

**CITY OF YAKIMA
PARKS & RECREATION**

**2017
SLOWPITCH SOFTBALL
MANAGER'S MANUAL**

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YOUR PARKS & RECREATION SLOWPITCH STAFF

Athletic Supervisor	Tami Andringa
Athletic Coordinator.....	Bill Wells

SLOWPITCH SUPPORT

ASA Commissioner	Larry Smith
ASA Assistant Commissioner	Dick Eglet
ASA Umpire Representative	Al Patton

ADVISORY BOARD

Yakima Parks and Recreation is honored to offer the citizens of the Yakima Valley a slowpitch softball program that strives for excellence in quality. To assure the healthy development of the program and to keep in touch with the needs of players, an Advisory Board has been established. Active Board members include Dick Eglet, Gary Kingsboro, Jake Stiles, Al Patton, Russ Kelly and Tony Tahkeal. Anyone interested in serving on the Board should call Tami Andringa at 575-6020.

YAKIMA PARKS AND RECREATION
2301 Fruitvale Boulevard
98902

OFFICE HOURS FOR RECEIVING PAYMENT

Monday thru Friday
8:00 am to 5:00 pm

GENERAL OFFICE HOURS

Monday thru Friday
8:00 am to 5:00 pm

OFFICE PHONE -- 575-6020

SCORE-LINE PHONE -- 576-6498
(for reporting game scores)

GENERAL INFORMATION

1. All dealings with the teams will be conducted through the team manager or coach. **It will be the team manager's responsibility to keep all their players informed of any information distributed by Parks and Recreation. Previous year's rules and policies not contained in this package are not in effect during this season.**
2. **Ineligible Players** - You **WILL** be **suspended** from playing on ANY Yakima Parks & Recreation team for one calendar year. For example: if caught playing illegal on July 1st, 2010, you can't play again until July 1st, 2011. Again you will be gone from **ALL** Parks & Recreation Teams.

An ineligible player can be any of the following:

- not on the roster or legal pick up player
- hasn't signed the roster liability waiver;
- suspended by Parks and Recreation;
- does not meet the minimum age requirements;
- on two rosters in the same division; except A & Platinum Div.
- fails to meet the eligibility requirements of ASA guidelines.

3. **Teams caught using an ineligible player** –
 - a. on the 1st offense, forfeit the games the player or players were used
 - b. on the 2nd offense the coach will be suspended for one calendar year from all Yakima Parks & Recreation teams.
 - c. on 3rd offense the entire team will be suspended for one calendar year from all Yakima Parks & Recreation teams.

PERIODIC ROSTER CHECKS WILL BE TAKEN AT THE GAMES BY THE SOFTBALL ADVISORY BOARD MEMBERS. ID's will be checked, so please make sure you have your ID in your possession at all times. During a roster check, if you do not have your ID you will not be allowed to play in the game.

- a. **Roster and Waivers** -- Your team's roster must be completed, including player signatures, before any games are played. Only players on the team roster will be allowed to participate. A maximum of 2 players may be added and an Add Form at Parks and Recreation must be filled out before allowing them to play.
“A” division players who want to play on a team that is more than 2 divisions below them, must have approval from the Parks & Recreation department.
 - b. **Previous Year Commitments** -- Problems with players not returning uniforms to sponsors shall be resolved by the players and their teams.
 - 1) Suggestions to coaches to avoid uniform loss:
 - a. Collect all the player's uniforms at the end of the season.
 - b. Have each player sign a promissory note.
 - c. Have each player give a deposit for uniforms.
 - c. **Age** -- Players must be 16 years old or older.
 - 1) **NOTE:** Players under 18 years of age must have the Parent Consent and Medical Treatment form signed. The coach **MUST HAVE THE ORIGINAL IN HIS IMMEDIATE POSSESSION** and a copy must be on file at the Parks Office.
3. **Player Transfers and Add-Ons** -- Any player may transfer to another team with a signature from both their old and new teams' managers or coaches. Exceptions will only be granted by the Advisory Council in extreme cases. (A \$3.00 [City] or \$11.00 [Out-of-City] Add Fee or a \$3.00 Transfer Fee will be charged after April 12 for 1st season, June 3 for 2nd season & July 15 for 3rd season.
 4. All transfers and add-ons are to be handled at the Parks and Recreation Office. Players may transfer to another team one time only during the season. All players must be rostered before being eligible to play. Player changes will be the

responsibility of the player involved. Add/Transfers will be declared eligible to compete after the form has been received at Parks and Recreation. A maximum of two players can be added.

