



CONCORD-CARLISLE YOUTH
BASEBALL AND SOFTBALL
2018 SOFTBALL COACHING GUIDE



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INTRODUCTION

CCYB/S ORGANIZATION AND PURPOSE

Concord-Carlisle Youth Softball League is an operational division of the Concord-Carlisle Youth Baseball, Inc., an affiliate of Babe Ruth Softball – New England Region, Eastern Massachusetts area – and a member of the Amateur Softball Association (ASA). The purpose of these leagues is to encourage the girls of Concord and Carlisle to participate in, learn, and enjoy the game of softball. The league offers a program of instruction and competition from April through June for players from kindergarten through grade 8. Invitation only summer teams compete in leagues from late-June through early August. Note: Summer League rules differ from CCYB/S rules.

PURPOSE OF THIS GUIDE

This guide was developed to serve as a practical aid to coaches before and during the softball season. It was developed by current and former CCYB/S softball coaches. It contains not only the rules and responsibilities, but also practical suggestions on how to coach youth softball teams. The guide contains information that is pertinent to all leagues. Information specific to individual leagues can be found in the appendices.

“The purpose of these leagues is to encourage the girls of Concord and Carlisle to participate in, learn and enjoy the game of softball.”

COACHES' RESPONSIBILITIES

As a Coach you must follow all of the rules and regulations of Babe Ruth Softball, ASA Softball and the Leagues while embracing the spirit of the game as expressed in the Code of Conduct. If you cannot follow these guidelines, you may forfeit the privilege of coaching. The basic philosophy of our league is **"Athletes first, Winning second."** This means that every decision you make as a coach should be, first, in the best interests of the players and, second, in the desire to win. Helping young people develop physically, psychologically, and socially is, and should be, more important than beating the other team. As a coach, you should instill in your players a desire to do their best, to pursue excellence, to respect their opponents in all aspects of the game, to play fairly, and to try to win. If these objectives are met your players and you, the coach, have been successful - regardless of the outcome of the game!

**"Athletes First,
Winning
Second."**

CODE OF CONDUCT

As a Coach in the league you must act in accordance with the **Coaches' Responsibilities** defined above. In addition, you should conduct yourself with the following things in mind:

1. **You are in an influential position:** How you teach is equally as important as what you teach.
2. **Be a good role model:** Present a model of behavior that you want your team members to copy. Set positive examples at games and at practices. You expect your players to copy you when you show them softball skills; they will copy you in your other behavior as well.
3. **Everyone is important:** Treat each player as an important human being. Each player has a different personality and will progress at a different speed. You must be sensitive to each player's needs and skills.
4. **Have fun:** Softball is fun. Organize your practices and games so that each player participates as much as possible. Think of ways to keep each player's interest. As a coach you should be having fun, otherwise, why are you coaching? Do not pressure your players to win and focus on mistakes. Each mistake is a chance to teach something.
5. **Include players in the process:** Ask players what positions they want to play. Explain why you are doing certain things. Ask them what they think they need to practice. After a game, pick their brains before you go home: they will constantly surprise you.
6. **Be patient:** Softball skills require high levels of timing, coordination and thinking. These skills can only be acquired through repeated practice. Encourage players to practice when they are not at practice: throw a tennis ball against the garage door or onto the roof and field it, for example.

Any coach, player or spectator ejected from a game shall face disciplinary action by the Softball Commissioner with the minimum penalty for the first ejection being suspension from the next game in addition to the ejection from the subject game. A second ejection will result in the suspension of any coach, player or spectator for the remainder of the season.

COMMUNICATING

WITH PARENTS

Parents are an important part of every team. It's important for coaches to build positive relationships with team parents. At the beginning of the season, coaches must communicate to parents the following information:

Coaching philosophy: Explain to parents your coaching style, beliefs and goals for the season.

Communications: Explain to parents exactly how you will communicate with them during the course of the season regarding games, practices, cancellations, etc.

Schedules: Let the parents know not only the game schedule, but when practices will be held and how long they will last. If possible, try to develop a regular schedule for practices (same time/day each week).

What you expect from the players: Make sure the parents understand exactly what you expect from each of the players on the team in terms of team rules, behavior, attendance, effort, etc.

