

2018 QUITO LITTLE LEAGUE
MANAGER & COACHES
HANDBOOK

GENERAL POLICIES AND RULES

The Quito Little League board of directors appreciates the time managers and coaches invest in developing our players and providing a great environment for the community. This handbook addresses policies and local rules of Quito Little League. If a rule is not specifically covered as a local rule interpretation in this handbook, the established Little League Green Book rules apply. Please also refer also to the most recent version of the Parent and Player Handbook for more information.

Managing a little league baseball team is a privilege that is not to be taken for granted. As a manager, appointed by the Quito Little League board of directors, you have an important role in the development of young children in the community. We strive to teach each child the positive values of good sportsmanship, fair play and teamwork – values they can use throughout their lives. To ensure each manager is acting in the best interest of the children and Little League Baseball, the Quito Little League board has developed a Coaches Code of Conduct for interactions with players, parents, spectators, coaches and umpires. Every manager and coach is required to sign the code of conduct.

MANAGERS AND TEAM VOLUNTEERS

A manager is like an executive. He or she has many responsibilities but accomplishes a lot by working through others. Each team needs the following:

- Two or more assistant coaches
- A team parent
- Field setup/takedown volunteers
- Two or more volunteer umpires (**AA** through **majors divisions**)
- Scorekeepers (**AA** through **majors divisions**)

To do the job well, it is important to select (or recruit) dedicated, responsible people to help. All volunteers in regular contact with the kids are required to have a background check. A social security number is required to run the background check. Those not willing to provide a social security number will not be allowed to volunteer and will be required to pay the \$1,000 volunteer buy-out.

DRAFT

Teams are chosen through a draft except in the **challenger, mini-tee ball, tee ball** and **A divisions**. All players age 7-12 are expected to participate in tryouts. One of the most important duties for a **AA** through **majors division** manager is to attend player tryouts and participate in the draft. The objective of the draft is to divide talent equally among all the teams in a division.

The only way to ensure this is for managers to diligently evaluate players so they can participate effectively in the draft process. The draft process for all divisions will adhere to the draft rules as laid out.

COMMUNICATIONS

A major responsibility for each manager is ensuring high-quality communications among players and parents. It is mandatory that managers start the season by holding a team meeting with your parents and players to communicate expectations, uniform colors, requirements, etc. This meeting should be held within one week of the first practice. It is strongly recommended that managers do not hold the meeting at the field after a practice. It is more beneficial to hold the meeting at a location (i.e. a home, pizza parlor, etc.) where there is a suitable atmosphere for a thorough discussion. Each manager (or their designee) will also distribute game and practice schedules, league information and any other league communications generated during the season.

EQUIPMENT

Before the team's first practice, managers will be provided team equipment, such as bats, balls and catcher's gear. We encourage parents to purchase a batting helmet for their child (for sanitary reasons and to ensure a proper fit) although a limited number can be provided. The league holds the managers and coaches responsible to use this equipment properly. Managers must check equipment on a regular basis to ensure it is safe. Any damaged or questionable equipment must be returned to the league's equipment manager and replaced. Players are provided hats and shirts as part of their sign-up fee. These are theirs to keep.

BEHAVIOR

Remember that a manager's behavior sets the tone for the entire team. Be a good example for your players, coaches and parents! Parents and spectators, too, are expected to display good sportsmanship, even in the face of bad calls. If they fail to do so, it is the manager's responsibility to discuss the issue with them. Managers and coaches are subject to disciplinary action for inappropriate behavior, up to and including termination of their coaching privileges. Refer to the Parent and Player Handbook for additional information.

SAFETY

Every team is supplied with a first aid kit. It is to be carried to each practice and game. Umpires will not start a game unless the first aid kit is in plain view. Additional safety supplies are kept in the equipment shed, **AA division** lock box and in the snack shack. The snack shack also has replacement ice packs and ice. Cold packs are not to be used for a pitcher's arms.

The league safety officer is to be notified within 24 hours if a player, coach, manager, umpire or spectator is injured during a practice or game. The league safety officer is to be notified immediately if an unsafe condition is identified.

