

Lena Sports Association Manager's Handbook

Girls ages 9-10

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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 LSA Kickoff Day – 1st Saturday in June
8. League Tournament
 - a. 9- 10 start the 2nd week of July
 - b. 11-12 starts the 3rd week of July
 - c. 13-14 starts the 4th week of July
10. 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. This will only be accepted at the 7-10 age group.**
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

1. As of February 2005, 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. This team will be responsible for all costs associated with that tournament. If more than 1 coach or team wants to go to a specific tournament, it is suggested that the coaches get together to choose the separate teams.

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Awards Process

1. Arnold Katzenberger Sportsmanship Award – The 9-10 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.

2. The nomination process for the league sportsmanship trophies begins with players voting for two players from their 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 league 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.

3. League sportsmanship trophies are presented during the League Tournaments.

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9-10 Year-old Girls League Rules

Northwestern Illinois Youth softball league:
Check your league rules as they may be different.

Age

1. Cut off date for all players will be September 1st. **changed 2012**
 - a. 8 year old kids turning 9 years old after May 1st and before September 1st can play in the 9 – 10 year old league.
2. 10 year old kids with birthdates after May 1st and before September 1st can play with there school grade kids.

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, 10 fielders are used. Four of the players must be outfield, no rover.
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, however there will be an out for the ninth positions in the batting order. A player showing up late can enter the batting order at the bottom of the line up and the ninth batting position will no longer be recorded as an 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 four appearances in any one game.
 - a. A Pitcher may make his 4th 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 4 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. When a pitcher begins her windup, at least one foot must be on the rubber.
5. 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.
6. A ball is "dead" if it hits the ground before contact with the batter, it is not considered a HP and the batter does not advance to 1st base. The pitch still counts and should be called a ball or strike by the umpire.

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9-10 Year-old Girls 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.

Base Running:

1. The Pitcher's mound will have a ten foot circle. The ball is considered dead when the pitcher has control of the ball within the circle.
2. Anytime the pitcher has control of the ball within the circle, the play is dead and the runners cannot advance.
3. Runners are encouraged to 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. If a runner is deemed to have aggressively/deliberately caused a collision the runner will be called out. (umpires discretion)
 - b. No fake tags
4. Helmets must be worn whenever a player is on base and cannot be thrown off.
5. 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.
6. No stealing. Runners must stay on base until the ball leaves the pitcher's hand, the runner may lead up to 3 steps off from the base. The runner must return to the base before the start of the next pitch.
7. Runners may advance only after the batter puts the ball in to play. Runners can advance at their own risk. Aggressive base running is allowed to keep the game moving, however it should be within reason. (umpires discretion)
8. If a catcher is blocking the plate, a runner does not need to slide but may run around the catcher to reach the plate – catcher should not block the plate without the ball (umpires discretion) – If the plate/base was blocked and the fielder does not have control of the ball – one base is awarded.
9. Coaches can have a courtesy runner for their catcher when there are two outs. The runner must be the team's last out.

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9-10 Year-old Girls 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 45 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. Each team is limited to 7 runs or 3 outs per inning. The official score keeper must announce the 7th run in an inning.
10. Scorebooks should be kept by both Teams and scores validated after every inning. The Home team is the official scorebook.
11. Catchers must wear chest protectors, protective cup, chin guard, and helmet with a throat protector.
12. 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.
13. 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. There shall be no negative distraction from the opposing team dugout. Supportive "chatter" for your own team only.
14. 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.
15. All catchers including the catcher warming up a pitcher will wear a mask and head gear.

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

16. 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.
17. Infield fly rule is not in affect.
18. Umpires must find an official timer to time the games.
19. It is recommended that first base be a double base with the safety orange base. All runners on must use the orange base.
20. All bats can be up to 2 ¼" barrel.

11-12 Year-old Girls League Rules

Same as the 9-10 year old Girls rules with the exception of the following.
Northwestern Illinois Youth softball league:
Check your league rules as they may be different.

Age

1. Cut off date for all players will be September 1st.
 - b. 10 year old kids turning 11 years old after May 1st and before September 1st can play in the 11 - 12 year old league.
 - c. 12 year old kids with birthdates after May 1st and before September 1st can play with there school grade kids.

Team Play:

5. A Team may play with only eight players, however there will be an out for the ninth positions in the batting order. A player showing up late can play the field, but they can not enter the batting order. The ninth position will still be record as an out.

13-14 Year-old Girls League Rules

Northwestern Illinois Youth softball league:
Check your league rules as they may be different.

Age

11. Cut off date for all players will be September 1st.
 - a. 12 year old kids turning 13 years old after May 1st and before September 1st can play in the 13 - 14 year old league.
 - b. 14 year old kids with birthdates after May 1st and before September 1st can play with there school grade kids.

Team Play:

6. A team may put every player in the batting order, and may play an AH, or bat only the 9 players in the field. If a coach decides to only bat 9 or 10 players (AH), that team is subject to IHSA re-entry rules.

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13-14 Year-old Girls League Rules (cont.)

Pitching:

1. Pitchers are not limited to how many innings they can play in one game.
7. If a ball hits the ground before contact with the batter, it is considered a HP and the batter does advance to 1st base. If the batter does not make an attempt to avoid the pitch, the player does not advance to 1st. (umpire discretion)

Batting:

5. Batter can run on dropped 3rd strike.

Base Running:

10. Stealing is allowed to 2nd, 3rd, and home plate. Runners must stay on base until the ball leaves the pitchers hand.
11. Leaving base too early; One warning to each team. The second time the player will be called out by the umpire.

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 lightning 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.
6. See the Northwestern Illinois youth softball league ruling on the cancellation and rescheduling of games.

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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 respectful of all team members, coaches and property.
 - a. The Lena park facilities.
 - b. Equipment.
 - c. Uniforms.
12. All coaches are expected to assist in the improvement of each player.
 - i. Fielding
 - ii. Catching
 - iii. Throwing
 - iv. Batting
13. 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.
14. 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.
 - i. The first action taken will be a verbal warning.
 - ii. The second action taken will be termination from team.
7. Parents are responsible for making all travel arrangements for there 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 there child.