What you expect from the parents: Let the parents know what you expect from them. Examples include:

- o *Parental coaching during games:* We recommend that you instruct parents to refrain from coaching during the games. Any yelling they do during the game should be positive encouragement and cheering.
- o *Parental involvement during practice:* If you want to have parents get involved during practice be sure to let them know. Many parents who would normally volunteer during practice don't volunteer for fear of "stepping on the coaches toes."
- o *Parental commitment:* Speak to parents about your expectations for their commitment to the team during the season. Explain to parents how important their attendance at games is to their daughters and the team as a whole.

Much of this information can be communicated in person or over the phone but it is highly recommended that you send (via email) a "Letter to Parents" before the season starts. A sample letter can be found in Appendix F. Include a copy of the "CCYB Parent's Code of Conduct" (see Appendix G) with the letter.

WITH PLAYERS

How you communicate with your players can be as important as what you communicate to them. Whether you are addressing the entire team or just one player, always try to keep in mind the impact that your words can have on the players. Even "constructive criticism" can be demoralizing to players if not delivered properly.

"Any yelling [that parents] do during the game should be positive encouragement and cheering."

"Talk to your players about your expectations"

Coaching Tip: A good practice is to always deliver constructive criticism “sandwiched” in between praise. For example, “Great job on that ground ball. Next time, I want you to try to get the force at second. But that was a great play anyway.”

Much of the information that you communicated to parents at the start of the season also needs to be communicated to your players. Take time at the first practice to deliver this information. The following is a list of things you should consider talking to your players about:

How to address you and the other coaches: Introduce yourself and let your players know what you want them to call you (Coach, Coach Smith, Coach Mary, Mrs. Smith, etc.).

Team rules: Talk to your players about your expectations for behavior, attendance, practice habits, etc. It’s important to establish these rules up front. An example of this could be “No one talks while the coach is speaking to the team.”

Practices: Speak to your players about the importance of practices. Tell them that practices are a fun way to improve their game and that it’s important that everyone attends. Also speak to them about the importance of practicing on their own at home.

WITH THE LEAGUE

Player/Parent Issues

If an issue arises with players or parents where the coach needs to get the league involved the League Director should be the first point of contact. Potential issues involving players and parents where the league should get involved include:

- Parental Violations of the Parents Code of Conduct.
- Any major player disciplinary problems that can’t be resolved. Coach violation of the Coaches’ Code of Conduct.
- Serious injuries during a game or practice.

Umpires

U12/U14 Will have 1 umpire per game. Umpires are provided by a Concord Region assignor. Coaches will be provided a list of umpires for their games.

It is the home coach’s responsibility to notify umpires and officials if a game is canceled or rescheduled. The following people need to be notified:

- Visiting Team Coach (Consult MVGSL Contact List)
- Scheduled Umpire (Coaches will be provided with umpire list)
- Ron Diorio Sr. (MVGSL League Coordinator) 978-270-6500

It is the home coach’s responsibility to reschedule the game. All games must be played. To reschedule a game coaches will coordinate with the following:

- CCYBS League Athletics (To reserve field)
- Wayne Busa (Concord League Umpire Assignor) wbusa@concordps.org

Equipment

GLOVES

Each player must provide her own glove. Many parents will ask what size/kind of glove to purchase as, in many cases, this will be their daughter's first time playing. Glove sizes for younger players (Rookie League) typically range from 10"-11". Tell them to choose a glove that their daughter can open and close easily with her glove hand. Tell them to try to buy a softball glove, not a baseball glove. Softball gloves have larger pockets to accommodate the larger ball size. Older players will typically need a 12" glove.

CLEATS

Each player should provide her own cleats. Soccer cleats may be used in lieu of softball cleats. Soccer cleats are virtually the same as softball cleats except they don't have a toe cleat, which helps a runner lead off the base.

HELMETS

Batting helmets will be supplied to each team in their equipment bag. Players **must** wear a helmet when they are at bat, on base or in the on-deck circle. Players may wear a helmet that they supply; however, the helmet must conform to ASA standards. These standards can be found on the ASA website at www.softball.org. Note: Beginning in 2005 ASA rules will mandate that all helmets have a protective faceguard. If parents are purchasing helmets, they should take this into consideration.

BATS

Two moderate quality bats are supplied in each team's equipment bag. Players should use a bat that they can comfortably swing (see Coaching Tip below). Players may use a bat that they supply. The bat must conform to ASA standards, and it must not contain a composite material within the barrel of the bat. Only bats that are uniformly metal are allowed in the league. ASA standards can be found on the website at www.softball.org.

