

Lena Sports Association Manager's Handbook

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Timeline Shell

1. Coordinator and Coaches meetings - January to March
2. League sign-ups – March
3. League Drafts the third Thursday of April 7:00 p.m. Coaches Bar
4. Equipment Handout – last week of April
5. Practice Begins – last week of April
6. Games Begin – last week of May
7. Special League Kickoff Day – 1st Saturday in June
8. League Tournament
 - c. 13-14 starts the 4th week of July
9. 9-10 year old Invitational Tournament – 3rd week of July
10. 11-12 year old Invitational Tournament – 4th week of July
11. Equipment Turn-in – August

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Team Selection Process

1. **One** Coach and **One** Assistant Coach will represent each team; **volunteers can join the team after the draft.**
2. Family members of Coaches are placed on appropriate Coach's team. **They are selected at the proper round at the proper age group.**
3. New team members are drafted trying to balance the ages and the number of total team members. As a rule of thumb, the team make-up should be an equal mix of ages eligible. **The oldest age group players will be drafted first.**
4. If special member teaming is requested on sign-up forms, they will be reviewed before selection process begins. **Only one request will be granted per team/family.**
5. Draft starts with the oldest age group first in each league. **Age groups with more than two teams**, the sequence of team's draft order will be drawn from a hat by coaches with the rookie coach drawing first. **Age groups with two teams**, the sequence of the team's draft order will be decided by a coin flip with the rookie coach calling the flip.
6. Draft is picked in Rounds.
 - a. **Round 1 – sequence 1,2,3 or 1,2**
 - b. **Round 2 – sequence 3,2,1 or 2,1**
 - c. **Round 3 – sequence 1,2,3 or 1,2**
 - d. **Round 4 – sequence 3,2,1 or 2,1**
 - e. **Round 5 – sequence 1,2,3 or 1,2**
 - f. Repeat sequences until all members have been selected. Sequence will vary by number of teams drafting
 - g. Family members of the coaches will be considered the team's picks in the **even round (2, 4)** of their age group so that all teams will get a chance at a first round pick from every age.
 - h. Special member teaming will be next available pick. **This will only be acceptable at the 7 – 10 age groups.**
7. Coaches are volunteers from our community
 - a. Volunteers who have showed a commitment to the community and LSA have the right of first refusal as coaches.

Equipment Check In/Out Process

1. The night of the Team Draft, equipment pick up locations will be determined.
2. Coaches will be asked to review the equipment and uniform checklists. Checklists should be completed and returned to commissioner as soon as possible.
3. Any missing items or worn out equipment should be reported to commissioner for replacement.
4. Additional items will be requested through commissioner for review and purchase.
5. At the end of the season, coaches are required to accumulate all equipment and uniforms and return to commissioner at designated times.
6. Equipment and uniforms should be **CLEAN** and ready for storage.

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Practice Requirements

1. Practices should not begin before Team Draft and equipment handout.
 - a. Team is equipped with equipment and a first aid kit.
2. Coaches are encouraged to have at least 2 practices a week before game schedule begins.
3. Pre-season ball diamonds will be shared with the High School programs. We will work our practice schedule times around the High School schedules. There will be a sign-up form to be filled out the same night as the draft to slot diamond and batting cage usages. **You can only sign up for two practice times until everyone has an opportunity to sign up.**
4. Once the season begins, teams will play generally two games a week. Again, coaches are encouraged to have practice at least one time weekly after the season begins.
5. **To sign up for additional practice times you must go to the park district building or contact the person (TBA) who will hold the practice schedule.**

Tournament Selection Process

As of February 2013, the Lena Sports Association will not fund any outside tournament fees. All coaches will be made aware of tournaments that would be available for their team's age group. If a coach wants to enter a tournament, he/she will be able to take their present team or choose a team of their choice. The LSA is not responsible for any insurance during these tournaments. We strongly encourage teams that are picked, not wear their shirts or jerseys at these tournaments. Baseballs and equipment will not be provided at these tournaments.

1. All-star teams selected by LSA members and/or board are covered by our insurance policy.
2. If there is an all-star team try-out each year. The players will be scored in four skills – **Fielding, throwing, catching, and batting**. The scores will be added up and the total will represent the players score. All the scores will be added together and divided by the total number of players trying out. Any player who scores over the cut off will be on the roster. There will be 10 -12 roster spots and 3 - 5 alternate spots available. There will be 15 kids selected to and all star team.
 - a. If the amount of players scoring above 50% is greater than twelve. The cut-off # will be raised by adding the cut-off # plus the difference of kids who will not make the team. (Example 22 kids tried out minus 12 spots equals 10 is the increase). After the cut off is set the kids above the cut of are considered roster players.

