

2024-25

Parent Guide Minor AAA Division



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Welcome to the Minor AAA Division!

In the Minor AAA tier, players will continue to develop their skills they have learned in the years prior. This tier will be all pitching, allowing players that have previously pitched to improve throughout the season. Stealing will be allowed in this tier. Fair play will be in effect in all minor tiers, with equal play of infield/outfield and rolling over the batting order to ensure that all kids get a comparable number of at bats and innings in the field.

Criminal Record Check

Please note that it is MANDATORY for any parent participating in the coaching or managing of any CLL team to have a Criminal Record Check done! Please have one done online through our CLL website [here](#) (bottom of webpage)

Field Location

- All games will be in Coquitlam at Mackin Park, against other Minor AAA tier teams.
- **Note:** All parent duties are required for all games except announcing and concession

Team Parent Responsibilities

Parents on each team will decide who their Team Parent will be. The Team Parent will assist with coordinating **duties required by all parents**, which allows your child's manager and coach concentrate on baseball!

Schedule Duties

- With input from parents, schedule duties for each parent on the team (excluding coaches and managers) for all games
- Create a Duty List, making it available for parents prior to the first game of the season (see attached Duty Roster for reference)
- Accommodate parent's schedules as much as possible, however it is each parent's responsibility to find their own replacement if there is a conflict with a day/time/duty

Assist Team Coaches and Manager

Track Attendance

- Help the coach track attendance with the **RAMP** team app; all parents should install the app and indicate attendance to games ([Link to RAMP Tutorial](#))
- Emailing or messaging players who have not indicated attendance will help the coach with line-ups and fair play

Picture Day

- Hand out picture forms (Picture Day is usually in late May)
- Coordinate times and meeting place for parents and players at Mackin Park
- **TEAM PICTURES ARE PICKED UP BY THE TEAM PARENT ON FOUNDER'S DAY BY THE TEAM PARENT**
 - Pictures will not be distributed individually, it is a logistical challenge to keep track of individual pick-ups
 - If the Team Parent is not available on Founder's Day, then another individual on the team must be designated

Team Parent Responsibilities cont'd:

Complete the Jersey Log Sheet – *new!*

- Coaches will pick up a tote/bin that holds each team's equipment and uniforms, including jerseys and belts for each player on a designated day prior to the start of the season (an email from the Equipment Manager will indicate date, time and location)
- **It is the Coach and Team Parent's responsibility to ensure all jerseys and belts are returned at the end of the season**
- To help with this process, there will be a **Jersey Log Sheet** located in the bin
- Coaches/Team Parents **must complete the Jersey Log Sheet** when they hand out jerseys and belts to each player
- Once all jerseys and belts are handed out, and the log is complete, **take a picture of it** and email it to tamra@coquitlamlittleleague.ca for filing
- Keep the original copy in the team tote/bin so that it can be completed when jerseys and belts are returned at the end of the season
- **THIS PROCESS IS MANDATORY FOR ALL TEAMS!**

Act as a Liaison

- Act as an e-mail, telephone and **RAMP** liaison between the players and coaching staff, taking and passing along messages on behalf of the coaches
- Communicate that all parents must pitch in and help
- **It is recommended that the Team Parent gather and distribute email addresses and phone numbers for every parent on the team**

Fundraising

- Registration fees cover basic operating costs for items such as equipment and uniforms, advertisement, Little League BC and Little League Canada fees, medals & trophies, insurance, medical coverage and umpire fees. The basics are covered, however, any capital expenditures or improvements to our facilities must be supported by fundraising, sponsorship and concession sales.
- **More to come on fundraising – all parents are expected to participate!**

End of Season

- Coordinate Coach's gifts and end of season celebration with the help of all parents

All Parent Responsibilities

A facility as fine as Mackin Park requires many volunteers to make it all happen, not just coaches and managers! Every game requires many volunteers; one scorekeeper, one pitch counter, and two for field prep and clean up.

