



# Litchfield Park

## *Tee Ball*

### RULEBOOK

---

**TABLE of CONTENTS**

---

<b>Tee Ball Rules.....</b>	<b>2 - 14</b>
<b>Rule 1 ..... GAME PLAY.....</b>	<b>2 - 4</b>
Rule 1.A ..... Game Locations.....	2
Rule 1.B ..... Potential Game Times.....	2
Rule 1.C..... Required Equipment for Games.....	2
Rule 1.D..... Duration of Games.....	2 & 3
Rule 1.E..... Batting Order.....	3
Rule 1.F..... Batting Procedure.....	3
Rule 1.G..... On Deck Batters.....	3
Rule 1.H..... Field Players.....	4
Rule 1.I..... Coaches on the Field.....	4
Rule 1.J..... Scoring.....	4
Rule 1.K ..... After the Game.....	4
<b>Rule 2..... TEAM PRACTICES.....</b>	<b>5</b>
Rule 2.A..... Practice Locations.....	5
Rule 2.B..... Practice Days and Times.....	5
<b>Rule 3..... CIRCUIT TRAINING.....</b>	<b>5 - 7</b>
Rule 3.A..... Definition of Circuit Training.....	5
Rule 3.B..... Field Set-Up & Duration of Circuit Training.....	5
Rule 3.C..... Date / Time / Location of Circuit Training.....	5
Rule 3.D..... Required Equipment for Circuit Training.....	5
Rule 3.E..... Volunteer Coaching Duties & Responsibilities.....	5
Rule 3.F..... Parent Responsibilities and Expectations.....	6
Rule 3.G..... Skills Taught.....	6
Circuit Training Field Set-Up and Schedule of Events.....	7
<b>Volunteer Coaches.....</b>	<b>8</b>
A. Coaching Duties.....	8
B. Coaching Responsibilities.....	8
C. Code of Conduct.....	8
<b>Coaching Positioning Diagrams.....</b>	<b>9</b>
Preschool Division @ Litchfield Elementary School.....	9
Kindergarten Division @ Staggs Park.....	9
<b>Map to Staggs Park.....</b>	<b>10</b>
<b>Map to Litchfield Elementary School.....</b>	<b>11</b>
<b>Proximity Map of Staggs Park to Litchfield Park Elementary School Fields.....</b>	<b>12</b>
<b>Batting Order Sheet.....</b>	<b>13</b>
<b>Field Positioning Sheet.....</b>	<b>14</b>

The rules for each of our youth sports have been modified from professional, collegiate and high school rule books. These minor changes to the rules allow for equal playing time and place the emphasis on skill development and sportsmanship. Within each sport, the rules have been modified by age so that the older a participant gets, the more comprehensive the rules become.

Every team will be issued one rule book at the beginning of the season. These rule books will be provided to the head coach at the time of the mandatory coaches meeting prior to the start of each sports season. These rule books are extensive and cover nearly every situation that will be encountered throughout your season. In the case that a situation is not addressed in the rule book, please feel free to contact the Youth & Sports Coordinator at: 623-935-9040.

**RULE 1: GAME PLAY - Both Preschool & Kindergarten Divisions**

**A. GAME LOCATIONS**

All City of Litchfield Park Fall Tee Ball Games will be played at either Litchfield Elementary School or Staggs Park.

♦ **PRESCHOOL DIVISION**

All games will be played on the southeast baseball field of the Litchfield Elementary School.

The Litchfield Elementary School baseball fields are located on the southeast corner of the school facility.

The physical address for Litchfield Elementary School is 255 E. Wigwam Boulevard, Litchfield Park, AZ 85340

*Please see the Litchfield Elementary School map on page 11 of this rulebook.*

♦ **KINDERGARTEN DIVISION**

All games will be played at Staggs Park.

Staggs Park is located two blocks south of the Litchfield Park Recreation on Old Litchfield Road.

The physical address for Staggs Park is 300 S. Old Litchfield Road, Litchfield Park, AZ 85340

*Please see the Staggs Park map on page 10 of this rulebook.*

**B. POTENTIAL GAME TIMES**

Until registration is complete, we will not have a finalized game schedule for this league; however, we do have times blocked for games to occur.

