

Western Hills Little League



Coach's Handbook

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INTRODUCTION

THANK YOU for volunteering to coach!

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

On the following pages, you will find information about WHLL, its policies, procedures, and other valuable information. In addition to this Handbook, WHLL sponsors a MANDATORY Coaching Clinic in the fall and spring. EVERY Coach must attend one of the Mandatory Coaching Clinics.

To become a WHLL head coach or assistant coach, you must:

1. Complete a Coach's Application (<http://www.leaguelineup.com/newsitem.asp?url=whll-austin&itemid=2921873>);
2. Read and sign the WHLL Coach's Agreement and WHLL Volunteer Affidavit;
3. Go through the WHLL Background Check;
4. Attend and Participate in one of the Mandatory Coaching Clinics;
5. Practice positive coaching and be an example of good sportsmanship; and
6. Follow all WHLL policies.

Western Hills Little League
P.O. Box 163132
Austin, Texas 78716-3132

Letter to all Coaches and Assistant Coaches from the WHLL 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, which can be stated simply: to teach the game of baseball and provide a worthwhile and pleasurable experience for all of our players. Everything we do can be traced back to these two principles.

Coaching baseball well 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, who must 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, in virtue of these hard-won skills, have fun. And any game must, ultimately, be enjoyable, or people will not play it.

Most who participate in sports prefer to win, but your challenge is to balance winning with the concomitant goal of giving each player a sense of worth and accomplishment. In fact, winning at all costs 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 for 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 the 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 source of their pleasure must also proceed from the same principles. 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, as 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 instruction in conduct that extends far beyond the diamond.

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

WESTERN HILLS LITTLE LEAGUE BOARD OF DIRECTORS

Western Hills Little League
P.O. Box 163132
Austin, Texas 78716-3132

Letter to Parents from the WHLL Board of Directors

A successful program of baseball for our boys and girls depends upon the co-operation of you, the parents.

Little League baseball is a program where boys and girls can have fun in a competitive sport, learn the fundamentals of baseball and learn how to win and lose.

Parents are key contributors in helping us achieve these goals. Here are some rules we ask you to follow:

1. Do not bring alcoholic beverages to the game.
2. Do not bring pets to the field.
3. Be considerate of the umpires; remember they are doing their best. Allow them to manage the game.
4. Be considerate of the players on the opposing team. Don't give them a hard time.
5. Be considerate of the coaches. Give them the freedom to run their team as they see fit.
6. At the conclusion of each game, encourage all players, coaches and other spectators to participate in cleaning up the field and leaving it in better shape than you found it when you arrived.

If you would like to volunteer in any capacity please contact Ashley Covert, our volunteer coordinator, at ashleycovert@gmail.com or 512 845-4875.

Thanks for your cooperation!

Sincerely,

WESTERN HILLS LITTLE LEAGUE BOARD OF DIRECTORS

ABOUT WESTERN HILLS LITTLE LEAGUE

For more than 40 years WHLL has provided sports programs for youth in the Tarrytown, West Austin, and Westlake Area. WHLL offers baseball programs for girls and boys from ages 4 to 18.

We want you to enjoy your season working with your players. Our primary goals can be easily stated: to have fun playing baseball, to learn to be a team player, and to improve baseball 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.

WHLL is proud of its history of offering opportunities, teaching life lessons, giving children and young adults excellent role models, and introducing players to the wonderful and timeless game of baseball.

Seasons and Leagues

WHLL has two regular seasons, Fall and Spring, and offers post-season play in the summer months.

Spring Season:

4-5 years old T-Ball
6-7 years old Coach Pitch
7 years old Machine Pitch-7
8 years old Machine Pitch-8
9-10 years old Minor League*
11-12 years old Major League*
13-14 years old Pony League**
15-16 years old Colt League**
17-18 years old Palamino League**

Fall Season:

4-5 years old T-Ball
6-7 years old Coach Pitch
8-10 years old Minor League
10-12 years old Major League
13-14 years old Pony League**

* During the spring season, Major and Minor Leagues are subdivided into National and American League Divisions. All players in the Major and Minor Leagues participate in the same tryouts. After tryouts, National coaches draft first. After the National teams are selected, American coaches draft their team from the remaining players.

** Players 13-18 years old at WHLL play under PONY rules. See www.Pony.org

WHLL and WAYA

WHLL and West Austin Youth Association both provide youth sports programs for children who live in the western area of Austin. WHLL and WAYA are separate organizations but they serve the same purpose and work together. WAYA and WHLL share field space and facilities. Please be considerate of WAYA players, parents and staff, including not getting on fields unless you have an assigned time for practice or games. Often, coaches and parents want to get in additional practices. (Please note, however, the limit on the number of contacts a week as stated in our rules.) However, if another WHLL OR WAYA team is assigned to a field, it's

inconsiderate and a VIOLATION of WHLL policy for you, your parents or players to be using that facility. Repeated violations will result in your team losing field space.