5. **Refunds** -- The Yakima Parks and Recreation issues **NO** refunds for team sports.
6. **ASA Tournament Roster Registration** -- All teams will automatically be registered with the ASA.
 - a. Players can only be Rostered on one ASA tournament team.
 - b. Teams that plan to participate in ASA post-season play must submit an official ASA roster (available at Yakima Parks and Recreation) to the Tournament Director of the state tournament.
7. **Uniform Requirements** -- Matching shirts or jerseys of the same color are recommended not required.
8. **Incident Reports** -- Please report serious incidents including injuries and problems with the field or players by contacting the Parks and Recreation Athletic Office at 575-6020 between 8:00 a.m. and 5:00 p.m.
9. **Umpire Problems** -- If you have a problem with an umpire, call the Parks and Recreation Athletic Office at 575-6020 between 8:00 a.m. and 5:00 p.m. Please submit a written statement of your concerns; proper documentation will insure appropriate action by the Umpire's Association.
10. **Any Problems?** -- Don't let your concerns "pile up" until your team "blows up." If you have any problems, concerns, or suggestions call Parks and Recreation right away.
11. **Weather** -- Teams must report on the playing field (not in cars) with the team minimum of 8 players unless notified by the Parks and Recreation Athletic Office. If the umpire declares a rain-out at the site and both teams are represented, the game will be rescheduled. If one team is not represented, the game will be forfeited - not called because of weather. If conditions permit, known rainouts may be declared on the **Score-Line (576-6498), After 5pm,** in which case no teams need to report to the fields and the games will be rescheduled.

12. **Reporting Scores** -- The winning team must call the **Score-Line (576-6498)** by 9:00 a.m. of the following business day with the game results. If the doubleheader is split, it is the responsibility of each team to call in their own win. **Failure to report scores by 9:00 a.m. of the following business day will result in a forfeit.**

Managers will need to report the name of the person calling in, game date, team names, and game scores. Be sure to indicate which team won! (Example: "This is Jane Doe of The Hitters with our results on April 19th. The Hitters defeated The Runners 10 to 3 in the first game and 5 to 2 in the second game.") League standings will try to be published weekly.

13. **Game Reschedules** -- If a game is to be rescheduled due to bad weather, team requests, or other extenuating circumstances, teams will be given 7 days notice of the new time. The new time is permanent and subject to the forfeit rules.

Teams requesting a schedule change must fill out the appropriate paperwork at Parks and Recreation and pay a \$25.00 rescheduling fee **at least two weeks in advance**. Reschedules will be processed only as fields are available.

14. **Protests for Rule Interpretations and Ineligible Players** -- Teams must adhere to the following guidelines:

- a. Conform to ASA protest guidelines. See your rule book under "Protests."
- b. Submit the following to Parks and Recreation by 5:00 p.m. of the second working day following the incident:
 - 1) Completed protest form (including names and description).
 - 2) A set of score sheets signed by the umpire.
 - 3) \$25.00 Protest Fee for all rule interpretations only; no protest fee will be charged for ineligible player protest.
- c. **The umpire must be notified at the time of the protest before the next pitch** (except for ineligible player protests).
- d. It must involve a dispute over the rules -- not judgment calls.
- e. Failure to follow any of the above will void your protest. Any protest voided or not upheld will result in forfeiture of the \$25.00 protest fee. If

the protest is upheld, the \$25.00 protest fee will be refunded. Teams do not need to notify the umpire to protest for ineligible players.

