice session has a perfect balance of work and fun. For the kids, the balance is heavily weighted on the fun side. Be sure to leave plenty of time in each practice for games and special challenges. Give them something to play for. Double Bubble bubble gum or baseball cards are always a great motivator.

## Base Running

### Relay Race

The old standard “after the game” race is always a good running drill to end practice with.

**Set Up:** Split the team into two groups. One lined up at home plate and the other at second.

**The Game:** The players make one run around the bases. The first side to have each player complete one run around the bases is the winner.

**Secret Lesson:** Hopefully the players will be running the bases as taught – rounding the bag and stepping on the inside corner.

### Head to Head Race

This is to show that the fastest player isn’t always the best base runner and that with proper technique your slower players can be your best base runners.

**Set Up:** Split the team into two groups. One lined up at home plate and the other at second.

**The Game:** On the coach’s call the player on second runs to home and the player at home runs to second. The player that gets to their destination first is the winner.

**Secret Lesson:** Make sure you point out the players who use proper fundamentals – especially if they are not among your faster runners.

### Sliding

All kids love to slide, usually because it involves getting dirty, muddy or wet. Give you parents a heads up at the beginning of the season that sliding practice could happen at any time and to always have an extra pair of pants or sweats in their baseball bag. You can justify a practice on rainy days by telling them that it is a good time to practice sliding. A muddy infield or puddle in the outfield is a perfect sliding pitch. Or on hot days, if you can get access to a water source, bring a “slip and slide”. This would be a perfect way to finish up a practice on a hot day. If you don’t have access to water, pieces of corrugated cardboard (two foot by four foot) work very well.

**Secret Lessons:** Make sure the players are using proper techniques. Even though the landing areas may be soft, if they slide the wrong way, they could get hurt. Although we don’t encourage head first sliding at this age, this might be a good time to let them try it.

### Fly balls/pop ups

Although at this level there are not a lot of high fly balls being hit, this is a skill that needs to be taught at an early age. Even though the ball being used at this level is a soft one, most of the kids will be afraid to get under a fly ball. As well, it is important to understand that throwing a fly ball is not the same as a ball that is hit off the bat. To ease fear and provide a comparable fly ball trajectory, you can use tennis balls and a racket to help develop the technique and confidence of the players.

**Set up:** Get a tennis racket and a couple of tennis balls. Have the kids line up in centre field with a coach at the pitcher's mound. Have the players toss their gloves to the side.

**The Game:** Using the tennis racket, hit the ball up towards the player. They will have to use two hands to be able to catch the ball. As they get more proficient at it, vary the height and location of the hit ball. Another variation as the season progresses is to have them catch the ball with one hand

**Secret Lessons:** By knowing that the tennis ball will not likely hurt them, the players can focus on proper techniques - getting under the ball and using two hands.

### Throwing Games

When doing throwing games, always stress proper throwing fundamentals. At this age the players tend to forget what they have learned and fall into bad habits just to try to win the competition.

### Warm up game

This is a good game to use during your throwing and catching section of your practice.

**Set Up:** Players are paired off. (Try to divide among skill levels) One half of the pair is on the first base (or third base) line, the second half is even with the pitcher's mound. Each player on the base line has a ball.

**The Game:** On the coach's call, the player with the ball throws to their partner. If the ball is thrown wildly past their partner, the player who threw the ball has to recover it while the partner does pushups until the partner is back on his spot. Have the players move progressively further apart. Mix in an elimination aspect whereby the team that misses a throw sits and the last team standing wins.

**Secret Lesson:** The players are to be encouraged to do anything to stop a ball from getting by them. A throw in the dirt that is blocked should not eliminate them from the contest.

### Shoot and score

This is a good game to improve throwing accuracy.

**Set Up:** Players are divided into two teams. A ball bag or some other target is put at a distance at which all the players can hit in the air.

**Game:** One player stands to the side of the target. The players take turns throwing at the target. Award one point for each ball that rolls onto the target and two points for each throw that hits the target on the fly.

**Secret Lesson:** Make sure the players use proper throwing techniques. They should be stepping toward the target and following through.