WAYA personnel cannot provide you with keys or access to WHLL facilities (batting cages, press boxes, etc.) and cannot accept WHLL equipment for return at the end of the season.

Western Hills Little League's Fields

WHLL has fields located at various locations within our boundaries. Some fields have limited use, such as Brumley and Bechtol-Harper, which are designed for playing in our older divisions (Pony, Colt and Palomino). Some fields, Bishop, Sayers and Joseph, are used primarily for our Major and Minor Leagues. However, no field is reserved exclusively for one division. Your team will be assigned practice and game times. Coaches may use empty fields if they are open and no other team is assigned to that field **and the field is NOT lined for a game.**

Coaches must stay off of fields closed for work or improvements or inclement weather. Even if they have a scheduled game or practice, using the field will result in damage to the facility. Coaches should not use portions of the field that cannot be utilized without causing damage. Maintaining and keeping up the condition of every field is the responsibility of each and every member of the WHLL family, and especially our coaches.

Coaches and parents, your team should pick up all trash and leave the field cleaner than you found it.

Many of our fields have codes or locks to gain access to the field, equipment and press boxes. The division commissioner will provide coaches and other volunteers with the codes and keys they will need.

Teams are responsible for putting up and/or locking up all equipment, PA systems, rakes, etc. after a game or practice. Never trust another person or coach to put items away. Assume responsibility unless another head coach is present and his/her team will use the facility after you.

Lights

WHLL pays for all the electricity used on all our fields. During games, the umpire will determine when to turn on the lights or, in his absence, the head coach 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 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 a few players only can practice.

Leagues and Team Formation

Every league is run by a commissioner. The commissioners answer to the League President. If you have questions or concerns, please address them first to your commissioner. Communications to you will come primarily from your commissioner.

T-Ball, CP, CP-7 and A league teams are formed by commissioners who have a number of variables to juggle. Generally speaking, commissioners endeavor to form teams based first upon parent requests and school affiliations and a willingness to coach. Occasionally, players will not be placed on the team requested due to other factors. Commissioners are usually unable to abide by special requests from late registrants.

In other divisions, teams are formed by drafts. Through the draft, every coach will select his team and every player who registered and satisfied his or her financial obligation will be placed on a team. In drafted leagues, the children of coaches are assigned to rounds in the draft by the commissioner. A coach's child will be the coach's draft pick in that league.

Coaches with players in the division in which they are coaching may not team up to coach before the draft, regardless of where in the draft their respective sons might fall. Instead, the head coach must draft his assistant coach's son or daughter to secure him as a coach.

Umpires

Umpires have complete control of the field during games. This is a rule throughout organized baseball and, in Little League, umpires can be held liable for events on the field, so coaches and players must respect and abide by an umpire's judgment. An umpire's judgment call may never be questioned by a coach.

Coaches must read and study the Little League rules on our website.

WHLL pays its umpires, but we always need more. If you would like to umpire or know someone who would, email or call the Umpire Coordinator.

Rules

WHLL has local rules for each of its divisions. The current WHLL Rules are posted on the WHLL website, www.whll.org.

Spring Rules: <http://www.leaguelineup.com/whll-austin/files/SpringRules.pdf>

Fall Rules: <http://www.leaguelineup.com/whll-austin/files/FallRules.pdf>

WHLL follows the rules of Little League International with some exceptions, noted in the Local Rules. Coaches are responsible for knowing both the Little League International Rules as well as the WHLL Local Rules. WHLL Local Rules differ slightly in the spring and fall seasons. You need to familiarize yourself with the rules for your division each season.

Coach Orientation and Training

All coaches must attend a Mandatory Coaching Clinic. The training provided at the Mandatory Coaching Clinic includes information about WHLL policies and procedures, proper coaching practices, 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>.

Equipment

Each team will be given equipment for the season. WHLL provides equipment based upon the rules and needs of players in a given league (i.e., catching equipment is not provided in T-Ball and CP leagues). Each season, WHLL spends a substantial amount of money replacing lost equipment. You are responsible for keeping up with your equipment and returning it at the end of each season.

If you need additional equipment, your equipment is broken, or you have some other special need, please contact one of the equipment managers. Their contact information can be found on the website – WHLL.org

COACH'S REPONSIBILITIES

In becoming a coach in WHLL, 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 and 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. Keep these in a notebook along with your equipment. You will not be able to obtain medical treatment for a player without a fully executed medical release.
- Check with your parents to see if any of your players have medical issues or conditions.
- We recommend you have a First Aid kit in the event of injury.
- 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 your commissioner to let him know what has 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 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 young 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 info for each player. Send out an email welcoming your parents and players. At your first practice, or in a separate gathering, meet with all your players and parents to explain your goals and expectations.
- Our volunteer coordinator will provide you with possible team parents who can help you with non-coaching responsibilities. Secure one before the season.
- Prepare for each practice and game.
- Prepare to be a positive supportive and encouraging coach.
- Review and understand this packet, the rules of baseball, and keep up with communications from your commissioner and league officials.
- Keep your parents/players informed. Virtually all of our families use email.
- At the end of the season, you MUST fill out a player evaluation regarding skills, attitude, etc., and submit it to your league commissioner.
- 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.

