

2017

Team Parent Manual

Rookie Division



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Calendar of Events

Welcome to Mackin Park

Mackin Park is the home of Little League in Coquitlam.

Most of the Rookie games will take place in the West Diamond (DQ) or the centre diamond, along King Albert St. A facility as fine as Mackin requires many volunteers to make it happen - people besides coaches and managers.

Expectations

Along with regular season games teams the Rookie division will be involved in hosting our legendary Rookie Tournament in Mackin Yard. The duties laid out in this manual will include duties that will only apply to the Yard as well.

Parental Responsibilities

Every game at Mackin requires a scorekeeper, a pitch counter (later in the season), 2 pre-game field maintenance people and 2 people for post-game field maintenance. The parents of the kids on the two teams that are playing that game are needed to fill all these roles. It is expected that all parents will pitch in and help. Rookie is also when kids start working on pitching, this is a great opportunity to jump in and help out at practice. Please address your team parents and let them know they will be required to help out.

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

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.

Team Parent

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.

What are the responsibilities of a team parent?

- Assign duties for all games. One of the best ways to achieve this is to pre-assign each parent (manager and coaches excluded) to specific duties. When you send out the duty list be sure to include a list of emails and cell phone numbers for all the players/parents on the team. Explain to each parent that it is their responsibility to find their own replacement with any times/ duties that conflict.
- Help the coach in tracking attendance with bonzi team app. All parents should install the app and note upcoming attendance at games. Emailing or calling players who have not indicated attendance will help out the coach with line-ups and fair play.
- You may act as an e-mail, telephone and bonzi liaison between the players and coaching staff, passing along messages on behalf of the coach and taking messages.
- Hand out and collect raffle tickets and money.
- Promote the pub night for parents. Get a prize ready for either the Silent Auction or the Raffle.
- Hand out picture forms.
- Help co-ordinate your team on picture day re: meeting places, times etc.
- Help your coach coordinate your team for both the Mid-season Classic and the Mackin Yard Invitational.
- You will probably be responsible for collecting money and buying the coaches a gift at the end of the season. Hard work should be rewarded.
- You may be expected to decide on what type of team party the team will have after the season.

Thank you for volunteering for this important job!

ROOKIE TOURNAMENT

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.

Mackin Yard Duties

Away 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

When playing on any other field at Mackin all of the duties remain the same but there are no announcer or concession workers required.

Home 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 & pitch counter:

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 all last names of players.** Official scorekeeper and pitch counter must remain in the score shack for the duration of the game. It is now the responsibility of the scorekeeper to keep track of the pitch count and pitcher eligibility. A second parent can be assigned to this task. 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 5th 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.

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. Please warn your team that parking is busy and they may have to walk a bit. 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 a venue 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 is 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 mailslot)

A prize is given to the team that sells the most tickets. Call Terri @ 604-553-3985 or Kelly @ 604-420-7159 with any questions.

Pub Night

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, please contact:

Terri - bt-michael@shaw.ca

Kelly - okroy@shaw.ca

Laurie – lauriesy@telus.net

Founder's Day

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 - please 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

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 9-12 year olds. Teams are structured as follows:

8 Year Old All Stars – District 3 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 Tournament

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

These teams are made of players selected through try-outs. 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.

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:

Raffle Book Tracking Sheet

RAFFLE BOOKS

DIVISION _____

TEAM NAME _____

TICKET NUMBERS	NAME	BOOKS RETURNED	MONEY RECEIVED	HANDED IN

**TEAM PARENTS - PLEASE REMEMBER
 ALL TICKETS MUST BE ACCOUNTED FOR
 COLLECT BACK ALL SOLD AND UNSOLD TICKETS
 THANK-YOU**

Pitch Count Log

This is a sample, copies will be available from your coach or coordinator.

Baseball Pitch Count Log

League: _____ **Division:** _____ **Team:** _____

League Age	Max Pitches per Day	# of Pitches Thrown	# Days Rest Req'd
7-8	50	1-20	0
9-10	75	21-35	1
11-12	85	36-50	2
13-14	95	51-65	3
		> 65	4

EXCEPTIONS: If a pitcher reaches a day(s) of rest threshold while facing a batter, the pitcher may continue to pitch until the batter reaches base or the pitcher is exhausted. If a pitcher reaches the Max # of pitches for his/her age while facing a batter, the pitcher may continue to pitch until the batter reaches base, is put out, or the half-inning ends.

A player who pitches 41 or more pitches in a game may not play catcher for the remainder of that day.

A player who catches in four or more innings in a game may not pitch for the remainder of that day.

Minor and Major players may NOT pitch in more than ONE game in a day. If a pitcher throws more than 31 or more pitches in the first game he/she may not pitch in a second game that day.

Big League players may pitch in up to two games in a day.

Day / Date / Opponent	Pitcher's Name	League Age	Draw a "V" through the number as each pitch is thrown. Draw an "X" through the last pitch to each batter. Pitch Counts should be ANNOUNCED to BOTH Managers (Teams) at the End of each HALF INNING.	# of Pitches Thrown	Threshold used for Days Rest *	# Days Rest Req'd	Mgr Initials (post game)																																																																																											
1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100

* "Threshold used for Days Rest": Per the EXCEPTIONS above, if a pitcher reaches a Days of Rest threshold he/she can continue to pitch until a batter is out, but he/she can only be charged the Days Rest for that threshold. A "V" shown in the "Pitch Count" column indicates that the pitcher made an out during that inning. BUT, days rest is based on the 65 pitch threshold (3 days) not the > 65 pitch threshold (4 days).

Duty Roster

MACKIN YARD DUTIES



Team Name:

Visiting Team
 Concession #1
 Concession #2
 Field Cleanup #1
 Field Cleanup #2

Home Team
 Field Prep #1
 Field Prep #2
 Scorekeeper
 Pitch Counter
 Announcer

DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP	FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1	1			
			2	2	2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP	FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1	1			
			2	2	2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP	FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1	1			
			2	2	2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP	FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1	1			
			2	2	2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP	FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1	1			
			2	2	2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP	FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1	1			
			2	2	2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP	FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1	1			
			2	2	2			