Each player must have an up to date emergency medical release form on file with the league. It is the responsibility of the manager to ensure that they have an emergency medical release form for each player on the team and that the forms are carried with them for every practice and game. Managers must review the forms and follow-up with parents to ensure they understand any noted medical conditions of their players.

TEAM NAME SELECTION

Team names are selected each year. There is not an automatic award of a team name based on having had the name in the past. The process for selection is as follows:

1. Numbers will be placed in a hat, numbered 1 through N, N being the number of managers for that division.
2. A number will be pulled from the hat for each manager.
3. Managers select a name based on numerical order.

GENERAL POLICIES AND RULES

BASEBALL BATS

As of Jan. 1 2018, all players must use USA Baseball stamped baseball bats at practice and in games. An exception is made for tee ball division players, who are allowed to use older tee ball bats that have an approved USA Baseball bat sticker adhered to the bat. The tee ball division rep may be contacted for stickers for the tee ball division players who wish to use their older bats.

HOME TEAM RESPONSIBILITIES

The home team's dugout is always on the third base sideline.

In every division, the home team is always responsible for preparing the field. Field preparation includes:

1. dragging and raking the infield
2. preparing the pitchers' mound area
3. chalking the field
4. bringing out the bases, garbage cans, umpires' equipment and cones as applicable

When chalking the field, remember that the first and third base foul lines are chalked on a line that runs from the back point of home plate over the outside edge of first and third base towards the foul poles.

The home team provides the official scorekeeper. Official scorekeeping books are kept at each field and are to be used for every **AA** through **junior division** level game (scores are not kept in the **challenger, mini-tee ball, tee ball** or **a divisions**).

Scorekeepers must arrive 15 minutes prior to game time to record the lineups. Because no score is ever kept in the **A** and **tee ball divisions**, there is no need for scorekeepers at this level.

The home team is responsible for providing the home plate umpire.☒

The home team takes infield 20 minutes prior to the scheduled game start for a maximum of 10 minutes.

After the game, both the home and visiting teams must clean up water bottles, candy wrappers and other litter in the dugouts and surrounding areas before leaving. Use the recycling bins!

VISITING TEAM RESPONSIBILITIES

The visiting team must drag and rake the infield and base paths after the game; fill and tamp

holes around bases in batters' and catchers' boxes and on the pitchers' mound; and store all equipment in the shed or storage bin.

The visiting team is responsible for providing the field umpire.

The visiting team takes infield 30 minutes prior to the scheduled start for a maximum of 10 minutes.

After the game, both the home and visiting teams must clean up water bottles, candy wrappers and other litter in the dugouts and surrounding areas before leaving. Use the recycling bins!

GAME BALLS

- **Challenger, mini-tee ball and tee ball divisions** - the home team provides the game ball (safety-soft)
- **A through AAA divisions** - each team is responsible for providing at least one regulation Little League approved baseballs (RLLB1 or RS-T for the **AA** and **AAA divisions**, Level-5 for the **A division**)
- **Majors division** - the home team provides 3 game balls (RLLB1 or RS-T)

RAIN-OUTS

No game can be rained out before the starting time without the approval of that game's head umpire. Managers do not have the authority to call off a game due to rain unless they plan to forfeit. If you cannot reach the head umpire, you must show up at the field at the appointed time. At game time, if both managers agree the field is unplayable, then the game shall be rained out. Once the game is underway, the umpires have the sole authority to suspend or call off the game. Games cannot be rescheduled without the approval of the appropriate division representative and the President.

UMPIRES

Each team is provided a schedule of games to umpire and is expected to send one qualified umpire for games played at home. When playing interlocked games at home, the Quito team is responsible for providing both umpires. The league sponsors umpire clinics to help train managers, coaches and parents as umpires. Any kids used as umpires at the **AA** through **majors divisions** must be approved by the Chief Umpire and must be at least one year older than the players on the field. The Chief Umpire must be contacted if there are any conflicts in the umpire schedule, games canceled or rescheduled, or assignments missed.

For the **AA** through **juniors division**, each manager and coach will be required to umpire two games (not their own team's game).

All Umpires must be neutral during playoff games.

