

**City of Riverside
Parks, Recreation and Community Services Department**



Rookie Ball

Rules and Coaches Handbook

City of Riverside



Parks, Recreation and Community Services Department

Welcome

Thank you for volunteering your services as a Youth Sports Coach for the City of Riverside Parks, Recreation and Community Services Department (PRCSD). The Youth Sports Program recognizes the value of your time and effort, and the important influence you will have on many young lives. Please read the following guidelines thoroughly and contact the Youth Sports Office with any questions at 951-826-5449. Your signature is required as your agreement to abide by PRCSD's Code of Conduct.

Purpose

The purpose of this Code of Conduct is to provide overall guidance and direction to volunteer coaches. These guidelines do not constitute a binding contractual or personnel agreement. The City of Riverside PRCSD and Youth Sports Staff reserves the exclusive right to modify any of these guidelines at any time and to expect adherence to the changed policy.

Coach's Code of Conduct

I understand that my compliance with this Code of Conduct is a requirement for my participation in City of Riverside PRCSD Youth Sports Programs. I understand that the position of volunteer coach is an "at will" position. I acknowledge that either the City of Riverside or I may terminate the volunteer relationship at any time with or without notice and with or without cause or reason. There is no right to assignment as a coach from season to season or year to year. Further, I:

1. Will remember Youth Sports leagues are first and foremost a recreational and learning environment. I will stress proper fundamentals and mechanics of the game.
2. Will place the emotional and physical well-being of my players above any personal desire to win.
3. Will provide a safe playing environment for my players.
4. Will at all times, whether on or off the court/field, to be a role model of good sportsmanship and character.
5. Will provide a sports environment for my team that is free of drugs, tobacco, vape (E-cigarettes) and alcohol, and I will refrain from their use at all Youth Sports activities.
6. Will work with my team's parents an effort to instill the proper attitudes and values in the participants.
7. Will strive to create a positive experience for everyone involved in the Youth Sports league.
8. Will address fellow coaches, officials, players, parents, and PRCSD staff in a composed, respectful manner.
9. Will respect and follow the PRCSD guidelines and rules.
10. Will remember that I am a Youth Sports coach, and that the game is for the children and not for the adults.

I have read the aforementioned and understand that the penalties for not adhering to this Code of Conduct may range from verbal warning to expulsion from Youth Sports leagues. Further, I understand that as the Head Coach, I will be held responsible for the conduct of the Assistant Coaches and parents.

_____ Coach Name	_____ Signature	_____ Date
_____ PRCSD Representative Name	_____ Signature	_____ Date

Park/Site: _____

PHILOSOPHY OF PROGRAM

This program will provide youth with a non-competitive, entry level experience of the game. The basic fundamentals and rules will be taught in conjunction with sportsmanship and proper conduct of an athlete. Our main goal is to provide a non-competitive atmosphere where participants can succeed, feel good about themselves, smile, and have FUN. This recreation league stresses safety, FUN and participation. Score and standings will not be kept.

Coach's Responsibilities

All coaches must be fingerprinted and cleared by the City of Riverside (This is required by California Health and Safety Code sections 1522 and 1596.871) and must attend the mandatory pre-season meeting, be a registered and cleared Municipal Volunteer for the City of Riverside, and read and sign the Coach's Code of Conduct. Coaches shall display good sportsmanship, ethical behavior and implement league rules in their practices and games. Coaches will provide participants the opportunity to participate in a healthy, supervised, safe and controlled environment. Team spirit and a sense of fair play should govern participation.

Coaches are responsible for the conduct of their players, parents and fans before, during and after games. Poor sportsmanship by coaching staff, team members or fans will result in a warning, an ejection and/or forfeiture of the game. The Head Coach is responsible for maintaining and having in their possession copies of the Team Roster and Medical Release Forms.

A total of two (2) coaches are allowed per team. Only those coaches whose names appear on the Official Roster are permitted on the team sideline. The designated Head Coach will be the only one allowed to address the game management (i.e. City Staff and Site Director). Parents are allowed to assist with the permission of the coach and under the supervision of staff or registered volunteer/coach.

You are their ROLE model!!

They're just kids & it's just a game.

