



2010 Parent Handbook

MISSION STATEMENT

The Board of Directors, Players, Managers, Coaches, Sponsors, and community members participating in Capitola-Soquel Little League, form an environment that shares the responsibility of teaching and learning the great game of baseball!

The Volunteers of our League are dedicated to providing all players an opportunity to develop their skills while giving them a sense of belonging and enjoyment throughout the Little League season. Our hope, as a board, is that every child, parent, community member, and volunteer, will benefit from their Little League experience.

EXECUTIVE BOARD MEMBERS

President	Noella Calderon	president@csllbaseball.com
VP of Administration	Patty Kolar	vp-administration@csllbaseball.com
VP of Operations	Shawn Del Carlo	vp-operations@csllbaseball.com
Player Agent	Steve Glen	player-agent@csllbaseball.com
Treasurer	Angelo De Bernardo	treasurer@csllbaseball.com
Secretary	Marlene Robinson	secretary@csllbaseball.com
Safety Officer	Sarah Glommen	safety-officer@csllbaseball.com
League Information Officer	Ted Gauthier	info-officer@csllbaseball.com

Team Parent Coordinators

This handbook is written for parents to acquire an overview of what is involved in a Little League season. There is a tremendous amount of work required to run the league, so please look for ways you can help. One of the most important ways is to support your child. Your attendance at games means so much to the players. Please come and meet the other families involved with your child’s team. Parents can also provide support if they will:

1. Applaud all good plays; ignore errors. Encourage effort, initiative, and hustle. Congratulate the winner; encourage the loser.
2. Recognize that Little Leaguers are children, not professional players, and need encouragement, not criticism.
3. Demonstrate that they recognize the effort expended by the volunteer personnel by refraining from unsportsman like conduct and “grandstand” managing.
4. Realize that the umpire is the closest to the play and that each umpire calls them as he or she sees them. The umpires are a paid professional or volunteer who has assumed a difficult but necessary role.
5. Respect all Little League property by treating equipment carefully, following our safety rules and by not littering.
6. Help your child get to practices and games on time with their complete uniform and all necessary equipment. Notify your child’s manager if they are unable to attend.

Enjoy the game for what it is. If it isn't fun.....it isn't Little League!!

LITTLE LEAGUE AGE

Little League uses May 1st as its cut off date for player ages. The player's "League Age" is the age the child will be on May 1st of the current season. This can be confusing, but League age is used for tryouts and division eligibility not their actual age. Players are assigned their League Age at registration. In most cases it is the age they will be during the majority of the season.

<u>League Age</u>	<u>Division</u>
5 & 6 Year Olds	T-Ball
6 - 8 Year Olds	A League (6 year olds who have 1 year of T-Ball only)
8 - 11 Year Olds	AA League
9 - 11 Year Olds	AAA League
10 - 12 Year Olds	Major League

PRE-SEASON

After teams have been selected, managers will call players to let them know what team they are on and when the practices will begin. Practices will be scheduled according to field availability, usually twice a week. Many managers will hold a parent meeting to discuss team information.

VOLUNTEER OPPORTUNITIES

We rely on volunteers for the everyday function of our league. Some of the areas in which volunteers are needed are: scorekeepers and announcers for each team, umpires, field clean up day, general maintenance on the fields, field trash pick up, and Snack Shack hours.

SNACK SHACK VOLUNTEER POLICY

Each team is responsible to provide 1 volunteer per hour of every game that they are "Visiting" team. The first volunteer should arrive for their shift 15 minutes before the game begins and the last volunteer's shift will last for 15 minutes following the end of their game. Games will not be allowed to begin until the volunteers arrive for their shifts. Each team parent is only responsible to assign shifts to parents and may choose how they are assigned.

EQUIPMENT AND SUPPLIES

The League provides shirts, hats, and other equipment such as baseballs, helmets, and protective gear. Each player provides his/her own glove, cleats, socks, belts, athletic supporter (for boys) and pants. Rubber cleats only (no form of removable cleats) are required for safety. Optional items like batting gloves and team jackets or sweatshirts may be purchased by the player. Jackets or sweatshirts may be ordered through the team at the beginning of the season and are optional.

PICTURE DAY

Players come in full uniform to have both individual and team pictures taken at the time designated for the team's division. These pictures are provided to all players at no additional charge. Team pictures

will also be used in the league's yearbook. **Picture day is Feb. 27, 2010**; times will be posted on our web site.

