

Aiea Little League Baseball

*Coach’s Guide & Manual*

1. Purpose of Manual
	1. Provide a source for basic information and requirements to coach and manage teams in Aiea Little League. Coaches will need to go to the aiealittleleague.com website to reference documents identified in this document.
2. Overview (Reference: Aiea Little League website: <http://aiealittleleague.com>)
	1. Little League Philosophy/Mission
	2. Divisions
	3. Age Chart
	4. Registration information
	5. Forms
		1. Registration Form
		2. Age Chart
		3. Volunteer Forms – all coaches, team parent
		4. Code of Conduct - all coaches and participating families
		5. Little League Pledge
		6. Uniform Order Form
	6. Fields (*Lock box combos to be provided by Division Directors)*
		1. Waimalu
		2. Nahele
		3. Newtown
		4. Annex
		5. Sugar Mill
		6. Napuanani
		7. Halawa Fields
3. Equipment List
	1. League-Issued equipment
		1. Tees
		2. Baseballs
		3. Bow Nets and A-frames for some divisions
		4. Drop down bases
		5. First aid kit
		6. Uniforms (Jersey, Hat)
	2. Player equipment
		1. Glove
		2. Bat
		3. Helmet
		4. Uniform (Pants, Socks, Belt, Shoes/Cleats, Protective Cup, Practice clothes
		5. Bag for equipment (optional)
		6. Water bottle
		7. Jacket
		8. Booster wear
4. Managers and Coaches
	1. Managers and coaches are all volunteers in the Aiea Little League.  They work on the goal of training Little Leaguers in the fundamentals of teamwork, good sportsmanship and discipline. It is not enough that candidates for this important role have previous experience in the game, but they must also possess leadership ability and the know-how to work with young children
	2. Safety and First Aid
		1. Safety is the top priority.
		2. No on-deck circle - Absolutely no bat swinging by any player other than the batter at the plate. Please inform the parents and coaches of this Little League requirement.
		3. First Aid Resources
			1. Training Resource:
				1. <http://ecprcertification.com/index.php/page/firstaid_course/27>
			2. Concussion Fact Sheet for Coaches
				1. <http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf>
			3. All injuries requiring first aid or medical attention are to be reported to Aiea Little League Safety Officer and Division Director the day of the event
	3. Support Little League Double-goal coaching philosophies and Aiea LL Code of Conduct
		1. Positive Coaching Short Course: <http://www.positivecoach.org/coach-course>
		2. Positive Coaching Test @ <https://docs.google.com/forms/d/16EKsFa4Ni4WUNCLheqxcfhWkLPwhirDb3w_h0337v-U/viewform>
	4. Coordinate all required forms and training - forms to be provided to the Division Director
		1. Volunteer forms required for all managers, coaches, bench/team parent (minimum 1 manager, 2 coaches, 1 team parent) @

http://www.littleleague.org/Assets/forms\_pubs/VolunteerApplication16.pdf

* + - 1. Any volunteer that has not submitted a form must participate under the supervision of an official manager, coach or team parent
		1. Positive Coaching Training – all managers, coaches, bench/team parent required to pass test and provide print out of results.
		2. Code of Conduct (CoC) and Medical Release form\* – all participating families must sign the CoC and fill out the release form. It is the responsibility of the manager to verify all families understand the conduct requirement.
		\*Copy of Medical Release form in the appendix – Note release forms should be carried with the Manager at all team practices and games
			1. Aiea Little League Code of Conduct form: <http://aiealittleleague.org/wp-content/uploads/2014/03/CodeOfConduct.pdf>
			2. Managers are required to address any player or fan behavior issues as outlined in the code of conduct. Any issues are to be reported to the division director immediately
		3. Communication – Managers are expected to communicate Aiea Little League philosophies, requirements and schedules (practice / game). See sample team communication meeting agenda in Appendix.
	1. Practices / Games
		1. Directors will assign practice fields and provide games schedules and schedule umpires for home games if required (Minors and above). In the event an umpire is unavailable, please work with the division director to identify an alternative (parent/volunteer).
		2. Please note the following:
			1. Aiea LL Coaches will not scrimmage, practice or play games with other teams/leagues outside of Little League
			2. Aiea LL Coaches will not scrimmage, practice or play games on fields that are not assigned by Little League.
			3. Aiea LL Coaches will not scrimmage, practice or play games with other Little League teams that are not in their Division.
			4. Aiea LL Coaches will be held personally liable if anything happens outside of Aiea Little League approved events/fields.
	2. Team selection - mandatory for managers to attend draft and tryouts; prior to the regular season for Pee Wee and higher divisions, a mandatory evalution process (“tryout”) is conducted prior to draft (see Directors for details)
	3. Team and All-Star Selection Procedures (see Directors for details)
1. Rules and Regulations - Standard Little League rules apply for all divisions unless participating in an alternate league that would take precedence. Additional detail or clarification provided for the following divisions. (reference Little League Rules and Regulations)
	1. Tee Ball
	2. Pee Wee (Coach-pitch Minors)
	3. Local Rules may apply (see Division Directors)
	4. Pitch counts rules and other regulations are available in the Little League Rules and Regulations - Care of arms and shoulders of players include proper training in pitching mechanics and care of arms and shoulders after practice and games. Warmth is recommended between innings for pitchers; cold after games to reduce swelling; warmth later to allow circulation to facilitate bodily functions to begin recovery of any over stressed muscles and tendons. Throwing should be minimized during rest periods to allow arms and shoulders to recover properly.

