

NEZ

SOFTBALL COMMITTEE

**OPERATING
RULES**

Revised Spring 2000

OPERATING RULES OF THE NEZ SOFTBALL COMMITTEE

OBJECTIVE:

1. To provide Minor Softball in the Northeast Zone (NEZ) of the City of Edmonton.
2. To provide a program for recreational and competitive Minor Softball players that will prepare them for further softball participation.
3. To foster and strengthen the ideas of good sportsmanship.
4. To promote the Fairplay program.
5. To administer the Northeast Zone Softball Committee's operating procedures in association with the Edmonton Youth Softball Association (EYSA), Alberta Amateur Softball Association (AASA), Canadian Amateur Softball Association (CASA) and the Northeast Zone Sports Council.
6. To meet to discuss and to develop standards for the organization of the Minor Softball Program in the Northeast Zone.
 - a. This Committee shall be a standing committee of the NEZ Sports Council.
 - b. The Softball Committee shall operate under Bylaw 8, Article 2, Standing Committees, of the Bylaws of the Northeast Zone Sports Council.
7. To provide to all interested children residing within the boundaries of the NEZ Sports Council member organizations the opportunity to participate in the sport of softball.

MEMBERSHIP:

The membership of the committee shall consist of the following:

A) An executive whose members shall include:

- 1) The following elected positions:
 - a) Director
 - b) Assistant Director
 - c) Secretary
 - d) Commissioner
 - e) Registrar
- 2) The following appointed positions:
 - a) Scheduler
 - b) Trophy Director
 - c) Clinic Director
 - d) Public Relations Director
 - e) Player Development Director

3) Umpire Director - who is appointed by the Edmonton Minor Softball Umpire Association (E.M.S.U.A.).

4) Past Director - who shall serve in an advisory role.

B) Category Directors and AA Representatives:

The director as necessary shall appoint such Category Directors and AA Representatives as deemed necessary to the workings of the program.

C) E.Y.S.A. Representatives:

As required according to the E.Y.S.A. Bylaws, Article VI, section 3 and Article VI, section 6, zone representatives. Appointed by the Director.

D) General Membership:

One voting representative of each organization holding a valid membership within the NEZ Sports Council.

NOTE: ALL MEMBERS OF THE SOFTBALL COMMITTEE SHALL BE A CURRENT MEMBER OF THE COMMUNITY IN WHICH THEY RESIDE.

MEETINGS:

- A. General meetings of the committee shall be held at the discretion of the Director with the guidance of the Executive and according to NEZ Sports Council Bylaw 8, Article 2, section f.
- B. Executive meetings of the committee shall be held at the call of the Director.
- C. The Director shall also call a special meeting of the Softball Committee by request of any member organization or the NEZ Sports Council Executive within 7 days of the request but must provide members with written or verbal notice 72 hours in advance of the meeting.
- D. At the completion of the playing season, the Director shall call an Annual General Meeting of the Committee.
 - 1. All necessary elections shall take place at that time.
 - 2. The Director shall present a final statement of income and expenditures.
 - 3. All NEZ Sports Council member organizations must be present at the meeting.

VOTING RIGHTS:

Committee Meetings:

- A. Each member organization shall be entitled to one voting delegate.
- B. All elected and appointed Executive Members, Category Directors, AA Representatives, E.Y.S.A. Council Representatives, and the Past Director shall be entitled to vote.
- C. The Umpire Director may vote on all matters with the exception of matters relating to the E.M.S.U.A. and its' dealings with the NEZ Softball Committee.
- D. The NEZ Softball Director may only cast a vote in the event of a tie.
- E. Individuals holding more than one voting position on the NEZ Softball Committee shall be allowed to cast only one vote as per the NEZ Sports Council Bylaw 4, Article 1. Section d. on any one single issue.

Any organization representative holding a Category Director or Executive position shall cast their organization votes.

- F. Voting privileges of organizations not in good standing with the NEZ Sports Council will be withheld until such time as that organization is in good standing.

Annual Meetings:

- G. In addition to the voting members, any community league member in good standing with a relationship to the NEZ Softball Committee shall also be entitled to a vote on any organizational matters dealt with at the Annual Meeting.

QUORUM:

A quorum shall consist of 13 people for all general and annual meetings. It must consist of organization representatives, and executive members.

Quorum for executive meetings shall be the Director/or Assistant Director and 1/2 of the filled executive positions. This quorum does not include category directors.

Category Directors shall be permitted to vote, but their numbers shall not be included in any count to determine quorum.

ELECTIONS:

Elections shall be held in accordance with the NEZ Sports Council Bylaws and as outlined in the E.Y.S.A. Bylaws.

1. All elected executive positions shall be elected at the Annual General Meeting. The Executive may appoint any position not filled at the Annual General Meeting, with the exception of the Director, at a later date. Simple majority must ratify such appointments at the next general meeting.
2. The Director position will be elected in accordance with NEZ Sports Council Bylaw 5, Articles 2b and 3a.
3. The term of office for elected executive positions shall be two (2) years, with the exception of Director. Elections shall take place as follows:
 - i. Assistant Director elected in odd years
 - ii. Secretary elected in even years
 - iii. Commissioner elected in odd years
 - iv. Registrar elected in even years
4. All appointed executive positions should be appointed at the Annual General Meeting. The executive may appoint any positions not appointed at the Annual General Meeting at a later date.
5. The term of office for appointed executive positions should be two (2) years. Appointments shall take place as follows:
 - i. Scheduler appointed in odd years
 - ii. Trophy Director appointed in even years
 - iii. Clinic Director appointed in odd years
 - iv. Public Relations Director appointed in odd years
 - v. Player Development Director appointed in even years
6. Nominations shall be made in accordance to NEZ Sport Council Bylaw 5, Article 4.
7. Category directors are appointed yearly.

EDMONTON YOUTH SOFTBALL ASSOCIATION

The NEZ Softball Director shall be the senior NEZ Representative at the E.Y.S.A. meetings. The softball committee shall appoint two other persons to represent the NEZ at these meetings. The zone shall have three votes. These three people shall act in the interests of the NEZ Softball program and the NEZ Sports Council at all times.

MEETING AGENDA AND MINUTES

The Softball Committee shall operate under the following Agenda at all committee meetings. The Director or Secretary shall provide a current agenda for each meeting.

1. Call to order
2. Roll Call
3. Approval of the Agenda
4. Adoption of the last minutes
5. Correspondence
6. Delegations
7. Reports: From all executive members, category directors, and zone reps.
Reports to be handed in to secretary for inclusion in the minutes.
8. Unfinished Business
9. New Business
10. Next Meeting
11. Adjournment

The secretary shall maintain accurate records of the Softball Committee meetings and shall provide to all members a copy of such records. As well a copy shall be forwarded to the NEZ Sports Council and the E.Y.S.A.

POLICIES:

The Softball Committee supports both the Zero Tolerance Code of Conduct and the Fairplay Program, which are as follows:

NEZ SOFTBALL BINDERS:

The Softball Committee secretary shall be responsible for keeping accurate records of each individual and organization in possession of a NEZ Softball Binder. The current executive shall from time to time, update this binder.

An updated meeting list and a list of current executive and directors shall be included.