OPENING DAY CEREMONY

All teams, in uniform, assemble in front of the tennis courts at Soquel High School by 8:30 am on Opening Day. Teams will line up in their assigned order: T-Ball, A, AA, AAA, Major. They will then proceed to the Major League Field. A short ceremony will take place and managers will introduce their teams. The first games of the season will be played on this day. **Opening Day is Saturday, March 13, 2010.**

SCHEDULE AND GAMES

Game schedules are made after the teams have been formed. Most weeks, each team will play two games—one on a weekday evening and the other on a Saturday. Parental support during these games is very important to your player(s). In the stands, please be encouraging to all players, tolerant of the umpires, and respectful of your child's manager and coaches. If you have an issue about your child's playing, coaches, or manager, discuss it directly with the manager instead of in the stands. Most problems can be resolved with direct communication.

SPONSOR OPPORTUNITIES

Support the league by advertising your business in our Little League Yearbook, by becoming a booster, sponsoring your child's team, or purchasing advertising space available on all three fields (T-Ball/Farm, Minors, and Majors). Please contact our Sponsorship coordinator on our website www.csllbaseball.com.

FUNDRAISERS

Registration fees support less than half the league's expenses. Our main fundraiser will be discussed at our annual Team Parent Meeting.

COACHING CRITERIA

Following is a brief description of criteria, by division, for anyone interested in coaching a team for CSLL. For a more detailed description check our web site, www.csllbaseball.com.

T-BALL: Have a very basic understanding of the game; and more importantly, being comfortable with and able to work with very young children. Create a learning environment for these children that include both enjoyment and skill development.

SINGLE "A" (FARM): have a very comfortable understanding of the game of baseball. Be able to determine appropriate defensive positioning according to player's skill. Request parental assistance for practices. Become familiar with the Capitola-Soquel Little League "A" Division supplemental rules. Create the same learning environment at the "A" level as with T-ball – make it fun while teaching skills. Approach this division as non-competitive in your managerial strategy.

AA: Have an intermediate understanding of the game of baseball. Be able to determine appropriate defensive positioning according to player's skill. Continue to request parental assistance for practices. Become familiar with Capitola-Soquel Little League AA Division supplemental rules. Create a learning environment that keeps the players moving and promotes a higher attention span. Managerial

strategy becomes a balancing act between putting the most competitive team on the field and ensuring that the players are all advancing their skills.

AAA: Have an intermediate to advanced understanding of the game of baseball. You need to be comfortable enough with your understanding of the game to be able to assist in a coach's clinic. Having the ability to determine appropriate defensive positioning according to player's skill is very important at this level. Become familiar with the Capitola-Soquel Little League AAA Division supplemental rules. Managers at this level need to prepare players for advancement to the Major Division level, so practice organizational skills and game strategies are very important.

MAJORS: Have an advanced understanding of the game of baseball. You need to be comfortable enough with your understanding of the game to be able to instruct other less experienced coaches in a teaching environment. Having the ability to determine appropriate defensive positioning according to player's skill is very important at this level. Become familiar with the Capitola-Soquel Little League Major Division supplemental rules. Managers at this level need to prepare players for advancement to the Pony League level so, practice organizational skills and game strategies are very important.

WHAT PARENTS SHOULD KNOW ABOUT CSLL INSURANCE

The CSLL Insurance Program is designed to afford protection to all participants at the most economical cost to the league. The CSLL Accident Insurance Policy is an excess coverage, accident only, to be used as a supplement to other insurance carried under a family policy or insurance provided by a parent's employer. If there is no primary coverage, CSLL insurance will provide benefits for eligible charges, up to Usual and Customary allowances for our area, after a \$50.00 deduction per claim, up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low-cost protection with assurance to parents that adequate coverage is in force for all CSLL approved programs and events.

If your child sustains a covered injury while participating in a scheduled CSLL game, or practice, here is how the insurance works;