WESTERN HILLS LITTLE LEAGUE'S POLICY AGAINST PHYSICAL & SEXUAL ABUSE

WHLL is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our players and ensuring their safety and well being while involved in sponsored activities.

To this end, we have established the following guidelines of behavior and procedures for our staff, volunteers and participants. All members of this organization, as well as parents, spectators and other invitees, are expected to observe and adhere to these guidelines:

1. Sexual and physical abuse of any kind is not permitted within our organization.
2. Sexual and physical abuse including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, and any form of sexual contact or inappropriate touching are strictly prohibited within our organization. Sexual abuse includes both touching and non-

touching offenses, as well as exposing a child to sexual or pornographic material, and child exploitation (using a child or child's image for the purpose of pornography).

3. Every member of this organization is responsible for reporting any case of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling or spectator. WHLL has in place procedures for reporting abuse or suspected abuse, and we will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the WHLL Board of Directors.
4. We encourage parents to become as active as possible in sponsored activities, games, practices and other events. The more the parents are involved, the less likely it is for abusive situations to develop.
5. Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt, WHLL reserves the right not to allow a volunteer to participate in our program based on the sole discretion of the WHLL Board of Directors. The decision of the WHLL Board of Directors is final.

PROCEDURES FOR REPORTING ABUSE OR SUSPECTED ABUSE

A person who believes that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person is **obligated by Texas law** to immediately make a report to a law enforcement agency or to the Texas Department of Family and Protective Services (DFPS) Child Abuse Hotline (800-252-5400) or to its secure website at <https://www.txabusehotline.org>. All WHLL volunteers, parents and program participants have a duty to report any incident of abuse or suspected abuse. All suspected abuse should also be reported to a league commissioner and/or a member of the WHLL Board of Directors.

WHLL is committed to taking immediate steps to investigate and follow up on every complaint or report of abuse. Every person should know that, in the event of a complaint of abuse against them, he or she may be temporarily suspended from duties while an investigation takes place. If a volunteer is cleared of criminal and/or civil charges, reinstatement rests with the sole discretion of the WHLL Board of Directors.

WHLL ZERO TOLERANCE POLICY

ALL coaches, players, parents and fans in attendance at WHLL games and practices must comply with WHLL Zero Tolerance Policy.

Western Hills Little League is a program of service to the youth. We are geared to provide an outlet of healthy activity and training under good leadership, in the atmosphere of wholesome community participation.

Little League is dedicated to helping children become good and decent citizens. We strive to inspire them and to enrich their lives so that they may in turn impart these values to their children.

Our mission is to help the youth of our community become better individuals and develop their baseball skills. Baseball embodies the discipline of teamwork. It challenges players toward the improvement of physical skills and brings into play the excitement of tactics and strategy.

The nature of baseball also teaches that, while every player eventually strikes out or is on a losing team, there is always another chance for success in the next at-bat, the next play, or the next game.

This ethic is sometimes ignored to the detriment of our players, coaches, umpires, and spectators. In an effort to return to the purpose of Little League baseball and to ensure that all events remain safe and enjoyable for all members of the community, the Board of Directors of Western Hills Little League has long had a policy of zero tolerance regarding abusive, rude or unsportsmanlike conduct by any player, coach, official, parent, spectator or any other person associated with a Western Hills Little League team.

The term zero tolerance encompasses a wide range of unsportsmanlike actions, language, gestures, and conduct directed from one person to another or a group of people, including but not limited to:

- Unsolicited physical contact which would constitute assault under state law;
- Profanity or verbal abuse directed toward any coach, player, umpire, official, spectator or any other participant; and
- Behavior, conduct, or language that has the purpose or effect of creating an intimidating, hostile, or offensive environment for an individual or group.

The Western Hills Little League Board of Directors hereby establishes a policy of zero tolerance with regard to unsportsmanlike behavior which will be enforced to the highest degree at any meeting of any team playing under our auspices. The Review Committee shall consist of the President, Player Agent, Umpire in Chief, and the commissioner of the given division. The coach, player and/or person involved in the incident shall meet with the Review Committee if so requested and the meeting may be conducted by phone. The decision of the Review Committee shall be binding and final. At the discretion of the Review Committee, the following consequences, while not all-inclusive, may be applied:

- The game in which the incident occurred may be forfeited by the offending team;
- Any person involved in the incident may be suspended;
- Any person involved in the incident may be banned from participating in future WHLL events;
- The coach of the team involved in the incident may be suspended, even if he was not actively involved in the incident; and
- The offending team may be excluded from participating in the WHLL tournament.