15. **Divisional Ties** -- Tie breaker order:
 - a. head-to-head competition during league
 - b. run differential between the teams
 - c. least amount of runs allowed between the teams

16. **Approved Softballs** -- Team managers must provide one new (unused) Yellow softball for every league doubleheader. 7 softballs will be given to each team for the 1st season and 5 softballs for the 2nd & 3rd seasons in which you pick them up at YPR office. Do not use them for practice!

17. **Team managers** – Are required to give the umpire a written line-up card & **show them your roster before every game**. Remember, substitutes must report to the umpire before entering the game.

18. No Jewelry! If it CAN'T be removed it must be taped.

19. **Home Run Rule (MEN'S ONLY)**-- **MEN'S Divisions will have a team, over-the-fence, home run limit based on what division they are placed in. "A" division receives six, "B" receives five, "C" receives four, "D" receives three, "E" receives two, "F" and below receive one. Once both teams have reached their limits it goes to progressive home runs. A dead ball out will be the penalty for a home run that puts a team over their limit. (PRESEASON AND ALL WOMEN'S LEAGUES, WILL BE ALLOWED 2 HOME RUNS THEN PROGRESSIVE.)**

20. **Progressive Home Run** -- Once both teams have hit their limit of home runs, no team may be more than one home run ahead of the other team. An out will be the penalty for any untouched over-the-fence home run hit that puts a team two ahead of their opponent. (All Women's Leagues are two HR's then progressive.)

21. **No Show for Scheduled Games** -- Failure of teams to show up at scheduled games without contacting the League Administrator 48 hours in advance will result in a forfeit and a written warning to the Coach. Failure to contact the

League Administrator 48 hours in advance on the second doubleheader no-show will result in a forfeit and contacting your sponsor. The third doubleheader no-show without contact will result in suspension from playing in our league.

22. **One and One Count** -- All batters will start with a one ball and one strike count and will be allowed one courtesy foul.

CODE OF CONDUCT

A. CONDITIONS

1. The code of conduct applies to all participants including players, coaches, managers, and sponsors involved in any Yakima Parks and Recreation-sponsored or co-sponsored adult leagues and tournaments.
2. The code will be strictly enforced.
3. The code applies to participants conduct before, during, and after all league and/or tournament games.
4. Participants will be held liable for damages caused by willful, destructive conduct.
5. It is the responsibility of each team manager to ensure that all participants know and adhere to the rules and regulations.
6. **It is the responsibility of each team manager to provide the official with the names and phone numbers of players in violation of this code.**

B. ENFORCEMENT

1. The League Administrator has the power to impose penalties as prescribed within the code.
2. Within two business days, penalized participants may appeal in writing to the Softball Advisory Council in care of Yakima Parks and Recreation, 2301 Fruitvale Boulevard, any decision made by the League Administrator.

C. VIOLATIONS AND PENALTIES

1. **STRIKING OR THREATENING AN OFFICIAL OR PARTICIPANT.** NO PARTICIPANTS SHALL BUMP, STRIKE, TOUCH IN A THREATENING MANNER, OR THREATEN WITH BODILY HARM ANY OFFICIAL OR PARTICIPANTS.

The official is required to immediately suspend said participant from further play, and notify the League Administrator. Said participant will remain suspended until he/she is reinstated by the League Administrator.

The minimum penalty is a 30-day suspension. The maximum penalty is suspension from all Yakima Parks and Recreation sports leagues for life. A second incident involving the same participant will automatically invoke a minimum penalty of suspension for five calendar years. **NOTE:** The ASA penalty for physical attack against an umpire is a minimum 1 year suspension.

2. **UNSPORTSMANLIKE CONDUCT.** Any verbal abuse directed at an official or participants, or any other objectionable behavior including demonstrations or disagreement with an official's decision shall be defined as unsportsmanlike conduct.

Unsportsmanlike conduct will be punishable by immediate ejection from that doubleheader and suspension from the next doubleheader. The official is required to immediately notify the League Administrator. A subsequent ejection of the same participant shall result in said participant's suspension for all Yakima Parks and Recreation sponsored leagues for one calendar year.

