

2018

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

MAINTAIN THIS COPY FOR YOUR REFERENCE

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's 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.

MAINTAIN THIS COPY FOR YOUR REFERENCE

Minor 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 Minor House rules, but always include the following in your team rules:

The players are to:

- 1) Have fun, have fun, have fun
- 2) Always hustle. That means running on and off the field – no walking.

Minor Goals

Minor 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, base running)
- 2) Throwing/catching
- 3) Hitting

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

It is important to always remind the players to be in the ready position and watch the ball.

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 30 minutes.

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

A suggested practice plan:

1) Running and stretching	10 minutes
2) Throwing/catching	10 minutes
3) Skill development (rotations)	30 minutes
4) Game time	30 minutes

Running and stretching

This could be done at the beginning or end of practice. This could be as simple as running to a spot and back, or you can do base running practice as their running drills. After the run, have they gone 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. 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

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.

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.

Hitting from a tee

What is learned: Basic fundamentals of hitting the ball

Set up: You need a batter, tee and several balls (whiffle 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 (whiffle 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.

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. First runner has a ball in his hand.

The Game: The players make one run around the bases with the ball in hand. 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.

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
- 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

MINOR MANAGERS

IMPORTANT THINGS TO REMEMBER

- Find a Team Parent and give them the included team parent manual.
- 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 6th at John B Pub in Coquitlam.
- Remember PICTURE DAY – May 27 at Blue Mountain
- 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 10th starting at 11am
- COACHES GAME at Blue Mountain on June 10th starting at 6pm

Schedule

Minor schedules are available on the website

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

Rules

COQUITLAM LITTLE LEAGUE MINOR DIVISION HOUSE RULES

Revised March 2015

1.0 **FIELD DUTIES:**

1.1 Home Team:

- provides the home team pitching machine operator - usually a coach, sometimes a parent. It is recommended that the coach or parent pitches (soft toss) to the players as this will speed up the game
- puts away all equipment at the end of the game

1.2 Visiting Team:

- sets up the field
- bases to be placed 50 feet apart
- supplies the 1st base umpire
- if the pitching machine is being used it is to be placed at a distance from home plate so that the ball does not have too much arc. It is recommended that coach or parent pitch (soft toss) is used instead of pitching machine
- use five balls to speed up play (catcher returns balls after each at bat)
- supplies the visiting team pitching machine operator - usually a coach, sometimes a parent. It is recommended that the coach or parent pitches to the players as this will speed up the game

2.0 **EQUIPMENT & RESPONSIBILITIES**

2.1 Players

- rubber cleats allowed
- athletic supports and helmets are mandatory for all games and practices (jock and jill straps)
- players must not wear shorts.

2.2 Coaches and Managers

- are encouraged to wear long pants but can wear shorts (no cut-offs – jean or otherwise are allowed).

2.3 Pitching Machines

- REMEMBER – IT IS RECOMMENDED THAT COACHES OR PARENTS PITCH TO THE PLAYERS WITHOUT THE USE OF THE PITCHING MACHINE
- When, and if, the pitching machine is used it shall be positioned at the pitching mound and operated by a coach or parent of the team who is up to bat

2.4 Umpires

- Home Plate Umpire is the coach or parent in charge of the team hitting at the time (either by hand or by the pitching machine)
 - Home plate umpire makes the calls at 3rd base and home and in general keeps the flow of the game going
 - The home plate umpire has the discretion to call balls and strikes
- Umpire for 1st and 2nd has been provided by the visiting team
 - 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