### AIEA LITTLE LEAGUE TEE BALL DIVISION - RULES AND GUIDELINES FOR PLAY

**Equipment/Playing Area**

* Indrediball or similar only – no hardballs.
* All players must wear helmets when batting or running bases. No on deck batters, or swinging bats in or near the dugout during game.
* Three pitches maximum allowed before placing ball on the tee.

**Game Regulations**

* Each game to be 6 innings maximum or two hours in length whichever comes first.
* Each team to bat through half lineup every inning (5-6 batters max) regardless of the number of outs.
* Player playing pitcher position must remain in pitcher’s circle until the ball is hit and wears a batting helmet.
* If the ball is hit into the outfield, play stops once the batter secures second base.
* Play stops when an infielder throws the ball towards the pitcher (regardless of whether the pitcher catches the ball) or if a player secures the ball in the pitchers circle.
* Runners between bases when play is stopped must return back to the last secure base.
* Runners may not advance if a fielder overthrows first base. Players are encouraged to attempt the throw to first base, and we do not want to penalize the effort.
* Defense to consist of a minimum of 10 players and a maximum or 12 players. Only 5 players in the infield (Pitcher, 1st, 2nd, 3rd, Short Stop) and up to 7 players in the outfield. Rotate position of players every inning. Ensure no player sits out for more than one inning at a time.
* No leading off, stealing, bat throwing, or bunting. No sliding. Runners must avoid any collision with a fielder holding the ball.
* No catcher – adult or older child will catch.
* No scorekeeping.
* Maximum of 5 adults allowed on field to assist the defense during play.
* Maximum of 3 coaches (coaches only) allowed on field while batting.
* If defensive team earns an out, please remove runner from base path.

**Home/Visitor Responsibilities**
Home & Visiting teams are responsible for field prep, Install Bases,
Chalk first, third base lines, pitcher’s circle and foul ball arc.
Drag field if necessary before game
Drag field after game and remove bases if last game of the day
Both teams must provide litter clean-up & change bag in trash can & take bags to curb if can are full.
Do not park vehicles on grass

**AIEA LITTLE LEAGUE
 PEE WEE (Coach-Pitch Minors) DIVISION - RULES AND GUIDELINES FOR PLAY**

1. **EQUIPMENT AND PLAYING AREA**
	1. Little League or equivalent baseballs
	2. All players must wear helmets when batting or running bases.
	3. No on deck batters, or swinging bats in or near the dugout during game.
	4. **Home/Visitor Responsibilities**
		1. Home team will occupy the 3rd Base Dugout & the Visiting team will occupy the 1st Base Dugout
		2. Both teams are responsible for field prep
			1. Install Bases
			2. Chalk first, third base lines, pitcher’s circle and foul ball arc (10 foot arc from home plate to the base lines), base path line (vertical line 15 feet from 2nd & 3rd bases and home plate)
			3. Drag field if necessary before game
			4. Drag field after game,
			5. Remove bases if last game
2. GAMES
	1. Complete game is 7 innings with each inning ending with 3 outs or maximum of 4 runs scored. Postponed or rained out games will not be rescheduled. Managers from both team must agree on postponement due to weather or field conditions.
	2. No official score
	3. Team Warm-up - Each team may take the field for 10 minutes for a pre-game warmup, time permitting (home team 20 minutes prior / visitor 10 minutes).
	4. Umpires – Base Coaches will be umpires. 3rd base coach will make the calls at 2nd  & 3rd base; Pitcher will be the head umpire (count pitches, call outs at home plate).
	5. Players - A team on the field shall consist of eleven players. The game may be started with nine players provided only nine players are present at the starting time.
		1. Late arriving players will be placed at the bottom of the batting order. No switching of the batting order is permitted once the game has started.
		2. A late arriving player may be inserted defensively into the game immediately ONLY if he/she is the tenth or eleventh player.
		3. All male players must use a protective cup in order to play in games AND practice.