3. **PROFANITY RULE.** Any use of profanity on the playing field (Dugouts included) by either a coach or player that in the umpire's judgment is considered offensive **WILL** result in an out being awarded to the next team member up to bat.

For example, if the profanity occurs while playing defense, the next time on offense, the first batter will be awarded an out. If the profanity occurs on offense, the next batter will be given an automatic out. If the cursing occurs

at the end of the game or between games of a double header, it will be carried over to the second game of the double header.

4. **DISCUSSION OF AN OFFICIAL'S DECISION.** NO PARTICIPANTS OTHER THAN THE TEAM MANAGER OR THE DESIGNATED TEAM CAPTAIN SHALL DISCUSS, IN ANY MANNER, AN OFFICIAL'S DECISION.

Offenders will be warned by the official. Continued discussion shall be judged as unsportsmanlike conduct and the offender will be subject to the penalties prescribed in section C-2.

5. **UNNECESSARY ROUGHNESS.** INTENTIONAL ROUGH TACTICS IN THE PLAY OF THE GAME DIRECTED TOWARD ANOTHER PARTICIPANT SHALL BE DEFINED AS UNNECESSARY ROUGHNESS. Unnecessary roughness shall be judged to be unsportsmanlike conduct and will be subject to the penalties in section C-2.

6. **EJECTION; FAILURE TO LEAVE.** Any player ejected from a game by an official may remain in the spectator area provided there is no further abuse or disruption. Continued abuse or disruption will warrant the ejection from the facility - out of sight and sound. Failure to do so will carry a penalty of forfeiture of the game for said participant's team, and said participant will be suspended from all Yakima Parks and Recreation sponsored league games for one calendar year.

GAME RULES & MODIFICATIONS

1. ASA rules will apply during all play, except as modified below:

NOTE: ASA pitching distance is 50 feet.

2. NO METAL SPIKES OR METAL CLEATS ARE ALLOWED -- NO EXCEPTIONS.
3. League Games -- will consist of 7 innings. In the early doubleheader, no new innings will be started after **8:40 p.m.** In the late doubleheader, no new innings after **11:30 p.m.** If games are tied with time remaining, we will go to the international tie breaker. The last scheduled person to bat in this inning goes to second base to start the inning.

GAMES CALLED DUE TO TIME LIMIT OR DARKNESS WILL BE OFFICIAL REGARDLESS OF THE INNING. Any game called for darkness at mid-inning will revert back to the last complete inning.

4. GAME TIME -- ALL EARLY DOUBLEHEADERS WILL BEGIN AT **6:15 p.m.** ALL LATE DOUBLEHEADERS WILL BEGIN AT **8:45 p.m.,** OR UPON COMPLETION OF THE FIRST DOUBLEHEADER.

A FIVE-MINUTE GRACE PERIOD WILL BE ALLOWED BEFORE THE FIRST GAME IS FORFEITED; THE SECOND GAME WILL BE FORFEITED 10 MINUTES LATER.

5. 10 Run Rule -- will be in effect for all games after the 5th inning.
6. 15 Run Rule -- will be in effect for all games after the 4th inning
7. The "All Bat" Rule – all rostered players on a team can bat during the game. The batting order must remain constant and any ten of the rostered players may play in the field. Teams can start and finish a league game with as few as 8 players. If a team starts the game with fewer than 10 players, they **may** add players to the bottom of the batting order as they arrive during the game. If a team drops players during a game, it is as if those players were never there, and they are skipped over in the batting line-up.

8. **Collision Rule** -- It is the batter/runner's responsibility to avoid a collision with a defensive player making or attempting to make a play.

If an avoidable collision occurs, there will be one or two outs awarded. If the collision was intentional, the runner will be ejected from the game. This would apply any time a defensive person is set making a play or when the runner can reasonably see a moving play develop such as a shortstop moving across second base to make a double play.