Games are scheduled every hour and 15 minutes to help alleviate traffic congestion. All parking for Games and Practices must on the street adjacent to Staggs Park.

The following list contains the *possible* game times for the 2014 Fall Tee Ball League:

Regular Game Day Schedule: .....8:00 AM..... 9:15 AM.....10:30 AM.....11:45 AM

Photo Day Schedule: .....9:00 AM..... 10:15 AM.....11:30 AM .....12:45 PM

**C. REQUIRED EQUIPMENT for GAMES**

♦ **BOTH AGE DIVISIONS**

1. **UNIFORM**

- a. All players **MUST** wear their game uniform that is provided by the City of Litchfield Park.
  - i. *The game uniform includes jersey and hat.*

2. **EQUIPMENT**

- a. All players **MUST** bring their own baseball glove.
- b. The City of Litchfield Park will provide batting helmets, batting tees, bats and "Soft-T" baseballs for each game.

3. **FOOTWEAR**

- a. Baseball spikes are **NOT** required, nor are they necessary for this program.
- b. Tennis shoes are completely acceptable and the preferred footwear for this program.

**D. DURATION of GAMES**

♦ **PRESCHOOL DIVISION**

- 1. Three complete innings. A complete inning consists of every player on both teams batting.  
**OR**
- 2. One Hour Time Limit

**RULE 1: GAME PLAY - Both Preschool & Kindergarten Divisions**

**D. DURATION of GAMES**

- ◆ KINDERGARTEN DIVISION
  1. Three complete innings. *A complete inning consists of either.*
    - a. Having both teams run through their entire batting order.
    - b. Three Outs being made by the fielding team.
  - OR**
  2. One Hour Time Limit

**E. BATTING ORDER**

1. The batting order will consist of every player on a team.
2. This batting order should be randomized to allow every player on a team to be the last batter a minimum of one time throughout the season so that every player gets to hit a "Home Run".
3. A batting order sheet is located on page 13 of this rule book.

**F. BATTING PROCEDURE**

- ◆ PRESCHOOL DIVISION
  1. All batters will hit the ball from the tee.
  2. Every batter will have six (6) attempts to put the ball into play. The ball is considered "IN PLAY" when it is hit off of the tee and stays inside the first and third base lines.
  3. *If the ball is hit...*
    - a. *Through the infield on the ground, then the batter will run to first base and all other base runners can advance ONE BASE ONLY.*
    - b. *In the air into the outfield, then the batter will run to first base and all other players on base can advance a maximum of TWO BASES ONLY.*
  4. If the ball is not hit into play after six attempts, then the batter will be considered OUT.
  5. Each team will receive three outs per inning.
    - a. *If the last batter in the lineup hits the ball "IN PLAY", then all base runners will advance through the bases until the batter scores OR if an out is made by the field players.*
    - b. *The head coach will announce to the opposing team that the last batter is up to bat in order to inform them that the inning is almost over.*
- ◆ KINDERGARTEN DIVISION
  1. All batters will hit the ball from the tee.
  2. Every batter will have six (6) attempts to put the ball into play. The ball is considered "IN PLAY" when it is hit off of the tee and stays inside the first and third base lines.
  3. If the ball is put into play, the batter may take as many bases as are open.
    - a. *All base runners may advance as many bases as they wish until stopped by the fielding team.*
  4. If the ball is not hit into play after six attempts, then the batter will be considered OUT.
  5. Each team will receive three outs per inning.
    - a. *If the last batter in the lineup hits the ball "IN PLAY", then all base runners will advance through the bases until the batter scores OR if an out is made by the field players.*
    - b. *The head coach will announce to the opposing team that the last batter is up to bat in order to inform them that the inning is almost over.*

**G. ON DECK BATTERS**

- ◆ BOTH AGE DIVISIONS

All players batting and On Deck ***MUST*** wear a batting helmet!  
*There are no exceptions to this rule.*

  1. On deck batters will be limited to one player only.
  2. All other players will remain on the bench while their team is batting.
  3. The head coach will assign another coach or parent to help enforce this safety issue.