BUDGET:

The Softball Director shall prepare and present to the committee a budget in advance of the playing season. After the directors proposed budget has been passed by the Committee, it shall be presented to

the next general meeting of the Sports Council for ratification. The director shall be empowered to authorize expenditures up to the amount budgeted under any one item in the budget without the approval of the committee. Any amounts that exceed the budget shall have the approval of the committee or its executive.

The Director shall authorize the removal of funds from the budget by way of a signature on the necessary requisition from; the Treasurer shall not pay any bills without this authorization.

FUN-A-RAMA, ZONE and CITY PLAY OFF HOSTS:

Host Community Leagues of the Fun-A-Rama will be responsible for facilities (including an office and washrooms) grounds preparation and concession. The Softball Committee shall reimburse the Host Community League of Fun-A-Rama for extra washrooms, if necessary, and minimum concession. Host Community League of the Play Offs will be responsible for facilities, ground preparation, communication and concession. Facilities shall include washrooms, an umpire facility, an office, and a place to post schedules and results. The Softball Committee, for extra washrooms, communications and minimum concession shall reimburse the host Community League of the Play Offs. City Play Offs shall be held in the Northeast Zone every four years. Raffles and other types of fund-raisers are to the discretion of the host.

EXECUTIVE:

The Softball Committee executive shall have the authority to take any necessary actions, if deemed necessary between regularly scheduled committee meetings. Those actions shall then be duly reported to the committee at the next meeting for approval.

DUTIES:

Duties of all Executive and Category Directors, representatives, and community ball directors shall be provided in a job description. The appropriate job description shall be included within the operating rules of the NEZ Softball Committee and shall be kept in their NEZ Softball binders. The Zone Softball Director and Assistant Director shall have copies of all operating rules and job descriptions.

DUTIES OF THE NEZ SOFTBALL DIRECTOR - DUTIES TO THE NEZ SPORTS COUNCIL:

1. The Director, on behalf of the Softball Committee, shall submit an approved operating budget to the Sports Council prior to the start of league play.
2. When authorized by the Sports Council, the Director shall have the power to requisition funds within the limits of such authorization. Receipts or vouchers shall be produced to the Treasurer covering all previous expenditures. At seasons end the Director shall make an accounting of the financial budget and present it to the Sports Council.
3. All monies received or collected by the Director from the operations of the committee shall be immediately paid to the Treasurer or deposited in the Sports Council Bank account and the Treasurer advised by the delivery of a stamped copy of the deposit slip.
4. Shall be the Softball Committee Representative on the Executive of the Sports Council.
5. Shall attend and present a report to all meetings of the Sports Council.

DUTIES TO THE SOFTBALL COMMITTEE.

1. Shall attend the following meetings:
 - A. EYSA Softball Council
Where they shall be the senior rep. and have one of the two votes.
 - B. NEZ Sports Council
Where they shall be the Softball rep. and have one vote.
After attending these meetings the Director shall bring a report to the Softball Committee on the acts taken at these meetings.
2. The Director shall be the chairperson of the Softball Committee, and responsible for the agenda of the meetings.
3. The Director shall arrange the Annual meeting of the Softball Committee at the completion of the season.
4. After the annual meeting the Directors duties for the next season shall include the following:

September: Review the annual reports.

October: Hold an executive meeting.

Discuss items from the annual meeting reports.

Investigate suggested changes for the next playing season.

Make sure executive positions are filled, especially EYSA Reps.

Make sure the loose ends of the prior season are cleaned up.

Give information out about the Banquet. Make sure selections are made for awards for the Banquet and that the appropriate plaques are ready.

Distribute Banquet tickets.

Suggested to invite reps from EYSA Softball, AASA, other three zones.

Make sure plaque winners are at banquet.

Prepare budget for next season.

Get information from Sports Council Secretary re new ball directors, president's etc.

November: Hold a General Committee meeting.

Bring budget to meeting for ratification.

Update communities about what is new as a result of AASA meetings and EYSA Annual meetings.

HOLD PLANNING SEMINAR WITH EXECUTIVE.

Attend NEZ Banquet - prepare speeches for awards and introduce guests.

December: No meetings. Do only work required or requested.

January: Late in January, hold meeting

Distribute information re registration blitz and dates for current year.

Check with scheduler re field bookings.

February: Executive meeting to review duties and responsibilities, further clarification about registration and final planning for upcoming season.

Check with clinic director about clinic dates.

Help set up player clinics.

Make sure P.R. for Registration Blitz week is sent out. Contact EMSUA re date for rules interpretation.

March: Hold committee meeting.

Do a general confirmation of registration procedures etc.

Late March schedule a Player Count.

April: Early April have a Category Director workshop to go over duties and make sure that they know what is required of them in the next months. Go over problem areas and concerns. Hold final player count meeting:

Include amalgamations

Player exchanges

Registration clinic for ball directors.

Hold team registration and be in attendance to answer questions.

Prepare for Pre Season Coaches Meetings:

1. List tournaments
2. Have scheduler go over details
3. Have registrar cover any necessary items
4. Umpire Director mention rule changes and date of rule interpretation clinic
5. Provincials
6. Clinics - coaches and player
Stress importance of clinics
7. Annual meeting
8. Other important information

May: Executive meeting early in the month to discuss problems and how season is progressing. After first week of the season schedule and hold rules interpretation clinic for interested coaches. Committee meeting: discuss season progress. Hold T-ball, Coach Pitch Fun -A - Rama.

June: Playoff committee meeting at end of season.

NEZ playoffs. Make sure Umpires are contacted about playoffs. Insure that committee for manning playoffs has been established.

Attend city finals.

Help EYSA as required.

July: If interested host Provincial tournament.

August: Have a well-deserved rest.

ASSISTANT SOFTTBALL DIRECTOR

1. Shall be an elected member of the executive.

2. Shall, in the absence of the Director, chair any meetings necessary.
3. Shall assist the Director with their duties and look after any other duties assigned.
4. Attend all meetings of the Softball Committee and its executive. Attend the Annual meeting and bring a report.
5. Be an alternate delegate to the EYSA Softball Committee.
6. In the absence of the Director, attend the Sports Council meeting.
7. Look after any committee fundraising.
8. Attend the Annual Banquet and help with award presentations, and selections.

PAST SOFTBALL DIRECTORS DUTIES

1. Attend all meetings of the NEZ Softball Committee.
2. Help out the Director with programs and responsibilities when requested.
3. Help at zone playoffs.
4. Give direction and guidance to committee.
5. Look after the committee history. Establish and update records, past executive lists, Award Lists, Community Volunteers.
6. Attend the Annual Banquet and Awards and help with selection of awards.
7. Assist with fundraising activities.

SOFTBALL COMMITTEE SECRETARY DUTIES

1. Attend all meetings of the Softball Committee and record all minutes accurately. Include all reports submitted at meetings in those minutes.
2. Mail the minutes and agenda of the next meeting at least 10 days prior to the next scheduled meeting.
3. Take attendance and look after the roll of the committee.
4. Prepare and distribute a new executive list after the Annual General Meeting.
5. Prepare and distribute a list of meetings for the year.
6. Prepare and distribute a list of Community League Softball Directors. Information may be obtained from the Sports Council Secretary.
7. Notify members of meetings when requested to do so.
8. Send Annual meeting notice if community is not represented at meeting.
9. Help with playoffs, tournaments, etc, when needed.
10. Keep a record of all motions, and keep a record book containing all minutes.
11. Do any necessary typing duties asked for by the Director.
12. Prepare a final report for the Annual Meeting.
13. Attend the Annual Banquet and help with award selections.
14. Help with any zone fundraising efforts.
15. Be the member of the committee responsible for the softball manuals.