Coaching Tip: Selecting a Bat Size

In general, players should use a bat that they can control and swing with good bat speed. A good way to determine whether a bat is too heavy is as follows: 1. The player holds the bat with one hand at the base. 2. The player holds the bat out in front of them parallel to the ground. 3. The player twirls the bat in circles or figure eights. 4. If the player cannot comfortably and quickly twirl the bat, it is too heavy.

UNIFORMS

Shirts will be supplied to each team at the beginning of the season. If there are size issues, the coach should contact the Equipment Coordinator immediately.

“Beginning in 2005 ASA rules will mandate that all helmets have a protective faceguard.”

BALLS

Players in the Rookie League use 11" "Softie" balls. Players in the Minor League and the Major League use standard 11" balls. Players in the Senior League use standard 12" balls.

FACE MASK

All infield players are required to wear infielders masks in all U10, U12, and U14 games

OPTIONAL EQUIPMENT

Other equipment that coaches, parents, and players may want to consider purchasing include:

Sliders/Sliding Shorts: Players will be required to wear pants, however sliding pants or sliders can also minimize injury or discomfort when sliding. Girls are encouraged to slide when stealing home bases to minimize the risk of collision.

Sunglasses: Are recommended. Sunglasses that fit under an infielder's mask are highly recommended to assist players when fielding while facing the sun.

Batting Gloves

Tees & Bow-Nets – Will be available at the different fields to assist with batting practice.

Tennis Balls – Are a great training aid to assist players of all ages with proper throwing and catching techniques.

Softballs – Each team will be provided a bucket of age specific softballs.

WHERE TO PURCHASE

Several quality sporting goods stores are in the Concord-Carlisle area including:

TriCon Sports, 415 Waltham Street, Lexington
Brines Sports, 69 Main Street, Concord
Maynard Outdoor Store, 24 Nason Street,
Maynard Sports Authority – Woburn
Legends Sporting Goods, Route 2A, Acton
Decathlon Sports, Burlington

Additionally, there are several online merchants that typically offer a wider selection of softball products. These merchants include:

Longstreth Softball – <http://www.longstreth.com>
Softball.com – www.softball.com
Epic Sports - <http://www.epicsports.com>
Sports Authority – www.sportsauthority.com

LEAGUE RULES

GENERAL RULES

Each level of play in the program has its own specific rules geared to the level of skills in that league. The following rules are general rules that apply throughout the program.

Equal Time: All players on your team should receive equal playing time. There are several ways to ensure equal playing time: one method is outlined at the back of this manual. Each player must play at least four (4) innings in the field in a six (6) inning game. Individual divisions may have more specific rules.

Fundamental Rule: The players who are learning the game and are trying their best. Players on both teams should obviously reserve cheering only for positive actions like hits, good plays, and good efforts. Yelling instructions, either by fans or by coaches, while a play is in progress should not be done: players will become confused, will begin to rely on being told what to do at all stages of the game, and will not learn how to play the game properly.

Game Preliminaries: Any changes from the original starting time and date must be agreed upon by both coaches, Division Director and umpire in chief. The Umpire will start the game on time. The home team will take infield for ten (10) minutes, thirty minutes prior to the scheduled start time. The visiting team will take infield for ten (10) minutes, twenty minutes prior to the scheduled start time. The final 10 minutes before the scheduled starting time will be used by the umpire to go over the ground rules with both coaches and to check field conditions. The field is to be shared equally prior to this time.

Different Positions: Players should be played in all positions and not be put in the same position, or type of position, each game. Of course, if a player has not developed their skills to be able to play certain positions, they should not play them, e.g., a player who can't catch yet should not play first base.

Protective Gear: Helmets must be worn at bat, on deck, and on the bases. **Base runners must wear their helmets until they are in the dugout area. If a base runner removes their helmet while on the playing field, the umpire may call an out for that team. Runs are not revoked if such an out is called.* Full catcher's gear must be worn behind the plate.

Sliding: Runners in U10/U12/U14 must slide into bases on close plays. Any player-sliding head first shall be called out, except when diving back to a base. A runner shall be called out when she does not slide or attempt to get around a fielder, at any base, when the fielder has the ball and is waiting to make a tag, or the throw is on it's way (umpire's judgment controls) and the fielder is about to catch the ball for the purpose of making the tag.

