



*Stilly Valley Little League*  
**COACHES GUIDE**

Last Updated February 23, 2017

## THANK YOU FOR VOLUNTEERING TO COACH!!!

All SVLL coaches are volunteers. SVLL would not exist and could not offer any of our baseball or softball programs without the time and effort of our volunteers, especially coaches. The SVLL Board of Directors, our players, and parents appreciate all the time and effort that our coaches put in to making SVLL a fun place to play and learn.

On the following pages, you will find information about SVLL, its policies, procedures, and other valuable information. In addition to this Handbook, SVLL sponsors a **MANDATORY** Coaching Clinic prior to Spring Season. EVERY coach must attend the mandatory Coaching Clinic.

To become a SVLL manager or coach you must;

1. Register as a Coach at [www.stillyvalleylittleleague.com](http://www.stillyvalleylittleleague.com) by January 15<sup>th</sup>.
2. Submit complete background check application (hard copy) and copy of driver's license.
3. Send a photo of yourself to [safetyofficer@stillyvalleylittleleague.com](mailto:safetyofficer@stillyvalleylittleleague.com) for your league badge by February 1<sup>st</sup>.
4. Complete safety training – Concussion Training & Sudden Cardiac Arrest Training – found under the Managers and Coaches section on our website. Print certificates and bring to coaches meeting.
5. After receiving clearance from SVLL as an approved volunteer – pick up badge PRIOR to first practice (**badge must be worn on field at all times**).
6. Attend and Participate in the Mandatory Coaches Clinic.
7. Attend the Mandatory Coaches Meeting which covers safety and expectations. At this meeting you will be given your coaches binder with medical releases for your team.
8. Pick up SVLL provided equipment and first aid kit on date set by the league Equipment Coordinator.
9. Practice positive coaching and be an example of good sportsmanship.
10. Follow all SVLL policies.

**Stilly Pride!**

*Stilly Valley Little League*  
*PO Box 342*  
*Arlington, WA 98223*

## **Letter to all Coaches and Assistant Coaches from the SVLL Board of Directors**

Dear Coach,

You have the most important influence on our players and, more than any other league volunteer; will determine whether or not we accomplish our goals. As a league our goal is to teach the games of baseball/softball and provide a worthwhile and fun experience for ALL of our players. Everything we do can be traced back to these two principals.

Coaching baseball and softball is no easy task because the game is complicated, the skills necessary to play it are not easily gained and the sport demands much of its players. Players need to learn to treat their fellow players and opponents well, respect rules and authority and discipline themselves if they hope to improve as players. All of these help make good players who can have fun. And any game must, ultimately, be enjoyable or people will not play.

Most who participate in sports prefer to win, but your challenge is to balance winning with the goal of giving each player a sense of worth and accomplishment. In fact, winning at all cost has no place in our program. Any team that wins by playing its nine best players while the rest virtually always sit on the bench has no place in our league. Winning a championship defines success only in a narrow sense.

Instead our primary goal is to give ALL players a sense that they are members of the team with a valuable role to play. Judge your success by the experience of the bottom third of your order, not the top third. This requires that you devote some time to plan effective practices that include both team and individual instruction.

Coaching asks you to serve others not only in giving your time and expertise in developing skills but also by bearing in mind that the game is for the players, not your own gratification. The game is a venue for two teams of some 25 players to compete, exercise their skills and have a great game. Opposing coaches and umpires must see themselves as working in concert to provide the best setting for players to be able to do so, not as more or less antagonistic parties who seek to appear superior to anyone else on the field. Similarly, though it is right for parents and other spectators to enjoy the game. The game must be won by the players on the field, not by disruptions from the stands or the dugout and certainly not by tricks or ploys of any kind from the coaches.

Coaches must do their best to know the rules and to set the tone for respecting the umpires charged with enforcing them. Our umpires will make mistakes, everyone does, but coaches must always assume that the officials are doing their best. How coaches handle disagreements on the field can provide players with valuable instructions in conduct that extends far beyond the diamond.

Thank you again and best wishes for an enjoyable and worthwhile experience.

**STILLY VALLEY LITTLE LEAGUE BOARD OF DIRECTORS**

## THINGS TO REMEMBER ...

- **You are a representative of Stilly Valley Little League.** As the coach you set the tone for not only your players but your parents as well. So please make sure you are being respectful to the other team, players and umpires. If you have a parent that is getting out of hand make sure you address it. Remember the umpire will eject the Head Coach not the parents. Stilly Pride!
- **Winning isn't everything!** One of your main jobs as a coach is to help with the development of **ALL** of your players. Everyone on your team can help in some way. Make sure everyone, even the bottom of your line up, feels like they are contributing and developing.
- **Safety, Safety, Safety!** The most important thing is the safety of all the players on your team. Safety should always be top of mind. When you are running your practices make sure you are making sure the kids are safe (are they wearing helmets while swinging a bat, are they paying attention, etc.).
- **Only current SVLL players can be at your practice.** While all little brothers and sisters want to help with practice, due to insurance liabilities, only currently enrolled Little League players can help.
- **Only Volunteers with ID BADGES are allowed on the field.** Please make sure all of the coaches and parents who are going to be on the field for practices or games have their official Stilly Valley ID badge. All volunteers must be background checked for the safety of our players. As such no one should be allowed on the field without a badge.
- **Patience.** Remember your team will be made up of kids of all different skill level, from those who play select to those who have just picked up a mitt. Your job as coach is to help develop your entire team. Take the time to make sure those who are new understand what you're asking and understand the proper mechanics. Remember each and every player on your team is important.
- **HAVE FUN!**

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**“They call it coaching but it’s teaching. You do not just tell them – you show them the reasons.”**

*~ Vince Lombardi*

## Manager and Coaches Responsibilities

In becoming a coach with SVLL, you have accepted the responsibility for the safety of your players, as well as your behavior and the behavior of your team. You are also responsible for attending all coaches meetings/training, attending league meetings and following league policies.