###  PEE WEE RULES AND GUIDELINES FOR PLAY

Section 2. Games (cont’d)

* 1. Batting - The batting order will consist of all players present and not necessarily starting with the first eleven players. (If 14 players are present, all 14 players will bat before the first batter comes to bat for the second time.)
		1. All players must take their turn at bat unless injured or ill.
		2. The player must take a full swing. NO BUNTING IS ALLOWED. An attempted or executed bunt will count as a pitched ball, the ball will be dead and all runners will return to the original base.
		3. SEVEN (7) pitches constitute an at bat; failure to hit a fair ball within the seven pitches is an out.
			1. Foul balls count as pitches unless it is the 7th pitch.
			2. A batted ball that hits the adult pitcher is considered a “no pitch.”
			3. There are no walks.
			4. If a batter steps on home plate while hitting a fair ball:
				1. The ball is dead.
				2. The pitch is counted as a pitched ball.
				3. The runners return to their bases.
				4. If it happens on the 7th pitch, the batter is out.
		4. If a batter swings or throws the bat intentionally or unintentionally, one warning will be given by the player’s manager; multiple thrown bat incidents will result in an out;
		5. If a batted ball does not pass the arc line in front of home, it’s considered a foul ball.
	2. Base Running
		1. Runners shall not leave their base before the batter hits the ball.
		2. If a runner leaves the base too soon, all runners must return to their original base.
		3. Sliding is allowed. Coaches need to teach safe and proper techniques. There is no head first sliding into an advanced base. (The runner will be called out.)
		4. A runner may be substituted only for an injury.
		5. If a base runner reaches the three-quarter mark when the play has “ended” by the youth pitcher, the runner is awarded that base. If the runner has not reached the three-quarter mark, he must return to the previous base.
		6. There is no base stealing.
	3. Adult Pitching
		1. The offensive team will be pitched to by their adult pitcher.
		2. The pitcher may throw under or overhead.
		3. Adult Pitching Interference
			1. The adult pitcher must do their very best to avoid interfering with the defensive team’s effort to make a play. If there is Unintentional Adult Pitcher’s interference
				1. The ball is dead & base runners return to the bases.
				2. The pitch does not count and is pitched over.

###  PEE WEE RULES AND GUIDELINES FOR PLAY

Section 2. Games (cont’d)

* 1. Defense
		1. Players
			1. Eleven players maximum.
			2. Five outfielders and standard infield positions
			3. Substitutes must rotate every other inning (please try to maximize playing time).
		2. Outfielders
			1. Must be at least 30 feet beyond the base path when the ball is hit. This is to prevent teams from stacking the infielders.
			2. Outfielders cannot participate in a force out of a runner at a base or tag out a runner advancing to a force out base. The runner will be deemed safe as a result of this situation. However, outfielders can produce an out as a result of backing up a base or a rundown situation.
		3. Infielders
			1. Must be no closer to home plate than 5 feet from the base path when the ball is hit, except for the pitcher who needs to have at least one foot in the pitcher’s circle.
			2. Pitcher must have at least one foot inside the pitcher’s circle when the ball is hit. Batting Helmet or face-mask is required.
		4. Catchers
			1. Must be at a reasonable distance behind home plate and for safety reasons should be taught to let the ball bounce and not reach out for the ball. Catcher’s head gear or batting helmet with face mask is mandatory.
			2. A pop-up from a batted ball (versus a foul tip) to be caught by the catcher for an out must reach a height that is above the batter’s head.
		5. Blocking Bases
			1. Infielders cannot block the bases if they don’t have the ball. The double first base should be used when available.

###  PEE WEE RULES AND GUIDELINES FOR PLAY

1. ADDITIONAL RULES
	1. Four- Run Rule
		1. Each team will be allowed to score a maximum of 4 runs per inning
	2. No Infield Fly Rule.
		1. All fly balls are considered live, and playable.
	3. Stopping the Play
		1. The ball is dead when the youth pitcher or any other player raises the ball in his non-glove hand while having both feet in the pitcher’s circle.
		2. Batted balls which are fielded in the circle remain in play and the player may throw the ball to make a play or he/she may end the play by raising the ball in the non-gloved hand.
		3. Baseball Rules will apply to all other situations.
	4. Managers/Coaches aren’t allowed to make players run laps, do push ups, or any other disciplinary tactics during or after the game.
	5. No batter will swing the bat unless it’s in the batter’s box area (there is no on deck area).
	6. During games, players shall be rotated in different defensive positions 1-6 (safety permitting) to allow maximum playing experience. 2 innings maximum per positions 1-6.

**Appendix**

* + - 1. Sample Team Communication
			2. Medical Release form

1. Sample Team Parent Meeting Agenda

1. Introductions
	1. Players / Family
	2. Coaches
	3. Team Parent
2. Team Uniforms (Color of Jersey,Pants, Socks, Belt)
3. Contact
	1. Shutterfly
	2. Additional parent contact information?
4. Booster Wear?
5. Parent Volunteers Needed
	1. Volunteer Form
	2. Code of Conduct Form – Required from every family
	3. Positive Coaching Alliance Review
	4. Forms and Test to be complete by x
6. Player Equipment requirements
7. Player availability expectations for practices and games
8. Team Philosophy & Areas of Development
	1. Regular Season vs. Developmental Season
	2. League Differences
	3. Intro to Pitching, Catching, Hitting overhand player pitches
	4. Stealing bases, Bunting, Team Defense, etc.
	5. It’s about the journey (experience)!
9. Practice/Game Schedule
	1. See attached schedule
	2. Preferred Start/End Time?

Combined practices, Extra practices (pitchers & catchers, & hitting)

Revision History

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| Aiea Little League Coach Guide\_150220.docx | 02/20/2015 | Bryan Naito |
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