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Continue Tournament selection Process

- b. The remaining player to fill a 15 kid team will be selected by the coach. The parameters on selecting the kids are pitching first, catching second, and availability third.
4. If a player misses a tournament, (as long as it is not a family emergency) the kid is then moved to the alternate list and is no longer considered a roster player.
5. If LSA hosts a all-star tournament for the 9-10 or 11-12 year old age division. Lsa try's to have two teams in this tournament. The first team will be the all star team. The second team will consist of players who did not make the all star team. The kids who tried out for the all star team and did not make it will have the right of first refusal. The remaining players will be selected by the coach.

Awards Process

1. Kerry Ferris Sportsmanship Award – The 11-12 year-old league sportsmanship trophy. Originated in 1961. Kerry Ferris was a young boy who died of cancer. His family dedicated the trophy in remembrance of his love of the game.
2. Arnold Katzenberger Sportsmanship Award – The 11-12 year-old traveling team sportsmanship award. Dedicated in 1993 by the Katzenberger family in memory of Arnold (father to Jim Katzenberger) for his love of baseball.
3. Bob Bussian Sportsmanship Award – The 9-10 year-old league sportsmanship trophy. Originated in 2000 by the Lena Sports Association, for the hard work and dedication by Bob Bussian through the many (35+) years in Lena summer baseball.
4. The nomination process for the league sportsmanship trophies begins with players voting for two players from there team. The players receiving votes must be from the oldest age group. The top two vote getters will be on the ballot. The names are presented to league commissioner. The ballot is redistributed to the leagues coaches for the players to vote. The players will vote for one player on the ballot. If no clear winner, a new ballot with tied winners are re-distributed to coaches for one vote. If no clear winner, then the trophy is presented jointly to the winners.
 - a. Coaches are encouraged to conduct the ballots by paper.
 - b. Coaches are encouraged to have the two name ballot presented to the league commissioner before the end of June.
5. League sportsmanship trophies are presented during the League Tournaments.

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9-10 Year-old Boys League Rules

Regular Little League Rules with the following exceptions:
Check your league rules as they may be different.

Age

1. Cut off date for all players will be May 1st.
 - a. 8 year old kids turning 9 years old after May 1st and before Aug. 1st can play in the 9 – 10 year old league.
2. 10 year old kids with birthdates after May 1st and before August 1st may play in the 11-12 year old league.
 - b. Kids can play up in league and still play down for an all star team as they are viewed as two separate teams. The only exception to this is if the kid does not meet the tournament age requirements.

Team Play:

1. All players must bat. There is free substitution in the field. Exceptions are:
 - a. The player is hurt
 - b. The player is being reprimanded for unsportsmanlike conduct.
 - c. If a. and/or b. apply the batting order moves down. There will be no out recorded in the batting spot. The player can't re-enter the game.
 - d. Regarding number of fielders in play, if both coaches agree to 4 outfielders before the game starts, it will be allowed.
2. All players must play the field in every game.
 - a. Two innings for a game consisting of four innings or more.
 1. Coaches are encouraged to play kids equal amounts.
 - b. One inning for a game consisting of three innings or less.
3. A Team may play with only eight players without an additional out.
4. If a team does not have eight players the game will be counted as a forfeit.
6. A player may be picked up from another Team in the event of a shortage.
 - a. The player must play out field and bat last.
 - b. The player must be a roster player from your league.

Pitching:

1. The Pitcher may make only three appearances in any one game.
 - a. A Pitcher may make his 3 appearances at any time during the game.
 - b. One pitch thrown in an inning constitutes an appearance.
 - c. A Pitcher may pitch a maximum of 3 innings per game.
2. A Coach may take only one trip to the mound to talk to a Pitcher in an inning
3. A second trip in the same inning requires the Pitcher to be removed.
4. Any pitcher hitting tow batters in an inning must be removed for that inning. If that pitcher hits a total of 3 batters in a game, the player can not re-enter in the pitching position.
5. Pitchers can pitch from the windup or from the stretch. One foot must be on the pitching rubber.
6. There will be no intentional walks, if in the umpires discretion the pitcher is intentionally walking a batter, the batter is awarded 2nd base. The pitcher will be removed from the game and not allowed to re-enter at the pitching position.

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9-10 Year-old Boys League Rules (cont.)

Batting:

1. If chin straps are on helmets, they should be used.
2. When a player is standing in the on deck circle waiting to bat, he must wear a batting helmet. Only one player in the on-deck circle.
3. Any batter who throws his bat will be warned by the Umpire.
 - a. One warning per each team.
 - b. Any repeated violation of this may result in the batter being called out.
4. Batter can not run on dropped 3rd strike.
5. The use of bunting is allowed but the use of constant bunt is discouraged.