**RULE 1: GAME PLAY - Both Preschool & Kindergarten Divisions**

**H. FIELD PLAYERS**

◆ BOTH AGE DIVISIONS

1. All players on both teams should take fielding positions when the opposing team is batting.
2. The Head Coach, along with the parents, should help to position extra players in the outfield.
3. Only a parent or coach will act as the catcher.
4. Players should be rotated to different fielding positions to encourage learning the subtle differences in positions.
5. All players are expected to attempt a "PUT OUT", by throwing the ball to a base before a base runner touches the base. Players should be encouraged to throw the ball to their teammates immediately after the ball has been put into play by the batter.
6. Coaches and assistant coaches on the field should help direct the players where the ball should be played in order to make an out.
7. After all outs have been made OR all of the base runners have successfully reached their base, then the ball should be thrown to the catcher (coach).
8. The Home Team listed on the schedule will use the First Base Bench.
9. The Visiting Team listed on the schedule will use the Third Base Bench.

*Please remember that this is an educational level of baseball and the more we teach, the more beneficial for the players, parents and coaches.*

**I. COACHES on the FIELD - See page 9 for coaching positioning diagrams**

◆ PRESCHOOL DIVISION

1. Batting Team
  - a. *One Coach will assist the batter.*
  - b. *One Coach may be positioned outside the field of play near first base.*
  - c. *One Coach may be positioned on the field of play near second base.*
  - d. *One Coach may be positioned outside the field of play near third base.*
2. Fielding Team
  - a. *One Coach may be positioned behind the pitcher's position.*
  - b. *One Coach may be positioned between first and second base.*
  - c. *One Coach may be positioned between second and third base.*

◆ KINDERGARTEN DIVISION

1. Batting Team
  - a. *One Coach will assist the batter.*
  - b. *One Coach may be positioned outside the field of play near first base.*
  - c. *One Coach may be positioned outside the field of play near third base.*
2. Fielding Team
  - a. *One Coach may be positioned behind the pitcher's position.*
  - b. *One Coach may be positioned behind the second base.*

**J. SCORING**

◆ BOTH AGE DIVISIONS

1. The score of the game will not be kept in any capacity at this level.

**K. AFTER the GAME**

◆ BOTH AGE DIVISIONS

1. Players should line up on the baseline, shake hands with the opposition and return to their bench.
2. Coaches should remind players about some aspects of the game that was just completed in order to reinforce the fundamentals.
3. Make necessary announcements and remind everyone of the next scheduled practice.
4. Make sure everyone has their hat, glove and other items before leaving.
5. Be sure to clean up their bench area and spectator area after each game.

## RULE 2: TEAM PRACTICES

### A. PRACTICE LOCATIONS

1. The City of Litchfield Park will work with each volunteer head coach to secure a practice location for their team.
2. If a park outside the city limits is used, the volunteer head coach will be responsible for making the reservation with the owner of that park.

### B. PRACTICE DAYS and TIMES

1. Each team will have the opportunity to determine their team's practice days and times.
2. We strongly suggest that each volunteer head coach speak with each and every parent to determine the best days and times to practice.
3. With upwards of 10 players per team, there is bound to be a schedule conflict with one or more families., therefore we ask that parents or participants rearrange personal schedules in the event of a conflict.
4. Our volunteer head coaches will have the final say on practice days and times.

## RULE 3: CIRCUIT TRAINING - *Preschool Division (3 & 4 year olds) ONLY*

### A. DEFINITION of CIRCUIT TRAINING

1. Circuit Training is an OPTIONAL event for players, parents and coaches to "Kick-Off" the season.
2. Circuit Training is an organized skills training session for ALL 3 / 4 division participants.
3. There will be NO CIRCUIT TRAINING for participants in the 5 / 6 age division.
  - a. *Participants in this 5 / 6 age division will begin their season with a team practice scheduled and organized by the volunteer head coach.*

### B. FIELD SET-UP and DURATION of CIRCUIT TRAINING

1. The City of Litchfield Park will arrive early to set-up the field for Circuit Training.
2. Each Team will be assigned a "Starting Point".
  - a. Team # 1 & 2 = Fielding, Throwing
  - b. Team # 3 & 4 = Batting
  - c. Team # 5 & 6 = Fielding, Catching Pop-Ups
  - d. Team # 7 & 8 = Fielding, Catching Ground Balls
3. Every 10 minutes a city employee will sound an air horn signaling the end of the mini-session.
4. A three to five minute water break will be given between each mini-session.
5. After the water break, teams will rotate to the next mini-session.
6. For a detailed diagram of the field set-up and tentative 'mini session' schedule, please turn to page 7 of this rule book.