### Other games and coaching tips

Just about any throwing drill can be made into a contest by adding a target. You can set up a painted, taped or drawn target on a fence, wall or screen. Or you can have them try to knock off a ball off of a batting tee or a cone off a dugout roof. Just about anything that forces the player to concentrate and make throws that stress accuracy is good. Always stress proper mechanics – four-seam grip, elbow above the shoulder, point the front shoulder and step toward the target.

- For a fun way to stress two hands on a ground ball, have the player use an oven mitt instead of their glove during ground ball practice, or use a tennis ball and have them do the drill barehanded.
- If a player is having trouble making contact during batting practice, try to have them *not* move their feet when they swing until they make consistent contact
- If a player is popping the ball up most of the time, have them focus on hitting the top of the ball
- If players are having trouble keeping their heads down on the ball while batting, draw different colored circles or put colored tape on the balls and have the batter tell you what color was thrown at them.

If a player is having trouble keeping his head down while fielding ground balls, have them hold the bill of their cap in their mouth. They have to keep the head down to watch the ball into their glove.

## Managers

# ROOKIE MANAGERS

## IMPORTANT THINGS TO REMEMBER

- Find a Team Parent and give them the included team parent manual. Encourage them to attend the Team Parent Meeting
- Encourage your players to SELL, SELL, SELL Raffle Tickets (this will be our only fundraiser this year)
- Encourage parents to participate in **PUB NIGHT** – on May 5<sup>th</sup> at the John B Pub
- Remember **PICTURE DAY** – May 26<sup>th</sup> at Blue Mountain
- Rookie Tournament TBD
- Watch the Calendar or Events and encourage your team and parents to come and watch some of the other tournaments that CLL puts on for their older players
- Closing ceremonies and Raffle Draw at **FOUNDER'S DAY** – June 16<sup>th</sup> starting at 11am
- **COACHES GAME** at Blue Mountain on June 16<sup>th</sup> starting at 6pm

## Schedule

**Rookie schedules are available on the website**

**VISIT THE WEBSITE REGULARLY FOR UP TO  
DATE SCHEDULE INFORMATION**

## Rules

### COQUITLAM LITTLE LEAGUE ROOKIE DIVISION HOUSE RULES

Revised January 2018

#### 1.0 FIELD DUTIES:

##### 1.1 Home Team:

- puts away all equipment at the end of the game
- supplies the home plate umpire/pitching machine operator (usually a parent). This can be one person.

##### 1.2 Visiting Team:

- sets up the field
- supplies the 1st base umpire (usually a parent)
- bases to be placed 55 feet apart
- pitching machine, when used, to be at 43 feet from home plate and set at a speed that is determined by the league.

#### 2.0 EQUIPMENT REQUIREMENTS:

##### 2.1 Players: rubber cleats encouraged.

- Athletic supports are mandatory for all games and practices (jock and jill straps).
- Batting helmet
- Baseball glove
- Players must not wear shorts.
- Uniforms for games only

2.2 Coaches and Managers are encouraged to wear pants (not baseball pants) and a ball cap. Shorts are allowed, but no cutoff jeans etc. Coquitlam Little League apparel (eg, shorts, golf or t-shirts) are encouraged. No muscle shirts, jeans or inappropriate attire allowed.

#### 3.0 UMPIRES

3.1 Prior to the start of each game, the Managers and coaches should introduce themselves to each other and to the umpires. Please keep in mind that if you show respect for the umpire, your team will follow your example. Abuse of umpires will not be tolerated. The umpires are volunteers. If abused, they will likely not volunteer again. IT IS UP TO EACH TEAM TO SUPPLY AN UMPIRE FOR EACH GAME.

##### 3.2 Home plate umpire:

- shall be positioned at the pitcher's mound and operate the pitching machine.
- there are no balls when the slinger is in use. The batter gets 4 hittable pitches.
- makes the calls at home plate and 3<sup>rd</sup> base and in general keeps the flow of the game going

3.3 The 1st base umpire is responsible for calls at 1st and 2nd base. If the ball and the runner arrive at the base at the same time, or if there is any doubt, the tie goes to the runner. Umpires to be aware of the "no lead off" rule.

#### 4.0 **GAME AND FIELD RULES**

4.1 Coaches shall conduct pre-game drills at 5:30 p.m. The game shall start at 6:00 p.m. Coaches are encouraged to be on the field.