COMMISSIONERS DUTIES FOR NEZ SOFTBALL COMMITTEE

1. Attend all meetings of the committee.
2. Assist with any zone fundraising as required.
3. Be available on the Zone playoff weekend to handle any protests or problems as they arise.

4. Attend the Annual Meeting of the Softball Committee and bring a report. Include names of any people suspended.
5. Be familiar with the zone rain out procedure.
6. Hear and make the ruling on all protests regarding the interpretation of the rules, reports pertaining to the behaviour of players, coaches, and managers, and will impose disciplinary penalties where necessary.
7. Be a member of the playoff committee.
8. Be the Hearing Committee Chairman.

Committee comprised of:

1. NEZ Director
2. One other available Executive Member (UD if possible)
3. The category director of the category involved

This committee shall make the decisions.

The following persons should be in attendance at the hearing:

1. Person/persons in question
2. Umpire (s)
3. Softball Directors of Community of team(s) involved.

FORMAT:

1. Complaint must be in writing.
2. Act within 48 hours of receiving the complaint.
3. Complaint will be read to all present.
4. The person in question will be allowed a statement.
5. The committee may ask questions in regards to the matter.
6. Dismissal of everyone but the committee.
7. The committee will make a decision.
8. A letter will be written to the person involved re: disciplinary action, with copies sent to the committee members and the Community League Softball Director.

REGISTRARS DUTIES TO NEZ SOFTBALL COMMITTEE

1. Help with advertising the Registration Blitz week the first week of March.
2. Insure you have the following materials ordered from the appropriate places.
 1. Softball Canada Rule Books
1 per team
 2. EYSA Handbook
2 per team
 3. T-ball and Coach Pitch rules for appropriate teams.
 4. Player registration forms for A.A.S.A. and EYSA. Contact the City Registrar.

These books are generally ordered at an early meeting of EYSA. They should be distributed as follows:

1. Softball Canada Rule books to each team from mites up. Extras should go to C.D. and executive as well. Also in directors packages.
 2. EYSA Handbooks -1 for each t-ball and coach pitch team. 2 for each other team from mites up. Rest would be distributed the same as extra Softball Canada rule books.
 3. Player registration forms should go to each team.
3. Ensure that the directors have the appropriate forms in their manuals for them to photocopy and use for the registration of their players and teams

4. Prepare a letter to be passed out on team registration for the ball directors detailing how to fill out forms and when they must be turned in.
All team player registration forms must be turned in to the zone by the second Friday of the month.

Ensure that ball directors are aware that having teams properly registered is their responsibility not the coaches. The coaches should be responsible to ensure that the forms are signed.

5. TEAM REGISTRATION NIGHT

1. Be on hand with the scheduler and Director or treasurer.
2. Collect team and coaches registration forms along with the fee form from the ball directors.
3. Make sure that the ball directors have filled out a team confirmation sheet for each team.
4. Give them each the appropriate materials that they need according to the number of teams which they registered.

Supplies necessary for that evening are:

1. Envelopes for information kits.
2. Extra forms which are necessary for registration.
3. Receipt book.
4. Calculator and pens, etc.

6. PLAYER REGISTRATION WEEK

Second week in May.

1. Establish date for each community to bring in their registration forms.
2. After forms have been turned in: Check:
 - a) Birth year
 - b) Player # with letter for appropriate birth year checked against previous years.
 - c) Proof of age for new players. Make sure copy is with form.
 - d) At the bottom of the form under the last player write the number of players and initial.
 - e) Check address of players.
 1. Make sure they reside in the community that they are playing
 2. If they are from another community from outside NEZ make sure that the appropriate release form is with the registration form.
 3. If they are from another community in the zone check for the following:
 - f) If their home community has a team, or has been amalgamated at that category. If there is no team or no amalgamation the player is a free agent and may play wherever they wish. If their home community has a, or is amalgamated and they wish to play with the above team they must present prior to player registration a NEZ player request form to play in that community.

DO NOT ACCEPT ANY REGISTRATION FORMS THAT YOU CAN SEE FROM A QUICK GLANCE HAVE ERRORS. RETURN THOSE TO THE BALL DIRECTOR FOR CORRECTIONS. WHEN YOU ARE CHECKING AND YOU FIND ERRORS HIGHLIGHT THE ERRORS AND HAVE THE BALL DIRECTOR RETURN AND MAKE THE CORRECTIONS.

7. After forms are correct and you have signed them return one copy to the coach with your signature on.
8. After the city registrar has returned the forms to you may return one copy to the softball director with the EYSA numbers complete and the city registrar's signature on.
9. After you have all the forms complete they must be taken to the city registrar. Insure that a check is also sent to the EYSA to register the correct number of teams with them.
10. As well make sure with the trophy director that all city trophies have been turned in to the city trophy director.
11. Bring a copy of the forms to the playoff office of zone finals encase there is a need to verify signatures or players. Help out at zone finals as required.
12. Attend all meetings of the Softball Committee.
13. Attend the NEZ Banquet and help with award nominations and selections.
14. Attend the annual meeting of the NEZ Softball Committee with a report containing the following information: number of teams, players, break down of teams. Recommendations that you might have.
15. Help with zone fundraising efforts.

SCHEDULARS DUTIES NEZ SOFTBALL COMMITTEE

1. Attend City Parks and Recreation Meetings.
2. Tabulate diamond conditions - Inform Parks and Rec.
 - Send in evaluation forms
3. Apply for permits for League play, for zone playoffs, and any tournaments within the zone.
4. Prepare the schedules.
5. Prepare and keep up to date a chart of diamonds and dates.
6. Make copies of schedules and distribute to:
 - A. Category Director (2 copies)
 - B. Enough for 1 per team
 - C. 1 each for the following:
 1. NEZ Ball Director
 2. Umpire Director
 3. Scheduler
 4. Commissioner
 - D. Enough for those Community Ball Directors who wish them.
7. Help with the rescheduling of games due to rain or other reasons. Follow the procedure set in the Rain -Out guidelines.
8. Do any rescheduling that is necessary throughout the season.
9. Help with Playoff scheduling:
 - A. Formats
 - B. Schedules
 - C. Diamond maps if necessary.
10. Be the chairperson of the playoff committee.
 - A. Help with diamonds and directions
 - B. Be the liaison with the hosting community, umpires, and the c.d.'s.
11. Attend all meetings of the Softball Committee: notify the Ball Director or Secretary if you are unable to attend.

12. Have a typed report for the Annual meeting of the Softball Committee.
13. Assist with the city wide appointed scheduler with the scheduling of city-wide games within our zone.
14. Attend the Annual Banquet and help with awards selections.
15. Assist with fundraising efforts.

