

Redmond West Little League

Scorekeeper Guidelines for AA, AAA, Coast and Majors Baseball and Softball

This scorekeeping manual is intended as a guide to assist scorekeepers in scoring RWLL games. The umpires are responsible for knowing and calling the rules of the game. Redmond West, Little League rules, and umpire rulings shall prevail over any information in this document.

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Or you may look for other information or contacts on the RWLL website at www.redwestll.org

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Scorekeeper Responsibilities & Guidelines

Scorekeeper Role

Scorekeepers are under the supervision of the Head Scorekeeper and the President. The Head Scorekeeper provides training and instruction for proper scorekeeping in each division. Scorekeepers are responsible for making sure score sheets are submitted to the Head Scorekeeper as directed. Managers are responsible for reporting game scores and pitching reports on the web site. Scorekeepers must report to the Head Scorekeeper, the President or the Commissioner of the appropriate division any players who did not fulfill minimum playing time requirements in a game.

General preparations and tips

Plan on arriving at the field 30 minutes prior to game time.

- Make sure you have your team's Scorekeeper Notebook – everything you need to score a game will be found in this notebook

- If you are the home team, you are the “official scorekeeper” for the game and are responsible for recording the game on the official score sheet. Since this ‘official score sheet’ will be turned in at the end of the game, some Managers may ask another volunteer to keep a score sheet just for team records. (If you are not the home team you are not required to keep a score sheet, however most teams do keep a score sheet for their records.)
- If you are the visiting team, you are responsible to run the score pad and keep track of pitch count for both teams with the pitch count clicker. Be sure to communicate frequently with the home team scorekeeper to verify that your pitch count numbers match.
- Remember to bring a watch to record start and stop times – the scorekeeper is the “official timekeeper”.
- Don’t forget to pick up the field appropriate ‘electronic keyboard’ necessary to operate the scoreboard.
- **Collect, plug in, and test the scoreboard control pad for your designated field.** All fields (1 through 6) have electronic scoreboards. The control pads for these scoreboards are located upstairs in the scorekeeper’s booth above Field 1. The room you first enter at the top of the stairs is the umpire’s prep area. Turn left and enter the scorekeeper’s office. The score pads are located in the tall black metal cabinet in cases marked with the corresponding field number.
 - Score pads for fields 1 – 4 are hard wired systems and plug in to power outlets. They are field specific and are clearly labeled in the cabinet in their respective cases. Once you have plugged in the score pads, enter code number 37 to activate the scoreboard. Test all scoring functions and then reset the board to begin the game.
 - Score pads for fields 5 & 6 are wireless remote systems. There are two units and they are interchangeable for the two fields. Each has two parts: a battery pack and an electronic scoring unit with antenna. There are specific instructions included in each case for the operation of these units.

(**Note:** Unless a scorekeeper (for a possible next game) ‘checks in’ with you to let you know they will be operating the scoreboard, you must repackage the score pads in their appropriate cases and **return them to the main scorekeeper’s booth above Field 1.** If you were using one of the wireless pads from fields 5 and 6, be sure to plug in the battery pack so it can recharge for the next use.)

- Get a completed line up from both team managers.

All Managers must provide the scorekeeper with a lineup 15 minutes prior to the start of the game.

This line up must include:

- Team name
- Date of last game
- All players’ names (first and last)
- Jersey numbers

- Player's Little League age
- Batting order
- Defensive field positions for all innings (1st base, left field, pitcher, etc.)
- Pitchers and pitching eligibility (including last date pitched with # innings and # pitches thrown)
- Ineligible players (all players must be accounted for)
- Fill out BOTH sides of the score sheet BEFORE the game starts.
 - Name of visiting team
 - Name of home team
 - Completed batting line up with name, number, and field position
 - List ineligible players by number, name and reason
 - Mark the level you are scoring (AAA, Coast, Majors)
 - Identify date of game, scheduled start time and field number
 - List starting pitchers
 - Ask and record the names of field and home plate umpires
 - Record the name(s) of the scorekeepers

Primary Responsibilities of the Scorekeeper

- The scorekeeper is the official timekeeper for the game.
- During a game, the primary responsibility of the scorekeeper is to keep a written score sheet which tracks:
 - Balls and strikes of each batter
 - How each batter gets on base
 - Runs and outs for each team
 - Identify "RBI's – runs batted in"
 - Trips to the mound by the coach
 - Innings pitched by individual pitchers
 - "Pitch Count"- or number of pitches thrown by individual pitchers

Scoring the Game

- **Record Start Time.** Remember to record the exact time the game starts (umpire declares “Play Ball” or indicates the start of game to you) on the score sheet.