**4.2 Players bat in listed order. An inning will end only after each player has batted regardless of the number of outs. Scorekeepers are to stop keeping score after the third out or 5<sup>th</sup> run occurs each inning. The lead-off batter of the second inning should be the first player due up after the scorekeeper stopped keeping score the previous inning. This continues throughout the game, allowing different lead-off hitter each inning.**

**4.3 Coaches must change the lead-off batter EACH game until ALL PLAYERS have led off (in the first inning), at which point the rotation starts over.**

4.4 Each team should have a scorekeeper for each game (this is a responsibility of the team parent). **Scorekeepers are to stop keeping score after the third out occurs each inning or 5 runs have been scored, whichever comes first.**

4.5 During the season, a copy of the team line-up must be exchanged prior to the start of each game with the other coaches. Players must bat in listed order. Coaches are to establish a lineup for the season. Ensure that all players are fairly rotated.

4.6 A game will consist of a maximum of 4 innings with no inning to start after 7:30 pm

4.7 Innings where a pitching machine is being used shall end only after each player has batted regardless of the number of outs. There is no open inning

4.8 When a pitching machine is being used, the batter shall be allowed 4 hittable pitches as judged by the umpire and cannot be struck out on a foul ball. There shall be no walks. If the pitching machine fails to work for any reason, the coach or a parent of the team at bat will pitch (soft toss)

4.9 Coaches are encouraged to have batters "swing away." We want the players to be aggressively selective at the plate. If it's close - swing. Far too many kids develop the habit of only swinging at perfect pitches. As they get older, it becomes extremely difficult to break this habit. Encourage them to swing the bat and make something happen. The game will be more fun for everyone, and they will become better hitters.

4.10 There shall be no stealing of any bases. A player on 3rd base may not steal home on a passed ball. A delayed steal on a ball intended to be thrown by the catcher to the pitcher is not allowed (play is dead). Runner on 3<sup>rd</sup> base must be hit home. A player may advance one base on a ball thrown **out of play**.

- 4.11 On an overthrow that stays in play, the runner may attempt to advance one base. There can be only **one** overthrow.
- 4.12 A ball that hits or stops within 5 feet from the center of the pitching machine or hits the machine operator will be called a dead ball. (The umpire will stop play immediately.) The batter will be allowed to go to 1st base. Base runners will be allowed to advance one base only.
- 4.13 When a ball is hit into the outfield, play is live until the ball is returned to the infield and a player has it (umpire’s discretion). No base runners shall advance beyond the base to which they are already running after the ball is returned to the infield.
- 4.14 Bat throwing is dangerous. If a bat is thrown hard enough to reach the backstop the player will be given a warning by the umpire and informed of the danger.
- 4.15 Team shall play with 9 players on the field at one time. The remaining players shall perform instructional drills, focused mainly on throwing and catching. Stronger players should receive some pitching instruction and practice, in order to help players prepare for live pitching later on. These drills shall be done at a safe distance from the field of play and shall be organized by a qualified manager or coach.
- 4.16 In order to develop players at all positions, players must be rotated each inning through the field positions - infield and outfield. We will provide you with a template that helps ensure balanced play.
- 4.17 The Official Little League rules will apply unless amended by these house rules. (You should have received this rule book from your Co-ordinator. If not, please ask for it.)
- 4.18 It is your responsibility as coaches to control the actions of your players and, in some cases, their parents. Some parents (and unfortunately some coaches) get too vocal at times. (Remember that in this division the emphasis is not on winning but on participation, enjoyment and skills development.)

REMEMBER: The development of players in a fun environment is the purpose of our program.