TROPHY DIRECTORS DUTIES FOR NEZ SOFTBALL

1. Attend all committee and executive meetings of the Softball Committee.
2. Order all medals from the NEZ Sports Council or appropriate place.
3. Collect all trophies from the previous year's winners.
4. Collect all EFCL Trophies and return to the EFCL trophy director.
5. Insure that trophies are up to date, and in good repair.
6. Get T-ball and Coach pitch trophies for distribution.
7. Playoffs - Attend playoff meeting
 - Have trophies and medals ready for presentation
 - Have trophy acknowledgement forms ready for Category Directors to have coaches sign.
 - Make sure all Category Directors will be available to present trophies and medals.
8. Be a rover at playoffs and help out as required.
9. Have an Annual Report ready for the Annual Meeting.
 - Include the following:
 - A. How many medals were used
 - B. Include winners
 - C. Include costs and repairs costs for season
10. Attend the annual banquet and help with selections of awards for that event.
11. Assist the Director with the purchasing of plaques and awards for the Banquet.
12. Help with zone fund raising as required.

CLINIC DIRECTORS DUTIES TO NEZ SOFTBALL

1. Work with the NEZ Softball Director to set up clinics.
 - Coaches: Technical Information from AASA
 - Theory: Alberta Sports Council
 - Player Clinics work with members of zone
 - Scorekeeper Clinic
2. Report and advertise the clinics.
3. Collect fees and give participants receipts. Give copy of receipt and fees to NEZ Treasurer. Ask participants to pay via check when possible.
4. Be the contact person for the instructor and help out at the beginning of the clinic.
5. Attend all meetings of the Softball Committee.
6. Attend the Annual General Meeting bringing a report including the following information:
 - Number and types of clinics held
 - Number of participants from the zone and from outside of the zone
 - Cost of the programs
 - Any recommendations you have.

7. Attend the annual Banquet; help with nominations for the awards.
8. Assist with zone fund raising when requested
9. Book facilities and dates well in advance of clinic.
10. Keep track of certified coaches in NEZ.

UMPIRE DIRECTORS DUTIES

1. Attend all meetings of the NEZ Softball Committee. If unavailable, send replacement.
2. Be the liaison between the NEZ Committee and the Umpires in the zone as well as the E.M.S.U.A.
3. Assign Umpires to scheduled games and playoffs, on an equal basis for each team within the zone.
4. Attend the play off meeting prior to zone finals.
5. Co - ordinate the No - shows with the NEZ Softball Director. Get the necessary information to the C.D. involved and confirm with Umpires where they were.
6. Keep the zone informed about the EMSUA clinics, rule changes and interpretations. Help with the zone rules interpretation clinic.
7. Be the Official in Charge of Umpires for NEZ playoffs.
8. Attend the Annual Meeting and bring a report including the following information:
 1. Number of Umpires in the zone.
 2. Number of games assigned coverage.
 3. Problems
 4. Recommendations.
9. Assist the zone in the recruitment and development of Umpires. Help distribute money from zone sources to new umpires. Forward a list to the Zone Director prior to July 15th for payment.
10. Make an effort to assign Umpires to games that c.d.'s have made a request for. E.g. two teams who have had problems in the past when they have played each other.
11. Look out for an Umpire Appreciation Award Winner. Give nomination to the NEZ Ball Director.
12. Discuss with category directors' actual umpire coverage and do a spot check through the season to check on actual coverage.
13. Help with zone fund raising; enlist help from the Umpires.
14. Help scheduler with rain outs and game changes.

PLAYER DEVELOPMENT DIRECTOR

1. The Softball Committee shall appoint the Director.
2. The Director shall attend all meetings of the Softball Committee and its' Executive.
3. Work with the Committee to establish the needs for player development within the Zone.
4. Arrange for the clinic necessities.
 - A. Instruction
 - B. Gymnasium, or appropriate site.
 - C. Dates, times, appropriate number of participants.
 - D. Establish with the Softball Director the costs involved to host clinics.

- E. Establish fee for participants from the zone and possibly a different one for participants from outside the NEZ.
- 5. Take registration for appropriate clinics, only registering players upon receipt of their fee.
- 6. Attend the first evening of the clinic to provide receipts, make introductions and check attendance.
- 7. Provide to the Zone Softball Director a list of participants, and the fees collected. Obtain a receipt for those fees.
- 8. All cheques should be made payable to the Northeast Zone Sports Council.
- 9. Make sure you have the equipment necessary for the clinic. Check with the facility you are using in regards to what type of equipment you may or may not use in the facility.
- 10. Types of clinics: Pitching, catching, general basics, hitting.
- 11. Bring a written report of your activities and recommendations to the Annual Softball Meeting.
- 12. Attend the NEZ Banquet.
- 13. Make suggestions and recommendations for NEZ Softball Awards.

SOFTBALL CATEGORY DIRECTORS DUTIES

- 1. MEETINGS** Attend all meetings of the NEZ Softball Committee, and all executive meetings when requested. If unable to attend, inform the secretary or ball director. During the season bring a report to the meetings. If should contain standings, problems, concerns.
- 2. STAT SHEETS** Are used to keep track of wins/losses and points. Make sure you use the method you are most comfortable with, but be aware of the standard format.
- 3. LINE UP CARDS/ SCORESHEETS**
Must be turned into the C.D. promptly.
These should be turned in at least once a week. Both sets of score sheets and line up cards are necessary. This is to ensure that all the information is available in case of a dispute.
Keep these until the end of the season.
- 4. RULES** Try and answer any questions, if you are unsure of the appropriate answer, get it from the member of the executive that would have it.
- 5. PRE SEASON COACHES MEETING**
Attend this meeting, it is very important for you to be there to meet your coaches. Sit together with you coaches. Make introductions of yourself and other executive members. Distribute your schedules at the appropriate time. Discuss with your category any specific concerns you may have in regards to line up cards and score sheets etc. If there are coaches missing have them pick up their schedules from you so that you can inform them of what they have missed.
- 6. DISCIPLINE** If problems arise with coaches that cannot be easily resolved, contact the NEZ Ball Director.
 - A. Drinking violations may be enforced by:
 1. C.D. in attendance at game
 2. Executive Members at games
 3. Umpires

These people may not be acting as team officials at this time or have specific involvement with any team.

- B. Category Directors in attendance at games are there to observe and
1. If you notice a coaching problem, speak to the coach after the game.
 2. If you have a concern in regards to Umpires, please put it in writing and direct to the NEZ Ball Director.

7. DIAMONDS AND SCHEDULING

Encourage coaches to report diamond conditions and to fill in report forms. Relay this information to the Scheduler. Remind coaches that they are responsible for the minor upkeep of their diamonds. They should have rakes and shovels as part of their equipment. Report all scheduling problems to the Scheduler. Be available to help with rescheduling as required.

8. BE A SPECTATOR

Attend as many games as possible be visible to coaches, parents, and players. Get to know the teams that you're involved with.

9. RAIN OUTS AND GAME CHANGES

For game changes for reasons other than weather 48 hours notice must be given to make the change, e.g. school concerts, brownies etc. This is necessary so that we can have the Umpire Director contact his umpires and reschedule them.

After this change has been received by you follow the same procedures as for rainouts. For procedures check rain out sheet.

- 10. NO SHOWS** If for any reason one or both teams fail to show up for a scheduled game, you must fill in a No Show form and turn it in to the NEZ Softball Director.