They're just kids playing a game **FOR FUN!**

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing.” – Pele

“There may be people that have more talent than you, but there is no excuse for anyone to work harder than you.” –Derek Jeter

“Never let the fear of striking out get in your way.” – Babe Ruth

Rookie Ball Youth League

Guidelines/Rules of the Game

1. **Youth Sports Staff:** Games will be monitored by Youth Sports Staff. Their authority and decision on all calls are final.
2. **Players:** All teams shall consist of no more than ten (10) players on the field for Tot, Pee Wee and Junior Divisions. All teams shall consist of no more than nine (9) players on the fields for Minor and Major Divisions. Each player is required to play a minimum of two (2) defensive innings in all divisions and must not be removed from the batting rotation. For Tot, Pee Wee and Junior Divisions all players will bat each inning. The Minors and Major Divisions will end the inning after three (3) outs or five (5) runs.
3. **Roster:** Each player shall have a completed Waiver Release & Indemnity Agreement Form on file with Youth Sports Staff. All Divisions are limited to ten (10) players per team. No team will forfeit a game. The coach may omit a position or ask to borrow players from the opposing team if necessary.
4. **Game Time/Innings:** For Major and Minor Divisions, regulation game is a maximum of six innings or fifty (50) minutes in length, whichever comes first. Staff will inform coaches when it is the last inning. For Junior, Pee Wee and Tot Divisions a regulation game is a maximum of fifty (50) minutes in length.
5. **Time - Outs:** Time-outs may be called/granted at the discretion of youth sports staff only. Staff will immediately call "time" to indicate a dead ball in case of an injury. Team time outs are not available for any division.
6. **Substitutions:** Coaches are allowed to substitute players after the second (2) inning. However if an injury occurs, the injured player may be substituted at the judgment of the coach. The injured player may be put back into the game at the next substitution opportunity at the discretion of the coach. Each player is required to play a minimum of two (2) consecutive defensive innings.
7. **Scoring** Scores and standings will not be kept for any divisions.
 - A. Major and Minor Division teams will switch from defense to offense when three outs or five runs have been recorded, whichever comes first. The batting order will resume from that point in the next inning.
 - B. For Junior, Pee Wee and Tot Division teams the entire inning is over when both teams have had a turn to bat. The entire batting line-up will bat one inning and switch sides. The inning is complete when both teams have batted their line-up. All players will field defensively.
8. **Base Paths:** Tot Division base paths will be 35 feet, Pee Wee Division base paths will be 35 feet, and Junior Division base paths will be 45 feet. Major and Minor Divisions base paths will be 60 feet.
9. **Coaches:** Coaches that are cleared through the City of Riverside Parks, Recreation and Community Services Department (PRCSD) are allowed on the field for the following divisions:
 - A. Major and Minor Division coaches are allowed to coach on the first and third base Coaches' box while on offense. Coaches are not allowed on the field during defense.
 - B. Junior Division coaches are allowed to coach on the first and third base Coaches' box and on the pitching mound while on offense. Coaches are not allowed on the field during defense.
 - C. Pee Wee and Tot Division coaches are permitted in the coaching box at the first and third base and home plate while on offense. The home plate coach is responsible for removing the tee and bat in the

event of a play at the plate. Defensive coaches will be allowed between each base. Coaches are not permitted to touch the ball, but they are free to coach the play.

- D. Parents are allowed to assist on the field at the request and presence of a registered volunteer coach.

10. **Pitching Machine/Pitching from Coach/Batting Tee:**

- A. For Major and Minor Divisions a pitching machine will be used. Youth Sports staff will operate the pitching machine at all times. The batter is out when he/she has missed five pitches. No bunting is permitted. The batted ball must pass the 15' diameter foul radius line to be considered a hit. The batter must drop the bat inside the safety zone after the ball has been hit. Failure to do so will result in an out. Each batter is allowed one warning per game. The defensive player who occupies the pitching position shall remain in the pitching circle until the ball is hit. All infielders must play at least 15 feet from the imaginary foul radius line before the ball is hit.
- B. For Junior Division the offensive coach will pitch to the batter. The tee will be used after three (3) pitches. No exceptions.
- C. For Tot and Pee Wee Divisions a batting tee will be used at all times.