Recording Each Batter

- **Confirm the batter.** As each player comes to bat, be sure it is the correct player by checking his/her uniform number against the lineup. **In AAA and Coast only:** If it is not the right batter, ask the umpire to stop the game and let him/her know the wrong batter is up to bat, and who the batter should be. (If you fail to notice until after the complete at bat, do not report the mistake, it is then the responsibility of the defensive team.) **In Majors: DO NOT** notify the umpire of the error; simply announce the batter that is entering the batter’s box.
- **Record pitches.** Mark each pitch on the score sheet as called by the umpire. Strikes are recorded in the vertical boxes, from top to bottom. Balls in the horizontal boxes, left to right.
 - **Strikes** – mark a letter **C** if the umpire ‘calls’ the strike. Mark a letter **S** if the player ‘swings’. Mark a letter **F** if it is a foul ball (It’s OK to mark outside the boxes if there are multiple fouls.)
 - **Balls** – Mark by writing a number that corresponds to the pitch count.
 - **AAA** – Record ‘kid pitches’ in the regular boxes, and ‘coach pitches’ in the dotted boxes.
- **Record the ‘pitch count’** (number of pitches thrown to each batter) in the box in the upper left corner of the batter’s score box.

(**Note:** it is not uncommon for the umpire to ask (or verify) the pitch count. By the same token, if you completely lose track, you may ask the umpire the same question.)

- **Record how the batter gets on base.**

1. Circle the ‘play’ that best fits the situation from the list of abbreviations on the right side of the score box.

HR – home run

1B – single

3B – triple

FC – fielder’s choice (see Majors only section)

2B – double

BB – base on balls (walk) (See note in AAA section)

(**Note:** if a batter is hit by a pitch, they automatically advance to first base; please write in **HBP.**)

2. Draw a line on the diamond that corresponds to the base that the batter has reached
3. As the base runner (and/or any other runners) advance to other bases be sure and mark the advance with a line on the diamond

4. If any player advances on a steal, write an **S** next to the line.

Recording Plays

- **Recording outs.** Outs are recorded in the oval in the upper right corner of the score box. Write the number of the out (**1, 2, or 3**) in this oval.
 - **There are several types of outs and ways to record them.** The notation for the out is marked within the diamond shape in the middle of the score box.
 - **Strike out** – Strikeouts are marked with a large capital **K**. If the K is right reading (forward) it indicates that the batter swung on the third strike. Mark a backwards ‘K’ if the batter did not swing and the umpire ‘called’ the third strike.
 - **Fly ball** – Write a capital letter F and the number of the field position of the player who caught the ball. For example, if a fly ball was caught by the center fielder, it would be written as **F8**.
 - **Fielded ball** – When an out is made by players who field the ball, record the number(s) of the player position(s).

(**Note:** Record the out for the runner who actually is out. For example: if the batter makes it to first on a Fielder’s Choice (FC), because the shortstop threw out the runner going to 2B, then mark the out on the runner with the play **6-4**)
- **Unassisted Play** – If one person is involved in the play, i.e. if the first baseman retrieves a ground ball and makes the out, this is considered an unassisted out. This would be marked by a **3 U**.
- **Multiple players** – If the batter hits a ground ball to the second baseman (position 4) who throws it to the first baseman (position 3), who makes the out, then this would be recorded as a **4-3**.
 - **Double Play** – If the defensive team makes a double play score the out for each runner and mark **DP** with the notation. For example, if fly ball was caught by the left fielder and thrown to second base because the runner at second did not tag up, it would be **F7-4 DP**, for the batter, then **7-4 DP** for the runner on second and marking the out for that runner.
- **Recording runs scored and ‘RBI’s’**
 - One run shall be scored each time a runner legally advances to touch first, second, third and home base before 3 players are put out to end the inning.
 - A run is not scored when a runner advances to home plate and the third out occurs:
 - Before the batter/runner touches first base
 - By any runner being forced out
 - By a proceeding runner who is declared out because that runner failed to touch one of the bases (appeal play)
 - When a base runner crosses home plate, it will complete the line that you will have drawn along the diamond as they advanced around the bases. After they cross home plate you will need to record the run by lightly shading the entire diamond.

(this makes the 'runs scored' easy to identify when looking at the score sheet as a whole)

- When a run scores, be sure and quickly note who was at bat. This batter will be credited with an **RBI** (run batted in). Record the uniform number of that batter in the lower left corner of the runner who crossed the plate.

(Note: if a run is forced in as a result of the batter walking, that batter will get credit for an **RBI**.)

Run Limits

- AAA – 4 runs per inning
 - Coast – 5 runs per inning (6th and extra innings unlimited)
 - Majors and older – unlimited all innings
- **Runners leaving base early**
Base runners shall not leave their bases until the ball has reached the batter. If the runner leaves early in baseball, but reaches the next base safely, he must return to his original base. In softball, if a runner leaves early, the runner is called out.
 - **Trips to the mound**
Record the number of trips to the mound by the defensive manager to confer with his/her pitcher. Write **TTM** at the top of the score sheet on the line next to the inning number. On the third trip to the mound in one inning, notify the umpire. The pitcher must be removed at that time. Visiting the mound for an injury does not count as an official trip.