POSITION ROTATION POLICY

To balance the dual goals of teaching players the game of baseball while fielding competitive teams, Quito Little League subscribes to the following policy on position rotation:

1. **Mini-tee ball** and **tee ball divisions** - Broad position rotation is mandatory at this level, players must be given a chance to play all positions equally. ☐
2. **A division** - Broad position rotation is mandatory at this level, players must be given a chance to play all positions equally. ☐
3. **AA division** - Broad rotation is strongly encouraged. All players must play both infield and outfield positions. For games up to 3 innings, 1 inning in the infield is mandatory. For games lasting 4 to 6 innings 2 innings in the infield and 1 inning in the outfield are mandatory. It is also required that no player is assigned to a single position for more than two innings in any game. ☐
4. **AAA division** - In general positions are earned by demonstrating skills. During the regular season, it is important for players with lesser skills to be given playing time along with the best players at selected positions. Rotations can be tightened in the Quito Little League playoffs. It is required that all players get to play in the infield for a minimum of 1 inning per game (regular season and playoffs). ☐
5. **Majors** and **juniors divisions** - Positions are earned by demonstrating skills. During the regular season, it is important for players with lesser skills to be given playing time along with the best players at selected positions. Rotations can be tightened in the Quito Little League playoffs. Managers are strongly encouraged to give each player the opportunity to play infield as their skill levels dictate. ☐

Players arriving after four (4) complete innings may be withheld at the manager's discretion. A player should be given every opportunity to play whenever possible. The minimum play rule for a player arriving late is to give that player one inning of play in an infield position. ☐

MINIMUM PLAY REQUIREMENT (MPR)☐

Managers are to schedule each player to play at least nine (9) defensive outs and one (1) at bat for regular season games. Abbreviated games may impact the manager's ability to secure the appropriate number of innings for each player but a best effort should be made to schedule fair and adequate playing time for all players. It is further recommended that players are scheduled to not sit out more than one consecutive inning or play two or more innings in a row in the

outfield. Missing a practice or not getting to a game early enough to warm-up are not grounds for benching a player. However, repeated discipline problems may result in lost innings, benching or other sanctions. The player agent must approve these measures. ☒

The only exceptions to this rule will be in those cases where the umpire calls a regulation game or the home team does not bat in the bottom of the sixth inning. In those situations, the player must still have completed their required Little League minimum of six (6) defensive outs. ☒

Penalties for not Providing a Player with MPR

☒All managers are required to provide each player must meet the minimum playtime requirement, regardless of whether continuous batting is in effect or not. The penalties for not meeting this requirement are that the player will start the next game, complete their previous game requirement and all of their current game requirements prior to being substituted for another player. In addition, the manager will incur the following penalties:

- First offense: manager receives warning
- Second offense: One-week suspension from all league activities including the next two (2) played games
- Third offense: Subsequent hearing for discipline with the board of directors.

Example of How the MPR Rule is Applied

A player is put into a game in the fourth inning and the game is called due to time limit. The player has completed three (3) defensive outs and has batted at least once. The player must be put in as a starter in the next scheduled game and cannot be removed until he completes a total of twelve (12) defensive outs (three (3) outs from the first game, nine (9) additional outs for the second game) and at least one (1) at-bat, regardless of whether continuous batting is in effect or not.

During the regular season and in playoffs, all players in the **tee ball** through **majors divisions** are always in the batting order (known as continuous batting), whether or not they are in the field. This gives less-skilled players more opportunities to improve their hitting. In addition, unlimited substitutions are allowed across these divisions. Interlock games will play based on local Quito Little League rules.

Once Quito Little League's postseason tournaments begin, the league will follow Little League Baseball's playing time rules at the majors and juniors divisions. Each player on the roster will be guaranteed six consecutive outs in the field and one at-bat during tournament games. This change helps the managers who will be coaching postseason teams adapt to the rules used in tournament competition. Note that the **AAA division** uses continuous batting even for the

playoffs.

PITCHING VIOLATIONS

Violations of Little League pitching requirements will result in the following:

1. First offense: warning
2. Second offense: one-week suspension from all league activities including the next two (2) played games
3. Third offense: subsequent hearing for discipline with the board of directors.