Throwing the Bat: No Player shall throw the bat (intentionally or unintentionally) upon hitting the ball. The first offense in a game is a warning, upon the second offense in a game, the batter/runner is out and no runners advance.

“Each player must play at least four (4) innings in the field in a six (6) inning game.”

Benches: The home team takes the first base side bench. Only players and coaches are allowed on or near the bench. Players not on deck, in the hole, or in the game, must be seated on the bench watching the game and learning from their peers and coaches. All equipment must be behind the line, real or imaginary line, drawn from the end of the backstop to the fence in front of the bench.

Out of Play: Each field has its own out of bounds rules, which should be discussed before each game. Book rule applies for advancement of runners according to dead ball rules.

Injury Avoidance: Coaches must instruct players in the safest way to avoid being hit by a pitched ball, in being aware that the player to whom they are throwing the ball is expecting it, and when and where to swing a bat when not at the plate.

Postponements: In case of rain, the league director and softball commissioner are responsible for postponement of the game and will post a message on the CCYB/S website (www.ccyb.org) by 4:30 PM weeknights and 8:30 AM on weekends. If no announcement is made, assume that the games are to be played. Once at the field, the teams must consult with the umpire (except at the Rookie League level) before postponing the game.

Once the game begins, the umpire has complete jurisdiction concerning delays and postponements.

**All postponed games will be rescheduled by the League Director as soon as possible after being provided with an agreed to date and time by the two coaches.*

Pitching: Pitching rules at each division are in place for the safety of the players; therefore, violations of these rules will result in forfeiture of the game in question and suspension of the coaches who are responsible for the violation. The minimum penalty for the first violation is suspension from the next game. A second violation will result in the suspension of the coach for the remainder of the season.

Pitching Distances

Division	Distance
U10	35
U12	40
U14	43

“Players, coaches and fans must treat the umpires with respect.”

Umpires: There will be umpires provided at the U10/U12/U14. The following rules should be observed with regard to umpires:

- Players, coaches, and fans must treat the umpires with respect. The umpires are in complete charge of the game.
- **No coach, parent, sibling, or spectator may stand behind the catcher, umpire or backstop and make comments to players or the umpire about the game, the strike zone, or any other game situations.*
- Any arguing, baiting, or taunting of umpires by any coach, player, or spectator will not be tolerated.
- Any coach, player or spectator ejected from a game shall face disciplinary action by the Softball Commissioner with the minimum penalty for the first ejection being suspension from the next game in addition to the ejection from the subject game. A second ejection will result in the suspension of any coach, player, or spectator for the remainder of the season.

Do not argue judgment calls.

- The coaching staff is responsible for the behavior of the parents of their team and their fans.
- Umpires are not responsible for the violation of any special league rules such as pitching or playing time. If you believe the opposing team has violated any of these rules, you must protest the game following the normal protest procedures.
- Under no circumstances will the umpire remove (except for ejection) or insert a player in the game.
- If you have a complaint about an umpire, you should address it to your Division Director after the game.

Protests: Protests are only allowed on rule interpretations or violations. You may not protest any judgment call by an umpire, i.e., Balls, Strikes, Safe, Outs. Protests must be made before the next pitch is thrown. The umpire shall sign both scorebooks noting the inning, batter, number of outs, and the count on the batter at the time of protest. All protests must be given to the Division Director in writing within twenty fours (24) of the protest.

BALANCED PLAYING TIME

The fundamental rule is that each player must play at least four innings in the field. This does not mean, as one coach said many years ago, that your worst fielders should only be given their required minimum four innings each game so that the good players can get the maximum playing time. A surprising thing about the game is that players will rise to your level of expectation if they are treated fairly; plus, it is a lot easier to look every player's parents in the eye after each game.

One Approach

If you are playing with nine fielding positions and twelve players, split your players into two equal groups of six players.

In your first game, one group plays five innings in the field while the other plays four. In the next game, switch the playing time.

This activity should be done before you get to the field so that you can concentrate on coaching and not administrating. (It is obviously important that you know who will be at the game when you make up the grid; however, having it done ahead of time makes it easier to change if you are thrown a curve ball. It is also easier to address the question "Can I pitch or play first base?" directly.) Have the pitcher (and maybe catcher) out of the inning before she goes in to pitch.