- Safety is the result of planning and preparation.
- Plan out your practice to make sure you have enough help/assistance to conduct the practice and game safely.
- Make certain you have an executed medical release for every player at every practice and game. These will be provided to you by the league in your team notebook. You will not be able to obtain medical treatment for a player without a fully executed medical release.
- Check your player information sheets and with your parents to see if any of your players have medical issues or conditions. Player Information Sheets will be in your team notebook.
- Make sure you have your first aid kit with you at all times. If you need more ice packs or other supplies please contact our Safety Officer at [safetyofficer@stillyvalleylittleleague.com](mailto:safetyofficer@stillyvalleylittleleague.com).
- Do not let players pick up a bat without first putting on a batting helmet and make certain that you always have enough adults to supervise players when working on hitting.
- If a player or parent sustains a serious injury in a practice or game, secure medical treatment and then call or email the Safety Officer to let her know what happened.
- Coaches are role models for all the players and parents with whom they interact. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development.
- You must have an understanding, patience and the capacity to work with children. Above all else, managers and coaches must realize that they are helping to shape the physical, mental and emotional development of you people. In all things, conduct yourself in a manner that encourages players, parents, other coaches, and league officials to respect you.
- At the beginning of each season, you will receive contact information for each player. Send out an email welcoming your parents and players. Set a date for a Team Meeting with players and parents to explain your goals and expectations. There is a checklist at the end of this guide of items to go over with your parents.
- Ask parents to step to help in non-coaching responsibilities like Team Parent and Safety Parent (see page 8 for more details).
- Prepare for each practice and game.
- Prepare to be a positive, supportive and encouraging coach.
- Review and understand this packet, the rules of baseball/softball and keep up with communications from your division coordinator and league officials.
- Keep your parents/players informed. Virtually all of our families use email and text.
- Take care of your equipment and return it at the end of the season.
- Keep all parent contact information (phone numbers, mailing addresses, email addresses, etc.) confidential.

## Anti-Harassment / Bullying Policy

SVLL is committed to a safe and civil recreational environment for all players, volunteers, parents and visitors free from harassment, intimidation or bullying. Any physical, verbal or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a Manager, Coach, Umpire, Player Agent or any other League Official without the fear of retaliation. Bystanders overhearing offensive conversations or witnessing such actions are entitled to protection under this harassment policy as well, and are obligated to report and/or testify to any such offenses to the appropriate League Official. Hearsay must be corroborated by valid, honest testimony.

Failure to comply with the above may result in expulsion from the SVLL field or complex.

## Coaches Clinic and Coaches Meeting

All coaches must attend a mandatory Coaching Clinic. The training provided at the Mandatory Coaching Clinic included how to run a practice and practical advice on how to teach hitting, fielding and throwing. Little League International also offers a tremendous amount of information and additional training materials on its website: <http://www.littleleague.org/managersandcoaches.htm>.

All coaches must also attend a mandatory Coaches Meeting. The meeting will include information about SVLL policies, Safety Program and Expectations.

## Safety

### **ASAP Plan**

Long the pacesetter in youth sports safety, Little League has taken the lead with the development of the ASAP Plan, A Safety Awareness Program. With the help of several sponsors, Little League has developed an ASAP network of more than 5600 safety officers working together for safety. ASAP is a grass roots program based on a communication of ideas. Leagues across the country contribute their safety ideas in the ASAP News, a colorful monthly newsletter. Safety officers can then find out what their peers are doing to make things “safer for the kids.” A safety officer in Georgia may see what a Nebraska league did to maintain safety during a heat wave. A safety officer in California whose concession stand is less than orderly may use the plan for concession stand safety submitted by a New Jersey league. Introduced in 1994, ASAP has already increased Little League’s overall safety awareness and reduced insurance costs for participating leagues. This summer, the annual ASAP Awards will recognize the leagues with the best safety program.

SVLL will annually develop and submit its ASAP Plan and endeavor to create the safest environment possible.

### ***Safety Parent***

During the first week of practice, each team will choose a Team Safety Parent. These volunteers will work closely with the Safety Officer to prevent injuries, identify safety concerns, increase communication between the Safety Officer and individual teams and improve the reporting of accidents/incidents. The role of the Team Safety Parent includes:

- Encouraging coaches, players, volunteers and parents to uphold the SVLL Safety Code and Little League Rules.
- Identifying any players with potential safety concerns and notifying the Safety Officer for further evaluation. (Example: Players with severe allergies or chronic illnesses.)
- Notifying the Safety Officer within 48 hours of an accident/incident.
- Assisting coaches in filling out an Incident Tracking Form for all accidents/incidents that cause harm or could potentially cause harm to a player, manager, coach, umpire, volunteer or spectator.
- Assisting parents who wish to file an insurance claim in filling out an Accident Claim Form for injuries that require medical attention.
- Restocking the First Aid Kit as needed.
- Identifying and reporting potential safety concerns to the Safety Officer.
- Aiding communication between the Safety Officer and their respective team.
- Knowing where the key safety items referenced are located. These include: Your team's first aid kit, Safety manual, the Quick reference first aid cards in the dugouts, Emergency numbers and field addresses.

### ***ID Badges***

The safety of our players is the highest priority for SVLL. By issuing ID Badges all league officials, parents and their families may more readily identify those adults who have met the requirements for volunteering as set by Little League International and SVLL. SVLL volunteers on the field or in the dugout must wear their ID badges to insure they have been cleared in our child protection program. NO ONE will be allowed on the fields in any capacity without their badge on. If you see a parent or volunteer on any field without proper badge identification please report to a board member. The program ensures your children are kept safe!

### ***General Safety Rules***

SVLL believes safety is of the utmost importance. Safety for all, including players, coaches, volunteers and attendees is everyone's responsibility. Here are some general reminders about safety as we begin the season.

- Players must follow manager/coach instruction while in the dugout and on the field.
- No climbing or hanging on fences or dugouts.
- With the exception of Rookies, any person that is not an umpire, coach or player is not to be in the field of play during games.
- Children attending games should be kept out of the field of play.
- Playground equipment may be available at some fields for children attending games. Please take caution in allowing children to play unattended.

