

FLORENCE LITTLE LEAGUE COACHES GUIDELINES AND DUTIES

1. Keep up with all equipment.
2. Hold a meeting for parents at the beginning of the season.
3. Support the League Fundraiser.
4. Home team of the first game of the day is responsible for opening the field and the home team last game of the day must help with field maintenance and lock up (including turning off all lights). Do not leave anyone at the field alone; children or adults.
5. You are responsible for the actions of your assistants, parents, players and fans.
6. Lineup to be turned in at least 15 minutes before scheduled game time.
7. Conduct practice on a regular basis. Max of 8 hours per week of practice and game time per team unless special permission granted by league commissioner.
8. Notify parents regarding practice and game schedule changes (cancellations and reschedules).
9. Nominate and vote on All-Stars.
10. Attend all meetings or send an assistant coach.
11. Get a responsible team representative. This person will help with parent communications, distributions of uniforms, fundraising activities, and any other appropriately delegated activities. If they are not doing the job, you may have to serve as the team representative.
12. No alcohol, drugs, tobacco products or profanity allowed at any team function (see Rule 7 of League Rules).
13. The Board of Directors, not the Recreation Department, should handle all questions, suggestions, and complaints.

FLORENCE LITTLE LEAGUE TEAM PARENT REPRESENTATIVE DUTIES

The team representative is an adult who represents a team and assists the head coach with administrative duties, thus leaving the coach to coach and train the athletes. The team representative's duties will be as follows:

1. Meet with the parents to inform them of the importance of the fundraiser and distribute the fundraiser information for that year (tickets, brochures, candy, etc).
2. Collect all money from the players and team into the League Team Parent Rep on the last scheduled practice before the fundraiser.
3. Be sure that their team is informed of their picture day, and have them there on time.
4. Any other duties reasonably and appropriately assigned by the head coach.

There will be a meeting of all team reps at the beginning of the season with the President and the League Parent Rep to explain their duties and answer any questions that they may have.

FLORENCE LITTLE LEAGUE RULES

Little League baseball rules will govern play unless amended by the following Bylaws. “Official Baseball Rules” as published by the National Baseball Congress of America will cover all other rules.

Rule 1: Ages and Divisions of Players

Tee Ball/Pee Wee	5 and 6 years old
Coach Pitch	7 and 8 years old
Minor	9 and 10 years old
Major	11 and 12 years old
Juniors	13 and 14 years old
Seniors	15 and 16 years old

**Juniors and Seniors will play together for regular season and split into two separate age divisions for the All-Star season.

Cutoff date is August 31 of the current year. Birth Certificates must be on file at the City of Florence – Athletics and Sports Tourism Department. All players must play within their age group.

Rule 2: Coaching Staff

Each team can have a maximum of one head coach, up to 2 assistants (3 assistants for Coach Pitch or Tee Ball). A certified team parent representative can be a substitute for an absent coach in Coach Pitch and Pee Wee. No assistant coaches may be chosen prior to the draft that has a child coming into the League. No one else can act in a coaching manner with the team and all coaches must be certified through the City of Florence – Athletics and Sports Tourism Department. A head coach is defined as a person who attends 75% of all team functions to include games and practices. If a coach does not meet this requirement during the year, the coach will be brought before the Board to discuss attendance with potential to be removed as head coach. The only exceptions will be if he/she quits with no child on the team, long illness, death, moving, job changes or justifiable exceptions as seen by the Board. Head coaches must attend a mandatory coaches meeting on rules and conduct in February/March.

Rule 3: Team Selection

Returning players will remain on the teams they played on the prior season within the same age division. New players to the age division will be drafted. Draft will be split by younger and older players within each age division. Drafting of older players in each division will occur first with the draft order determined by the previous year’s regular season standings, with last place team getting first draft pick and first place team getting last pick and the number of players returning. Athletes not attending tryouts will be placed in a blind draw and will be separated and picked in their respective age groups (ie. 12’s in 12-year old draft, 11’s in the 11-year old draft). Head coaches’ children are automatically placed on the team in the second round of the draft. Teams will even up after the 3rd round of the younger draft. Each team should strive to have no more than eight players of the same age on their team.