As a C.D. you would probably be informed of a no show in a couple of ways.

1. The team that did show up would bring you a 7 - 0 score sheet.
2. The Umpire Director or the Umpire of the game may inform you of the no show.

Please ensure that all the information is on the form so that the appropriate Umpire will be paid and so that the appropriate Community Leagues will receive their bills.

II. NEZPLAYOFFS

Have stat sheets ready for the playoff scheduling meeting. Help scheduler with filling in playoff schedules. Have coaches pick up the schedules from you.

Be visible during zones, help in playoff office, greet coaches, and be on hand to watch teams play.

Inform coaches to have teams help with clean up of diamond areas.

Be available to hand out medals and trophies. If you cannot be available please ensure that you have someone looking after this for you. Inform winning coaches when the meeting is to pick up their schedules for city finals.

12. CITY FINALS

Be available to help at the playoff station if the zone requests help.

Go out to watch your teams. It's important to find a friendly face around. Attend the zone city final information meeting with your teams. Find out how your teams did and congratulate them on behalf of the zone.

13. AWARDS AND BANQUET

Let your coaches know about the banquet and the awards. Attend the Banquet.
Help with nominations for awards.

14. ANNUAL MEETING

Your attendance is required at the annual meeting. Please bring a typed report of your category. Include stats, results at zones, cities, and if you know provincial results. Also attend the EYSA annual meeting, and the Zone 6 Alberta Amateur Meetings.

15. FUND RAISING

Assist zone executive with fund raising when requested.

16. VERIFICATION OF UMPIRES

Please keep track of game sheets; verify if there is an official umpire with number. Record number of umpire and game done; pass list to Umpire Director.

17. HANDSHAKES

Umpires will be requested to oversee handshakes before they leave the field and to act accordingly if infractions happen. E.g. spitting, punching, or other unsportsmanlike conduct. Have coaches teach children to shake hands.

18. INTENT TO INJURE

Too many reported incidents of intent to injure have occurred. Please remind coaches of possible suspensions when there is ejection's made because of intent to injure call. Have coaches teach proper techniques to avoid such situations.

DUTIES OF THE NEZ SOFTBALL EYSA REPRESENTATIVE

The NEZ Softball Committee is allowed to send 3 voting representatives to the EYSA general meeting. One of these representatives shall be the Zone Softball Director. The other two representatives are be appointed by the Softball Committee.

DUTIES:

1. Shall attend the meetings of the NEZ Softball Committee and its Executive.
2. Shall attend the meetings of the EYSA. If unavailable, arrange to have an alternate attend the meeting.
3. Shall vote for the NEZ Softball Committee at EYSA meetings in accordance with the direction and wishes of the Softball Committee.
4. All representatives to the EYSA shall act in accordance with the Bylaws of the EYSA, the NEZ Sports Council Bylaws and the Operating Rules of the NEZ Softball Committee.
5. Shall report back to the Softball Committee on the meetings of the EYSA.
6. Attend the NEZ Banquet.
7. Make recommendations for the NEZ Softball Committee Awards.
8. Assist the Softball Director and Zone Executive as required.

AA SOFTBALL REPRESENTATIVE

There shall be two AA Softball representatives on the NEZ Softball Committee. These appointments shall be made annually.

DUTIES:

1. Shall regularly attend the meeting of the NEZ Softball Committee and Executive meetings when necessary.
2. Shall be the two voting representatives to the EYSA AA Committee.
3. Shall represent the views of the NEZ Softball Committee and its' AA program participants. Shall vote in accordance with the views of the Zone Softball Committee and not with individual or team objectives.
4. Shall hold meetings with interested coaches, managers and organizations involved or wishing to be involved in AA Softball in the Zone and City.
5. Shall bring to the Zone Softball Committee meetings a report of the activities of the AA Committees decisions or actions.
6. Attend the NEZ Banquet.
7. Make recommendations for annual NEZ Softball Committee Awards.
8. Bring to the Annual meeting of the NEZ Softball Committee a report with recommendations for the program requirements and improvements.
9. AA motions must be brought to the next NEZ Softball Committee meeting. These motions must be put to the floor by one of the two AA representatives. These motions require the approval of the Zone Softball Committee to be acted upon.

PACKAGES:

Community Director's Package

1. EYSA Handbook
2. CASA Rule Book
3. List of Player Registration numbers
4. 20 Line up Cards
5. Sets of Schedules and coaches handouts.
6. Alberta Amateur TieBreaker subscription.

A fee will be set yearly for this package. The package fee will be reduced if item 3 is not required.

Coaches Packages

1. Welcome letter and other relevant information.
2. Schedules
3. Line up Cards
4. Scorebook with carbon paper
5. Miscellaneous information (i.e. Parks and rec., rainout.)

Team Registration Packages Recreational Teams

1. Team Registration Form
2. Player Registration Form
3. 1 CASA Rule books
4. 1 AASA Rule Books

5. 2 EYSA Handbooks
6. Zero Tolerance sheets
7. Fair Play Package

AA Teams

1. Team Registration Form
2. Player Registration Form
3. 1 CASA Rule books
4. 1 AASA Rule Books
5. 2 EYSA Handbooks
6. Zero Tolerance sheets
7. Fair Play Package

Nerf, T-Ball, Coach Pitch Teams

1. 2 EYSA Handbooks
2. Zero Tolerance sheets
3. Fair Play Package
4. Appropriate Rules

NEZ SOFTBALL HOSTING INFORMATION

The following information is made for communities interested in hosting NEZ playoffs, the Fun-A-Rama, or city finals.

HOST RESPONSIBILITIES

1. Appropriate number of diamonds on site or in the vicinity. Let Softball Committee know sites, location and number of diamonds available.
2. Meeting room for Zone Officials. This room must have a door, which will close.
3. Umpires Room, with washrooms if possible, chairs and a table. Coffee pot in room would be desirable.
4. An area to display appropriate trophies.
5. Concession with appropriate number of workers available during event.
6. Field Maintenance:
 - A. Lining of diamonds at least once a day for Fun-A-Rama, in particular setting up 2 diamond spaces for the two skill competitions.
 - B. Lining diamonds for zone finals at least every other game.
 - C. Lining diamonds between every game for city finals.
 - D. Check with Zone Scheduler regarding grass cutting and other maintenance needed prior to event.
 - E. Have sufficient crew available to cover any unforeseen circumstances.
7. Have telephone available for zone use in case of rain.
8. Make arrangements with zone officials for a concession tab for zone workers.
9. Make arrangements for washroom facilities at remote diamond sites. Check with zone in regards to payment of porta potties.
10. Providing remote concession is highly recommended, and it will increase your revenue.
11. Make sure zone officials are getting into building as required.

12. Have a first aid kit on site.
13. Wall space is needed to post diamonds, schedules, etc.
14. Clean up of diamonds, fields and building after event.
15. Be prepared in the concession between games for the onslaught of hungry and thirsty fans and players.
16. For city finals, zone finals and Fun-A-Rama you may need to provide bases and set the diamonds up before the first game and leave them on the field for the day. The zone may be of assistance in this area.
17. For all events your community is welcome to provide activities or special events in conjunction with the tournament you are hosting. A carnival goes very nicely with the Fun-A-Rama. Other suggestions for zone and city finals are, pancake breakfast, beef-on-a-bun dinner, an evening dance, dunk tank, 50/50 draw, loonie bat draw, etc. These provide fund-raising for your community ball teams.