### ***Reporting Incidents***

All incidents that occur at any SVLL practice or game must be reported using the SVLL incident report form located on the SVLL website for insurance purposes. Incidents that are not immediately reported for one reason or another should be reported as soon as possible

thereafter both by completing the form and notifying the Director of Safety, who may have further instructions.

### ***Calling 911***

While SVLL will make every effort to keep players and attendees' safe at all times, incidents may happen from time to time. If necessary, the first person to witness an incident in which a player or attendee appears in severe distress should immediately call 9-1-1.

All fields have field information (address and directions if needed) attached to the back of all backstops.

## **Umpires**

Umpires have complete control of the field during the games. This is a rule throughout organized Little League. Coaches and players must respect and abide by an umpire's judgment. An umpire's judgment call may never be questioned by a coach. If there is not an umpire scheduled for your game the Head Coach will need to step in. Extra equipment is available at each field.

Coaches must read and study the Little League rules.

All SVLL umpires are volunteers and we are always looking for more. If you or someone you know would like to be an umpire please email the Umpire in Chief at [uic@stillyvalleylittleleague.com](mailto:uic@stillyvalleylittleleague.com).

### ***Concerns and Complaints***

Throughout the season, concerns may arise regarding calls in a particular game, overall officiating, or other issues. In particular, it is important to recognize that SVLL believes that its umpires are volunteers who have dedicated their time to make game play a great experience for all, are well trained and well-intentioned, and SVLL will ensure that they are provided with every opportunity to ensure their success.

Additionally, Team Managers are responsible for communication with the umpire during and after games. Any person wishing to express dissatisfaction with any SVLL volunteer umpire should submit their concerns to the appropriate Vice President, the Umpire in Chief or the President directly, identifying the team participating in the game, the date and time, the location and the nature of the concern.

SVLL prohibits attendees from "heckling or harassing the umpire. Managers are responsible for keeping their players and parents in order during and after games. Inappropriate actions may result in a warning or more significant action, up to and including removal from the field.

## **Fields**

As a league we use between 10-16 different fields during the course of our regular season. The cost of the fields SVLL uses varies, but generally increases each year. In addition to fee increases that are economically driven, some fee increases result from rising maintenance cost of the owner, which can include repairs and clean up related to SVLL use. Ultimately, if the

owner of any of the fields we use believes that SVLL members are not using the field properly, they can limit or curtail SVLL's use of the field all together.

Maintaining these fields and keeping them safe for our players is a large responsibility for our league which generally falls on our Field Maintenance Coordinator and the team Managers and Coaches, but should be shouldered by all members. It's easy to help keep our fields in good condition. By following some basic and common sense rules, everyone can help keep costs low, retain our ability to use the fields, and ensure a safe environment for our players and those that come after them.

### ***Pack It In, Pack It Out***

Please make sure if you, your players and/or parents bring anything with them to the field, make sure they take it out! With limited exception, the fields that SVLL use are not equipped to handle any garbage left by SVLL players or fans. (In most instances, even if there is a garbage can nearby the fields, it is not intended for SVLL use.) By taking a moment to make sure your parents and players know to pick up all garbage items around the field and to dispose of them at home, everyone can help keep costs low and protect our environment, as well as leave the field ready for the next teams.

### ***Alcohol and Tobacco Are Prohibited***

SVLL has an obligation to protect the safety of its players and members. As such, alcohol and/or tobacco use of any kind is prohibited on or near any of the fields SVLL uses.

### ***No Pets Allowed***

Since a majority of the fields SVLL uses request no pets, please make sure to leave your pets at home. *Exception:* Service Animals specifically trained to aid a person with a disability are welcome.

### ***Field Rules and Maintenance***

Some of the fields that SVLL uses may be more meticulously maintained and may have specific field rules posted at any entry point. SVLL expects that players, managers and coaches, volunteers and all attendees abide by any posted field rules.

Please remember there is no hitting of balls into the fences on any of the fields that SVLL uses.

All fields (with the exception of North & South Quake) will need to be dragged/raked after every practice. For games the home team will need to rake and line the field before the game and drag/rake the field after the game.

Numbered locks will be on all field boxes at the fields. The code will be given to you at the coaches meeting.

Please make sure all field boxes and/or sheds are securely LOCKED prior to leaving the field.

Key for the Ump Shack is located in the concession stand. Please make sure to return it as soon as you have finished opening the shack.

### ***Lights***

SVLL pays for all electricity used on all our fields. During games, the umpire will determine when to turn on the lights or, in his absence, the manager may do so. During practices, coaches may turn on or direct a volunteer to turn on the lights. We must limit who has authority

to turn on the lights to avoid using them unnecessarily. Do not turn the lights on earlier than you need simply to avoid having to interrupt your game or practice to do so.

TURN OFF the lights when you leave unless there is a game following. Never leave the lights on so that parent and child can remain for extra practice. Furthermore, field lights should not be used so that only a few players can practice.

Code for the lights will be given to you at the Coaches Meeting.

### ***Scheduling***

SVLL schedules the start of the season by division with the intent of accommodating as many practices and games for each division that are appropriate for the age and ability of the group of the division within the guidelines outlined by Little League International. By virtue of the size of the league membership, SVLL requires the use of many fields throughout the season to accommodate the practices and games desired. As a result, scheduling can be a challenge.

SVLL makes every attempt to schedule field use as far in advance as possible and fairly among all divisions as appropriate. However, there will be times when changes must be made. Therefore, it is important for all players and parents to be alert to any notifications of field changes that may be disseminated by the Manager or another Coach. SVLL will take steps to limit changes to the extent possible and appreciates player and parent understanding and flexibility with any changes that may occur. All scheduling changes should be made through specific division coordinators to make sure changes are made to district calendars.

Make up games take priority over practices.