End of Each Inning

At the end of each inning, take the time to record the following information before the next inning begins.

- **Clearly define the last batter of the inning.** Put a diagonal slash line at the bottom right corner of the last batter's score box. You may also put a vertical squiggle line down the rest of the column to help you remember not to score in that inning column again.

(**Pay special note:** if the third out is made on a base runner during a batter's turn at bat and the batter is NOT responsible for the out – that same batter will be up first the following inning, starting over with no balls and strikes. This might happen if a runner is tagged out while stealing).
- **Record the statistics from the inning.** At the bottom of each 'inning' column there are 6 boxes for recording the stats from that inning. Mark the number for each of the following:
 - R (Runs)
 - H (Hits)
 - LOB (the number of players left on base when the last out was made)

SO (strike outs)

BB (base on balls/walks)

E (errors; these are only recorded in Coast or Majors).

- **Recording pitcher information.** Because Little League rules place limits on the number of innings AND the number of pitches that pitchers may pitch, it is important to accurately record the innings and number of pitches that are pitched by a pitcher. When pitchers are replaced in the middle of an inning, it can be difficult to track who pitched to each batter.
 - Use colored markers to identify pitchers.
 - At the beginning of the game when filling out the score sheet with pitcher information, put a small dot of color next to each pitcher name.
 - Place that same dot of color in the upper right corner of the first batter he/she faces.
 - When that pitcher is removed from the game, use his/her color and draw a line down the right margin of the scoring box for all the batters he/she faced.
 - Use a different color marker for each pitcher.
 - Be sure and record the pitch count and innings pitched.
 - Write in the inning that each pitcher starts and ends.
 - One pitch constitutes an inning pitched.
 - At the end of each inning, record the total number of pitches for each pitcher in that inning at the bottom of the column, to keep a 'running pitch count'. You should add up all the numbers in each batter's score box to find the total pitches for the inning. Then, verify this number with the number on the pitch count clicker. If there is a discrepancy, both scorekeepers should work together to find the correct number of pitches thrown that inning, and then align the clicker number with the total on the score sheet.
 - Following the game, you must enter each pitcher's pitch count and innings pitched into your teams Pitch Count Log in your binder.

Player Substitutions

Documenting player substitutions during the game

- **New Pitching Rule:** A pitcher cannot be taken out of a game and put in as a catcher. (There is no restriction for the opposite. A catcher may go in as a pitcher.)
- **For AAA and Coast:** Managers must notify scorekeeper of all pitching changes and shall inform scorekeeper as to who is sitting out each inning.
- **For Majors:** Managers shall notify the Umpire/Scorekeeper of player substitutions by first indicating the player coming out and then indicating the player taking the removed player's place. Once all player substitutions have been indicated, then the Manager shall notify the scorekeeper of the position changes.

- **Special Pinch Runner:** A player may replace a runner without being considered a substitute once per inning; use does not satisfy mandatory play requirement.

After the game

- Fill in the score box at the bottom of the sheet.
- Have each manager sign the score sheet after they have verified the final/official score of the game and the pitch count for their pitchers.
- **Turn in the score sheet with lineups attached.** In the main scorekeeper's booth above Field 1 you will find binders appropriate to each division for baseball and softball. Please put your score sheet in the appropriate binder and section upon completion of the game.
***** If a score sheet cannot be located, both teams may receive a loss for the game as the score sheet is the only official record of the game.**
- If there is no game following yours, return the score pad to the cabinet in the scorekeeper's booth above Field 1. If you used one of the wireless score pads from fields 5 or 6, be sure to plug in your battery pack so that it may recharge for the next user.

Scorekeepers must report any player who did not play a minimum of 4 defensive innings (AA, AAA & Coast) or 3 defensive innings (Majors) to the Head Scorekeeper or the Commissioner of Baseball.

Protesting a game

Protests shall be considered only when based on violation or interpretation of a playing rule or the use of an ineligible player. No protest shall be considered on a decision involving an umpire's judgment. The role of a scorekeeper in a protest situation is to note exactly where everyone is/was at the point of the protest.

Extra supplies

There are extra pencils, markers, erasers, and score sheets in the main score booth above field 1. Look for the drawer marked "*RWLL Scorekeeper supplies*", and you should find anything you may need. There are also extra staples located in that drawer if the stapler is empty. If you need something that you cannot find in the supplies drawer, contact Sharon Curry.