PLAYER AGENT

The player agent supervises tryouts, player drafts, reviews scorebooks (for innings played, pitch counts, rest days, standings and so on) and generally looks out for the best interests of the players.

The player agent must be notified if a player is going to miss (or has missed) two or more games, or is not playing for any reason.

The player agent is also the person to contact about a variety of personnel problems such as roster changes, discipline problems and parent complaints. Although it is suggested that parents contact the manager first regarding any issues they may have, parents have the option of using the player agent as their conduit to the manager for situations of a delicate nature. The player agent will then act on the parent's behalf to bring an agreeable resolution to the problem.

DIVISION REPRESENTATIVES

The division representatives are responsible for the operation of a particular division or divisions. They are responsible for handling manager issues/discipline, rule violations, schedule changes, coordinating practice and game schedules, dealing with equipment or field problems and communicating between managers and board of directors.

In addition to regular season games, the division representatives also coordinate Quito Little League's end-of-season playoffs, help with awards and give input for the tournament team managers.

The division representatives are encouraged to have several meetings with their managers each season: one before games begin and occasional ones throughout the season.

LITTLE LEAGUE AND LOCAL QUITO LITTLE LEAGUE RULES

Each manager is expected to read the Little League rulebook as it applies to his or her specific

division. Except in cases where it is specifically a local rule being discussed, the Little League rulebook takes precedence over the interpretations discussed here and in Quito Little League's local rules.

In the end, games are usually not decided by a single call and the manager or coach who can accept the bad breaks, as well as good ones, is demonstrating an important ideal to the players on his or her team. Learn how and when to make proper appeals (Little League rule #2.00 "appeal," 6.07, 7.10 and 9.02b) and be a good sport at every game!

QUITO LITTLE LEAGUE PARTICIPATION IN TOURNAMENTS AND OTHER "SPECIAL GAMES"

The only tournaments that Quito Little League will participate in are those tournaments that are sanctioned by Little League for postseason play or approved by the board of directors at the beginning of the season. Quito Little League baseball players may not participate in two tournaments at the same time. This will apply to 8- to 12-year-olds who may qualify to play on a tournament team, while their league team is still participating in another league tournament (i.e.: Tournament of Champions vs. age-specific all-star tournaments).

Quito Little League managers, coaches or board members may not participate in any official capacity with any other organized Little League type team (including pony or other leagues) that is not an officially sanctioned entity of the Quito Little League board of directors. This rule will be enforced during the Quito Little League season. The purpose of this rule is to reduce the financial liability of Quito Little League in case of legal action resulting from that involvement. Umpiring is not included in this provision.

It is not the intention of this rule to exclude individuals from participating in an official or unofficial capacity in other league or individual sports activities such as soccer, swimming, softball, etc. It is not the intention of this rule to exclude individuals from participating in an official or unofficial capacity in school sports of any kind.

PLAYOFF SEEDING

In the **majors division**, the regular season record will determine the playoff seeding. The division representative, in collaboration with the managers, will determine what percentage of the interleague games count toward the regular season record. Any ties will be resolved via the rules below. The division representative will determine the format to be used for the playoffs.

In the **AAA division**, playoff seeding is determined by regular season record after the sixth week of the season. The format for the playoffs will be determined by the division representative.

For the **AA division**, seeding is determined by random draw.

There are no playoffs for the **A** and **tee ball divisions**.

If there is a tie for the **majors** or **AAA divisions**, they are broken in the following manner:

1. Head-to-head record
2. Head-to-head run differential
3. Runs allowed
4. Coin toss

For n-way ties where head-to-head record cannot be used, the runs allowed ratio, outlined in the Little League rulebook tournament play rules, will be used.

OTHER RULES

Please, refer to the Quito Little League local rules document for this year for division specific rules and regulations.