11. **Base Running:**

- A. Base runners are out if the defensive player fields the ball and throws to the appropriate base prior to the runner arriving at the base. The ball needs to be caught by the defensive player at the appropriate base while touching the base. Appropriate base is defined as a forced play and player is out.
- B. Base runners are out if they are tagged by the defensive player in possession of the batted ball.
- C. The base runner is out if the forced out is not in effect and two players end up on the same base, staff will call the second occupant out.
- D. The base runner is out if hit by the batted ball.
- E. If a base runner runs out of the running lane to avoid a tag by a defensive player, it is the Youth Sports staff's discretion on whether the runner will be called out.
- F. A defensive player may not push a base runner off the base in order to record an out. A defensive player without the ball must allow the base runner access to the bag and the running lane.
- G. Base runners may move one base on an overthrow. Runners may not continually advance on overthrows. If they are proceeding toward a base and are halfway when an overthrow occurs, they may pass that base and try for one more base.
- H. If a base runner passes another base runner in front of him/her, he/she will be called out.
- I. Base runners must stay in contact with the base until the ball is hit.
- J. No stealing or leading off is allowed. Players who violate this rule shall receive one warning. The second infraction will be ruled an out.

12. **Fielded Ground Balls:** On a fielded ground ball, a defensive play must be attempted. After the defensive play has been attempted and all base runners occupy a base, the defensive player may throw the ball to the pitcher and the play will be considered dead.

13. **Equipment:** Game day equipment will be provided by City. All players must wear the following items:
 - A. T-shirt and hat issued by the PRCSD, socks, and athletic shoes. No metal cleats will be allowed.
 - B. Helmets are required for all divisions during practice and games when playing offense.
14. **Bats:** Tot and Pee Wee Division must use foam bats provided by the City. Junior Division can use plastic bats. Metal bats are used for Minor and Major Divisions. Wooden bats are not allowed in any division.
15. **Unsafe Objects Not Allowed:** Jewelry, earrings, and any other items determined dangerous by youth sports staff.
16. **Awards:** Participation Certificates will be given to the coach by the third or fourth week of the season for distribution.
17. **Inclement Weather:** In case of inclement weather, please call the sports line at 951-826-5449 or visit teamsideline.com/Riverside by 3p.m. of game day.
18. **Team Sideline:** Visit us online at teamsideline.com/Riverside for up to date schedules and field conditions available one week prior to first game (July 5 or 6).
19. **Picture Day:** Picture Day will be held at the Springbrook Clubhouse, 1011 N. Orange Street, on Saturday, July 23.

City of Riverside: Parks, Recreation, & Community Services Department

Game Format	Tot/Pee Wee	Junior	Minor	Major
-------------	-------------	--------	-------	-------

Ages	3-4/5-6	7	8-9	10-12
Coaches	Three (3) per team	Three (3) per team	Two (2) per team	Two (2) per team
Total # of players on team	12 Max	12 Max	12 Max	12 Max
Total # of defensive players	Nine (9) Max	Nine (9) Max	Ten (10) Max	Nine (9) Max
Batting Rotation	Entire Team	Entire Team	Three (3) Outs or five (5) runs whichever comes first	Three (3) Outs or five (5) runs whichever comes first
Pitching	Batting Tee	Coaches pitches three balls then batting tee used	Pitching Machine operated by recreation staff	Pitching Machine operated by recreation staff
Score	Score will not be kept	Score will not be kept	Score will not be kept	Score will not be kept
Coaches on playing field-Offense	First/Third Base Line and home plate	First/Third Base Line and Pitching Mound	First/Third Base Line	First/Third Base Line
Coaches on playing field-Defense	Between each base	No coaches allowed	No coaches allowed	No coaches allowed
Minimum Play Rule	Two (2) defensive innings	Two (2) defensive innings	Two (2) defensive innings and must not be removed from batting rotation	Two (2) defensive innings and must not be removed from batting rotation
Game Time/Innings	Fifty (50) Minutes	Fifty (50) Minutes	Six (6) innings or fifty (50) minutes whichever comes first	Six (6) innings or fifty (50) minutes whichever comes first
Officials	Three (3) Coaches per team	Three (3) Coaches per team	One (1) Recreation Staff operating pitching machine	One (1) Recreation Staff operating pitching machine
Time Outs	At the discretion of Youth Sports Staff only	At the discretion of Youth Sports Staff only	At the discretion of Youth Sports Staff only	At the discretion of Youth Sports Staff only
Substitution	After the second inning	After the second inning	After the second inning	After the second inning
Base Stealing	No stealing	No stealing	No stealing	No stealing
Ground Balls/Fly Balls	A defensive play must be attempted.	A defensive play must be attempted.	A defensive play must be attempted.	A defensive play must be attempted.
Uniform	T-Shirt and Cap provided by PRCS D	T-Shirt and Cap provided by PRCS D	T-Shirt and Cap provided by PRCS D	T-Shirt and Cap provided by PRCS D
Field Set Up/Clean Up	Home team is responsible for assisting with setting up field and breaking down the fields.	Home team is responsible for assisting with setting up field and breaking down the fields.	Home team is responsible for assisting with setting up field and breaking down the fields.	Home team is responsible for assisting with setting up field and breaking down the fields.