All parents of players are required to take a turn helping out on game days! The following are **specific duties** that must be fulfilled for each game:

Note: If you are playing a team that IS NOT from Coquitlam Little League the host team is responsible for home AND away duties

Field Prep (home games)

- Should be started 1 hour before the game
- Put bases and equipment out
- Drag infield
- Rake and tamp pitcher's mound and batter's box
- Rake the first & third base paths lengthwise from base to base - not across, in order to prevent small rolls from building up
- Mark the 1st and 3rd baselines on the field

Field Clean Up (away games)

- Rake the first & third base paths lengthwise from base to base - not across, in order to prevent small rolls from building up
- Rake and tamp pitcher's mound and batter's box
- Put bases and equipment away
- Clean dugouts

Scorekeeper (home and away games) ([Link](#) to Scorekeeping Tutorials)

- Arrive at the field 30 minutes prior to game time
- There should be one person assigned to scorekeeping and one to pitch counting
- All score sheets must have the date of game
- Use first and last names of players
- Ensure games are scored correctly, as each player must have the required number of games in the official scorebooks in order to compete in postseason play
- Managers are also supplied with paperwork in their manuals, extras are available from the division coordinator

Pitch Counter (home and away games) ([Link](#) to Pitch Count Regulations)

- There should be one person assigned to pitch counting and one to scorekeeping
- Ensure pitches are counted correctly so that games are not forfeited and players remain eligible to play

Regular Games: All parent duties are the same when playing on any other field at Mackin except NO ANNOUNCER and NO CONCESSION

Tournaments in Mackin Yard: When the Minor B Division is participating in tournaments, parents will be required to be included in the following announcing and concession duties at Mackin Yard:

Announcer

- Procedures located in the shack
- Put out speakers if it's the first game of the day
- Play lively warm-up music
- Announce:
 - Teams, managers/umpires just prior to the first pitch
 - Batters as they come to the plate
 - Line scores and play lively music after each half inning
 - Sponsors in the bottom of the 3rd inning
 - The final score and thank everyone for coming out!
 - **Note:** refrain from yelling or cheering for players from the booth; no play-by-play or a 'colour commentating', comments should be rare and limited to an outstanding play
- Store speakers if it is the last game of the day

Concession

One of our Major sources of revenue is sales from the concession each year. We run it to help keep registration costs down. Keeping this in mind, we ask that all food & beverages are paid for, even when working in the concession.

- **All concession information is available in a binder in the concession**
- Open the concession one hour (earlier if possible) prior to game, allowing for set up and sales while the previous team restocks and cleans up
- Children under the age of 16 are not allowed in the concession
- At least two (2) people are required to run the concession at all times
- Please leave the concession clean for the next team
- Allow approximately 15-20 minutes after each game for team players to purchase items from the concession
- Make sure the concession is locked after your game (if no other team is scheduled to follow you)

Picture Day

- Photo sessions will be held at Mackin Yard, usually in late May
 - o **Note:** Coquitlam Little League pays for a team and individual picture for each player; additional pictures must be ordered and paid using the picture order form
- You will receive your picture order forms from your Team Parent that will include a roster form supplied by the photographer (approximately mid-May)
- On the picture form bundle, your team name and picture time will be listed
 - o **Note:** This must be filled out with your team's information prior to getting your pictures taken
- Please be on time, try to arrive 10-15 minutes early – parking will be at a premium!
- Help coordinate your team with time and meeting place, then go to the picture area together to get your individual and team pictures done
- **Pictures will be picked up on Founder's Day BY THE TEAM PARENT**
 - o **If the Team Parent is not available on Founder's Day, then another individual on the team must be designated**

Founder's Day

This is the wrap-up to our regular season! Mackin Yard in June

- All teams from Blastball to Seniors participate in Founder's Day
- Arrive early, and have a designated place to meet your team
- Parking is at a premium - be prepared to park a bit away and walk to the park!
- Team players, coaches & managers will go onto the field to their designated team area
- Awards and prizes are distributed
- **Photos picked up by Team Parents in a designated area in front of the cage**
- All players should bring a change of clothes - uniforms should be handed in that day
- Often, teams find this a great opportunity to stick around the park and celebrate their year-end parties while they watch the finals being played in the Yard!

Fundraising

- Registration fees cover basic operating costs for items such as equipment and uniforms, advertisement, Little League BC and Little League Canada fees, medals & trophies, insurance, medical coverage and umpire fees.
- More to come on fundraising – all parents will be expected to participate!

Tournaments

All parents of all teams will be expected to volunteer some time so that each tournament will run smoothly. These are especially fun events for the kids, so please talk about the importance of all tournaments, and help your Manager and Coaches coordinate your teams! See the website for full details on Minor AAA Tournaments.

General info

Umpires

- Respect the young umpires that are working your games
- Remember that they are also in the stages of learning something new! Intimidation will do nothing to foster their growth and confidence - remember, that umpire may be your child in a couple of years
- There is zero tolerance of abuse to umpires

Parking

- Watch where you park – we'd hate to see anyone get towed
- There are "no parking" rules in effect on King Edward adjacent to Mackin - please remind all parents/grandparents etc. to watch posted signs before they park