1. Food, gum and sunflower seeds are not allowed during practices or games. Only water and sports drinks are allowed in the dugout.
2. No metal cleats, except in the **juniors division**.
3. No jewelry of any kind (including watches, plastic wristbands, etc.).
4. No casts.
5. Medical alert bracelets are allowed, however the bracelet must be taped up with clear tape to remain visible.
6. All male players in the **A division** and **above** are required to wear athletic supporters with protective cups. Repeated violation of this rule may result in the team manager being ejected or suspended. No male player may start or enter a game without the supporter and cup.
7. It is recommended that there be no more than three (3) practices a week prior to the start of the season and no more than four (4) combined practices and games each week in the **AAA** and **majors divisions**, three (3) combined practices and games each week in the **AA division** and two (2) combined practices and games each week in the **A division** once the season has begun. Tee ball teams usually meet no more than two (2) times per week. Mini-tee ball meets only on Saturday for games.
8. Full team uniforms are only to be worn for spring training games, regular and postseason games and on picture day. Team hats may be worn to all practices.
9. The starting lineup must be submitted to the umpire, scorekeeper and opposing manager 15 minutes before game time (**AA division** and **up**).

10. Official scorekeepers are to offer no information to umpires or coaches, except to prevent an ineligible pitcher from pitching, correct the ball/strike count, if asked, or confirm the number of outs.
11. All batters, base runners and player base coaches must wear helmets.☒
12. Players must not have a bat in their hands while in the dugout.
13. Head first sliding is not allowed, except when returning to a base. Violation of this rule will result in the player being called out.
14. Managers and coaches are not allowed onto the field of play (inside the foul lines) during regular and postseason games for the **AAA** and **majors divisions**, except to help an injured player, adjust field equipment or talk with a player. In any case, they must always ask for and receive time and be allowed to come onto the field by the umpire in charge. In the **AA division**, an extra coach will be permitted in the outfield.
15. No manager, coach or parent is allowed to coach a player from the backstop area or near the opposing dugout.
16. No one is ever allowed to stand directly behind the backstop to coach the pitcher. Anyone who violates this rule repeatedly may be asked to leave the field.
17. Only players, not adults, with a catcher's helmet, glove and protective cup are allowed to catch or warm-up pitchers on the field or in the bullpens. This applies to practices and games alike.
18. In the **AA** through **juniors divisions**, all managers and coaches must be in the dugout with the door closed, unless base-coaching.
19. Only players on a team roster, official coaches and managers are allowed in the dugout (no batboys, mascots, other children or non-coach adults). In the **mini-tee ball** through **AA divisions**, one team parent may have the responsibility of bench coach.
20. The 10- and 15-run rules are NOT in effect for the **AA** and **AAA divisions** during the regular season. Note: Little League has a 5-run limit per inning for the **AA** and **AAA divisions** which is enforced at Quito Little League.
 - 20.1. Quito Little League local rule: The 5-run limit does not apply in the sixth, or declared final inning, however, teams are only allowed to hit through their order once.
21. Manager appeals must be made to the correct umpire. Contrary to popular belief, the plate umpire cannot overrule the field umpire (or vice-versa). Judgment calls (safe/out, strike/ball, interference/obstruction, etc.) are not subject to appeal.
22. In **mini-tee ball** through **AA division** games, game protests are not allowed. We encourage disagreements to be settled fairly and amicably between the managers, coaches and umpires. In the event of a disagreement that cannot be settled, the umpire's decisions are considered final.
23. Policy for thrown bats: each team (not each player) shall receive a single warning when a

player throws a bat. On a second offense for the team, time is called for interference, the batter is out, the ball is dead and no runners may advance. The offending batter is not allowed to hit for the remainder of the game but is allowed to play his defensive position.

24. On fields where cones are used to mark the outer fence, the following rules apply:
 - 24.1. If a ball passes the cones in-flight in fair territory, it is considered a home run.
 - 24.2. A ball that first hits the ground, base, pitching rubber, or other portion of the field and then bounds past the cones, whether it touches a player or not, is considered a ground rule double. Each player receives two (2) bases from the time of the pitch.
25. Two adult base coaches may be used at the discretion of a team's manager. ☒
26. For the **AA** through **juniors divisions**, pitch counts must be submitted within 24 hours of games end.
27. For tie games that are suspended due to rain or loss of light, here are the rules:
 - 27.1. The game picks up where it left off.
 - 27.2. The pitchers of record at suspension continue to be eligible to pitch.
 - 27.3. The pitchers already used in the first part of the game would not be allowed to return to pitch in the continuation as it is still the same game.
28. Only managers are allowed to speak to umpires during games and only after the manager is granted time by the umpire. Coaches, parents and players are not allowed to address the umpire at any time during a game.