Expansion Team: A new expansion team with no returners will receive a compensatory first pick in the older player selection process and draft first in the each subsequent round of the older age group depending on the number of returners of the other teams and their respective

draft order. The goal is to even up the number of older players on each team. Expansion teams will also draft first in all subsequent rounds of the younger draft.

If an unusual circumstance or situation arises before or during the draft, the problem will be decided by the Board Members present. The final determining authority will be the League President.

All players will be chosen by the verbal draft. All players must be chosen and any others that register after the draft will be assigned to teams by the League Commissioner or Players' Agent in order of draft position. After draft is complete, sibling and returning player rule does not apply.

Rule 4: Games

All games will begin on time or within 15 minutes after the game prior to it ends. One hour and 30 minutes is the time limit for Coach Pitch, one hour and 45 minutes is the time limit for Minors and Majors, and two hours for Junior/Seniors. Tee Ball will play two innings.

This time is to be computed from the scheduled time for the second game of the evening or from 15 minutes after the end of the first game, whichever is later. Starting time will be written on the scorebook by the head score keeper for that game. In the event of a tie game at the end of regulation, or at the end of the allocated time, the game shall continue for one more additional inning. If the game is still tied after this one extra inning, the game will end in a tie. If the first game lasts into the second game slot, the first game will be played in its entirety. A new game will not start after 8:30pm. There will be no infield practice on games that start after 7:45pm.

*All Rain outs will be moved to the next available date in that week. All games will finish in their week. NO EXCEPTIONS TO THIS RULE.

Grace Period: There will be a ten-minute grace period for the first game only.

Rule 5: Equipment

Complete uniforms are required to be worn by all players during games. Complete outfit consists of: solid-colored pants, league provided jerseys, shoes, and league provided hats. Coaches are encouraged to wear league provided jerseys and hats bearing their sponsors names during games. No player will be allowed to participate in games without complete uniforms. C-flaps or full face masks must be worn on batting helmet for all age groups. Catcher's face mask with throat guard and ear protection is required. Catchers are also required to wear a catcher's glove for Junior/Senior, Minors, and Majors and protective cup for all age groups.

**Picture Day: Complete uniforms are mandatory for players and coaches in order to participate.

Rule 6: Protest and Complaints

Verbal protest must be made by the acting head coach on the spot and before the next pitch. Protest must be put in writing as outlined in the Little League Baseball Handbook.

Complaints concerning either coaches, officers or any phase of the League must be put in

writing and given to the League Commissioner for discussion with the Executive Committee. The Protest Committee shall be comprised of at least three members of the Executive Committee with at least one of those being the President or Vice President. The protest must be made within 24 hours of the incident. A non-refundable \$10 fee must be submitted at the time of the complaint submission to the Executive Committee.

Rule 7: Restrictions

Appearance:

All members of the League have an obligation to conduct themselves as decent and concerned persons. No alcohol or tobacco products will be used at any time when there are players around. No profanity will be used at any time. Refer to city disciplinary policy for further information.

Expectations for Fan Behavior:

No profanity will be used at any time by any person in the vicinity of a ballgame or practice. No alcohol, tobacco products, or vaping will be allowed on the premises of the Florence Little League facilities. First offense will result in a verbal warning. Second offense will result in the immediate removal of the offending party and the related athlete. Repeat offenders will be suspended for the remainder of the season (offending party and related athlete).

Rule 8: Brothers-Sisters

Parents or guardians can request siblings play on the same team or not. Family members are placed on the same team if they are in the same age group if requested by the parent. Once one member has been chosen, the other will be chosen in the next round. Family members do not have to play on the same team if that is requested by the parent or guardian. Parent must provide proof of relation on date of tryouts.

Rule 9: Playing Time

Players should play a minimum of six outs defensively, with subs alternating innings in the first four innings, and two (2) at-bats for Coach Pitch. If your team does not bat in the bottom half of the fourth inning, then the rule will drop by 1/2 inning. If the game is called due to the time limit, then all players must be in the lineup in accordance to satisfy the rule as if the game had been completed.