3.0 GAME AND FIELD RULES

- 3.1 Coaches should encourage their players to arrive at the park early to be ready to start on time - preferably ½ hour early to allow time to prepare for the game. Coaches shall conduct pre-game drills at 6:00 p.m. Games shall start at 6:30 p.m. Coaches are allowed on the field.
- 3.2 Players should bat in listed order. Coaches are to establish a lineup for the entire year. See coaches chart for line-up rotation.
- 3.3 An inning will end only after each player has batted regardless of the number of outs. Each Batter will get 5 good pitches in which to hit and then the Tee will be set up to allow the player to successfully hit.
- 3.4 No inning shall start after 7:15 p.m.
- 3.5 No score shall be kept.
- 3.6 PITCHING – It is recommended that a coach or a parent of the team at bat shall pitch to the batter (soft toss) throughout the season.
 - 3.6.1 DECISION TO SWITCH TO THE PITCHING MACHINE WILL BE MADE BY THE MINOR COORDINATOR – NO EXCEPTIONS!
 - 3.6.2 The batter is allowed 5 hittable pitches as judged by the coach or parent providing the pitch.
 - 3.6.3 After 5 pitches an OUT can be called, but the Tee must be set up and the player MUST be allowed to hit and advance through the bases.
 - 3.6.4 If the Pitching Machine is used:
REMEMBER – THIS WILL ONLY BE DETERMINED BY THE COORDINATOR:
The speed of the pitching machine shall be set and maintained at a speed which is according to league recommendations. If the pitching machine fails to work for any reason, the coach or a parent of the team at bat will return to coach or parent pitch (soft toss) and play will continue.
- 3.7 If an OUT is called on the play the OUT will be called but the player will stay on the base and continue to run.
- 3.8 Bunting is NOT allowed.
- 3.9 Bat throwing is dangerous. If a bat is thrown hard enough to reach the backstop the player will be given a warning and informed of the danger.
- 3.10 A ball that hits or stops within 10 feet of the center of the pitching area – or -hits the machine operator will be called a dead ball. (The coach or parent operating the pitching machine will stop play immediately.) The batter will be allowed to go to 1st base. Base runners will be allowed to advance one base only.
- 3.11 An extra base will NOT be allowed on an overthrow at 1st or 3rd base.
- 3.12 When a ball is hit into the outfield, play is live until the ball is returned to the infield. No base runners shall advance after the ball is returned to the infield.
- 3.13 Base runners may NOT lead off or steal any base. They cannot run until the ball is hit by the batter.

- 3.14 All players to be on the field at the same time (maximum 10 players). Maximum of 6 infielders.
- 3.15 In order to develop players at all positions, the players must be rotated each inning through each of the field positions.
- 3.16 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.)
- 3.17 Each game shall end with a base race.
- 3.18 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. (It may help to remind them 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.

MINOR COORDINATOR Craig Bridger 604-868-9505
minor@coquitlamlittleleague.ca

PRESIDENT Sandon Fraser 778-388-3930
president@coquitlamlittleleague.ca

EQUIPMENT MANAGER Steve Tickner 604-525-8833
tickball61@gmail.com

COACH & PLAYER Richard Houghton 604-785-0349
rhoughton66@gmail.com

EVENTS COORDINATORS

Kelly Yorko 604-420-7159
Terri Michael 604-553-3985
Laurie Symington 778-835-3360

Bonzi Team

With the launch of the new website in 2016 at www.coquitlamlittleleague.ca came a new registration program that syncs with an app called bonzi team. 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. 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.

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 Mid-Season Classic 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.

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, Kelly @ 604-420-7159 or email Laurie lauriesy@telus.net with any questions.

Pub Night

John B Pub – Austin Ave, Coquitlam
Always guaranteed to be a blast!

Each team is required to 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, please contact:

Terri - bt-michael@shaw.ca
Kelly - okroy@shaw.ca
Laurie – lauriesy@telus.net

Founder's Day

Mackin Yard
Starts at 11am

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 Minor 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

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

Code Of Conduct – sign and return

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.

THIS COPY MUST BE SIGNED AND RETURNED TO YOUR COORDINATOR

PAGE ONE SIGNATURE _____

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.

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's 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.

DIVISION _____

TEAM _____

NAME (print) _____

DATE _____

PAGE TWO SIGNATURE _____

Sample Batting Order Worksheet (4 games per page)

Inning	1	2	3	4	1	2	3	4
Batter	Game #		Date		Game #		Date	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
Inning	1	2	3	4	1	2	3	4
Batter	Game #		Date		Game #		Date	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								