QUITO LITTLE LEAGUE'S DIVISION AGE GUIDELINES

Please note that the AA, AAA and majors teams are chosen via the draft following player evaluations. Most divisions, beginning with the A division, may be two-year stops for each player. Our goal is for the first year in the division to be a year to learn and develop by playing with more experienced and skilled players, while the second year will offer the player an opportunity to be a leader and develop at positions they might not otherwise be able to play if they advanced divisions each year.

Age	Division	Explanation
4	Mini-tee ball/Tee ball	All 4-year-olds must play mini-tee ball.
5	Tee ball/A	After one year of tee ball a five-year-old may be eligible for the A division, however, most will play tee ball.
6	A/AA	All six-year-olds who have played at least one year of tee ball are eligible to play in the A and AA divisions. Most players, will play in A, while some may be drafted into AA.
7	A/AA/AAA	All 7-year-olds are eligible for the A-AAA divisions, however, most will play in the A or AA divisions. All 7-year-olds must participate in a tryout evaluation.
8	AA/AAA	All 8-year-olds are eligible for the AA-AAA divisions, however, most will play in the AA division while a few may be drafted to the AAA division. All 8-year-olds must participate in a tryout evaluation.
9	AA/AAA	All 9-year-olds are eligible for the AA-majors divisions, however, most will play in the AAA division if the player has played at least one season of kid/coach pitch baseball. All 9-year-olds must participate in a tryout evaluation.
10	AAA/Majors	All 10-year-olds are eligible for the AAA and majors divisions, however, most will play in the AAA division unless they are drafted to majors. All 10-year-olds must participate in a tryout evaluation.

11	AAA/Majors	All 11-year-olds are eligible for the AAA and majors divisions, however, most will play in the majors division unless they are drafted to a majors team. All 11-year-olds must participate in a tryout evaluation.
12	Majors	All 12-year-olds are eligible for the AAA and majors divisions, however, unless a parent submits a waiver request to have their player play down, and it is approved by the district administrator. All 12-year-olds must participate in a tryout evaluation.
13, 14	Juniors	All 13- and 14-year-olds will play on a juniors division team.

QUITO LITTLE LEAGUE MANAGE/COACH CODE OF CONDUCT

Quito Little League expects each manager and coach to adhere to the following Code of Conduct

SPORTSMANSHIP

1. I will promote good sportsmanship, teach good baseball skills and have fun in the process.☒
2. I will not (in word or deed) overemphasize the value and importance of winning.☒
3. I will respect the coaches, players and spectators of the opposing team before, during and after the game, win or lose.☒
4. I will maintain control of my emotions and avoid actions, language and gestures that may be interpreted as hostile or humiliating.☒
5. I realize, accept and will practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy and manner.

RULES AND POLICIES

1. I will know and understand the rules and abide by them (whether local or national). I will instruct my team members in the rules and coach my team in such a way as to motivate each player to compete according to the rules at all times.☒
2. I will adhere to all Little League safety guidelines from the Little League Rulebook and the Quito Little League safety manual, including providing a first aid kit at all games and practices and participating in first aid training.
3. I will adhere to a drug, alcohol and tobacco-free environment at games and practices, including all tobacco for managers, coaches, parents and fans.☒
4. I will understand the local league minimum play rules for my division. All coaches must ensure that each player receives opportunities to bat and play the field in each game according to the minimum play rules for that division.
5. I understand that specific rules are also in place to limit the number and frequency of innings pitched by a particular player.
6. I will fully comply with the Parent Code of Conduct.
7. I will review the Quito Little League website (www.quitoll.org) on a regular basis to make sure that I am informed of all Quito Little League Rules and policies.