In the Minors, Majors and Junior/Seniors, every player on the team roster will play a minimum of six outs defensively, with subs alternating innings in the first four innings, and bat at least one time. The length of the game does not change this rule. There will not be allowed more than one sub per each batting position in a team's lineup, and they will alternate bat through the course of the ball game. Any player arriving after the start of the game (first pitch) must miss their next turn at bat before they will be eligible to enter the game on offense. They must wait until the completion of the inning to enter the game on defense.

Batting – If each team has the same number of players, all players will bat. If the number of players on each team is unequal, bat the minimum number of batters with subs on alternate turns through the lineup.

PENALTY

The player(s) involved shall start the next scheduled game, play any previous requirement not completed for as prescribed above and the requirement for prior game before being removed. This must be checked by the Commissioner in charge.

The coach shall for the:

1st offense - receive a written warning

2nd offense - a suspension for the next scheduled game 3rd offense -
a suspension for the remainder of the season.

Note: If the violation is determined to have been intentional, a more severe penalty may be assessed by the Executive Committee. However, forfeiture of the game may not be invoked.

Major and Minor league coaches will be required to sign the official scorebook immediately after each game. At that time, they can discuss with the board members on duty all participation issues arising from the game just completed and take note of the number of pitcher's pitch counts. Each coach must sign both pages of scorebook.

Players Arriving Late: If a player arrives to the game after the completion of two (2) innings, NO participation rules have to be met. If a player arrives to the game before the completion of two (2) innings, ALL participation rules must be met.

NOTE: IF A PLAYER ARRIVES AFTER THE COMPLETION OF TWO (2) INNINGS, THE HEAD COACH WILL NOTIFY THE UMPIRE OF THEIR ARRIVAL. FAILURE TO NOTIFY THE UMPIRE WILL RESULT IN THAT PLAYER HAVING TO MEET ALL PARTICIPATION REQUIREMENTS.

Rule 10: Late Sign-Ups

Anyone signing up after the draft by or before the last cut off date will be assigned by the City of Florence – Athletics and Sports Tourism Department by age and by which team has next pick as shown under Rule #3.

Rule 11: Total Players Per Team

Teams are required to fill their rosters to the prescribed amount of players unless an insufficient number of players make it possible. If a player is lost, the coach must notify the League Commissioner immediately to allow for a replacement.

Rule 12: Run Rule

A 15 run lead after 3 innings and 10 run lead after 4 innings rule will be used for all divisions. (Refer to Little League Rules)

Rule 13: All-Stars

There will be one 12-year old All-star team, one 11-year old All-Star team, one Minor league (9 and 10-year old) All-Star team, and one Coach Pitch (7 and 8-year old) All-Star team. All players must play within their age division. The coach that wins the regular season championship in each league will have the right to coach the All-Star Team provided the League Board of Directors approves. If the regular season champion coach declines, the Board of Directors will appoint the coach of the team. In Majors, the second-place regular season coach has the right to coach the 11-year old All-Star team. If he declines, the Board of Directors will appoint the coach of the team.

Each regular season coach will submit a list of players from their team they feel should be

considered for All-Star play. The Board of Directors will accumulate the list and pass it back to the head coach or voting coach, one per team. Any League umpire, Executive Committee member, or voting coach, will have the opportunity to add any player that they feel was overlooked. Each team will consist of 12 players in each division and coaches will vote in person (no phone votes) on 12 athletes from the list of all nominees. Players receiving 2/3 of the votes will automatically be placed on the team. The head coach will pick the remaining players for the team from the remaining list of nominees. The head coach may pick his/her assistant coaches after draft of the team from any coach that was in the division and league approved.

Each child is required by to play in a minimum of eight (8) local league games of a minimum 12 season team games to be eligible for All-Stars unless specifically granted an exception by the District Director.

Rule 14: Awards

Only what the League gives out is permitted to be given to players. Teams may not go out and buy trophies or medal for their individual teams for any reason. It is recommended that Participation Certificates be given to all League participants. Failure to abide by this rule could result in a coaching suspension. Trophies will be given out for League Champions and Runner Ups as well as Regular Season Champions. Trophies will be given to season champions for each division as well as Tournament Champions and Runners-Up for all divisions. Sportsmanship awards will be given to one player per team and to one team per division as a whole as voted on by umpires and coaches.