- Identify more active and less active positions. Alternate players at all positions in each game.
- Be sensitive to the skill level of the players: a player who is a poor catcher of the thrown ball should not be put at first base; second base or third base might be better.
- Set up a grid of your players down the side with the innings across the top. (See Below)
- Figure out which players will be out on the field in each inning. (You should sit out a skilled with a less skilled player at the same time.)
- Insert players by position by inning, starting with pitcher, catcher, first, short, etc.
- For ease of writing, use the numbers assigned for scoring a game: pitcher = 1; catcher = 2; first =3; etc.

PLAYER	BAT	1ST	2ND	3RD	4TH	5TH	6TH	
BUSA	1	5	X	2	2	X	8	
LeBLANC	2	X	6	6	8	3	3	
BILAFER	3	2	2	X	4	4	3	
HALEY	4	9	9	X	7	5	X	
PEARL	5	1	1	4	X	2	5	
MINER	6	X	5	9	9	X	2	

“...players will rise to your level of expectation if they are treated fairly.”

“Have the pitcher (and maybe catcher) out of the inning before she goes in to pitch.”

PRACTICES

Practices are an important part of developing your players and your team as a whole. Practices are the primary time when skills and rules are taught to players, as it can be very difficult to teach things during games. Coaches should stress to both players and parents the importance of coming to practice paying attention, and working hard while at practice.

ORGANIZING YOUR PRACTICE

Setting Goals

Set some concrete goals for each practice on what you want to accomplish. If you can, try to plan well in advance the skills you want to teach and reinforce during the season. Use the Skills Development Matrix in Appendix H at the end of this document for a guideline.

Manage Your Time

You only have a certain amount of time each week to teach and practice the skills necessary to play softball. Try to manage that time effectively by planning a schedule for each practice, and sticking to it. See the league specific appendices for sample practices with detailed schedules.

Keep Them Busy

An active practice will move more quickly and be much more interesting to the players. Try to break your drills down into “stations” whenever possible. Use assistant coaches and parents to run the stations that you aren’t running. Have the players rotate through each station regularly. For example:

One coach can run a batting practice station with 4 kids – 1 batting, 3 fielding

Another coach can run fielding drills in the outfield

A third coach could run popup, bunting, or soft toss drills.

Try to avoid situations where the rest of the team is standing around watching one player working on a skill, like batting practice.

Make it Fun

Above all, one of the most important goals of a softball coach is to create an environment that causes the players to fall in love with the sport of softball. One way to reinforce this is to make practices something the girls look forward to. Practices don’t need to be a boring series of instructions and drills. Make the drills fun, play games and keep a light, but focused atmosphere. If your players enjoy practice they’ll show up regularly and work harder.

Refer to the appropriate league section in the appendices for sample practices.

“Try to avoid situations where the rest of the team is standing around watching one player work on a skill, like batting practice.”

Appendix A - Sample Practice

Date: [Date]

Practice Length: 90 Minutes

Goals:

Work on relay throws, positioning on a long hit

Batting: Stride balance and waiting on the ball

Work on situational fielding

Activity	Details	Length
Warm-ups	Team runs a lap around the field Circle up and stretch legs and arms Pair up and throw, warming up arms <i>Work on throwing form as they throw.</i>	15 minutes
Meeting	Discuss last game and what the team will work on today	5 minutes
Learning	Discuss relay throws, which infielder goes out for the throw, how the fielder lines themselves up between the outfielder and the base. Emphasize communication between fielders – everybody should be moving on a hit.	10 minutes
Whole Team Fielding Drill	Position 9 players at their fielding positions and have 3 base runners. Hit popups or line drives out into the outfield with base runners running and have the players do relay throws back into the appropriate base, trying to tag runners out. Runners should slide into bases when appropriate. Switch the base runners and the fielders several times, giving at least 9 girls a chance to run the bases.	30 minutes
Hitting Drills and Stations	Clappers - Have every player take a bat and then stand out on the field somewhere, sufficiently apart from each other. Have them do practice swings in unison with you clapping on the start of the swing and then on the backswing. Start out slow and the speed up, so they get the real feel of a sharp, fast downward swing. Walk around as you're clapping and point out things to improve with individual players. Strengthen arms also. Stations – Split into 3 hitting stations (see above Major League practice), switching every 10 minutes.	30 minutes

APPENDIX B – SAMPLE LETTER TO PARENTS

Dear Parents:

The [Year] Softball season is upon us and we're sure it's going to be a great year.