### ***Rain Out Procedure***

Fields should be checked at a minimum of 2 hours prior to the start of a game or 1 hour prior to the start of practice. It is at the coach's discretion to cancel. As a general rule of thumb, if there is standing water on the infield, or if you stand on the dirt and sink, then stay off the fields. For practices make sure to contact the parents as soon as possible. For games please make sure you are communicating with the visiting coach and umpire as well as your parents. Once a game is canceled please let your coordinator know so the game can get rescheduled.

If rain comes after the start of the game, the umpires will determine if the game is suspended. Ultimately, the call for continuing or postponing the game falls to the umpire.

### ***Lightning Policy***

Umpires and, in the absence of an umpire, coaches are responsible for determining if a game or practice should be canceled because of severe weather. If you can see it (lightning) or hear it (thunder) take shelter immediately. Once a game or practice is suspended because of lightning or thunder you must wait until 30 minutes after the last strike or thunder before resuming activities.

NOTE: There is an app you can download "WEATHERBUG" that will, based on your location, tell you where and when the closest lightning strike was. This is a great app for coaches to use.

## Equipment

SVLL makes a considerable yearly investment in providing the best equipment available for our players. It is expected that all participants will treat the league equipment with proper care and respect. The Equipment Coordinator will coordinate the issuance, replacement (as needed) and return of all equipment in a manner that they determine appropriate to manage the inventory responsibly.

### ***Issuance***

Managers will follow a league checkout policy at the beginning of the season. Generally, equipment will be distributed to managers on a date determined by the Equipment Coordinator. If the manager is unable to make that day they may send another coach from their staff or make other arrangements with the Equipment Coordinator. Managers are also responsible to check and maintain the safety of the equipment.

### ***Return***

At the conclusion of the season all equipment is to be returned to SVLL. Unreturned, damaged or lost equipment will be the financial responsibility of the coach.

If you need additional equipment, your equipment is broken or you have some other special need, please contact our Equipment Coordinator at [equipment@stillyvalleylittleleague.com](mailto:equipment@stillyvalleylittleleague.com).

## Uniforms

SVLL players are expected to be appropriately dressed for each practice and game and to consider inclement weather when selecting attire. While practice and game attire may vary by division, in general, some guidelines are below. As with all other information about your baseball or softball season, please make sure you communicate with your parents your expectations of the players.

- Appropriate shoes – in general, all players should wear cleats. Cleats may not be appropriate for T-Ball and/or specific practices.
- Jewelry – Jewelry must be removed.
- Shirts/Sweatshirts – garments that include inappropriate images or words are prohibited.

### ***Game Time***

**Baseball** game uniforms include a SVLL issued game shirt or jersey and a SVLL issued hat. Uniforms also include player provided baseball pants, belt and cleats and at the manager's discretion, players should also consider wearing an undershirt and socks that are also player provided. Managers need to make sure parents are notified to any particular color recommendations for undershirts and socks. All players must be in game uniform to play and all players on a team must be in matching uniforms for games.

**Softball** game uniforms include a SVLL issued game shirt or jersey and a SVLL issued hat, visor or headband. Uniforms also include player provided softball pants and cleats and at the manager's discretion, players should also consider wearing an undershirt and socks that are also player provided. Managers need to make sure parents are notified to any particular color

recommendations for undershirts and socks. All players must be in game uniform to play and all players on a team must be in matching uniforms for games.

## Volunteers

As with any volunteer organization, the people who actively participate define the quality of the organization. SVLL has been very fortunate over the years to have many highly motivated people put in countless hours to provide a quality program for the girls and boys of our community. SVLL is highly dependent on its volunteers to operate the league and provide a positive experience for all players.

SVLL has served over a thousand young athletes annually for the past few years. With such an undertaking, there are many needs and there are countless opportunities to get involved, regardless of your area of expertise. Anyone who wishes to volunteer will be utilized; there is a place for everyone to help provide a memorable experience for the boys and girls of our community.

### **Background Verification**

Little League International has established criteria for each chartered league's performance of an investigation into the background of all individuals who volunteer in any capacity. Each volunteer will be required to complete a volunteer application form and provide a copy of their photo identification. The minimum requirement for these background investigations is verification that volunteers are not registered sex offenders. In order to provide additional protection to the children of SVLL, we will submit a list of all volunteers to LexusNexus. A background investigation that will list any type of convictions nationwide will be completed. Each volunteer with SVLL will be required to have clearance of individual background investigations.

Volunteers must complete a Volunteer Application found on the SVLL website. Download/Save the form, complete it, including your Social Security Number, and email it to [safetyofficer@stillyvalleylittleleague.com](mailto:safetyofficer@stillyvalleylittleleague.com). Please include a copy of your driver's license and a head shot for your ID badge.

**On-Field Volunteers:** Include team managers, coaches, practice helpers and umpires whose duties will include direct player interaction. These volunteers will require a league issued photo identification badge which must be worn when volunteering at any SVLL function.

**Off-Field Volunteers:** Include team parent, concession volunteers and fundraiser volunteers whose duties do not include direct interaction with players. These volunteers do not require a photo identification badge.

### **Field Access ID Badges**

SVLL requires ID Badges for On-Field Volunteers. Individuals who are required to wear ID badges include: Managers, Coaches, Umpires, League Volunteers and any other individual that come in direct contact with the players. Individuals must wear the ID badges and display it face-up at all time at games and practices. Individuals must present and/or surrender it to the SVLL board of directors upon request. In the event that the SVLL volunteer forgets his/her badge they will NOT be allowed on the field or around the SVLL players. **There are no exceptions.** It is the manager's responsibility to make sure that all team volunteers wear the league issued ID badge prior to coming in contact with the players. ID badges will be issued for one calendar

year. ID badges are the property of SVLL and may not be duplicated. In the event that an individual is on the field or in the dugout with the players and does not have the league issued ID badge it will result in, but not be limited to, the requirement of the individual to exit the field of play, and may be subject to further disciplinary action. Managers are responsible for enforcing the use of the ID badges for their team volunteers and failure to do so may result in disciplinary action of the manager.