Rule 15: Players Changing Teams

In the event a player requests permission to be released from one team in order to re-enter the draft for the following season, an appeal must be made to the Board of Directors' Executive Committee and decision made will be final.

Rule 16: Practice

Due to church schedule, Sunday practices are discouraged and Wednesday nights should be alternated among teams. To encourage efficiency and productive use of the practice and game times while minimizing the time away from family, schoolwork, etc., the practice and game schedule will be limited to 8 hours per week, no more than 2 hours per day.

Rule 17: Maximum In A Dugout

The maximum number of people allowed in a dugout during playing of a regularly scheduled game shall be four adult managers for Coach Pitch and Tee Ball and three adult managers for Minors and Majors plus their players. If four adult managers are used, three can be coaching and one can remain in the dugout but cannot coach. All adults interacting with players in any capacity must have a current background check with the City of Florence.

Rule 18: Stoppage Of Play For Injuries

The umpire will have full authority to stop play in the event of what is perceived to be a serious injury to a player. Stoppage of play is completely at the umpire's discretion. As such, it cannot be argued by coaches.

Rule 19: Rainouts

When a team is ten (10) runs ahead after three (3) complete innings of play and the game is

called because of rain or any other cause, it shall be a legal game and the team ahead shall be the winner. Any game called for rain or other cause that has completed 3.5 innings if home team is winning or 4.0 innings if visiting team is winning, shall be a legal game and the team ahead shall be the winner. Games shortened by curfew, rain, or other acts of God before they have become regulation games shall be resumed from the point of termination.

Games rained out on Monday or Tuesday will be made up on Wednesday of the same week if field conditions allow. If conditions do not allow, then Friday of the same week. Games rained out Thursday will be made up on Friday of the same week so long as field conditions allow and time slots are available. Games rained out on Friday will be made up on Saturday of the same week, if field conditions allow and time slots are available. Games rained out on Saturday will be made up on Sunday of the same week, if field conditions allow and time slots are available. If conditions such as no available slot on Saturday or a team being required to play a double header arises, Sunday will be used as a makeup day instead of Saturday. If Sunday makeups are unavailable, games will be made up the following week during the first available time slot. All Little League Baseball pitching rules will apply and be enforced.

Rule 20: Special Rules

COACH PITCH LEAGUE RULES:

(A) Coach Pitch Playing Field:

- 1) The bases will be 60 feet apart.
- 2) The pitching rubber will be located 46 feet from the back edge of home plate.
- 3) A 12-foot-diameter circle will be used for the pitching area.
- 4) A 20-foot circle will be drawn around the home plate area.

(B) Coach Pitch Coaches:

- 1) There must be four coaches listed on each team's official roster. A coach must remain in the dugout at all times to watch the players. Only three coaches listed on the official roster will be allowed on the playing field at one time to coach on offense (two base coaches and one pitching coach). Background checks are mandatory for all coaches and staff interacting with athletes. Attendance at the coach's meeting is mandatory for all head coaches.
- 2) The head coach is the only person who may confer with the umpires about a play or rule situation, and is the only person who is allowed to alert the umpire of the last batter.

(C) Coach Pitch General Rules:

- 1) Game time limit is 90 minutes.
- 2) Teams will consist of no more than 13 players, ages 7 and 8 as of August 31st and 4 coaches.
- 3) Each team will play a maximum of ten (10) players per inning on defense. Bases will be cleared of all runners when three outs are made, with the exception of the last batter. Batting will continue each inning until all batters have batted. A team may play with nine players, but must always field a catcher on defense.
- 4) Coaches will give the scorekeeper their lineup for all four innings at least 10 minutes before the game starts. No changes in the lineup will be allowed, except for

injuries or late-comers. Failure to comply with this rule throughout the season will result in a warning for the first offense and subsequent suspensions from coaching in those games thereafter. In the case of extra innings, the lineups will start over from the first inning and continue until the game is finished. Lineups will consist of players first and last names, and their numbers. Any player arriving late is required to play at least one inning.

- 5) Only the players and coaches from each team will be allowed inside the playing area. Coaches will keep all equipment inside the dugout at all times.
- 6) All players must be in full uniform to participate. A uniform will consist of the team's official hat and jersey, baseball pants and socks, and cleats or tennis shoes.
- 7) EQUIPMENT: All equipment must be Little League Baseball Approved.