Our primary goals for the season are for everyone to have fun and improve their softball skills. We believe in promoting a positive, supportive atmosphere so that every player has a great experience. Regardless of ability, every player deserves to be treated with encouragement. Players should treat each other with respect on and off the field. Coaches [names] and I will stress this during practices and games and we look to you to help reinforce these concepts. When you come to games or practices please limit your interaction with your children to positive encouragement from a distance. It's all about having fun at this level. If the girls aren't having fun or aren't comfortable, chances are they won't fall in love with the game of softball. With that said, please review the "CCYB Parents Code of Conduct" that I have attached. This document outlines the expectations the league has for parental behavior during the season.

Home Practice: Without a doubt, the most effective way for your child to improve her skills is to practice with you at home. The more encouragement and participation by you the better she'll get. Feel free to ask us for drills that you can do at home. If nothing else, just grab a glove and play catch.

Games: Please make every effort to have your child at the game 30 minutes before the scheduled start. If you know that getting your child to the game will be difficult, please call [asst. coaches] or myself so we can arrange a carpool. If your child can't make it to the game, please contact one of us at least an hour beforehand. We set up batting orders and fielding lineups in advance and if someone doesn't show up it confuses things.

Cancellations: Unless you hear otherwise, we'll always have practice or games. In the event of a cancellation either [asst. coach] or I will contact you with as much advanced notice as possible. Also, you can check the CCYB website for cancellations (www.ccyb.org).

We're looking forward to a great season of softball. If you have any questions or concerns, please don't hesitate to contact either of us.

Thanks,

[Your Name]

[Asst. Coaches Names]

APPENDIX C – CCYB PARENT’S CODE OF CONDUCT

CCYB/S HAS ACCEPTED THE FOLLOWING SPORT PARENT CODE OF CONDUCT

On September 23, 2000, more than thirty heads of Massachusetts' chapters of national sports and medical associations, educational organizations, and professional associations met at Children's Hospital in Boston to participate in a consensus meeting to develop a sport parent code of conduct for the state. The meeting was convened by the Massachusetts Governor's Committee on Physical Fitness and Sports and National Youth Sports and the National Youth Sports Safety Foundation, Inc.

The Committee concluded that the essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character." The Board of Directors of CCYB agrees with this statement of principles and requests that as parents of children registered to play in our league that you agree to the following:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials, spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
13. I will emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize games and competition in the lower age groups.
14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take the time to speak with coaches at an agreed upon time and place.
16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
17. I will treat all volunteers with respect and appreciation for their commitment.
18. By doing our best to follow these principles we can ensure that all league participants have the most possible fun.

APPENDIX D - FIELDS

Introduction: CCYB/S uses League Athletics for its website which contains an Online Field Scheduling System to book playing fields for games and practices. The CCYB/S field scheduler creates the game schedule for each division for the season. Coaches and managers can then reserve fields for practices and games that need to be rescheduled.

Rules and Restrictions: Please adhere to the following rules and restrictions when reserving fields using the Online Field Scheduling System:

1. If you have a practice field reserved and aren't going to use it, you need to cancel your field reservation on the system so it will be accessible to other teams.
2. Repeated "no-shows" for field times that you have reserved will result in forfeiture of future practice times.
3. If you are a Carlisle based team, please try to book Carlisle fields first. If you are a Concord based team, please try to book Concord fields first.
4. Makeup games (rainouts, etc.) **may cause scheduled practices to be cancelled.** You will be notified via email if your practice is cancelled. It is **your responsibility** to schedule a new practice time using the system.
5. If you schedule a practice for the time slot before a game, you must be off the field 30 minutes prior to the game to allow for pre-game practice. For example, if you schedule Willard at 3:00 on Saturday you must be off the field by 4:30 so the Farm League teams can practice before their 5:00 Game. **Games always take precedence over practice.**
6. If there are any disputes over field times, please contact your League Director.
7. Do not book fields for practice months in advance, please limit it to a maximum of 2 weeks in advance.