Any coach ejected from a game by an umpire must vacate the premises and may not remain in the parking lot. He must also serve a minimum two-game suspension and will not be allowed to participate in team practices until his suspension is complete. Before the coach returns to participate either in practices or a game, he/she must meet with the team, as well as the other team(s) involved, and apologize for his or her behavior and discuss how he/she should have properly handled the situation in compliance with the WHLL Zero Tolerance Policy. A member of the Review Committee will be present when the coach makes the apology. The Review Committee shall have sole discretion to determine if the coach's remarks constitute a full and complete apology.

WESTERN HILLS LITTLE LEAGUE'S POLICIES REGARDING ACCESS AND USE OF FIELDS

Facility and Fields Policy

- 1) No glass containers are allowed on any field.
- 2) No alcoholic beverages are allowed at any WHLL field and/or in the possession of WHLL parents/coaches at any WHLL game.
- 3) No firearms are allowed at any WHLL field and/or in the possession of WHLL parents/coaches at any WHLL game.
- 4) No pets are allowed at any WHLL field.
- 5) No smoking is allowed at any WHLL field.
- 6) No noisemakers are allowed at any WHLL field.
- 7) Please park in designated areas only and follow all parking lot directions.
- 8) Pick up litter.

Lightning Policy

Umpires and, in the absence of an umpire, coaches are responsible for determining if a game or practice should be called because of severe weather.

“If you can see it (*lightning*) and hear thunder within 30 seconds, flee and take shelter immediately.” Once a game or practice is suspended because of lightning, you must wait until 30 minutes after the last observed lightning or thunder before resuming activities.

Field Access

Your team will be assigned practice times on fields. You may use another WHLL practice facility as long as that facility is not assigned to another WHLL team, or assigned to WAYA or another organization for its use.

WHLL rents fields from Eanes Independent School District and Austin Independent School District. Please do not use EISD or AISD facilities except during assigned times. Using EISD and AISD facilities on other than assigned practice times will result in WHLL paying additional rent to the school district.

Field Maintenance Checklist

Each coach, player and parent is 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 WHLL fields.

Please make sure that 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 lights
- lock up lights and batting cages
- put up public address and score board controls

- lock up press box/crow's nests
- stow away all field maintenance equipment
- always cover the pitcher's mound with mat
- make certain all equipment is put away
- make certain all structures (batting machine sheds, press boxes, and equipment sheds) are secured

If there is the possibility of inclement weather, you might also be asked to cover the pitcher's mound.

Between games you might need to rake the infield, lightly water the infield to reduce dust, and reline the fields.

Notify WHLL Head of Field Maintenance on the website (WHLL.org) and your commissioner of the following:

- Fire ant mounds
- Holes in the infield and outfield
- Other problems with fields

Report any damaged or broken field equipment to your commissioner.

USE OF BATTING CAGES AND MACHINES

At various fields, WHLL has batting cages and pitching machines for use as a training resource built for the enjoyment of our Little League players and teams. In order to maximize the usefulness of our batting cages for the spring and fall baseball seasons, everyone needs to follow good safety practices and general rules of courtesy.

Time in batting cages is scheduled. If no team is assigned to a batting cage, you may use it, but you must vacate it immediately if a team that is scheduled arrives.

Note that our Iron Mike pitching machines have an on-off toggle switch below the panel about chest high as well as a more obvious switch and must also be plugged in.

- One player in a batting cage at a time.
- Pitching machines shall only be used for players nine years old and older.
- The player must wear a batting helmet while in the batting cage.
- Only adults will pitch to players in the batting cage.
- At least one adult must be present outside the cage to monitor the activities of the other players and regulate flow in and out of the batting cage.
- Every player who is holding a bat outside the batting cage must wear a batting helmet.
- ***If you use the cage but not the machine and the garage door is down, you must pull the protective net in front of the door to prevent hit balls from denting the door.***
- When you are finished, turn off and unplug the machine, as well as close and lock the garage door. Do not rely upon another adult or coach to turn off and unplug the pitching machine or close and lock the garage door.
- Pick up all of the pitching machine balls and return them to the hamper before you leave.

- Repeated violation of these rules will result in a team and/or league losing access to batting cages and pitching machines.
- Turn off lights before leaving.
- Report any damage you find to the cage to Richard Queen as soon as possible.

Do not limit yourself to just these rules. Be aware of your surroundings and maintain a high level of safety awareness at all times.