Center Contact Information

Please contact one of the PRCS D community centers for questions or concerns.

Bobby Bonds Park – Nick Avila, Recreation Services Coordinator
951-826-5746 or <mailto:navila@riversideca.gov>

Bordwell Park – Valerie Espinoza, Recreation Services Coordinator
951-826-5355 or vespinoza@riversideca.gov

Bryant Park – Raymond Aguirre, Recreation Services Coordinator
951-351-6135 or raguirre@riversideca.gov

Hunt Park – Desiree Gurrola, Recreation Services Coordinator
951-351-6132 or dgurrola@riversideca.gov

Nichols Park – Amanda Gassaway, Assistant Recreation Services Coordinator
951-351-6130 or agassaway@riversideca.gov

La Sierra Park – Jovan Fontenot, Recreation Services Coordinator
951-351-6131 or jfontenot@riversideca.gov

Orange Terrace Community Park – Jamie Jones, Recreation Services Coordinator
951-826-5858 or jjones@riversideca.gov

Reid Park – Ebony Perkins, Recreation Services Coordinator
951-826-5654 or eperkins@riversideca.gov

Villegas Park – Betty Perez, Recreation Services Coordinator
951-351-6142 or bperez@riversideca.gov

Youth Sports Department Contact Information – email: Sportsoffice@riversideca.gov
Mike Mitchell – Recreation Services Coordinator
951-826-5449 or mpmitchell@riversideca.gov

Ernesto Bautista – Assistant Recreation Coordinator – Adult Sports
951-826-5462 or ebautista@riversideca.gov

Jessica Ochoa – Recreation Supervisor
951-826-2041 or jochoa@riversideca.gov

YOUTH ROOKIE BALL FUN FACTS TO SUCCESSFUL COACHING & HAVING FUN

Welcome to the 2016 season. We want this to be the best possible experience for the players, parents and you. Here are a few things to remember to help make this a great season:

1. **Have Fun!!!** Make sure the kids have fun! Make sure the parents have fun!! Listen to yourself and the way you talk to your players. If you're not having fun, get off the field, go to your car and listen to the Moonlight Sonata. Or Bach. Or Norah Jones. Not Metallica. Then come back and have some fun.
2. **Rules are Rules:** Please review the playing guidelines for your age group in the PRCSD Youth Baseball Handbook. There have been some changes in some divisions this year. When in doubt ask questions.
3. **You're the Coach:** Wear your coach's shirt – let the umpire know who is in charge of the dugout. Remember, you have one assistant in the dugout– make sure he/she wears the coach's shirt too. Also, try to look like a coach, not Laird Hamilton. Flip-flops and board shorts look good on the beach, not on the baseball field. If you don't have a shirt then contact the PRCSD Sports Team. Remind your parents that you're the coach. Parents should cheer from the stands.
4. **The Youth Sport Staff are your Friends:** – Remember the Youth Sports Staff are trained in the very basics of baseball. Some may still be learning the game. Don't challenge the staff on any calls during or after the game. Also, if you, an assistant or a parent challenges, argues or verbally criticizes staff members, the head coach and the person who makes the challenge will be subject to immediate suspension/discipline. Furthermore they may be asked to umpire a couple of games so they develop an appreciation for the position.
You and your assistant should stay inside the approved area the entire time unless asked by the staff to step onto the field, with the exception of the Pee Wee and Tot division, as a coach is allowed on the field the entire game during defense.
5. **Coaches are like Scouts:** Be prepared – know in advance when you are going to substitute/rotate players during breaks. Remember each child should play two (2) consecutive innings. Players may not be removed from the batting rotation.
6. **Drink water before you have to!** Make sure your players are drinking plenty of water before, during and after games and practices. Know the signs of heat exhaustion and heat stroke and what to do.
7. **Respect the Fields:** We have the best fields in Riverside County. Please clean up after yourself. Please, have your 'snack parent' bring a trash bag and clean up any garbage.
8. **Field set-up and take down:** BE RESPONSIBLE. Please work with participants and parents to assist in picking up equipment after practices and or games. Home team is responsible for Field Set Up and break-down.
9. **Last but not least:** We appreciate your dedication and support. Without volunteers like you, kids wouldn't be able to have fun playing baseball.

