2026

Parent Guide
Rookie Division



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Welcome to the Rookie Division!

The emphasis in the Rookie Division remains on skill development for 7-8 year olds. Players not only continue honing their baseball skills, they learn about sportsmanship and fair play, all while having fun!

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)

Game Field Location

- Mackin Park (either the west diamond (by the DQ) or centre diamond along King Edward
- Hartley Field at Mountain View Park

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 to 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 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.**

Act as a Liaison

- Act as an email, telephone and **RAMP** liaison between the players and coaching staff, taking and passing along messages on behalf of the coaches
- Communicate that all parents will have a chance to 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**

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!**

All Parent Responsibilities

A club as fine as Coquitlam Little League requires many volunteers to make it all happen, not just coaches and managers! Rookie is where parents take on even more important roles; every game requires many volunteers; one slinger operator (total or per team), umpires(s), one scorekeeper, two for field prep and clean up, as well as a dugout parent.

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:

Field Prep (home games)

- Should be started 45 minutes to an 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
  - 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

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 information regarding fundraising to come - all parents are expected to participate!

Picture Day

- **Mackin Yard**
- Photo sessions will be held at Mackin Yard, usually in late May
- **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
- **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.**
  - **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! Held at 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!
- Team players, coaches & managers will be called onto the field
- Awards and prizes are distributed

- Photos picked up by Team Parents in a designated area in front of the cage
- 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!

NOTE: Parents - please watch from the bleachers or outside the fences

General info

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
- At Hartley Field there is parking available along Guilther Street and Regan Avenue, as well as a small parking lot at Mountain View Park

Post Season

There are many opportunities for post season play for 7-8 year olds:

Note: In order to compete in postseason play, each player must have the required number of games in the official scorebooks. Please make sure your scorekeepers are scoring the games correctly and using first and last names!

- Teams are made of players selected through try-outs
- Players must fulfill post season Little League commitments before they are allowed to play in any other tournament not directly associated with Little League
- **Watch the website for other post-season and tournament play for the Rookie Division!**

Appendices

Sample Duty Roster

MACKIN YARD DUTIES

Team Name:

Visiting Team	Concession #1 Concession #2 Field Cleanup #1 Field Cleanup #2

Home Team	Field Prep #1 Field Prep #2 Scorekeeper Pitch Counter Announcer

DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			
DATE	TIME	HOME/AWAY	CONCESSION	FIELD CLEANUP		FIELD PREP	SCOREKEEPER	PITCH COUNTER	ANNOUNCER
			1	1		1			
			2	2		2			

That's it! Have a great season!