RAIN OUT PROCEDURES

1. Fields are checked between 12:00 p.m. and 3:00 p.m. If the fields are too wet for play or are unable to dry sufficiently for field prep and play, then games will be called.
 - a) WHLL has a rainout hotline, 866-251-8542. Program this number into your phone or memorize it and provide the number to all your parents. The hotline is usually updated by 3:00 p.m. In some cases, we wait later to decide about playability in hopes of getting a game in.
 - b) Field closures are also posted on the WHLL website, www.whll.org.
 - c) Please understand that we will do our best, but even if field closure is not announced on the rainout hotline or the website, you may arrive at the field to find that conditions prohibit the game from being played.
2. Early morning rains do not necessarily mean games are off. If the afternoon is hot and windy, the fields can drain and be prepared for play.
3. As a general rule of thumb, if there is standing water on the infield dirt, or if you stand on the dirt and sink, then stay off the fields.
4. If rain comes after the start of games, the umpires will determine if the game is suspended. Ultimately, the call for continuing or postponing the game falls to the umpire.
5. Any lightning should be treated with serious caution. If lightening is seen and thunder is heard within 20 seconds, play will be suspended until there has been no lightening for 30 minutes.

Rescheduling Games

Your commissioner, working with the head of scheduling, will assign makeup times for games.

Games that are rained out in Majors and Minors are rescheduled for the first AVAILABLE Friday.

If necessary, double headers will be scheduled on Fridays. If there are too many rained out games to be made up on Fridays alone; then rained out games will be played on Sundays.

Make up games take priority over practices.

Once a time is assigned, the game will be played at that time unless rescheduled because of weather.

Player availability and pitching availability will not cause rescheduled games to be moved.

Teams will not be required to play more than three games in one week.

Makeup games might be played on fields other than the fields where you normally play games.

The league might choose to prioritize playing makeup games by league.

WHLL'S ALL-STAR & POST-SEASON TEAMS POLICY

General

No matter what post-season team a player joins, parents must be sure that he or she will be available. It is not fair to other members for parents to claim a place for their son or daughter despite a conflict that will prevent participation.

The Williamsport and State All-Star teams formed from Major League divisions and Minor League divisions are our premier teams. Each year Major Nationals and Minor Nationals will field All Star teams. Depending on player interest and availability, Major American and Minor American may field All Star teams. Players that are not selected for one of these teams, or who will not be available when the team plays, may be selected for a City post-season team for the City Tournament.

Major National and American, Minor National and American, A League and Coach-Pitch players, will all field City Tournament teams. The purpose of these teams is to allow players who wish to play at a more competitive level to continue playing after the regular season concludes.

Schedule

The City Tournament begins the first of June and concludes at the end of June. Williamsport and State All-Star play begin around June 15th and, depending upon how far a team advances, can continue into the latter part of July.

All-Star Committee

The All-Star Committee will consist of a chairperson directly appointed by the League President, two committee members selected by the chairperson but approved by the WHLL Board of Directors. When the All-Star Committee considers or votes on any matters pertinent to a particular league, that league's commissioner becomes a member of the committee.

The All-Star Committee, with the approval of the WHLL Board of Directors, will have sole and complete authority to grant permission to field All-Star and post-season teams and to determine the venue in which these teams will play. Under no circumstances may any member of WHLL initiate All-Star nominations or negotiations or form post-season teams without the approval of the All-Star Committee.

Player Selection Process for Williamsport & State All-Star Teams

In early May, the All-Star Committee chairperson will coordinate All-Star nominations by the players in the Major and Minor Leagues in an effort to determine the players selected for the Williamsport (11/12) and the State (11/10) and State (9/10) teams. Each player will nominate nine players on a ballot to these respective teams. Each player's ballot will be tallied and each nominated player will be credited with the number of votes received. The top nine vote-getters will be the players' nominations.

The All-Star Committee chairperson will call a meeting of all the head coaches of the respective league to select the All-Star team. (Only head coaches may attend this meeting. No assistant coaches will be allowed.) The coaches, All-Star Committee, League President and members of the WHLL Board of Directors will attend this meeting to assemble the respective All-Star team. The nine players chosen by the coaches will be designated the coaches' nominated team. In doing so, the coaches will be guided by a desire to field the best possible *team* rather than honoring any particular player.

If both the players' nominated team and the coaches' nominated team are identical, then these nine players will be confirmed on the respective All-Star team. If the players' nominated team and the coaches' nominated team are not identical, then the All-Star Committee will determine the nine players to be confirmed on the respective All-Star teams. The All-Star coach that is selected will be allowed to pick the remaining All-Star roster players. Furthermore, it will be clear that the remaining players named by the All-Star coach will in no way be considered or treated differently simply because they were not among the original nine members. No one, under any circumstances, may reveal to the players any details about the selection process.

The All-Star coach's selection of the remaining players may not result in more than three members of his season team being represented on the All-Star team without approval by majority vote of the All-Star Committee.

Player Selection Process for City Tournament Teams

The All-Star Committee with the help of WHLL Commissioners and Coaches will create a list of the names of all players interested in participating in post-season play. The All-Star Committee will select coaches for the City Tournament teams and, depending upon demand, more than one team may be formed per league/division. Coaches and the All-Star Committee will divide players up to create teams.