### C. DATE / TIME / LOCATION of CIRCUIT TRAINING

1. **DATE** - The first and only Circuit Training of the 2014 Fall Season will be held on Saturday, September 20, 2014.
2. **TIME** - This Circuit Training will begin at 8:00 AM and end at approximately 9:00 AM
3. **LOCATION** - Circuit Training will take place at:
  - Staggs Park: 300 South Old Litchfield Road, Litchfield Park, AZ 85340

### D. REQUIRED EQUIPMENT for CIRCUIT TRAINING

1. Every participant is required to bring their own baseball glove.
2. The City of Litchfield Park will provide batting helmets, batting tees, bases and *Soft-T* baseballs.

### E. VOLUNTEER COACHING DUTIES and RESPONSIBILITIES

1. Prior to the Circuit Training our volunteer coaches will be given a training class whereupon the skills and the organization of our Circuit Training will be discussed.
2. Volunteer Coaches will be assigned teams prior to the Circuit Training Event.
3. Volunteer Coaches will be responsible for organizing and assigning all players and parents specific tasks during the Circuit Training Event.
4. Volunteer Coaches will be responsible for teaching the basic technical skills in a fun and positive manner.

**RULE 3: CIRCUIT TRAINING - *Preschool Division (3 & 4 year olds) ONLY***

**F. PARENT RESPONSIBILITIES and EXPECTATIONS**

1. During circuit training, all parents are encouraged to actively participate by:
  - a. *Standing near and / or behind their child at each skill station.*
  - b. *Assisting players on focusing on each activity.*
  - c. *In addition, they can learn the "lingo" and the teaching strategies performed by our trained staff coaches.*
2. By allowing parents to take an active role in the program, we are hoping that the skills learned at circuit training will continue at home while using the same techniques learned in the program.

**G. SKILLS TAUGHT**

**THROWING**.....Participants will learn the "SKATEBOARD", "POINT", and "WAVE" techniques used to teach how to throw a baseball accurately.

**CATCHING GROUND BALLS**.....Participants will learn the "READY" position while preparing to stop ground balls that come to them.

**CATCHING POP-UPS**.....Participants will be taught the "CAMERA" technique of how to hold their glove for balls that are played into the air. Coaches will toss balls from approximately four to five feet away from the tee ball player.

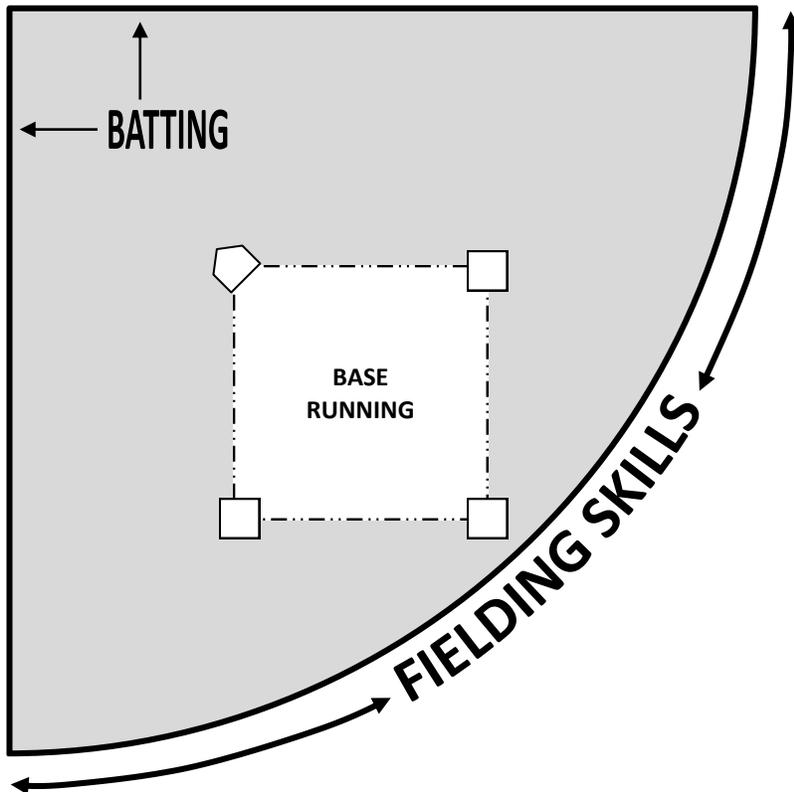
**HITTING off the TEE** .....This is by far the most popular station in phase one. Players will be taught how to hold and swing a bat in order to make solid contact with the ball on the tee.