Additional Information, Terms and Definitions

AAA only – Coach Pitching relief

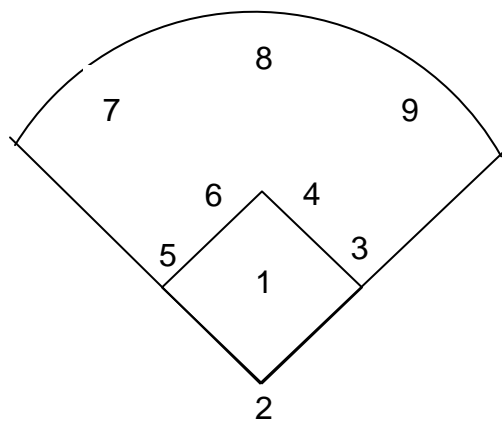
- After any 2 batters have been awarded first base on account of receiving 4 balls, or being hit by a pitch, the batter's coach will relieve the pitcher for the rest of that batter's at bat. Inform the coach of the number of strikes on the batter. The batter can either put the ball into play or strike out. **This coach pitch rule will only be in effect until mid-season.** Games played after the switch will not be limited on the number of Base on Balls in one inning.
- If the batter is hit by a pitch, he advances to first base regardless of the number of walks in that inning.
- Coach pitches do not count against player's pitch counts.

Majors only – Scoring terms and definitions

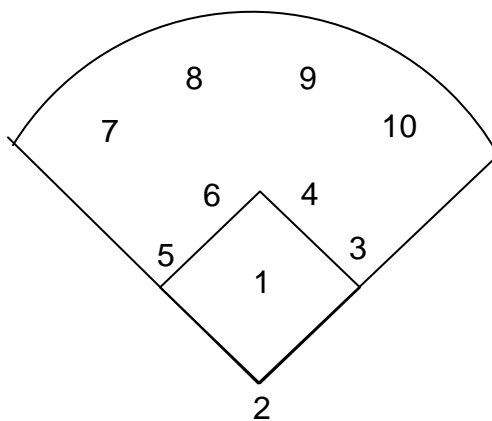
- **Fielder's Choice** – applies to Majors, introduced at Coast
After a ball is put into play by the batter, the retrieving fielder has a choice of where to play the ball. He/she may choose to throw to the appropriate base in order to catch the batter OR if there is already another runner on base, he/she may instead attempt to get out the lead runner. This is called a fielder's choice (the fielder chooses where to play the ball). This is NOT a hit for the batter. Circle FC in the score box.
- **Sacrifice** – Majors only
A sacrifice fly, or sacrifice bunt is an intentional play achieved by the batter with the intent of advancing a base runner. The defensive out is made on the batter; however, his/her team benefits by advancing a runner or possibly scoring. An out is recorded in the circle (1, 2, or 3) and write **SAC** on the right side of the score box for that batter. Be sure and credit an RBI if it applies.
- **Errors** – applies to Majors only, introduced at Coast
If it is obvious that a fielder has mishandled a throw or catch, you may charge an error. When a batter reaches a base because of an error by a fielder, mark the base path line with an **E**. Errors do not count as a hit for the batter.
- **Wild Pitch** – introduced at Majors
A wild pitch is recorded when a pitch is so high, low or wide that a catcher is not able to stop or control the ball by ordinary effort, thereby permitting base runners to advance. This is a call against the pitcher. Note a **WP** on the score sheet.
- **Passed ball** – introduced at Majors
A catcher is charged with a passed ball when he fails to hold or control a legally pitched ball which should have been held or controlled with ordinary effort, thereby permitting a runner or runners to advance or score. Record as **PB** on the score sheet.

Quick Reference

Field Positions



Positions for a 9 player team



Positions for a 10 player team

1 = Pitcher (P)	6 = Short Stop (SS)
2 = Catcher (C)	7 = Left Fielder (LF)
3 = First Baseman (1B)	8 = Center Fielder (CF) or Left Center Fielder (LC)
4 = Second Baseman (2B)	9 = Right Fielder (RF) or Right Center Fielder (RC)
5 = Third Baseman (3B)	10 = Right Fielder (RF)

Score sheet Notations

Pitching	Hitting	Fielding
S – Swinging Strike	BB – Base on Balls	F8 – Fly Center Field
C – Called Strike	K – Struck out swinging	3-U – Unassisted play by 1B
F – Fouled Strike	⋈ – Struck out watching	6-4 – Throw from SS to 2B
B – Ball	FC – Fielder's Choice	CS – Caught Stealing
WP – Wild Pitch	HBP – Hit by Pitch	E – Error
TTM – Trip to Mound	1B – Single 2B – Double 3B – Triple HR – Homerun	5-4-3 DP – Double Play by 3B to 2B to 1B. F7-5 DP – Double Play, Fly LF to 3B
	RBI – Runs Batted In	
	SAC – Sacrifice	