Warming Up

Another important part of ensuring players perform to the best of their ability is simply having them warm up correctly. Players should warm up for 10-15 minutes before practice and games. In order to strengthen arm muscles, some of the stretches players should perform include of the following:

1. Move one arm across your body, almost as if you were going to take a backhand swing, hold for fifteen (15) seconds and repeat with the other arm.

2. Grasp the elbow of the arm in motion with your other hand and gently pull the arm further across your body, hold for a count of ten (10) and repeat three (3) times with each arm.
3. Interlace your fingers above your head. With the palms facing up, push your arms up and back gently, hold for fifteen (15) seconds.
4. With your arms overhead, hold the elbow of one arm with the hand of the other arm. Gently pull your elbow behind your head, creating a stretch, hold for fifteen (15) seconds, and repeat three (3) times.
5. Other areas of emphasis for stretching should include the back muscles, hamstrings, groin, and calf muscles. Some players may think that warming up is a waste of time; remind them that everyone including professional teams, have to warm up. Warming up ensures in keeping all players healthy and playing like champions.
6. This leg stretch actually works the muscles in the groin. Start by kneeling on soft surface. Keeping back straight, place left foot on ground and gently press forward until knee is bent at a 90-degree angle (the knee is directly over the ankle). Place hands or elbows on left knee to stabilize and hold for 10 to 30 seconds, and repeat three (3) times.
7. Sit on the ground with legs apart in a straddle position. Bend over right leg, then to the center, then to left leg. Hold each stretch for 10 to 30 seconds without bouncing. These stretches work the lower back, sides, inner thighs, and hamstrings (the muscles on the back of the thighs).
8. The side lunge stretch works the inner thighs, also called adductors, and the hips. Stand up straight with legs apart. Bend one leg to a 90-degree angle (straight line from knee to ankle) and keep the other leg stretched out straight, with toes and heels on the floor pointing out at about a 45-degree angle. Feel the stretch in the inner thigh and hold. Keep back straight.
9. Stretch the back and the hamstrings with a toe touch. Stand with arms hanging loosely at sides and feet together, with knees very slightly bent. Slowly roll down from the back and reach for the toes with your hands. Hold without bouncing.
10. Start in a seated position with left leg stretched forward, toes pointing up. Bend right leg and place the sole of the right foot along the knee or inner thigh of the left leg. Reach forward to the toes of the left foot until you feel the hamstring stretch (the hamstring muscles are on the backs of the thighs). Hold for 10 to 30 seconds without bouncing.
11. Run 100 – 300 yards with a thirty second rest in between.