NEZ SOFTBALL COMMITTEE SUPPLIES:

1. Schedules and all paperwork and supplies for office.
2. Workers to staff office.
3. Liaison with umpires, coaches and teams.
4. Booking of diamonds for event.
5. Liaison with city, through scheduler, in relation to field maintenance.

HOW TO HOST:

Any community wishing to host an event should apply to the NEZ Softball Community Executive for the event. This application should be in writing and should include the following information:

- A. Available facilities, building, room and diamonds.
- B. Special events you would host in conjunction.
- C. The Community member in charge.
- D. Any special problems or concerns you may have in relation to this event.

This letter should be in to the committee no later than the November before the event. Communities wishing to host should consider this to be a commitment of a minimum of two years for the Fun-A-Rama and zone finals. In the event no community bids to host any of these events, the community who hosted the year before will be asked, by the committee, if they would like to repeat. After third year of hosting an event another community will be offered the opportunity to host.

NEZ SOFTBALL PLAYOFF RULES

1. All players should report to their assigned diamonds.
2. A member of the teams coaching staff is required to report to the Playoff headquarters ¹/₂ hour prior to the scheduled game start time. Failure to report may cause your team to forfeit scheduled games.
3. Games shall start at the scheduled time as per your schedules. A 15 minutes grace period is allowed.
4. The length of the game shall be no new innings to start after 1 hour and 45 minutes or the completion of 7 innings, whichever comes first. No time limit for final and "if "games. Games shall be considered COMPLETE if the run rule has been exceeded in five innings. Team management has the right to concede the game at any time. If at the time limit the game is tied or at the completion of seven innings the game is tied, the International tie breaker rule will be in effect.

5. The first team to check in will be the official scorekeeper. Please ensure that BOTH THE FIRST AND LAST NAMES OF BOTH TEAMS' PLAYERS are on the official score sheet and that the coaches and umpires have signed the sheet at the conclusion of the game.
6. PROTESTS: Any protest must be in writing and presented to the playoff committee with \$25.00 cash bond. This must be done within 1/2 hour of the completion of the game question. The committee will meet and rule as per the rules in the EYSA Handbook. The initial ruling on all protests will be final.
7. The EYSA Handbook and the CASA rule book for the present year will be accepted rules.
8. HOME TEAM will be determined by a coin toss, overseen by either the plate umpire or a NEZ Softball Committee member.
9. The winning team will bring the official score sheet to the playoff headquarters at the completion of the game.
10. The home team shall supply two new or nearly new balls to the plate umpire prior to the start of the game.
11. Teams may be required to supply bases and pitching rubber. Please set up the diamond if your team is first on site and the diamond has not already been set up. Your help is appreciated.
12. The umpire fees for the game shall be paid for by the NEZ Softball Committee.
13. Have your players put their names on their gloves so that if they are lost and turned in we can return them to the rightful owners.
14. The Zone Playoff Committee has the right to make any changes necessary to the schedule to complete the event.
15. Every team is required to provide two contacts in case of rain or schedule changes. The team official must be available at the provided telephone number in case the zone needs to contact your team.
16. After all final games medal presentation will be made at the Playoff headquarters.
17. A meeting to pass out city final schedules will be held following the zone playoff, usually on the Sunday night at the host zone. All teams advancing must be represented at this meeting.

EYSA PLAYOFF RULES

1. All players should report to their assigned diamonds.
2. A member of the teams coaching staff is required to report to the Playoff headquarters 1/2 hour prior to the scheduled game start time. Failure to report may cause your team to forfeit scheduled games.
3. Games shall start at the scheduled time as per your schedules. A 15 minutes grace period is allowed.
4. The length of the game shall be no new innings to start after 1 hour and 45 minutes or the completion of 7 innings, whichever comes first. No time limit for final and "if" games. Games shall be considered COMPLETE if the run rule has been exceeded in five innings. Team management has the right to concede the game at any time. If at the time limit the game is tied or at the completion of seven innings the game is tied, the International tie breaker rule will be in effect.
5. **RECREATION PICKUPS:** Each team is allowed two (2) pick-ups from their own zone. These pickups must come from a team of the same category and tier or a lower category or tier. Pickups must be declared prior to the teams first game.
NOTE: If you have players leaving for holidays prior to June 30th, make sure you will have sufficient players to participate until June 30th, no pick ups will be allowed after your first game.
AA PICK UPS: Each team will be allowed two (2) replacement players from the

league in which they compete in or from Recreation teams not competing in city finals.
Replacement players are for team members injured or unable to attend city finals due to other commitments.

6. **PROTESTS:** All protests must be handled on the diamond as per the CASA Rule Book, rule #11, the umpire of the game in question must be informed that the game is being played under protest. Any protest must be in writing and presented to the play off committee with a \$25.00 cash bond. This must be done within a 1/2 hour of the completion of the game in question. The committee will meet and rule as per the rule in the EYSA Handbook.
7. The EYSA Handbook and the CASA rule book for the present year will be accepted rules.
8. HOME TEAM will be determined by a coin toss, overseen by either the game official or an EYSA City Playoff Committee member.
9. The first team to check in before the start of the game will be considered the official scorekeeper.
10. The winning team will bring the official score sheet to the playoff headquarters at the completion of the game.
11. The home team shall supply two new or nearly new balls to the plate umpire prior to the start of the game.
12. Teams may be required to supply bases and pitching rubber. Please set up the diamond if your team is first on site and the diamond has not already been set up. Your help is appreciated.
13. The umpire fee for the game shall be paid for by the EYSA.
14. Have your players put their names on their gloves so that if they are lost and turned in we can return them to the rightful owners.
15. Teams who win medallions will have the opportunity to purchase additional medals from the EYSA City Playoff Committee. Medallions will only be supplied to registered players, coaches and declared pickups.
16. Coaches are responsible to have all registered players in attendance. Players missing must be accounted for on the official score sheets. Any abuse will lead to disciplinary action.

CODE OF CONDUCT - ZERO TOLERANCE POLICY

1. Membership and participation in softball administered by the NEZ Softball Committee is a privilege not a right. Members, players, and participants are required to abide by the Bylaws, Rules and Policies of this Committee, the EYSA and the NEZ Sports Council. Their behaviour is expected to mirror the spirit of the Bylaws, Rule Policies and this Code.
2. All members and participants of NEZ Softball shall respect other members, officials, parents, players, fans, team officials, volunteers and Executive Committee members of the NEZ Softball Committee. Any inappropriate conduct threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parents, players, fans, volunteers or Executive Committee member of NEZ Softball or of any other association, will not be tolerated.
3. All members, fans and participants of NEZ Softball shall respect the game of Softball and shall behave in a manner so as to not make a travesty of the game.
4. Upon any violation by any member, fan or participant of any provision of this Code of Conduct, an incident report shall be completed and presented to the commissioner which may result in immediate suspension or expulsion for the offender and/or the offender's family, being consistent with the Zero Tolerance Policy.