Coach Selection Process for All-Star Teams

The WHLL Commissioners will gather coach nominations from each of their leagues coaches and parents and the All-Star Committee will vote on the head coach. The head coach will select the assistant coaches subject to the approval of the All-Star Committee.

Coach Selection for City Tournament Team

Coaches will submit their names to the commissioner of their league, and the Commissioner will make recommendations to the All-Star Committee for approval. The head coach will select the assistant coaches subject to the approval of the All-Star Committee.

POSITIVE COACHING ALLIANCE (PCA)

WHLL encourages its coaches to be a “Double Goal Coach” – the first goal is winning and the second, more important, goal is teaching life lessons through sports. The following is what we expect from you during the coming season:

Model and teach your players to “honor the game”:

- Teach the elements of ROOTS:
 Respect for: the Rules, Opponents, Officials, Teammates and Self.
- Share with your players’ parents your desire for them to Honor the Game through ROOTS.
- Drill “Honor the Game” in practice.
- Seize teachable moments to talk with players and parents about Honoring the Game.

Redefine for your team what it means to be a winner:

- Teach the ELM Tree of Mastery: Effort, Learning, and bouncing back from Mistakes.
- Use a “Team Mistake Ritual” to help kids rebound from mistakes.
- Reward effort, not just good outcomes. Recognize players for unsuccessful effort.
- Set “Effort Goals” that are tied to how hard they try.

Fill your players’ emotional tanks:

- Use encouragement and positive reinforcement as your primary method of motivating.
- Strive to achieve the 5:1 “Magic Ratio” of 5 positive reinforcements to each criticism/correction.
- Schedule fun activities/drills during practice.
- Develop player coaches by asking for player input and asking rather than telling them what to do.
- Criticize in private and praise in public.

WHLL encourages coaches to become PCA certified. The cost for the online certification is \$15 and you must use the reference code in order to receive the WHLL discount.

1. Go to <http://www.positivecoach.org/CertOnline.aspx>.
2. In the box on the right, click on "Just starting certification".
3. Fill out the Double-Goal Coach Certification Course Registration and Payment page.
4. Enter SOCOOTMH9 when asked for the Reference Code. Use of this code means that you will receive the discounted rate.
5. Fill out the Online Workshop Registration form.
6. Start the course and learn all about Positive Coaching.

Appendix 2
WHLL COACH'S AGREEMENT

As a volunteer coach at WHLL, I agree to the following:

1. I will strive to be a “Double Goal” Coach who shares the goal of winning with the goal of helping young people learn life lessons through the sports experience
2. I will adhere to the Zero Tolerance Policy that WHLL enforces and make sure my team and parents are aware and agree to the policy.
3. I will read and follow the guidelines provided in the Policy against Physical and Sexual Abuse.
4. I will follow all league rules and do my best to give all players an equal amount of playing time throughout the entire season.
5. I will follow the specific practice time allotted to my team.
6. I will not add or remove players from my roster, nor will I promise to add or remove players from my roster. (All roster changes will occur through WHLL.)
7. I will take any and all complaints to the commissioner for my league. I will also report to my league commissioner any problems with umpires, bookkeepers, or any other WHLL staff to be handled accordingly.
8. I agree to submit certain personal information for a background check and will neither conceal anything nor misrepresent myself.

I understand in full that, should I violate the Coach's Agreement, I will not be allowed to volunteer coach or represent the Western Hills Little League in any capacity.

Signature of Applicant

Printed Name

Date

WHLL PARENT CODE OF CONDUCT

Preamble

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.

I therefore agree that:

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 and 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 participants for making a mistake or losing a competition.
13. I will emphasize skill development and practice and how they benefit my child over winning. 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.
14. 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 time to speak with coaches at an agreed upon time and place.
15. I will demand a sports environment for my child that is free from drugs, smokeless tobacco, tobacco smoking, and alcohol and I will refrain from their use at all sports events.
16. I will refrain from coaching when I am a spectator.

By signing this contract, all parents are agreeing to abide by these rules for themselves, their children, and their guests.

I agree. (Parent/Guardian Signature) _____

I agree. (Parent/Guardian Signature) _____

TEACHING BASIC BASEBALL SKILLS

I. Catching:

- a. Starts w/ the feet. Make sure player is putting himself in a position to make the catch. Example, take a good player and throw the ball on either side. He should be moving his feet. Then, tell him he can't move and throw to same spot.
- b. Put your thumb parallel to the ground. Allows for better mobility. Work the windshield wiper around to frame the throw.
- c. Make sure you can always see the ball and your glove at the same time.
- d. Slight bend in the arm.
- e. Watch the ball coming at you over your glove.
- f. Make sure the equipment works for the kid.