**BASE RUNNING**.....Players will get the opportunity to run and touch all of the bases in addition to learning when to run and when to stay put on base.

**FIELD POSITIONING**.....Players will learn where the bases are, what their order is and other basic terminology related to the game of baseball. This station is the most important for young players to learn.

**CIRCUIT TRAINING FIELD SET-UP & CIRCUIT TRAINING SCHEDULE of ACTIVITIES**  
*Preschool Division Only ~ Saturday, September 20, 2014 @ Staggs Park*

ROTATION 1		ROTATION 2		ROTATION 3		ROTATION 4		ROTATION 5
8:00 AM to 8:10 AM	8:10 AM to 8:12 AM	8:12 AM to 8:22 AM	8:22 AM to 8:24 AM	8:24 AM to 8:34 AM	8:34 AM to 8:36 AM	8:36 AM to 8:46 AM	8:46 AM to 8:48 AM	8:48 AM to 8:58 AM
THROWING TEAMS 1 & 2	WATER - BREAK	THROWING TEAMS 3 & 4	WATER - BREAK	THROWING TEAMS 5 & 6	WATER - BREAK	THROWING TEAMS 7 & 8	WATER - BREAK	ALL TEAMS BASE RUNNING
GROUND BALLS TEAMS 7 & 8		GROUND BALLS TEAMS 1 & 2		GROUND BALLS TEAMS 3 & 4		GROUND BALLS TEAMS 5 & 6		
POP-UPS TEAMS 5 & 6		POP-UPS TEAMS 7 & 8		POP-UPS TEAMS 1 & 2		POP-UPS TEAMS 3 & 4		
BATTING TEAMS 3 & 4		BATTING TEAMS 5 & 6		BATTING TEAMS 7 & 8		BATTING TEAMS 1 & 2		



## VOLUNTEER COACHES

### A. COACHING DUTIES

#### 1. PRACTICES

- a. Coaches are responsible for contacting the parents and players that are assigned to their team by phone AND email (if possible).
- b. Coaches should arrive at each practice with a plan.
- c. Coaches need to ensure that all players are actively involved with each practice and must provide positive reinforcement.
- d. Coaches should seek parent involvement as much as possible.

#### 2. GAMES

- a. When the team is batting...
  - i. *The head coach should be the person responsible for placing the ball onto the tee for the batter.*
  - ii. *The head coach should assign three parents to be base coaches.*
    - ♦ PRESCHOOL DIVISION
      1. *First Base Coach: Should be positioned next to first base, outside the first base line.*
      2. *Second Base Coach: Should be positioned behind second base and outside the base running path.*
      3. *The second base coach position should be eliminated after the third game of the season.*
      4. *Third Base Coach: Should be positioned next to third base, outside the third base line.*
    - ♦ KINDERGARTEN DIVISION
      1. *First Base Coach: Should be positioned next to first base, outside the first base line.*
      2. *Third Base Coach: Should be positioned next to third base, outside the third base line.*
      3. *There will be no Second Base Coach.*
- b. When the team is on the field...
  - i. *The head coach should be positioned near the center of the baseball field, near the pitcher's mound.*
  - ii. *The head coach should assign two parents to act as fielding assistants.*
    1. *Field Assistant #1: Should be positioned between first and second base, outside the base running path.*
    2. *Field Assistant #2: Should be positioned between second and third base, outside the base running path.*
- c. All head coaches and field assistants should emphasize fun as well as encourage parents to stay enthusiastic for the benefit of the participants.