Base Running:

1. Anytime the pitcher has control of the ball, the play is dead and the runners cannot advance.
2. Runner must slide at all bases (except 1st) to avoid contact with the fielder attempting to make a play at the base.
 - a. It is the responsibility of the runner to avoid contact. Any base runner intentionally knocking over another player without attempting to slice will be called out and ejected.
 - b. No fake tags – A base will be awarded to all runners. 1st offense will be a warning to both teams, 2nd offense will be a one game suspension
3. Helmets must be worn whenever a player is on base and cannot be thrown off.
4. Any runner that intentionally throws his helmet will be warned by the Umpire. Any repeated violation; the runner may be called out by the Umpire.
5. Runners must stay on base until the ball passes home plate, once the ball passes home plate, the runner may lead off from the base and/or steal. The runner must return to the base before the start of the next pitch.
6. If there are no runners on except 1st and there is a steal attempt and the throw is wild the runner may round 3rd and score if they do not stop. A “stop” will constitute a one second pause. (Umpires discretion).
7. No delay stealing
8. If runners are at first and third, and the runner at first tries to steal second, the catcher can throw to second. The runner at third cannot score, even if the throw gets away. However, if a play is made at third base, then the runner may advance.
9. If a catcher is blocking the plate, runner does not need to slide but may run around the catcher to reach the plate – catcher should not block the plate with out the ball (umpires discretion) – If the plate/base was blocked and the fielder does not have control of the ball – one base is awarded.
10. Coaches can have a courtesy runner for their catcher at anytime.

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9-10 Year-old Boys League Rules (cont.)

Game Play:

1. The Home Team is responsible for supplying a new game ball and two back-up balls. They will be returned after the game.
2. The coach of the last game for the night is responsible for turning off the lights, putting the bases away in the score box, turning off the score board, putting the controller back in the designated locked box and locking the score box.
3. The Visiting Team is responsible for a base umpire, someone who will be unbiased and fair.
4. Curfews will be enforced. The early game starts at 6:00PM and must not start an inning after 7:50 PM. The first game must be completed by 8:00 PM. The late game will start at 8:15 PM and must not start an inning after 9:50 PM. The late game must be completed by 10:30 PM. This is a Lena park rule.
5. Tie games will be played out regardless of the time. Be Reasonable with this
6. Tournament games have no curfew within reason.
7. Games will be six innings unless they are tied. No inning will start after 1 hour 30 minutes.
8. The Ten Run Rule will apply anytime after 3½ (if the Home Team is ahead) or 4 innings (if the Visiting Team is ahead).
9. Scorebooks should be kept by both Coaches and scores validated after every inning. The Home team is the official scorebook.
10. Catchers must wear chest protectors, protective cup, chin guard, and helmet with a throat protector.
11. All players must be in the batting order given to the official score keeper. If the defensive coach appeals a batter (must be done before the next batters first pitch or the next pitch of the current batter) the official score keepers score book will be eh official batting order of record.
 - a. If the improper batter is still batting when the appeal is made, the proper batter assumes the ball/strike count.
 - b. If the improper batter has reached base or has been put out, when the appeal is made, the original or proper batter is out, and all runners return to original location; the proper batting order is then assumed.
12. There will be no trash talking between players on opposite teams. It is umpire discretion. There will be one warning given to both coaches and teams. The next infraction will result in an ejection for the player and the coach. The players will serve a 6 inning suspension. There shall be no negative distraction from the opposing team dugout. Supportive "chatter" for your own team only.
13. Players will not be allowed to wear jewelry, necklaces, rings, earrings, watches, rubber bands, and ect. Allowances will be made for religious purposes. Sunglasses are allowed during daylight hours.
14. All catchers including the catcher warming up a pitcher will wear a mask and head gear.

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9-10 Year-old Boys League Rules (cont.)

15. Players can not argue with the umpires. The umpire can eject the player at their discretion. Coaches can respectfully discuss calls with the umpire. It is recommended that the discussion take place between innings.
16. Infield fly rule is in affect. . Runners on 1st and 2nd, or 1st, 2nd and 3rd with less than 2 outs. An infield fly ball in fair territory will result in the batter being automatically out and the base runners may advance at their own risk.
17. Umpires must find an official timer to time the games.
18. It is recommended that first base be a double base with the safety orange base. All runners on must use the orange base.
19. All bats can be up to 2 ¼" barrel.

11-12 Year-old League Rules

Same Rules as the 9-10 Year-Old League with the following exceptions:

Base Running:

1. There is no stealing of home after a pass ball. However, if a play is made at any base or the catcher's throw back to the pitcher results in the ball leaving the 10' circle, then runners may advance at their own risk. This is the only way a runner can "steal" home.
2. The infield fly rule will be played. Runners on 1st and 2nd, or 1st, 2nd and 3rd with less than 2 outs. An infield fly ball in fair territory will result in the batter being automatically out and the base runners may advance at their own risk.