In the event a runner attempts to avoid a collision by leaving the baseline and unintentionally collides with a defensive person, he will not be ejected from the game but could still be called for interference. Because the burden has been put on the runner to avoid collisions, he should be protected from unnecessary slides and potential injury.

THEREFORE, any time a defensive player **fakes a tag or blocks a base path** as if he were making a play when in fact no play is forthcoming and the base runner takes evasive action to avoid a collision, the defensive person will be ejected from the game. (Example: A catcher who blocks the baseline even though the ball is not being thrown in; despite that, he eventually moves, but too late to allow the runner to come in without sliding.)

IN SIMPLEST TERMS: If you're not making a play -- stay out of the way!

9. City Ordinance states that possession or consumption of *alcoholic beverages* in City of Yakima parks is *prohibited*. Any player who has visual evidence of alcohol during a game will automatically be suspended from the remainder of that doubleheader and the next doubleheader.
10. **NO TOBACCO PRODUCTS** are allowed on the Gateway Complex or on any of the other playing fields, including the warm-up circle and coaches' box.
- *11*. *You are allowed 1 pick-up player as long as he/she is on a current Yakima City league roster & are not more than 1 division above you & you must have at least 8 of your own rostered players, the pick up player must bat last & play catcher.*

12. The use of Titanium bats is strictly prohibited. The use of these bats during the game will result in forfeiture of the doubleheader.

13. BATS: Any bat that has not been ASA approved with the ASA stamp are illegal! Also go to asasoftball.com under certified equipment. ALL BATS MUST BE ASA CERTIFIED

If caught using one of these bats, with no recertified stamp or the non recert. bats, you will be charged an out and the player using the bat will be ejected from the game along with the coach. If caught a second time your team will be removed from our league with NO REFUND!

AS COACH, REMEMBER IT IS YOUR RESPONSIBILITY TO LET ALL OF YOUR TEAM PLAYERS KNOW OF THESE BATS AND THE PENALTIES FOR USING THEM! A League official may pull any bat at any time they feel, that may be detrimental to the success & safety of the program. If found altered the player using the bat will be suspended for 5 years from all Parks & Recreation programs!

14. Courtesy Runner -- "Last Out" courtesy runner will be only allowed for TWO players per team, per game. Once the TWO players using courtesy runners are established you **can't** use any more courtesy runners for any other players in your line-up. Those TWO players are the only ones who can use the courtesy runners in that game & the ones using the courtesy runner must be injured.

15. One and One Count -- All batters will start with a one ball, one strike count and will be allowed one courtesy foul.

TEN TIPS TO KEEP YOUR SPONSOR SMILING

1. Know who your sponsor is and why they are sponsoring your team.
2. Patronize their business as often as possible. Don't go in only to ask for money.
3. Give them a listing of your schedule, win/loss record, newspaper clippings, and pictures you may have. Keep them posted about your progress.
4. Give them a listing of tournaments your are planning to play in. Make sure you let them know how you did. Return any money that you didn't use.
5. Invite them to special events you may be having as a team (bar-b-ques, picnics, river float, etc.).
6. Plan an special event just to thank them!
7. Since you are representing their business, look and act presentable in your uniforms and your actions.
8. Support other teams' sponsors. This helps promote softball as a whole.
9. Send them a thank you note or gift to show your appreciation.
10. Remember ... your sponsor doesn't owe you anything. It's up to you to show them that they made a good decision in sponsoring your team.

LOOKING FOR A NEW SPONSOR?

1. Find out who's not sponsoring (national studies show that 10% of the businesses sponsor 90% of the teams).
2. Know exactly how much money you need and don't ask for more. Know exactly how you'll use the money.
3. Understand that they run on a budget. Find out when they plan their budget or what time of the year they allocate money.
4. Send the right person to the business.
5. Contact the right person within the business.
6. Don't just walk in and ask for money, set up an appointment.
7. Be prepared to answer questions. Sponsors will ask you a variety of questions, things like...

Why should I sponsor you? What are my benefits? How much? For what?