(D) Coach Pitch Pitching:

- 1) Coach Pitcher: The team at bat will furnish a coach from their official roster to pitch to their team. The coach will be within the circle when he pitches the ball. The coach who is pitching is responsible for getting out of the way of a hit or thrown ball. If he intentionally interferes with the ball or the fielder, the runner is out. The coach shall exit the playing field behind the play to avoid interference. If the coach pitcher is accidentally hit by the ball, the ball is live and should be played as a live ball. The coach pitching can only coach the batter before the pitch is delivered to the plate, and cannot coach in any other aspect once the ball is live. Failure to comply with this rule will result in a verbal warning for the first offense and removal from the game for the second offense. Teams may change pitching coaches at any time in the inning if needed. Coaches must pitch from an upright position and the ball must be thrown overhand. A pitch cannot be delivered from the kneeling position.
- 2) Player Pitcher: The defensive team will place a player in the designated area at the pitcher position. The player in the pitching area must have at least one foot inside the designated 12-foot pitching circle when the ball is pitched, must stand in position either on the left or right side of the coach pitcher or behind the coach pitcher, and must not be any closer to the batter than the pitching rubber. The player pitcher cannot leave the circle until the ball hit and must not interfere with the coach pitching. Penalty for not following these rules: the offensive coach has the option of accepting any part of the play or taking a no pitch. The player pitcher must wear a batting helmet with face mask while playing the pitcher position.

(E) Coach Pitch Batting and Base Running:

- 1) BATTER'S BOX: There will be a batter's box drawn at home plate. Batters must bat from inside the box. The size of the box will be 2 ft x 4 ft. A batter making contact with the ball with either foot completely outside the batter's box will be called out.
- 2) Each batter will be given five (5) pitches or three (3) strikes or swings unless ball hit foul. Batters may not step out of the batter's box during the at-bat unless under fear of being hit by the pitch.
- 3) Coaches will be allowed to position each batter only once per inning.
- 4) No walks, bunting, hit batter, or catcher's interferences will be allowed. Catcher's interference will be a no pitch and intentional bunting will be a strike.
- 5) SLUNG BATS: The umpire shall give one warning per team to the Head Coach; the second slung bat for that team will be an automatic out regardless of the player.

- 6) No loud chanting or calling swing at the opposing team.
- 7) No infield fly rule will be used.
- 8) A play can be made on base runners at any time until the ball is dead. The ball is dead when all base runners are forced to stop or return to base under the threat of making an out. Base runners may advance at any time at their own risk. There are no HALFWAY MARKS. If the runner has left the base before time is called or the ball is returned to the player pitcher in the circle, that runner may advance. When a base runner is forced to stop on or return to a base under threat of making an out, the ball is dead and time shall be called. If a member of a defensive team causes one runner to stop or return to a base and then makes a play on another base runner, the ball is live and all base runners may advance at their own risk. Runners may advance on a fly ball that is caught fair or foul at their own risk.
- 9) No stealing is allowed. Base runners must be in contact with the base when the ball is pitched and can only advance when the ball gets to the plate. If a player leaves the base too soon, the defensive coach has the option of taking any portion of the play or a no pitch.
- 10) Any runner will be out, while the ball is alive, if they are aided or interfered with by their coach attempting to help them with the play in a manner such as touching or pushing them.
- 11) A runner missing a base will be called out only if the opposing coach makes an appeal to the umpire before the next pitch is delivered. If the last batter misses a base, the appeal must be before the last defensive player leaves the field.