How to Schedule a Field for Practice:

The website has a manual for coaches that describe how to log in and check for field availability as well as reserve fields for practices. Go to manual.ccyb.org or click on the coaches tab on the left once on the website. Then click on the website manual tab. All reserved fields should show up on the team schedule. If it's not on your team's schedule, it has not been reserved.

FIELD LISTING

Field Name	Address	Directions
Banta Davis Softball	300 Bedford Rd., Carlisle	Go East on Rt. 225 out of Carlisle Center. Just past Church St. turn right at the sign that says Banta Davis. The softball field is past the baseball field, up the hill on the right.
CCHS Softball 1	500 Walden St., Concord	The softball diamond closest to the high school.
CCHS Softball 2	500 Walden St., Concord	The new softball field farthest from the parking lot - in the back corner nearest the railroad tracks.
Emerson Softball	128 Everett St., Concord	The 60 ft. field at Emerson Park next to Thoreau St. and the tennis courts, farthest from the Hunt Gym.

Rideout 3	Lawsbrook Rd.,	Softball Field in Back Left Corner
Thoreau School	Concord 29 Prairie St., Concord	The field is to the left of the school.
Willard School	185 Powdermill Rd., Concord	The field is on the right front side of the school.

APPENDIX E – SKILLS DEVELOPMENT MATRIX

The Skills Development Matrix shown below was developed by current and former CCYB/S Softball coaches to provide a guideline that coaches can use regarding which skills should be taught to players at which levels of the organization. The expectation is that as players move through the leagues they will have been introduced to, developed and mastered the various skills shown according to the matrix. Utilization of this matrix will serve to provide a framework for teaching and will ensure consistency across the leagues.

I=Introduce
D=Developing
M=Master

Category	Skill	Rooki e	Min or	Maj or	Senio r
Throwing	Grip	I	M		
	Arm motion	I	D	M	
	Spin	I	D	M	
	Underhand flip	I	D	M	
	Backhand flip		I	D	
	Outfield throws		I	D	M
Catching	Thrown ball	I	D	M	
	Ground balls	I	D	D	
	Pop-up	I	D	D	
	Fly ball		I	D	
Batting	Grip	I	D,M		
	Stance	I	D,M		
	Swing	I	D	D	D
	Bunting		I	D	M
	Slap bunts			I	D
	Balls and Strikes	I	D	D	M
	Reading coaches signs			I,D	M
	Situational hitting			I	D
Base running	Home to first	I	M		

	Turning bases	I	M		
	Sliding		I	D	M
	Stealing			I	M
	Tagging up			I	M
	Picking up base coaches	I	D	M	
	Reading coaches signs			I,D	M
	Pop-ups	I	D,M		
	Tagging up			I,D	M
General	Tag outs vs. Force play	I	D,M		
Positional					
	<i>Pitcher</i>				
	Slingshot Motion	I	D,M		
	Windmill motion		I	D	M
	Fastball		I	D	M
	Change up/Drop Ball			I	D
	Riser			I	D
	Mental Preparation		I	D	M
	<i>Catcher</i>				
	Catching		I	D	M
	Blocking balls		I	D	M
	Backing up first		I	D	M
	Steal: Throw to 2nd			I	D,M
	Steal: Throw to 3rd			I	D,M
	Giving signals			I	D,M
	<i>1B</i>				
	Force plays	I	M		
	Tag outs	I	M		
	Stretch		I	D,M	
	Bunts		I	D	M

<i>2B</i>	Force plays	I	M		
	Tag outs	I	M		
	Double play		I	D	M
	Covering first		I	D	M
	2nd base cover (force or tag)	I	M		
	2nd base cover on steal			I,D	M
	Outfield cutoffs		I	D	M
<i>3B</i>	Force plays	I	M		
	Tag outs	I	M		
	Double play		I	D	M
	3rd base cover (force or tag)				
	3rd base cover on steal			I	M
	Covering bunts		I	D	M
<i>SS</i>	Force plays	I	M		
	Tag outs	I	M		
	Double play		I	D	M
	2nd base cover	I	M		
	2nd base cover on steal			I	M
	Outfield cutoffs		I	D	M
<i>OF</i>	Popups	I	D	M	
	Fly Balls		I	D	M
	Hitting the cutoff		I	D	M
	Catching on the run			I,D	M
	Crow hops			I,D	M
	Backing up infielders		I,D	M	