5. The commissioner will convene a discipline committee of 3 members within 7 days of receiving the incident report. The discipline committee shall follow NEZ Softball Committee Rules, Regulations and Policy and the NEZ Sports Council Bylaws and Operating Rules. EYSA, AASA and CASA rules may also apply.
The Discipline Committee will determine appropriate discipline and shall notify the offender in writing of their decision.
6. All Communities and Area organizations shall at pre-season registration make all participants aware of this Code of Conduct. All participants must sign the Code of Conduct Acknowledgement Form, with one copy forwarded with the team's hard card to the NEZ Registrar. This includes all Players, Guardians and Coaching Staff.

FAIR PLAY

The NEZ Softball Committee supports a Fair Play Program. The Fair Play program teaches and encourages respect for rules and for other participants, fair play and the positive spirit of the game. Without fair play some youth will come to believe that winning and scoring runs are the only aim of the sport of Softball, which may mean they would miss a lot of the enjoyment and opportunities that softball has to offer.

To encourage the use of fair play The Serenity Landry 'Spirit of Sport' Fair Play Program has been implemented in NEZ Softball. All Players, Coaches and Parents are required to participate in this program. Complete program layout is as follows:

THE SERENITY LANDRY 'SPIRIT OF SPORT' FAIR PLAY PROGRAM

FAIR PLAY IS NOT AN OPTION!

WHAT IS THE SERENITY LANDRY 'SPIRIT OF SPORT' FAIRPLAY AWARD?

It's an award, which is presented annually to the most deserving team. This team will have consistently:

- a) Demonstrated exemplary fair play behavior before, during and after a game.
- b) Played an active role in promoting the principles of fair play (i.e., respect for the rules; respect for umpires and their decisions; respect for the opponents; giving everybody an equal chance to participate; and maintaining self-control at all times).

Each player on the team chosen to receive the award will be presented with a memento of their achievement and a unique Fair Play Sweatshirt. An annual plaque will be presented to a representative of the team chosen to receive the Serenity Landry 'Spirit of Sport' Fair Play Award at the Annual NEZ Sports Council Awards Banquet.

WHY ENCOURAGE FAIR PLAY?

Softball has two kinds of participants: athletes who derive great enjoyment and personal challenge from their game, and those who do not and eventually drop out. What makes the game so different for these two groups? For many, it's the result of what they learned- didn't learn -when they first became involved in minor softball.

Teaching respect for rules and for other participants, teaching fair play and the positive spirit of the game -these things are just as important as teaching the skills. Without fair play, some children will come to believe that winning and scoring runs are the only aims -and that means they will miss a lot of the enjoyment and opportunities that softball has to offer.

WHO IS ELIGIBLE FOR THE AWARD?

Each team from mites to midgets in the recreation and the AA programs, who are registered in the NEZ are eligible to receive the award.

There will be only one team selected to receive the award each year. The Serenity Landry 'Spirit of Sport' Fair Play Award will be given only for exemplary behavior and will not be awarded if there are no worthy candidates.

- Coaches must review the team Fair Play Agreement with all the players and parents.
- All players and parents must sign the back of the Fair Play Agreement as their commitment to the Fair Play program.
- The completed Fair Play Agreement must be turned in to the NEZ Registrar along with the player registration form.
- Coaches must distribute a Fair Play Codes for Parents/Athletes and a Serenity Landry 'Spirit of Sport' Fair Play program pamphlet to each player and their family.
- All coaches must sign the Fair Play Agreement for coaches and turn it in to the NEZ Registrar with the team Fair Play Agreement
- Evaluation forms will be provided to each team. Each team will select an evaluator (e.g. player, parent, coach or manager) will evaluate all games. The evaluation forms must be turned in with the game sheets to the Category Directors following every scheduled season game.
- The Fair Play committee members will be out to the diamonds throughout the season to evaluate the teams.
- Category directors will evaluate teams throughout the season.
- Watch for the Fair Play Evaluators! They will be out at the diamond wearing the NEZ Softball Fair Play Sweatshirts. Say HELLO when you see them.
- After a review of all evaluation forms submitted, three finalist teams will be selected if eligible. They will not be notified. The NEZ Softball Fair Play Committee will then personally evaluate the three finalist teams and select the most deserving one.

WHEN WILL THE WINNING TEAM BE ANNOUNCED?

The team selected to receive the Serenity Landry 'Spirit of Sport' Fair Play Award will be announced and recognized during the NEZ Softball Zone Playoffs.

WHAT IS THE FAIR PLAY REPORTERS CONTEST?

It's in the Serenity Landry "Spirit of Sport" Fair Play pamphlet and it's on the back of the Fair Play Codes for Parents/Athletes too! Read about it and send us your story.

FOR MORE INFORMATION PLEASE CONTACT:

NEZ Sports Council

479-1227

FAIR PLAY AGREEMENT FOR COACHES

1. I will be reasonable when scheduling games and practices, remembering that young athletes have other interests and obligations.
2. I will teach my athletes to play honestly, fairly, and to respect the rules, officials, and opponents.
3. I will avoid overplaying the talented players. The just average players need and deserve equal time.
4. I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and winning is only a part of it. All children must be encouraged to have confidence in themselves.
5. I will make sure that all equipment and fields are safe for the athletes.
6. I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.

REMEMBER:

- Please review this agreement with all the players and parents prior to them signing as their commitment to the Fair Play program.
All members of the coaching staff must sign the coaches agreement.
- All players and parents must sign the parent\athlete agreement.
- This agreement must be turned in to the NEZ Registrar with the team player registration form.

FAIRPLAY AGREEMENT

ATHLETE: I agree to

Always play by the rules.

Never argue with an umpire. When a call is disputed, I will let the coach handle it.

Remember that I'm playing because I enjoy softball. Winning is fun, but so are many other things about softball.

Work at achieving my personal best and to not get discouraged if it's not the best.

Show appreciation for good plays/performances, even by opponents.

Co-operate with my coach, teammates, opponents and umpires.

PARENTS: I/We agree to

Remember that my children participate for their fun.

Teach my children that honest effort is as important as winning.

Provide plenty of encouragement because that's the best way to help them learn.

Teach my children that umpires are an important part of the game and to never question their decisions.

Encourage my children to be good sports.

Applaud the value and effort of volunteer coaches, umpires, and league organizers.

Remember that children only learn what we teach them and that fair play starts at home.

NERFBALL

The following are guidelines for the nerfball league and teams to operate.

1. Follow T-ball rules.
2. Parents must participate. Each child must have parent at field.
3. Attention spans at this level are much shorter so limit playing time to 45 minutes maximum.
4. As this is the player's first exposure to softball make it fun and remember almost anything goes. i.e. if they hit the tee further than the ball it's a fair ball.
5. Make base path 20 feet.
6. No catcher.

EQUIPMENT

1 SET OF PRACTICE BASES

BALLS - ANY 11 OR 12 INCH SOFT FOAM BALL. LIGHTWEIGHT

BATTING TEE BATS

GLOVES NOT NECESSARY

HELMETS SUPPLIED BY PARENTS (HOCKEY, BIKE HELMET)

SUGGESTED BRANDS AVIVA (MATTEL) HOT HIT FOAM BAT AND TEE.