II. Throwing:

- a. First step is the foot work.
 - i. Start with your throwing foot behind the forward foot.
 - ii. Keep the ball in the glove and find the 4 seams (2 fingers is best, but if not, 3 is okay).
 - iii. First step is moving the throwing foot forward. Then:
- b. ARE (Aim, Reach, Elevate)
 - i. Aim, turn your shoulder to your target. Aim from your nose over your shoulder to your target.
 - ii. Reach, take the ball back with your thumb down and fingers out.
 - iii. Elevate, bring your throwing elbow up and over your throwing shoulder.
 - iv. After that, it is a follow through to point your fingers at your target and then bring them down to touch the opposite knee.

III. Batting:

- a. Start by position at the plate. 1 length of the foot off the plate. Start off of the back part of the plate. Have a slightly open stance (open toward the pitcher).
- b. Balance. Player should be balanced and comfortable at the plate.
- c. Ability to swing w/ the right grip (should be able to hold elbows to body and still swing bat easily).
- d. Take bat back. Have the top of bat directly over button on cap. This allows bat to feel balanced in the hands. Also starts it at a high position. Swing will be down at the ball (not level at the striking area, but coming down on it).
- e. Cock bat. Move bat away from front foot and front foot away from hands.
- f. This move will also lift the back elbow above the front elbow.
- g. The swing through the ball should remain balanced with weight going from inside of back instep to the middle of the body at the end of the swing. (Test by having person swing forward and then swing backward. If unbalanced, this will be hard to do. This will also cure players of letting go of the bat with one of the hands.)
- h. Post hitting position should have both feet on ground ready for action. Front knee directly over the front ankle w/ leg bent.
- i. Also move the belly button from pointing at the middle of the plate and end with it pointing at the pitcher.
- j. Also utilize the hitting box that runs diagonally in front of the plate to the base where player will point to after the swing.

IV. Pitching:

- a. Start by approaching mound from behind -- that is walk around the mound to view the runners and fielders.
- b. Rock, Step, Throw. (All done in the same plane; do not make a Z).
- c. Start with positioning. Both feet face forward on the rubber, with front edge at the middle of the feet.
- d. Rock back with non-throwing foot.
- e. Slightly turn the throwing foot on the rubber in order to obtain a push off.
- f. Move forward lifting up the non-throwing foot and turn body sideways (this is the Aim portion of the throw technique). Make sure pitcher can stand in that position. If not, he will be unbalanced and hurry the throw, thus removing power.
- g. Then, reach and elevate.
- h. Step is directly toward the plate (or slightly opening). This would be more towards first base for a right hand pitcher. The ball does not go forward until foot hits the ground.
- i. As the throwing elbow goes over the throwing shoulder, come down with pitch. See throwing.
- j. After throw, stance should be ready position.

V. Fielding – Grounders:

- a. Bend at the knees, not at the back. Keep ball in front. See the ball and glove at the same time. Keep butt down.
- b. Move to get in front of the ball if possible.
- c. Charge the ball if it is rolling slowly; don't wait for it.
- d. Get the glove down to the ground. It is easier to bring the glove up to get a high bouncer (and you have the body to block the ball as well) than to bring the glove down for a ball that suddenly hugs the ground.
- e. Receive the ball and bring the glove toward the body as you put your hand into the glove to grip the ball.
- f. Pivot to face the direction you are throwing.

VI. Fielding – Flies:

- a. Be in the ready position.
- b. Keep eye on the ball as it approaches the plate and then is struck.
- c. Learn to judge where the ball is likely to go.
- d. Run to get under the ball. Do not stick glove out while running.
- e. Once in position to catch the ball, get your glove up.
- f. (Advanced players) Position yourself so that just before catching the ball, you run towards it to help you get more velocity on your throw.
- g. Work on making the hop a part of your catch.
- h. Use two hands whenever possible.
- i. Listen to your catcher (or know yourself) to know where you need to throw the ball.
- j. A good outfielder (like any good defensive player) is always thinking where he will most likely need to throw the ball if it comes to him.

Additional coaching materials can be found on the Little League International website at:
<http://www.littleleague.org/managersandcoaches.htm>.

Appendix 5
SOME BASEBALL DRILLS

Throw from knee drill

INFIELD

Line Drill

3rd to 1st

Two rows of 10 balls

Two rows boys

Each boy picks up ball and throws to 1st

Short Hop Drill

Two lines facing

Throw ball to each other on short hop

3rd Base Drill

Players on 3rd, 2nd, 1st

Coach hits to 3rd

Boy @ 3rd fields, throws to 2nd

2nd throws to 1st

Rotate within position and among positions

N.B: player behind the player fielding backs up

Around the Horn Drill

2 teams of 6 players @ c,p, 3b, ss, 2b, 1b

Pitcher begins w/ throw to home

Time begins when catcher catches ball

C > 3 > 2(SS) > 1 > C > 1 > SS (2) > 3 > C

Diamond Drill

3 boys @ each base & home plate

Throw to each base (proper coverage)

Goalie Drill

Set up cones

Player between cones; slaps grounders thrown on sides, etc.