1. The Little League Baseball accident notification form should be completed by parents and the CSLL Safety Officer and forwarded to Little League Headquarters within 20 days of the accident. Initial medical/dental treatment must be rendered within 30 days of the Little League accident.
2. Itemized bills, including description of service, procedure and diagnosis codes for medical services/ supplies and/ or other documentation related to the claim for benefits are to be provided within 90 days of the accident. In no event shall such proof be furnished later than 15 months from the date the initial medical expense was incurred.
3. When other insurance is present, parents must forward copies of the Explanation of Benefits or Notice/Letter of Denial for each charge directly to Little League Headquarters, even if the charges do not exceed the deductible of the primary insurance program.
4. Policy provides benefits for eligible medical expenses incurred within 52 weeks of the accident, subject to Excess Coverage and Exclusion provisions in the plan.
5. Deferred medical/dental benefits may be available for necessary treatment after the 52 week time limit when:
 - Deferred medical benefits apply when necessary treatment requiring the removal of a pin/plate, applied to transfix a bone in the year of the injury, or scar tissue removal, after the 52 week time limit is required. The Company will pay the Reasonable Expense incurred, subject to the Policy's maximum limit of \$100,000 for any one injury to any one insured. However, in no event will any

benefit be paid under this provision for any expenses incurred more than 24 months from the date the injury was sustained.

- If the Insured incurs injury, to sound, natural teeth and necessary treatment requires treatment for that injury be postponed to a date more than 52 weeks after the injury due to, but not limited to, the physiological changes of a growing child, the Company will pay the lesser of: 1. a maximum of \$1,500 or 2. Reasonable expenses incurred for deferred medical. Reasonable Expenses incurred for deferred dental treatment are only covered if they are incurred on, or before, the insured's 23rd birthday. Reasonable Expenses for deferred root canal therapy are covered only if the treatment is incurred within 24 months after the date the injury is sustained. No payment will be made for deferred treatment unless the physician submits written certification, within 52 weeks after the accident, that the treatment must be postponed for the above stated reasons. Benefits are payable subject to the Excess Coverage provisions of the Policy.

MOUNTAIN SCHOOL FACILITY USE AGREEMENT

Players, family members, and other guests are not authorized to use the Mountain School playground or surrounding facilities during baseball practice or games. This is a mandatory requirement by the Mountain School Board of Directors for the use of their field. Spot checks will occur by school officials. If Spectators, or players are found playing on their equipment, or wandering in or around the surrounding facilities our usage agreement with the field may be immediately revoked.

Players and spectators are not covered by CSLL insurance for the playground areas at any facilities. Players, spectators, coaches, and managers must respect the requirements of Mountain School and refrain from using unauthorized facilities. The Mountain School field is an integral part of the CSLL field system. Do not jeopardize this relationship.

RAIN OUT POLICY (Applies to all Divisions)

Saturday Rain Out Process

Field Maintenance Personnel (Umpire and Field Manager) are to meet at the playing fields between 7:00am and 7:30am every Saturday to assess and managed the condition of the playing fields.

- 1) Based on weather conditions, the Field Maintenance Personnel will work to determine:
 - If the cancellation will cover the full day (or) a partial day, and
 - What fields the cancellation will affect.
- 2) Once a cancellation determination is made, the team is responsible to alert the CSLL Information Officer to update the Hotline and Web-site.
- 3) Managers and team parents will check either place for updated information
- 4) The Managers are to contact their families to inform them with the details of the Field Maintenance Personnel's determination.

Weekday Rainout Process

Field Maintenance Personnel will assess the condition of the playing fields by **1PM**. If cancellation is determined, the above stated process will be followed.

NOTE: All Managers should check the CSLL Hotline and the CSLL Website for information regarding the field conditions. Managers should direct their families to the Hotline and Website as well

Attention AAA and Major Coordinators and Managers

If you have away games with Santa Cruz Little League at Harvey West Park, the following phone numbers will confirm what fields are open or closed;

- 1) Santa Cruz Little League Hot Line-----831-420-6192
- 2) Snack Shack-----831-429-8181

REFUND POLICY

The registration fee is applied towards the operation of CSLL. The following is CSLL's Refund Policy of the registration fee. All other funds collected from fundraisers, sponsorships, etc. are not refundable.

In order to receive any refund due, the parent/guardian of a player must submit a letter to the Board (or contact the President of the Board directly) requesting a refund and simply stating the reason as to why the player is resigning from Capitola-Soquel Little League.

Amount of refund will be based on the following situations:

***A player who resigns, quits, or is lost for the season due to injury:**

- 1) The parent/guardian of a player can obtain a full refund of the registration fee any date prior to Picture Day (see Calendar for specific date).**
- 2) There will be no refund of the registration fee after Picture Day.**

CONFLICT RESOLUTION POLICY AND PROCEDURE

I. Purpose:

To establish a procedure that will resolve conflicts as simply and quickly as possible while staying within the bounds of Little League Rules.