### ***Responsibilities and Expectations of Volunteers and Reporting Structure***

It is the expectation of SVLL that all persons volunteering will dutifully and with good intent assist and/or direct players and/or other volunteers in accomplishing SVLL related activities for which they volunteer, treat all players and other volunteers with respect, and act as a good representative of SVLL at all times.

### ***Game Specific Volunteers***

Game specific volunteers that are needed are asked to perform specific tasks, listed below, and are the responsibility of the Team Manager of the team from which they originate. Game specific volunteers not associated with either team in the game are the responsibility of the Home Team Manager.

- Scorekeeper
- Scoreboard Operator
- Announcer
- Umpire
- Field Preparation / Takedown

### ***Safety Parent***

See Safety Parent on page 8.

### ***Team Parents***

Each team will have a Team Parent, whose responsibility is to assist the Manager and Coaches with off the field activities that are related to SVLL and assist the manager and coaches with certain projects and communication with other parents. Team Parents report to the Team Manager.

### ***Umpires***

See Umpires on page 9.

## **Division Details**

**Rookie Division ages 6-8:** There are no tryouts for this division only. We can accommodate some carpools and coaches requests, some practice days etc., only in the Rookie Division. Please contact the player agent for more information. \*\*The Rookie Division is NOT Tee ball or Pitching Machine. It is kid pitch. We highly recommended children, age 5, spend at least one year at Arlington Boys and Girls Club in Coach Pitch program before entering our Rookie Division. Please see *Rookie League Rules* for further info. \*\*

**Minor Division ages 9-11:** Players are selected by a DRAFT, therefore, we will not accommodate schedules/practice days/times/locations/coaches requests. The team the players are drafted on is the team they will play on for the season. \*\*8 year olds can try-out for Minors, must have  $\frac{3}{4}$  of the coaches vote to be in the DRAFT. *Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season or All-Star play.* \*\*

**Major Division age 10-12:** Players are selected by a DRAFT; the only guarantee for this division is 12 year olds. All 12 year olds MUST play in the Majors per Little League International rule. The team the player is drafted on is the team they will play on for the season. We cannot accommodate schedules/practice days/times/location/coaches requests. \*\* Parents of players aged 10 and 11. If you would like your player to remain in the Minor Division, you MUST contact the appropriate player agent. The player agent is the only person who can make sure your request is granted. 10 and 11 year old players are available for the Major division draft unless a written request is given to the Player Agent prior to the start of try outs. *Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season or All-Star play.* \*\*

**Intermediate (50/70) Baseball Division ages 12-13:** The intermediate (50/70) Baseball Division was introduced in January 2010 is a program that utilizes a 50-foot pitching distance and 70-foot base paths. Players are selected by a DRAFT. The team the players are drafted on is the team they will play on for the season.

**Junior Division ages 13-14:** Players are selected by a DRAFT. We will not accommodate schedules/practice days/times/locations/coaches requests. The team the players are drafted is the team they will play on for the season.

**Senior Division ages 15-16:** Players are selected by a DRAFT. We will not accommodate schedules/practice days/times/locations/coaches requests. The team the players are drafted is the team they will play on for the season.

**Fall Ball Program:** The Fall Ball Program is all about player development. There is no Champion or Tournament at the end of the Season. Players must rotate positions every 2 innings. Pitchers and Catchers have 3 inning limitations per game. The goal is to get the kids experience at as many different positions we can. Fall Ball is Interleague play with other District 1 Leagues so expect to travel for away games. Games will start at the beginning of September and end mid-October. Practices will start a few weeks before the first game. Usually we have 1-2 practices per week and 2 games. It is a really fun time to continue to develop skills and get the kids even better prepared for the upcoming Spring Season.

## Team Formation

Rookie teams are formed by the Rookie Coordinator and the Baseball/Softball Player Agent who have a number of variables to juggle. Generally speaking they endeavor to form teams based upon school affiliation and willingness to coach. They will do their best to place on teams based on parent request.

In other divisions, teams are formed by drafts. Through the draft, every coach will select his team and every player who registered.

## Draft Process

### Minor Draft

- Draw from a hat for draft order
- Serpentine format
- No Coach will be allowed to draft more than 8 players of the same age.
- Head Coach's kids will be off limits to other teams and will be drafted according to age: 11 year olds in the 4<sup>th</sup> round, 10 year olds in the 5<sup>th</sup> round and 8 or 9 year olds in the 6<sup>th</sup> round.
- Assistant Coach's kids will be off limits to other teams and will be drafted in the last round.
- To obtain special draft considerations for an Assistant Coach's kid, that Assistant Coach must have submitted a volunteer application and a Coach's application stating their intent to assist a particular Head Coach prior to the beginning of the draft. That Assistant Coach's kid must be a minor only player. If the Assistant Coach's kid is available for the Majors draft that Assistant is no longer eligible to be an Assistant unless he has another player in the Minors.

### Clarification:

If there are 10 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #10 will obtain the 10<sup>th</sup> and 11<sup>th</sup> pick. This serpentine order will continue, Head Coach's kids will be drafted where applicable and the Assistant Coach's kids will be drafted in the final round.

### Majors Draft

- Draw from a hat for draft order
- Serpentine format
- No Coach will be allowed to draft more than 8 players of the same age. If this particular situation arises, that Coach will be skipped in that round of the draft.
- Head Coach's kids will be off limits to other teams and will be drafted according to age: 12 year olds in the 3<sup>rd</sup> round, 11 year olds in the 4<sup>th</sup> round and 10 year olds in the 5<sup>th</sup> round.
- Assistant Coach's kids will be off limits to other teams and will be drafted in the last round.
- To obtain special draft considerations for an Assistant Coach's kid, that Assistant Coach must have submitted a volunteer application and a Coach's application stating their intent to assist a particular Head Coach prior to the beginning of the draft
- The draft will split into two phases: Phase 1 will consist of all the 12 year olds and Head Coach's kids. Phase 2 will consist of all sub-12 year olds and Assistant Coach's kids.
- Head Coaches that have an Assistant Coach with a 12 year old ballplayer will not be allowed to draft more than seven (7) 12 year olds during phase 1 of the draft.