OUTFIELD

1 Line Outfield Drill

Several players on 2nd or 3rd

Other players line up

Coach tosses ball ahead of them as they run

Boy turns and throws to base

Outfield Relay Drill

4 boys line up in row towards outfield
Space in between (about a base length)
Ball behind first player
Player turns to pick up ball.
Successive relays out and back
Rotate after each round
N.B: throw to glove side

Catcher/Pitcher Wild Pitch

P. on mound; C. behind plate
Runners lined up at 3rd
Coach puts ball somewhere behind C.
C. from crouch rises to find ball as runner comes in
P. moves in to cover and take toss
Variation: 1st base overthrow; throw to 2nd

Sliding in grass Practice

Stocking feet
Leg under
Arms up

Base Running Sign Drill

Indicator: (Hat)
Fake Steal: (Earlobe)
Steal: (Nose)
Delayed Steal: (Elbow)

Other Signals

Bunt (Wipe Chest)
Pick-off at 1st (Austin)
Pick-off at 3rd (Texas)
Fake throw to 2nd (USA)

Bunt Drill

Hitter bunts (3 players in line)
Runner at 3b (4 players in line)
P/C/1b/3b/SS in position (5 positions)

Tag-up Drill

Boys at 1b/2b/SS
Boys in LF, CF, RF
Runners at first
Ball to OF
Runners tag up
Fielders throw to base

SAMPLE PRACTICE SCHEDULES**Sample Practice Schedule – 1 1/2 hours w/ one 5 minute break**

This schedule is one of any number of practice schedules you could generate. You might vary how much time you spend on each of these skills, depending upon what you need to work on.

Establish an opening routine for all practices and do not vary it. Explain to players that this is how each practice will begin. Not only will all players have focal point upon arriving, but latecomers will know what to do when they arrive.

- 1. Warm up catching and throwing.** 15 minutes
 Begin with short distance.
 Gradually move farther apart.
Work on proper throwing and catching form.

- 2. Run bases** 10 minutes
 home to first out
 home to first rounding to second and holding
 home to second
 sliding into home

* You might need more time the first few practices to teach the basics of running the bases.

* Remember, no head first slides; only a head-first dive back to the bag is permitted.

5 Minute Water Break

- 3. Infield/Outfield practice** 30 minutes
Infield
 Two coaches, each side of infield -- grounders
 and simultaneously
Outfield

Two coaches, one hitting or throwing flies, one either catching the throw back or coaching the players catching the flies

*Switch groups or rotate boys from infield to outfield

Game simulation – station players at positions and work on making plays. Among the important things to cover:

- a. getting the out at different bases w/ different numbers of outs
- b. getting the ball in from the outfield – cut-offs
- c. infield in to get the out at home

- 4. Hitting/Pitching** 30 minutes
 Set up stations and rotate players through
- a. All players – practice swings
 - b. Stations
 - #1 – hitting stick
 - #2 – drop pitch or soft toss
 - #3 – batting machine or live pitch
 - #4 – batting cage or in the field for live pitch

Pitchers can rotate in and out of batting, perhaps skipping one or more of the stations if necessary.

90 Minute Practice Schedule

General Remarks

- Always plan your practices with times assigned for each activity.
- Vary activities and keep players' attention.
- Incorporate games and contests into practices, but always work on skills.
- Establish routines, particularly your first activity. Players arriving late should know exactly what to do when they arrive. (But encourage consistent attendance and arriving on time.)
- Remind players that one practice a week will not result in great improvement, which comes with repetition. Players who practice at home will improve more.
- There are a number of key skills players can practice at home alone, once they've been given the proper technique. Practice swings; throwing a tennis ball against a wall; sliding; running.
- The worst practice has a coach pitching to one player at a time while everyone else stands around in the field doing nothing, practicing nothing, and getting bored.

The 90 Minute Practice

1. Throwing and Catching

15 minutes

Practice proper throwing and catching technique during warm up.
Start from short distance; gradually increase it.

2. Running the bases

15 minutes

Rounding first
First to second
Third to home

Teach how to slide, and make sure players know they must slide into home if there is a play at the plate

*You might need to spend more than 15 minutes on this the first practice or two to teach players about the bases.

3. Fielding

Infield

Two coaches on each side alternate hitting grounders to their side of the field. Done simultaneously with outfield work, you can post 3 or 4 players at 3rd and 2nd, or 3rd and 1st, or 1st and SS, etc. Then alternate hitting grounders

Outfield

Line up either two or three rows and coaches alternate hitting them flies.

4. Hitting

Set up stations and rotate players through

- a. live hitting in cage
- b. hitting off T
- c. drop or soft toss
- d. hitting stick