ROOKIE COORDINATOR	Dan Malicki	604-612-3615	<a href="mailto:rookieboss@coquitlamlittleleague.ca">rookieboss@coquitlamlittleleague.ca</a>
VICE PRESIDENT (12 & under)	Craig Bridger	604-868-9505	vp12u@coquitlamlittleleague.ca
PRESIDENT	Sandon Fraser		president@coquitlamlittleleague.ca
EQUIPMENT MANAGER	Steve Tickner	604-525-8833	tickball61@gmail.com
COACH & PLAYER	Ryan Swan		development@coquitlamlittleleague.ca
COACH & PLAYER	Don Hutchinson		development@coquitlamlittleleague.ca
UMPIRE-IN-CHIEF	Bruce Michael		Brucemichael03@gmail.com
EVENTS COORDINATORS	Terri Michael	604-553-3985	Bt-michael@shaw.ca
	Laurie Symington	778-835-3360	lauriesys@telus.net

## Blue Star / Team Connect

With the launch of the new website at [www.coquitlamlittleleague.ca](http://www.coquitlamlittleleague.ca) came a new registration program that syncs with an app called blue star. It is available on apple and android. The app will streamline your scheduling and communications and make the managing job of the team a bit easier.

Further information will be available at the coaches meeting and on the website.

## Team Parent

Nothing will make your season run smoother than finding a **Team Parent** that can take care of all the little extras, allowing you to concentrate on your players.

A **Team Parent** manual has been developed. Just find the perfect parent that will be able to take care of the responsibilities listed below, hand them the accompanying manual, and have a great season!

**PLEASE REMEMBER THE INCREDIBLE LOAD YOUR TEAM PARENT HAS TAKEN OFF YOUR SHOULDERS DURING THE SEASON AND REWARD THEM WITH SOMETHING SPECIAL AT YOUR TEAM WIND-UP**

### Responsibilities of a team parent

- The Team Parent takes care of the million little details that crop up off of the field, allowing your child's manager and coaches to concentrate on baseball.
- Hands out the **Mackin** flyer to all parents on the team. It explains the responsibility that comes with having a child playing at **Mackin**.
- Assign duties for all games. It is expected that spouses of coaches and managers will also pitch in and do their part with team duties.
- Hand out and collect Raffle Tickets and Money.
- Promote the Pub Night for Parents and provide a prize for the silent auction or raffle.
- Help co-ordinate your team for the Rookie Tournament, and volunteers for the Karl Gosselin and the Mackin Yard Invitational
- Help co-ordinate your team on Picture Day re: meeting places, times etc
- Will probably be responsible for collecting money and buying gifts at the end of the season.
- Will be expected to decide on what type of team party the team will have after the season.
- Will act as an e-mail, telephone liaison between the players and coaching staff, passing along messages on behalf of the coach and taking messages.

What is a team parent?

The team parent takes care of the million little details that crop up off of the field, allowing your child's manager and coaches to concentrate on baseball.

## **ROOKIE TOURNAMENT**

Dates TBD – Mackin Park and Yard

This is the weekend the players experience the thrill of the big diamond, they get to hear their names announced over the sound system, see their scores on the scoreboard, and have umpires calling balls and strikes!

The parents have to really pitch in and experience games at Mackin Yard. From field set-up to announcing, scorekeeping, and concession, it's a time to really pitch in and become familiar with baseball at the Yard.

Your coordinator will be in touch with you with further details.

## **Welcome to Mackin Yard**

A facility as fine as Mackin requires many volunteers to make it happen - people besides coaches and managers.

### **Parental Responsibilities**

Every game at Mackin requires a scorekeeper, a pitch counter, a public address announcer, 2 pre-game field maintenance people, 2 concession workers, and 2 people for post-game field maintenance. Where do these people come from? From the parents of the kids on the two teams that are playing that game. As the parent of a Rookie player, you may be playing at Mackin in both visitor and home capacity. It is expected that all parents will pitch in and help. In some and often all cases one parent will be part of the Coaching staff. In those instances it is expected that the other parent will do his or her share of helping out. By increasing the number of available helpers, the overall workload of each will be decreased, thus allowing everyone to more fully enjoy the season.

### **Concession Accountability**

One of our Major sources of revenue is the money that the concession brings in each year. We run the concession for our kids, to try and keep registration costs down. Keeping this in mind we ask that all food & beverages be paid for, even when working one of your assigned duties.

### **General info**

That should be passed along to all spectators

Respect the young umpires that are working your games. Remember that they are also in the stages of learning something new! Intimidation will do nothing to foster their growth and confidence. Remember, that umpire may be your child in a couple of years. Cases of abuse to umpires that are brought before the board of directors will be dealt with "zero tolerance"

As per Coquitlam BYLAW NO. 3037 smoking is banned in all Coquitlam Parks.