(F) Coach Pitch Last Batter Rules:

- 1) A 20-foot circle (10-foot radius) will be drawn around the home plate area. The only player that can put the last batter out at home is the pitcher and catcher. Only the catcher and pitcher can tag home plate on the last batter. Everyone else must play their position. No other player besides the pitcher and catcher may enter the home-plate circle on the last batter. The only exception will be to field a batted ball. No infielder will be allowed to back up on the grass area and no outfielder will be allowed to play the infield. Outfielders cannot run the ball into the plate on the last batter. Failure to abide by these rules will result in all runs scored.
- 2) The last batter can be out only by a strike out, a caught fly ball, a force out at first base or by tagging home plate with the ball in possession. A put out at first means third out and no runs score. No runs can score after home plate is tagged. No runner can be tagged out and last batter can only be forced out at first. A ball that bounces over the fence or is considered a ground rule double will be counted as a homerun.
- 3) The head coach is responsible for notifying the home-plate umpire of the last batter. If he does not and the batter makes contact with a pitch, the batter will be called out and any runs that score are negated.

(G) Coach Pitch Defensive and Coaches Rules:

- 1) Any ball viewed as intentionally thrown over the fence in any way by a defensive player on the tenth batter will be considered a homerun
- 2) Coaches will be allowed to coach at each baseline but must stay within the marked off area. Only one (1) defensive coach will be allowed on the field and must remain within the coach's box. Only one (1) coach will be permitted on the field at a time to confer with the defense during a time out. Defensive coach cannot talk to their players when the pitcher is throwing the ball. Failure to abide by these rules will

result in a charged time-out and a warning for the first offense and automatic ejection from the game for the second offense. Only two time outs per inning will be allowed except for an injury.

- 3) Coaches cannot switch players on defense once the inning has started (first pitch). Where the player starts is where he must finish.
- 4) A coach's box will be drawn 3 feet x length of dug-out. If the coach steps out of the box while the ball is in play, a time-out will be charged for the first time. If he steps out a second time, he will be ejected from the ballgame.
- 5) If the coach coaching the base path leaves the coach's box, the team will be issued a warning. The second offense results in an automatic ejection from the game.
- 6) Any coach being ejected for any reason must meet with the Board of Directors before resuming coaching duties. Coach is also subject to the city disciplinary policy.
- 7) **CATCHERS:** Catchers must bat in one of the first six batting orders. Catchers should wear protective cups. No team will be permitted to switch catchers during an inning except due to injuries. Catchers must retrieve the ball after each pitch and throw the ball back to the pitcher. A catcher must be in the squatting position when the ball is pitched. All teams must field a catcher, regardless of the situation.

PEE WEE RULES:

- 1) Bases will be located equally 60 feet apart.
- 2) A reduced injury “incredi-ball” will be used. Regular practice balls and regular baseballs are not to be used in games or during practices.
- 3) Each game will consist of three (3) complete innings or one (1) hour time limit. Bases will not be cleared of all runners when three outs are made. Each coach is required to submit a completed lineup before the beginning of each game. No substitutions or changes in the batting order will be allowed except in the case of injury, sickness, or absentee child.
- 4) The scoreboard will not be turned on. Coaches are highly discouraged from keeping score. They are encouraged to instruct parents not to make a judgement about who won or lost the game.
- 5) Standings will not be kept.
- 6) No All-Stars will be selected in the Pee Wee Division.
- 7) There will be 13 players on a team. All 13 players will play on defense and all 13 players will bat each inning. If all 13 players are not present, then the team will bat and play with the number of players that have arrived for the game. Example: Team A begins a game with 10 players, Team B begins with 12 players. Team A will bat 10 players in the inning and field 10 players. Team B will bat 12 players and field 12 players. The emphasis is on participation.
- 8) No post-season awards (trophies, plaques, etc.) will be given by the coaches or team parents. Only awards given out by the league are allowed. All Pee Wee players will receive a participation trophy at closing ceremonies.
- 9) The batting tee can be used at any time during the game.
- 10) There is a maximum of 4 coaches allowed on the team. Coaches will be allowed to stand in the outfield to coach players.
- 11) A maximum of one base may be awarded to any player as a result of an overthrow to any base or on the return throw to the pitcher. Play stops once the pitcher is in control of the ball and has both feet inside the pitcher’s circle.
- 12) Coaches are encouraged to pitch to players as often as possible. A pitch cannot be delivered from the kneeling position.
- 13) There will be no limit on foul balls. Strikes will be called when a player completely misses the ball and/or hits the tee. A player hitting a foul ball on the third strike will not be called out. A batted ball which does not completely leave the home plate circle is considered a foul ball.
- 14) Players shall not abuse home plate.