Coaches Responsibilities

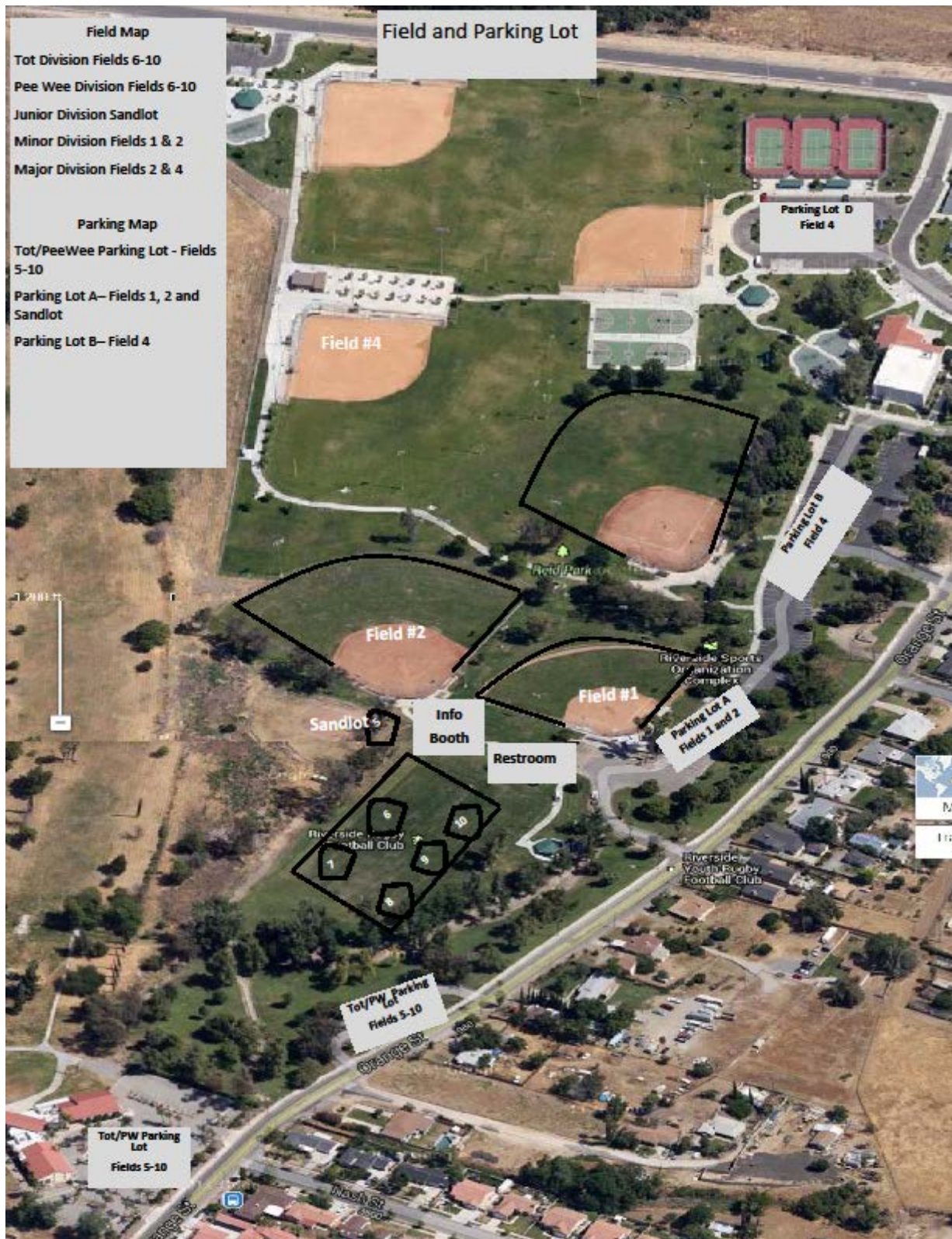
All coaches must attend mandatory pre-season meetings and games, be a registered municipal volunteer for the City of Riverside, and sign the Youth Sport Ethics form. Coaches shall display good sportsmanship, ethical behavior and must implement league rules and format in their practices. Coaches will provide all participants the opportunity to play. Participation should be in a healthy, controlled and safe environment. Team spirit and a sense of fair play should govern all participation. All coaches must be fingerprinted by the City of Riverside. This is required by California Law SB 1663.

Coaches are responsible for the conduct of their players and their fans before, during and after games/practices.

Poor sportsmanship by coaching staff, team members or team fans may result in a forfeiture of the game or removal from the program. The head coach is responsible for maintaining and having in their possession copies of the team roster, and Players Medical Release Forms.