## Parking

Watch where you park - we hate to see anyone get towed. There are "no parking" rules in effect on King Edward adjacent to Mackin - please have all parents/grandparents etc. watch posted signs before they park.

## Mackin Yard Duties

### Away team duties

#### Field preparation:

Setting up the field prior to the game

- Should be started 1 hour before the game
- Infield should be dragged
- Pitcher's mound & batter's box must be raked and tamped
- Rake the first & third base paths lengthwise from base to base - not across to prevent small rolls from building up
- Mark the 1st and 3rd baselines on field
- Put out the bat racks
- Unlock the dugouts

#### Scorekeeper:

Scorekeepers should be at the field 30 minutes prior to game time in order to have score sheets filled out. **All score sheets must have date of game and first and last names of all players.** Official scorekeeper must remain in the score shack for the duration of the game. Managers have been supplied with the appropriate paperwork in their manuals. Extras will also be available in the score shack and/or from the coordinator of your division.

#### Announcer:

- Put out speakers
- Plays lively warm-up music
- Announces teams, managers/umpires just prior to the first pitch
- Announces batters as they come to the plate
- After each half inning, announces line scores and plays lively music
- Announces sponsors, 50/50 draw and winning number in bottom of 5<sup>th</sup> inning
- Stores speakers at the end of game
- Please refrain from yelling or cheering for players from the booth, and please remember that the PA announcer is not a play-by-play announcer or a colour commentator. Any such comments should be rare and limited to an outstanding play. Remember, less is more

### Home team duties:

#### Concession:

- Children under the age of 15 are not allowed in the concession
- At least two (2) people are required to run the concession.
- Open the concession at least 1/2 hour (earlier, if possible) prior to game
- Please leave the concession clean for the next team
- Allow time for team players to purchase items from concession after each game (approx. 15-20 minutes)

- Make sure the concession is locked after your game (if no other team is scheduled to follow you)
- All concession information is available in a binder in the concession

### Field clean-up:

- Infield should be dragged and base paths raked (lengthwise)
- Pitcher's mound raked and tamped
- Bases and equipment put away
- Dugouts cleaned and locked up
- Batting cage locked

## Picture Day

Due to its huge success at Blue Mountain Park the last few years we will once again be holding out picture day at the "big diamond". Within the next month or so you will be receiving your picture order forms. When you receive your order forms, there will be a roster form supplied by the photographer. This must be filled out with your team's information prior to getting your pictures taken. On the picture form bundle, your team name and picture time will be listed (if you aren't sure, times are posted on the website).

Try to get there 10-15 minutes before to get the team together so that you are on time for your pictures. As soon as your team is together go to the picture area to have your team and individual pictures done. Volunteers will be around to help direct you to the picture area. Please note - Coquitlam Little League pays for a team and individual picture for each player - any additional pictures must be ordered & paid for using the picture order form. Each player will also receive a coupon that they can redeem for a free meal at the concession stand. We are expecting some of the older teams will be playing on this day. This is a chance to get together as a team, have a hot dog or two and enjoy a great ball game.

## Fundraising

### Why We Fundraise

As board members we'd like to explain why it is necessary to Fundraise during the regular season.

Our annual expenditures to run Coquitlam Little League vary from divisional equipment and uniforms, advertisement and registration costs, fees paid to Little League BC and Little League Canada, medals & trophies, insurance and medical coverage, & umpire fees, etc. The basic costs to operate the league run close to \$100,000.00 per year.

The above are basic operating costs that must be incurred before we are able to consider capital expenditures or any improvements to our facilities (including field and cage upgrades at Mackin & Blue Mountain).

Our general revenue that is brought in by registration costs alone usually nets us \$70-\$75,000.00. In order to keep the standards we have set and strive to maintain, the rest of our expenses have to be covered by fundraising, sponsorship and concession sales.

Every year the executive applies for, and has been fortunate in the past few years to receive gaming grants from the province, however this revenue is not a guarantee and the likelihood of not receiving funding in any given year is always a possibility. Therefore, more than ever, this year's raffle is essential to maintaining the standards that Coquitlam Little League has set. Please help our kids to continue to receive the benefits of past years and sell raffle tickets to everyone you know. We thank you in advance for helping us all to meet these commitments.