### B. COACHING RESPONSIBILITIES

1. It is the responsibility of the head coach to provide a *FUN* environment for all of the participants *ALL OF THE TIME*.
2. It is the responsibility of the head coach to *TEACH* the *FUNDAMENTALS* as well as *SPORTSMANSHIP*.
3. It is the responsibility of the head coach to *ENCOURAGE* parents to take an active role in the program and to continue the teaching process at home.

### C. CODE of CONDUCT

1. Emphasize Sportsmanship and Equal Participation.
2. There is a ZERO tolerance for foul or profane language or gestures.
3. Abusive language or conduct will not be tolerated at any time.

\* Please read the Coaches Code of Ethics is listed in our Policies and Procedures Booklet.

\*\* The Parent's Association for Youth Sports Pledge can be found in our Policies and Procedures Booklet.

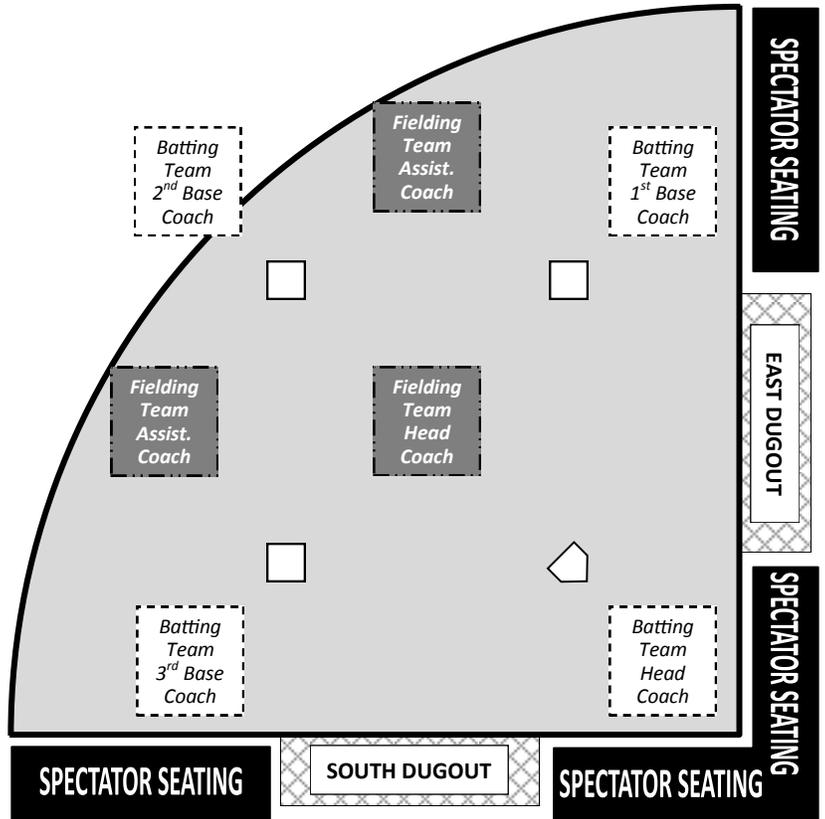
\*\*\* Any player, spectator or coach found to violate any of the above items will be subject to disciplinary action.