A total of two (2) coaches are allowed per team for the Major and Minor Divisions and three (3) coaches per team for the Tot, Pee Wee, and Junior Division. Only those coaches whose names appear on the official roster are allowed on the team sideline and field of play. The designated head coach will be the only one allowed to address youth sports staff.

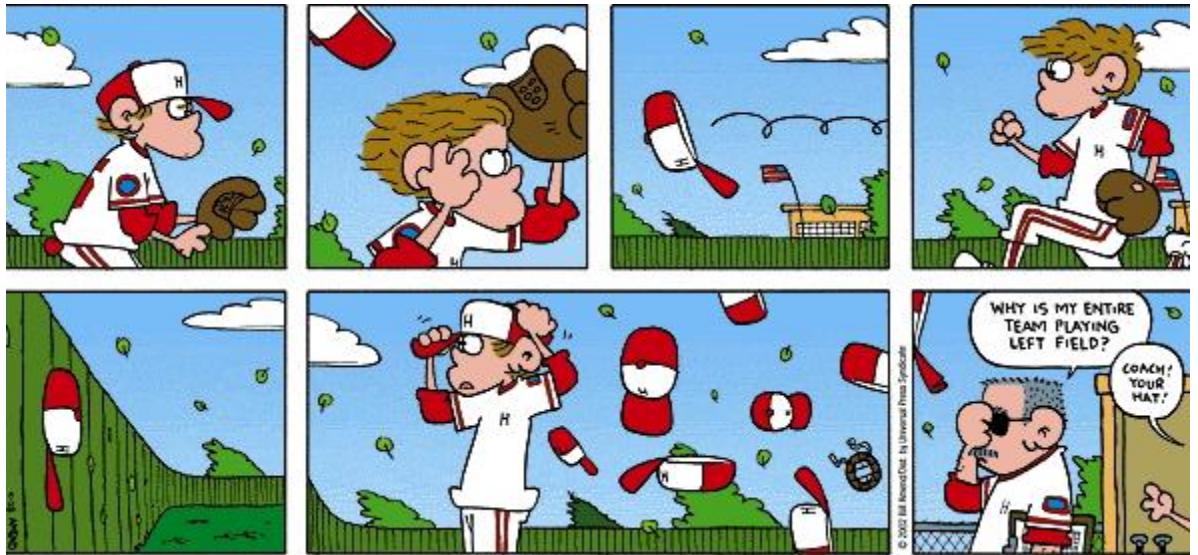
Field Layout – Reid Park



You are their **ROLE Model!!**
 They're just kids playing a game **FOR FUN.**

Safety Tips

1. Walk the field before each game and practice. Check for glass, holes, rocks or other hazardous conditions.
2. Keep your players alert at all times.
3. Pre-game warm-ups reduce the chance of muscle or tendon strain.
4. Inspect your equipment before each game and practice. Make sure items fit properly i.e. helmets, shirts, etc.
5. Have players remove watches, rings, earrings, chains or metal objects that may be dangerous. We suggest that a player refrains from chewing gum or candy during the game.
6. No head-first slides.
7. Keep spectators, especially babies and toddlers, a safe distance from the field of play.
8. Rubber cleats are permitted. Sneakers/tennis shoes are permitted. Metal cleats are not allowed.
9. Only the batter and the on-deck hitter shall have possession of bats. All other bats will be kept in the bat rack.
10. A cleared volunteer shall keep offensive players on the bench, away from the on-deck circle and behind the safety area.
11. Train players to tag below the shoulder when using a tag play.



Keep your hats and helmets on while on the field!

Safety Tips



1. Walk the field before each game and practice. Check for glass, spills, or other hazardous conditions.
2. Keep your players alert at all times.
3. Pre-game warm-ups reduce the chance of muscle or tendon strain.
4. Inspect your equipment before each game and practice.
5. Keep equipment out of harm's way when not in use.
6. Have players remove watches, rings, earrings, chains or metal objects that may be dangerous.
7. Keep spectators, especially babies and toddlers, a safe distance from the field/practice areas.
8. Sneakers/tennis shoes must be worn at all times.
9. Keep all players sitting on bench when not playing/practicing.
10. No shorts with pockets (Tape if needed).