II. Policy:

It shall be the policy of the Capitola Soquel Little League to resolve all reported conflicts as expediently as possible to further the leagues primary responsibility; *"to promote, develop, supervise, and voluntarily assist in all lawful ways, the interest of those who will participate in Little League Baseball. Through proper guidance and exemplary leadership, the Little League program assists youth in developing the qualities of citizenship, discipline, teamwork and physical well-being. By espousing the virtues of character, courage and loyalty, the Little League Baseball is designed to develop superior citizens rather than superior athletes."* (**National Little League Mission Statement.**)

The overriding principals behind all CSLL conflict-resolution decisions are 1) the importance of developing superior citizens rather than superior athletes and 2) the importance of resolving issues at the lowest, most immediate level possible.

III. Procedure:

Conflicts shall be resolved at the lowest, most immediate level possible. Failing resolution at a particular level, the escalation hierarchy is —

- 1) The team manager
- 2) The division coordinator
- 3) The VP of operations
- 4) The league president
- 5) A three-member committee of the board of directors appointed by the president
- 6) The District 39 District Administrator.

Notification of League Administrators

All conflicts will be evaluated with Executive Board oversight. The following procedure shall be followed and considered the first level of Executive Board oversight.

- The CSLL League President shall be the final deciding party in all conflicts that can not be resolved at the lower levels of review; unless they are issues deemed necessary to be submitted to the District 39 District Administrator by the President and/or Board of Directors.
- The President may take the following actions in regard to all issues brought to their attention for review and resolution:
 1. Agree with the previous resolution and take no further action.
 2. Form a committee of three Board Members to develop a resolution to the issue.

Personal Safety Issues:

Any serious issue of player safety shall be communicated within 24 hours to the player agent and VP of operations or, in his/her absence the Vice President of Administration.

- A. Should the safety violation be an act of violence against another person during any CSLL sanctioned event the same notification process shall be used with the additional requirements:
 1. The Manager, Division Coordinator and/or Player Agent shall ensure the immediate notification of the League President.

SCHOLARSHIP POLICY

Capitola Soquel Little League (CSLL) offers a partial scholarship program for families in need of financial support. CSLL can provide a maximum amount of 5% of total registration revenue in scholarship monies per season. Scholarships are available on a limited and first come first served variable basis, depending upon the number of scholarship requests received in a particular season, thus not creating a financial hardship on the league and its continued operations. Each family that

receives a scholarship is required to fulfill a total number of volunteer hours that will be determined by the needs of the league. The Board reserves jurisdiction over the scholarship amount awarded and will be reviewed by the board annually or as fiscally necessitated.

CODE OF CONDUCT

Each parent is required to sign a copy of the following Code of Conduct. A copy is kept in each manager's binders and should be collected by the beginning of the season. Team parents may be asked by coach to collect forms that have not been submitted.

We, the [Capitola – Soquel Little League](#), have implemented the following Sport Participant Code of Conduct for the important message it holds about the proper role of adults in supporting children in sports. All adult participants should read, understand and sign this form prior to participating in our league. Any participant guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

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:

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| <p>1. I will not force any child to participate in sports.</p> <p>2. I will remember that children participate to have fun and that the game is for youth, not adults.</p> <p>3. I will inform the coach of any physical disability or ailment that may affect the safety of a child or the safety of others.</p> <p>4. I will learn the rules of the game and the policies of the league</p> <p>5. I (and my guests) will be a positive role model for children 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.</p> | <p>6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent. For example; booing and taunting, refusing to shake hands, or using profane language or gestures.</p> <p>7. I will not encourage any behaviors or practices that would endanger the health and well being of the athletes.</p> <p>8. I will teach children to play by the rules and to resolve conflicts without resorting to hostility or violence.</p> <p>9. I will demand that the children treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.</p> <p>10. I will teach children that doing one's best is more important than winning, so that a child will never feel defeated by the outcome of a game or his/her performance.</p> |
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11. I will praise the children for competing fairly and trying hard, and make the children feel like a winner every time.

12. I will never ridicule or yell at a child or other participants for making a mistake or losing a competition.

13. I will emphasize skill development and practices and how they benefit a child over winning. I will also de-emphasize games and competition in the lower age groups.

14. I will promote the emotional and physical well being of the athletes ahead of any personal desire I may have for a child to win.

15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

16. I will demand a sports environment for the children that are free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.

17. I will refrain from coaching a child or other players during games and practices, unless I am one of the official coaches of the team.

18. I will refrain from wearing any attire that is drug, alcohol, tobacco, gang, violence, or criminally related in anyway.