NOTE: THIS PROGRAM WAS CREATED BECAUSE OF PARENTS REQUESTS TO HAVE YOUNG CHILDREN INVOLVED IN T-BALL, AND THE SOFTBALL COMMITTEES INTEREST IN KEEPING COACH PITCH AND T-BALL AT SAFE LEVELS FOR ALL PLAYERS.

EYSA T-BALL RULES

A. THE TEAM

1. A T-ball team is comprised of up to 15 girls and boys.
2. Each team member must play in each game.

B. FACILITIES AND EQUIPMENT.

1. Softball Diamond is normal.
 - a) Distance from home plate to first base is 40 feet.
 - b) Distance between bases is 40 feet.
 - c) Distance from home plate to pitcher position is 26 feet.
 - d) Exception - approximately 10 feet in front of home plate a semi circle is drawn or marked between 1st and 3rd base foul lines. Any batted ball not passing the marked line is a foul ball.
2. Batting Tee.
3. Bases.
4. Bats. Small, light so that players may handle them.

5. Balls. 11 inch softball (^ leather or rubber) Incredi balls are recommended.
6. Helmets are mandatory, one for each batter and each runner. 4 in total.
7. Catcher mask - mandatory
8. Glove not mandatory but helpful.
9. Shoes ordinary running shoes (no cleats.)

C. PUTTING THE BALL IN PLAY

The ball is placed on top of the batting tee by the coach or umpires (who should be positioning the batter) and when the opposing team is in position, proceeds to call "play ball". The batter hits the ball off the batting tee. When the batter swings at the ball it is in play. If the ball does not go past the 10-foot line, it is a foul ball.

D. PLAYING RULES

1. All players bat each inning.
2. Players run all the bases.
3. No stealing bases.
4. Overthrown ball -
 - a. If out of the playing area past the foul lines runners may advance one base and the ball is dead
 - b. If still in playing area, runner may advance at his or her own risk of being put out.
5. BALL IS CONSIDERED DEAD when returned to the pitcher or catcher in their proper positions.

E. OFFENSIVE POSITIONS

1. The coach will list a batting order, which will include every player on his/her team who is present for the game.
2. Each player will bat in order listed by coach.
3. Each player swings until fair ball is hit and runs to first base and stays there even if tagged by the ball.
4. Each player legally crossing home plate counts as a run.
5. Defensive team shall be notified when the last batter in the line up is coming to bat.
6. The last batter on hitting a fair ball must keep on running in an attempt to cross home plate before being put out.
7. All kids bat until they hit a fair ball and all kids run the bases HP - 1 - 2 -3 - HP regardless of being tagged out.

F. DEFENSIVE PLAY

All kids present for the game play in the field each inning.

G. GAME RULES

1. Three innings must be played.
2. No new innings to start after 7:45 p.m.
3. No defaults because not enough players. Share players with other team if necessary.

H. RESPONSIBILITIES OF COACH

1. Ensure each player is having fun.
2. Ensure each player has equal playing time.
3. Teach the basic fundamentals only - such as:
 - a. Identifying positions.
 - b. How to bat.
 - c. Running the bases.
 - d. How a run is scored.
 - e. What is an out.
 - f. How to throw and catch a ball.

EYSA "COACH-PITCH" RULES

OBJECTIVES OF COACH-PITCH

To provide organized participation of children in SOFTBALL.

To promote INTEREST in the game and to develop SPORTSMANSHIP.

To develop KNOWLEDGE and UNDERSTANDING of the rules and regulations of SOFTBALL.

It is not the intention to subject the children to fierce competition, but to prepare them for the next level of SOFTBALL.

Special Rules of Play

- (1) AGE: 6 to 7 years, prior to January 1 st, of the current playing year.
- (2) BALL: Rubber covered or Regular, Regulation size, 11".
- (3) DIAMOND DIMENSIONS:
 - (a) Distance between bases...40 feet
 - (b) Distance between home base and 2nd...56.5 ft
 - (c) Distance between 1st and 3rd base.... 40 feet
 - (d) Distance between home and pitcher.... 26 feet
- (4) DEFENSIVE PLAYERS: Maximum 20 players, 10 players on the field at one time, with unlimited substitutions at any time. Positions consist of 3 outfielders. 1 pitcher, 1 catcher, a 1 st baseman, a 2nd baseman, 3rd baseman, and 2 shortstops. One shortstop is positioned between 1 st and 2nd base, and the other is positioned between 2nd and 3rd base.
- (5) OFFENSIVE PLAYERS. All players on a team are to be listed in their batting order prior to the start of the game, and all players will bat in the sequence listed.

If a player arrives late for a game, his/her name is added to the bottom of the batting order, and may bat only when then regular turn comes up.

- (6) **GAME:** A game shall consist of 5 innings or maximum time duration of 1 1/2 hours. No new innings are to commence after 7:45 unless agreed upon by the Coaches, and the Umpire. Completion of any full inning shall constitute a game. However, if a team has less than 7 players, it is suggested that it recruit "pick-up" substitutes from the other team and play the scheduled game.
- (7) **SUBSTITUTE:** Only players registered with a particular team may play with that team. No other children will be allowed due to safety considerations and possible injuries.
- (8) **INNING:** An inning shall be completed when there have been three outs, or 7 runs have scored.
- (9) **FAIRBALL.** Any ball hit in fair territory and remains in fair territory shall be considered a fair ball. Any ball touched prior to going foul is considered a fair ball. Any other hit, which goes foul prior to being touched, is a foul ball and is deemed to be a dead ball.
- (10) **STRIKEOUT:** When the batter misses the ball on his or her third strike or after 5 fair pitches in which a fair hit has not been made.
- (11) **PITCHER AND FIELDERS.** Fielding pitcher must be on the pitching mound when the ball is hit and may move off the pitching mound to field a ball or cover bases only after the ball is hit. No other players of the Defensive team shall be closer to the batter than 26 feet, (pitching distance), when the ball is hit. A violation of this on a fair hit will result in a dead ball and the batter will advance to 1st base:
If they were put out on their hit, which allows all other base runners to advance one base regardless of which base they occupy. Coach can pitch no closer than 12 feet from the batter.
- (12) **OVERTHROW:** All overthrows which result in the ball ending outside of the playing area, will entitle the runners to advance a maximum of two bases and the play becomes dead until play resumes. Any overthrown ball, which ends inside the playing area, including foul territory, is alive and the base runners may advance any number of bases under liability of being put out in their attempted advance.
- (13) **DEAD BALL:** When the ball has been declared dead no runner may advance until a fair hit is made and all base runners must remain on their bases until the time, with the exception of Rule 11.
- (14) **BASE RUNNERS:** There is no stealing of bases. A runner is out if they leave their base before a ball is hit, unless there is an overthrow as outline in Rule 12.
- (15) **COACH PITCHERS:** The batting team's coach will pitch to their team at bat.
- (16) **DRESS CODE:** No cut-offs or shorts to be worn. Running shoes must be worn. No player will be allowed to play wearing cleats of any sort.
- (17) **BUNTING:** There is no bunting allowed.

GENERAL RULES OF PLAY

- 1. All rules and general concepts of the game, other than those specifically mentioned herein, shall comply with the Official Rules of Softball, as adopted by the Canadian Softball Association.

2. A batter will not be called out for inadvertently throwing a bat. Coaches will be required to keep players together, well back of the base-lines, and well back of the batter to avoid injuries or confusion.