### Clarification:

If there are 9 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #9 will obtain the 9<sup>th</sup> and 10<sup>th</sup> pick. This serpentine order will continue, Head Coach's kids will be drafted where applicable and phase 1 will continue until all 12 year olds (except verified Assistant Coach's kids) are drafted. Once Phase 1 is complete, Phase 2 will start with Team #9 drafting the first unattached sub-12 year old, then Team #8 and so on and Team #1 will obtain the 9<sup>th</sup> and 10<sup>th</sup> pick on Phase 2. This

serpentine will continue until all Teams have 11-12 players. Teams with Assistant Coach's kids will draft those ballplayers in the 11<sup>th</sup> and final round.

### *Juniors Draft*

- Draw from a hat for draft order
- Serpentine format
- No Coach will be allowed to draft more than 8 players of the same age.
- Head Coach's kids will be off limits to other teams and will be drafted according to age: 14 year olds in the 3<sup>rd</sup> round, 13 year olds in the 4<sup>th</sup> round and 12 year olds in the 5<sup>th</sup> round. Assistant Coach's kids will be off limits to other teams and will be drafted in the last round.
- To obtain special draft considerations for an Assistant Coach's kid, that Assistant Coach must have submitted a volunteer application and a Coach's application stating their intent to assist a particular Head Coach prior to the beginning of the draft.

### *Clarification:*

If there are 6 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #6 will obtain the 6<sup>th</sup> and 7<sup>th</sup> pick. This serpentine order will continue, Head Coach's kids will be drafted where applicable and the Assistant Coach's kids will be drafted in the final round.

## ***Variance (Playing Up or Down an Age Group) Policy***

Each year there are a number of requests made for younger players to play up and age division. Frequently, these requests are made for the following reasons:

- My child is bored at their assigned level and I want him/her to be challenged.
- My child's athletic ability and skills are far more advanced for kids his/her age.
- My child is so much bigger than other kids his/her age.
- My child has transferred from another league and they are far more advanced than SVLL.
- I want my child to play with the same team and coach as last year.
- My child wants to be with friends from school and this will help with carpooling issues.
- I want my two children on the same team because it will be easier to transport them to one practice.

With all due respect and consideration to all of these very viable excuses or needs, it is the policy of Little League International not to move kids into other age group divisions unless highly exceptional circumstances exist. This is done for the following reasons, among other things:

- Little League International believes in age grouping not ability grouping for players.
- There can be safety issues involved with younger kids playing with older kids.
- Although a player might have advanced skills, that does not mean their emotional skills are advanced.
- It can be frustrating for older kids to compete with younger kids.
- Moving kids into another age division might create an imbalance in age group teams.

For these reasons and others, SVLL take variance request very seriously. If a player parent wishes for their child to play in any division other than the age appropriate division, the player

parent must first register the player for the age appropriate division, pay the registration fee for the age appropriate division, and then submit a written variance request. Variance requests must be made in writing each year to the league President. All variance requests are subject to review, which may include the required written variance request, past manager or coach recommendations on placement, a skill assessment performed by unaffiliated league officials, and/or other factors as determined by the President, VP of Baseball/Softball and/or the Player Agent. Variance request will be review and responded to prior to the first practice; players who are selected to play up a division will be notified, and parents/guardians will be asked to pay any remaining registration fee for the appropriate division. While all review and critique will be considered, final determinations for variance request are at the sole discretion of the President.

## Local Rules

SVLL follows the rules of Little League International with some exceptions notes in the Local Rules. Coaches are responsible for knowing both the LLI Rules as well as the SVLL Local Rules.

Current local rules can be found at [www.stillyvalleylittleleague.com](http://www.stillyvalleylittleleague.com) under Our League > Processes and Rules.

## Post Season

SVLL and District 1 offer a variety of post-season tournaments following spring season.

### *In House End of Season Tournaments*

Following the regular season, younger divisions (Minors & Majors, currently in baseball only) will all play in an in house SVLL end of season tournament of varying formats. These tournaments are scheduled at Quake Field. Divisions will play round robin type tournaments that are focused on each team having an opportunity to play at least two games at Quake.

Major Baseball and Softball divisions (depending on number of teams) will also play an in house tournament prior to participating in district tournaments.

### *Post Season Tournaments*

The Majors Teams with the best regular season (as determined by record) will move onto the Baseball and Softball Tournament of Champions (TOCs). The TOC is typically held in Lake Stevens starting Memorial Day weekend with teams from all 16 leagues in District 1 invited. The other Majors teams are invited to various District 1 tournaments with start dates around the first weekend of June. These tournaments are usually announced in late May and can last into mid or late June.

The Juniors and Seniors programs are also invited to poste season tournaments held at various District 1 sites. In addition to these tournaments SVLL will also place All Star teams into the District All Star Tournament. The divisions that are represented are explained in the All Star section.

### *All Stars*

Please see the All Star Selection process available at [www.stillyvalleylittleleague.com](http://www.stillyvalleylittleleague.com).

## Concession Stand

Stilly Valley Concessions is designed to offer high grade concession food and drink to players, families, friends and visitors to Quake Field. Secondary goals include acting as a fund raising agent for the league and where possible to generate fund raising opportunities for other non-profit groups as approved by the executive board.

Concessions are headed by a general board member designated as the concessions coordinator. The coordinator acts at the discretion of the executive board and reports directly to the league President and Treasurer in all activities. Any major costs or improvements must be approved by the executive board before being implemented.

Stilly Valley Concessions is a volunteer driven effort and as such requires the support of not only the Executive Board but coaches and families. Volunteers are solicited via the SVLL website, direct email to prospective volunteers as well as parent and coaches meetings.

Each head coach of teams who play games at Quake Field is required to supply volunteers 3 to 4 times during the spring season. Each volunteer spends 2 hours working with our concessions staff taking food orders and fulfilling them. No food worker permit is required from volunteers as our staff have the necessary permits and training. Communication of those assigned volunteer times are communicated directly to head coaches by the concessions coordinator via email and text a week prior to being needed. No coach is ever asked to supply a volunteer when they have a game scheduled.