13-14 Year-old League Rules

Pony League rules have not been published. The rules are very close to the high school level.

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Rain-outs

1. The Park District will make every effort to make the diamonds ready throughout the day. However, if the diamond is "too wet", the coaches have the option to cancel the game or try to prepare the diamonds themselves to ready the diamond for play. The Park District has diamond dry compound and chalk available in the event weather conditions improve after park staff has gone home.
2. The coaches and umpires will determine all game cancellations. If lightening appears and potentially puts the health of the participants at risk, the game should be postponed for a period of time to determine if the game needs to be cancelled, rescheduled, or resumed based on current weather conditions. AS a rule if you see a flash and hear thunder within 30 seconds you are risk. Once a game is stopped for lightning, you should wait 30 minutes to restart. BE SMART.
3. If an early game is called off because of rain or wet conditions, the home team should notify the coaches of the second game alerting them of the cancellation.
4. A game is considered complete after four complete innings, 3½ if the home team is ahead.
5. If a league game is cancelled before it is deemed a complete game, then that game will start all over. However, a tournament game will resume at the point of the postponement.

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Equipment Checklist

| | | | | |
|-------------|--------------------------------|--|----------|--|
| Team League | | | | |
| Team Name | | | | |
| | | | | |
| Bats | 35 inch | | 30 inch | |
| | 34 inch | | 29 inch | |
| | 33 inch | | 28 inch | |
| | 32 inch | | 27 inch | |
| | 31 inch | | 26 inch | |
| | 30 inch | | Bat Ring | |
| | | | | |
| Balls | New | | | |
| | Practice | | | |
| | | | | |
| Helmets | Small | | | |
| | Medium | | | |
| | Large | | | |
| | X Large | | | |
| | XX Large | | | |
| | Other | | | |
| | | | | |
| Catchers | Mitt | | | |
| | Mask | | | |
| | Helmet | | | |
| | Throat Protector | | | |
| | Chest Protector | | | |
| | Shin Guards | | | |
| | Cup | | | |
| | | | | |
| Misc. | Scorebook | | | |
| | 1 st Basemen's Mitt | | | |
| | Ball Bag | | | |
| | Duffle Bag | | | |
| | | | | |
| Keys | Batting Cages | | | |
| | Score Board Controllers | | | |
| | Dodd's Light Boxes | | | |
| | Dodd's South Score Box | | | |
| | Dodd's North Score Box | | | |
| | Lion's Light Box | | | |
| | Lion's Score Box | | | |
| | Dodd's South Equipment | | | |
| | Dodd's North Equipment | | | |

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Uniform Checklist

| | | | |
|------------------|--------------|-------------------|------------------|
| Team League | | | |
| | | | |
| Team Name | | | |
| Team Sponsor | | | |
| Team Color | | | |
| Pants Color | | | |
| Hats Color | | | |
| Stirrups Color | | | |
| | | | |
| Coaches | | | |
| | | | |
| | | | |
| | | | |
| Uniform # | Name | Shirt Size | Pant Size |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| | | | |
| Pants | Youth Small | | |
| | Youth Medium | | |
| | Youth Large | | |
| | Youth XLarge | | |
| | Adult Small | | |
| | Adult Medium | | |
| | Adult Large | | |
| | Adult XLarge | | |

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Code of conduct

1. All players/coaches are expected to wear appropriate clothing to all practices and games. Coaches will set the dress code. The code should be gender and age appropriate.
2. All players are expected to be respectful of all team members, coaches and property.
 - a. The Lena park facilities.
 - b. Equipment.
 - c. Uniforms.
3. All coaches are expected to assist in the improvement of each player.
 - a. Fielding
 - b. Catching
 - c. Throwing
 - d. Batting
4. While attending a game or practice, parents/guardians are not allowed to confront a coach, umpire, parent/guardian or player about any discrepancies. In the event of a discrepancy, parents/guardians should notify the coach/commissioner about an issue. The coach/commissioner will then review the case and take the appropriate action.
5. All players/coaches are expected to encourage and congratulate other players/teams.
6. All players are expected to keep a drug free body. This includes alcohol and tobacco.
 - a. The first action taken will be a verbal warning.
 - b. The second action taken will be termination from team.
7. Parents are responsible for making all travel arrangements for their kids to and from practice/games. We are not responsible for transportation of kids. If you are having trouble getting your child to and from practices/games, contact your coach. They will discuss options parents/guardians have used in the past. It is then the responsibility of the parent/guardians to follow up with the appropriate means of transportation for their child.