### Raffle info

You will soon be receiving your raffle tickets for your team to sell. Tickets are \$2 each and there are 20 tickets in each book.

First prize - Las Vegas Experience or \$1200.00

Second prize - Helijet Experience or \$1000.00

Third prize - Me 'n Ed's pizza experience (a large pizza a month every month for a year)

Draw will be held at founder's day -

Included is a form to easily track your team's books of tickets

It is essential that all tickets are tracked, and all tickets are returned, sold or unsold!

Please try and get all sold tickets in early. They can be handed in to your coordinator, any board Member or they can be dropped off at either Blue Mountain concession or Mackin concession or at Terri's any time (309 Cutler Street - just drop them into the mail slot). A prize is given to the team that sells the most tickets. Call Terri @ 604-553-3985, or email Laurie [lauriesy@telus.net](mailto:lauriesy@telus.net) with any questions.



## Pub Night

Saturday May 5th

John B Pub - Austin Ave, Coquitlam

*Always guaranteed to be a blast!*

Each team will donate a prize to be used as either a silent auction item or for the raffle - theme baskets and gift certificates are always a welcome contribution.

More info will be announced as it becomes available via the website and emails

If you have any questions, and especially if you are able to help out that night, please contact:

Terri - bt-michael@shaw.ca

Laurie – lauriesy@telus.net

## Founder's Day

Saturday, June 16 at Mackin Yard

Starts at 11am - get there early as parking is at a premium. Coaches, arrange a spot to meet with your team. We start pulling teams onto the field at 10:45.

This is the wrap-up to our regular season!

All teams from Blastball up participate - so make sure that you arrive early - and have a designated place to meet your team. Parking is at a premium - so be prepared to park a bit away and walk to the park!

Any last minute raffle tickets must be handed in at this time!

All team players, coaches & managers will go onto the field to their designated team area.

Parents watch from the bleachers or outside the fences.

Trophies are awarded; pictures and year-end commemoratives are distributed. The raffle prizes are drawn.

All players Rookie and up should bring a change of clothes, as uniforms should be handed in that day. If you can collect them all now, it'll save a lot of headaches over the summer.

Often, teams find this a great opportunity to stick around the park somewhere and celebrate their year-end parties!

See you next year

## **Coaches' Game**

Saturday June 16<sup>th</sup> – 6pm at Blue Mountain Park

**Come and join in for the fun!**

This is a great evening to dust off those cleats, get out of the coach's box and join the game

**ALL COACHES – ALL DIVISIONS WELCOME**

Snacks provided

Beverages available at a great price

## Post Season

The Board of Directors would like to take this opportunity to try and answer some of the questions that surround the structuring of Post Season play, the expectations of Little League on the post season, and exactly which opportunities are available for players and teams. There are many opportunities for post season all-star play for 8-12 year olds. Teams are structured as follows:

8 Year Old All Stars – District 3 Tournament, White Rock Tournament

9 Year Old Selects - District 3 Tournament

9/10 Sanctioned – District 3, Provincial and Canadian Tournament

11 Year Old Selects - Invitational Tournament (Drew Henderson)

11/ 12 Selects (Minor) - District 3 Tournament

11/ 12 Sanctioned – District 3, Provincials, Canadian, World Series Tourney

These teams are made of players selected through tryouts. The sanctioned teams are chosen first. Players that are chosen for the sanctioned team must adhere to this commitment and cannot chose to be placed on one of the other teams. Players must fulfill post season Little League commitments before they are allowed to play in any other tournament not directly associated with Little League.

\*\*\*\*In order to compete in post season play, each player must have the required number of games in the official scorebooks. Please make sure your scorekeepers are scoring the games correctly and using first and last names!

Each of these teams is required to partake in Little League Tournaments. The sanctioned teams have the opportunity to win their District tournaments, go on to Provincial and Canadian tournaments, and in the case of the 11/12 year old team, potentially compete at the World Series in Williamsport. Juniors and Senior/Big League can also advance to World Series.

Only after all Little League commitments have been filled, are Teams welcome to pursue other tournaments, not directly associated with Little League. Managers of the post season all-star teams will be made aware of which opportunities are available at each division.

## **Appendices**

**Lineup Card**

**Duty Roster**