Volunteers are trained to follow all Snohomish County Health District regulations. Training includes hand washing regulations, use and locations of fire extinguishers, food safety temperatures and storage requirements as necessary and food serving and use of gloves to avoid contamination.

A SVLL concession strives to offer a positive environment for our volunteers, players and their friends and families.

## About Stilly Valley Little League

Since 1971 SVLL has provided sports programs for youth in the Arlington, Lakewood and Oso area. SVLL offers baseball and softball programs for girls and boys ages 6-16.

*We want you to enjoy your season working with your players. Our primary goals can be easily stated: for the players to have fun playing the game, form them to learn to be a team player and to improve their skills and knowledge of the game. We maintain that it is more important to provide players with opportunities to improve and excel rather than to win games at all costs.*

SVLL is proud of its history of offering opportunities, teaching life lessons, giving children and young adult's excellent role models and introducing players to the wonderful and timeless game.

## **Season and Divisions**

SVLL operates two seasons, Spring and Fall.

### **Spring Season:**

Rookies Baseball & Softball: Age 6-8

Minors Baseball & Softball: Age 9-11

Majors Baseball & Softball: Age 10-12

Intermediate Baseball: Age 11-13

Juniors Baseball & Softball: Age 13-14

Senior Baseball & Softball: Age 15-16

### **Fall Season (Developmental):**

Minors Baseball & Softball: Age 9-11

Majors Baseball & Softball: Age 10-12

## **SVLL Logo**

The SVLL logo, in any form, is the property of SVLL. All uses of the logo will be for official SVLL use (League communications, uniforms, Stilly Gear, etc.) **only**. Any other use of the SVLL logo must receive prior Board approval. The SVLL approved logo may not be otherwise altered without Board consent.

## **SVLL Website**

The Board will maintain a website for the purpose of communicating with its general membership information relative to SVLL. The Website Coordinator will maintain primary responsibility and control over the website. Any control assigned is subject to withdrawal.

**Content:** Content will be related to SVLL operation, will be age appropriate for all general members, and will not contain any inappropriate language, pictures or other improper content.

**Personal Player Information:** Personal player information, including a combination of name, age, address, phone number and/or parents' names, constitutes personal player information and is not to be available to the public on the website.

**Host:** If used, a Host website will be chosen by the Board and all postings will be subject to the requirements of the Host in addition to those of SVLL and LLI.

**Team Pages:** Team pages are provided by Bonzi, the current league approve vendor.

## **Website Information and Posting Expectations**

SVLL has chosen Bonzi, a separate web management community, as its host using the domain [www.stillyvalleylittleleague.com](http://www.stillyvalleylittleleague.com). Through Bonzi, SVLL is able to provide valuable information about our league, provide updates to parents and share information about teams. The Bonzi site is also situated to allow SVLL players to register online. The SVLL Website Coordinator manages and maintains our league website. Expectations for team pages:

- Player's first and last names maybe included as Bonzi requires a login to access information.
- Only positive comments and encouraging words are allowed. No derogatory or sarcastic comments about players on your team, opposing team, or coaches (even in jest) are allowed. If comments are made about any competitions, they must be positive and encouraging.
- Unless SVLL receives a written request otherwise, parents and guardians registering their players for the season consent to use the player's likeness or image on the SVLL website. (*Little League Baseball and Softball prohibits the posting of images or likenesses of players on a Chartered local little league's website without receiving written*

*permission from the player's parent or guardian. SVLL uses a negative response acknowledgement during its registration process, which requires that the parent or guardian agree that unless they submit their request otherwise in writing to SVLL, they consent to the use of their player's likeness, image and/or name on the SVLL website.)*  
All pictures and images posted must be in good taste.

Violations of these expectations will result in removal of any inappropriate content; a warning issued by the Website Coordinator, VP or President, and ultimately may result in removal of the team website page manager and/or the team website page itself.

### **Press Releases**

The League Information Officer, the VP and/or the President will approve press releases.

### **Photography**

All members agree that photographs may be taken during the course of league sponsored events, practices and games, are the property of the photographer, and are subject to distribution or reproduction.

*Team Photos:* The Board shall select a photography company to produce team and individual photos of all teams and players, and shall coordinate the photographing of all teams. Parents/Guardians and/or their players are not required to purchase team or individual player photographs, however, the identified company will photograph all teams.

*Candid Photos:* Players, Player Parent/Guardians, other Volunteers, Coaches/Managers, Umpires, Fans and third party photographers may photograph and SVLL general member at any time during a SVLL event (practice, games, special event, or otherwise). Any such photography is the property of the photographer.

Little League International also prohibits the posting of Little League player images on website that are not managed by chartered Little Leagues without the direct consent of the parent or guardian and in some cases, without the consent of Little League International. For more information about posting images of SVLL players as limited by Little League International, please refer to [www.littleleague.org](http://www.littleleague.org).

### **Social Networking and other Internet sites**

Social networking sites such as Facebook, Twitter, etc. are allowed. Appropriate usage of these sites is subject to the requirements outlined under the SVLL Website section (above).

### **End of Season Evaluations**

In an attempt to improve its operations, SVLL will sponsor and seek comment through end of season evaluations. Players, parents, coaches and managers are all encouraged to provide a written evaluation (or survey) of how the league is operating. All responses will be confidential if requested. Names (if provided) will not be associated with any particular responses. All concerns and suggestions will be used as a way to improve our league.

## Donations

Donations of all kind are accepted by SVLL. SVLL is a Washington State registered 501(c)3 non-profit organization and all donations (except for registration fees used to operate league) are tax deductible. Receipts can be provided for financial gifts and other contributions, provided that the donor provides the claimed (fair market) value.

### ***Employer Match (In Kind) Donations or Grants***

Some corporation offer programs that provide an additional benefit to non-profit organizations by contributing to the organization if an employee volunteers their time. Corporations that participate in such matching, in kind donations or grant programs often notify their employees of these opportunities through their benefits information centers. If you volunteer for SVLL, and you work for a company that offers such a program, please participate in the program. If you have any questions or require information to register for such a program, please contact the Sponsorship Coordinator or the President.