THE UMPIRES AND OTHER RESOURCES

1. I recognize the umpire-in-chief is the sole judge on the field of play. The questioning of his/her decisions by managers, coaches, players or spectators will not be tolerated.

2. Only managers are allowed to interact with the umpire and are expected to do so in a professional manner.
3. At no time will a manager or coach yell from the dugout, a base coach's box to an umpire.
4. Managers are to address the umpires between innings only after receiving the umpire's permission.
5. If the need arises to address an umpire before the end of the half inning, the manager shall call a timeout and request permission to address the umpire at home plate.
6. Managers shall be mindful that umpires are volunteers when interacting with them.
7. I will be responsible in caring for equipment, for keys delegated for my use, for care of fields prior to games and for cleaning up fields, dugouts and stands after games in accordance with policies that Quito Little League may establish from time to time.
8. I will make sure that all league-provided equipment is clean and accounted for when returned after the season.

THE PARENTS AND THE LEAGUE

1. I will maintain an open line of communication with players and their parents. I will be approachable. When approached by a parent to discuss any issue, I will interact and respond in a courteous manner.☐
2. I will understand and explain the philosophies and codes of conduct of Quito Little League, i.e. Quito Little League is organized as a recreational league, meant for the enjoyment of all the players. I will approach coaching at practices and games accordingly.
3. I will ensure that fans of the team conduct themselves with sportsmanship and maturity at all times while in attendance at games and will assist the officials in maintaining control of spectators during games. Players, managers and coaches of participating teams may not address or mingle with spectators, nor sit in the sands during a game in which they are engaged.
4. I will make sure that coaches, players and the team parent are the only persons allowed in the dugout during a game.
5. In the event the need arises, I will properly follow Quito Little League's conflict resolution policy as indicated in the Parent Handbook.☐
6. I will support (through participation and organization of parents) Quito Little League in all fundraising efforts, field improvement efforts and concession assignments along with other duties that may be assigned to teams from time to time.

THE TEAM

1. I will conduct practices in an organized manner, with a planned agenda that focuses on specific skill development appropriate for the skill level of the players.☐

2. I will focus on providing instruction commensurate with players abilities so all players have the opportunity to advance their skills towards their full potential, gain confidence and develop self-esteem, as well as establish a solid foundation for further baseball competition.
3. I will teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.☐
4. I understand that managers are appointed by the league to be responsible for the team's actions on the field and to represent the team in communications with the umpires, opposing teams and league.
5. If a manager leaves the field, he shall designate a coach as a substitute who will then be responsible and held accountable for the manager's duties.

NON-GAME DUTIES OF MANAGERS

Each manager has considerable duties outside of coordinating practices and managing the games. Accordingly, if I am a manager, I will adhere to the following as well:☐

1. I will maintain open communication with players and parents to inform them of practices, games and other responsibilities in a timely and efficient manner.
2. I will effectively communicate with the other managers in my division as well as the league, which I understand will require me to check my email on a daily basis during the season.☐
3. I will coordinate with parents to make sure that my team has the requisite number of volunteers present for Quito Little League events, which may include events such as field improvement days, picture days and opening day. Part of that coordination will require timely and effective communication regarding the importance of such events. I understand that it is not acceptable for me to inform the League that no one was willing to attend.
4. I understand that AA through Juniors teams are required to provide qualified umpires for assigned games throughout the season. I understand that it is my responsibility to either umpire the game myself or field a qualified umpire from the parents in attendance of my game.

I agree to follow the code of conduct and comply with all league rules, policies and procedures. I understand the violation of the code will not be tolerated and that violations will subject me to disciplinary action that could include a warning, game suspension or season suspension, as well as impact my opportunity to coach or manage in future seasons. I further acknowledge the authority of the board of directors of Quito Little League and understand that if permitted to coach or manage, I serve solely at the pleasure of the board, a permission that may be revoked at any time. My failure to honor the authority of the board and its members or to show them proper respect will be deemed to be a violation of this code of conduct. Accordingly, I understand that I may be called to speak to some or all of the board at any time and that if called my failure to so attend could result in an immediate suspension. I understand that if I am suspended I will not be permitted to attend any league functions (practices, games, etc.).

Signature / Date

Name (printed)