**COACHING POSITIONING DIAGRAM - *Preschool Division @ Litchfield Elementary School***

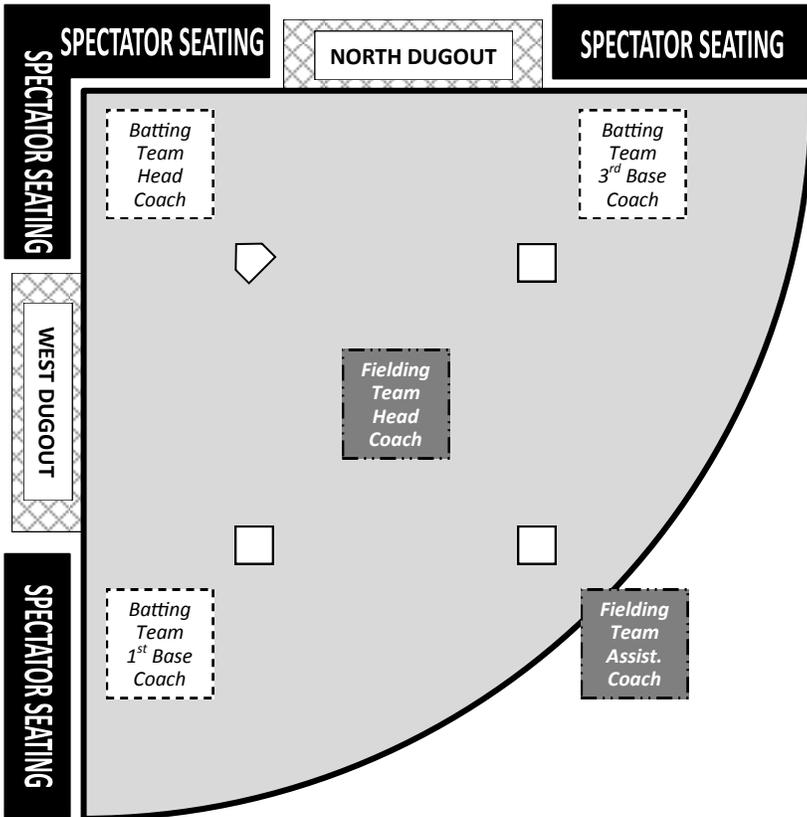


HOME TEAM = SOUTH DUGOUT

AWAY TEAM = EAST DUGOUT



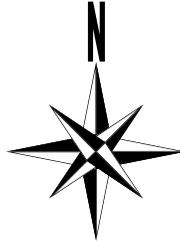
**COACHING POSITIONING DIAGRAM—*Kindergarten Division @ Staggs Park***



HOME TEAM = NORTH DUGOUT

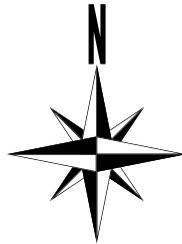
AWAY TEAM = WEST DUGOUT

**STAGGS PARK**  
300 S. Old Litchfield Road  
Litchfield Park, AZ 85340



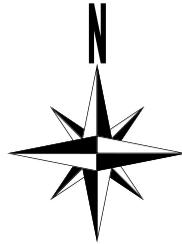
*Click on the image of the school to open Google Maps in your web browser.*

LITCHFIELD ELEMENTARY SCHOOL  
255 E. Wigwam Boulevard  
Litchfield Park, AZ 85340



*Click on the image of the school to open Google Maps in your web browser.*

## Proximity of Staggs Park to Litchfield Elementary School Fields



### LEGEND

- L.P.R.C. = Litchfield Park Recreation Center
- L.E.S. = Litchfield Elementary School

*Click on the image of the school to open Google Maps in your web browser.*

# BATTING ORDER SHEET

## FIRST INNING

BATTING POSITION	PLAYER NAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

## SECOND INNING

BATTING POSITION	PLAYER NAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

## THIRD INNING

BATTING POSITION	PLAYER NAME
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

## FIELD POSITIONING CHART

CHANGE YOUR FIELD POSITIONS AFTER EACH INNING TO ALLOW EACH PLAYER TO PLAY A DIFFERENT POSITION EACH INNING.

INSERT PLAYER NAME BELOW

POSITIONS	FIRST INNING	SECOND INNING	THIRD INNING
PITCHER			
1 <sup>st</sup> BASE			
2 <sup>nd</sup> BASE			
SHORTSTOP			
3 <sup>rd</sup> BASE			
RIGHT FIELD			
RIGHT CENTER FIELD			
CENTER FIELD			
LEFT CENTER FIELD			
LEFT FIELD			