### ***Sponsorship***

Sponsorship helps Stilly Valley Little League continue to provide a quality baseball and softball experience for our youth. All sponsorship programs are for a period of one (1) year beginning March 1. Sponsorship Information can be found on our website [www.stillyvalleylittleleague.com](http://www.stillyvalleylittleleague.com) or by emailing our Sponsorship Coordinator at [sponsorship@stillyvalleylittleleague.com](mailto:sponsorship@stillyvalleylittleleague.com).

## Special Events

From time to time, SVLL will endeavor to provide additional opportunities that the Board determines add to player experience. Such events will be announced to the general membership by posting on [www.stillyvalleylittleleague.com](http://www.stillyvalleylittleleague.com).

# Parent Meeting Checklist

**A pre-season meeting with the PARENTS is a must! Here are some topics that should be discussed with the parents:**

1. Introductions
2. What can they expect from the **COACHES**
  - ✓ Fundamentals
  - ✓ Playing time
  - ✓ Communication: How it will be done / why decisions are made
  - ✓ Sportsmanship
  - ✓ Patience – coaching all skill levels on your team
  - ✓ League Expectations / Policies and Procedures
    - Safety – ASAP Plan
3. What you expect from the **PLAYERS**
  - ✓ Listen – have desire to improve
  - ✓ Work hard / maximum effort
  - ✓ Teamwork attitude – no individuals
  - ✓ Sportsmanship – no negative comments to umpires or other players
  - ✓ Work on skills at home
  - ✓ Equipment needed
  - ✓ Have fun.
4. What you expect from the **PARENTS**
  - ✓ Have players there on time – call if they need to miss a practice or a game
  - ✓ Keep it positive – recognize players success – encourage players efforts
  - ✓ Communicate any issues immediately – late arrive, picking up at the right time or if player needs rides to/from practice.
  - ✓ Sportsmanship – no negative comments to the umpires, players or other parents
  - ✓ Understanding – there are many decisions a head coach must make
  - ✓ Volunteer to help - Each Team Needs
    - Team Parent
    - Safety Parent (*required*)
    - Back up Umpire
    - Field Prep
    - Concession Stands
    - Score Keeper
    - Practice Helper (need ID Badge)
5. Miscellaneous
  - ✓ Discuss use of Bonzi
  - ✓ Discuss practice schedule and game schedule
  - ✓ Choose a team name
  - ✓ Discuss uniforms (sleeves, pants, belts, socks, etc.)
  - ✓ Arrival Time vs Start time (expectations: 5 min prior to practice / 30 min prior to game)
  - ✓ Field Rules (no pets, **new quake rules** (no sugary drinks or glass))

## Field Maintenance Check list

Each coach, player and parent are responsible for field maintenance. If a field is closed or if the use of a field is restricted because of rain or other conditions which will damage the facility, you are responsible for acting accordingly. Failure to do so may result in your team losing practice time at SVLL fields.

***Please make sure at the end of every game and practice you do the following:***

- ✓ Pick up all trash in the dugout, stands and immediate vicinity.
- ✓ Pick up all equipment (youngsters are notorious for leaving equipment behind)
- ✓ Turn off the lights
- ✓ Lock up lights
- ✓ Lock score board controls in ump shack
- ✓ Lock score box
- ✓ Stow away all field maintenance equipment
- ✓ Make certain all equipment is put away (rakes, chalk machine, bases, etc.)
- ✓ Make certain all structures (ump shack, score box, equipment shed, field box, etc.) are secured.

Please notify the Field Maintenance Coordinator at [fieldmaintenance@stillyvalleylittleleague.com](mailto:fieldmaintenance@stillyvalleylittleleague.com) if there are any problems with the fields.

Report any damaged or broken field equipment to our Equipment Coordinator at [equipment@stillyvalleylittleleague.com](mailto:equipment@stillyvalleylittleleague.com) as soon as possible.

Stilly Valley Little League  
PO Box 342  
Arlington, WA 98223

## Letter to Parents from the SVLL Board of Directors

Stilly Valley Little League Parents,

Thank you for participating in Stilly Valley Little League. Our organization is made up of volunteers, from the board of directors to the parent placing a ball on a tee, and we are all parents willing to give our time and energy to benefit all players. The success of our program is directly related to the amount of involvement and support parents are willing to provide. If you would like to volunteer in any capacity please let your coach know or contact our League Information Officer at [leagueinfo@stillyvallelittleleague.com](mailto:leagueinfo@stillyvallelittleleague.com).

Our main goals are:

1. Teach the fundamentals of baseball / softball
2. To be a positive impact on the players
3. Do all of this while making sure the kids have fun.

We expect the players to play with respect for their teammates, opposition and the umpires. Win or lose, our program will have respectful coaches, players and parents. IF there are concerns about another parent, player, coach, umpire, games strategy, etc., please be respectful with how the issue is resolved. Please remember this experience is all about the players and their growth as individuals. The appropriate chain for issue resolutions is: head coach, coordinator, vice president of baseball/softball. Their names and contact information can be found under "Our League" on our website and they are there to help if needed.

We ask for the players to show up on time, and ready to play every time they come to the field. There will be times when a conflict causes your child to miss practice or a game. Please be considerate of the rest of the team and let your coaches know as soon as possible. If your child misses games or practices, please be aware there may be repercussions out of respect for the players that are constantly making it.

Please be considerate of the:

- Coaches. Give them the freedom to run their team as they see fit.
- Umpires: Remember they are doing their best. Allow them to manage the game.
- Opposing Team: Don't give them a hard time.

We ask that pets and alcoholic beverages be left at home. We also ask that at the conclusion of each game you encourage all the players, coaches and other spectators to participate in cleaning up the field and bleachers, leaving them in better shape than you found it when you arrived.

Thank you for your cooperation!

Sincerely,

**STILLY VALLEY LITTLE LEAGUE BOARD OF DIRECTORS**