

# ADULT COED SOFTBALL

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## LEAGUE HANDBOOK

## Preface

This handbook is designed to acquaint softball managers, players, and sponsors with league rules and conditions of play set forth by the South Whidbey Parks & Recreation District (SWPRD), for softball leagues run by the District. We strive to provide an opportunity for adults to take part in an organized and enjoyable athletic program, offering participants personal enjoyment and physical development. It is imperative that all participants become familiar with the information contained in this handbook. Ignorance of rules and regulations is not cause for reduction of penalties. Sportsmanship rates first in our leagues; without it, the quality of the sport is lost.

This handbook may be revised after Team Manager’s meeting or as necessary during the season.

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## ADULT SOFTBALL LEAGUE RULES & CONDITIONS OF PLAY

Whidbey Island Co-Ed Softball will be playing under the Washington State Amateur Softball Association (A.S.A.) rules. The current A.S.A. Rule Book will govern all play, with certain exceptions that apply to the South Whidbey Parks & Recreation District, as noted in this handbook.

### Section I: Registration

- A. Registrations must be received during the registration period, and are taken on a first-come, first-served basis. Full payment is due at time of registration. Managers must submit the completed registration form prior to the registration deadline. Teams may lose their spot if they do not have a complete roster, with enough males and females to field a team.
- B. All team names must be approved by league director. No profanity, sexual connotations, or alcohol/drugs will be allowed in team names.
- C. Requests for refunds must be received prior to the posting of the game schedule or five business days before the first scheduled game, whichever occurs first. No refunds or credits can be issued after this time. Refunds may be subject to a 10% administrative fee. Refunds will only be issued to the team manager, not individual players.
- D. No team is eligible to play or practice until all aspects of registration have been completed, including the following:
  - 1. Registration form is complete with signatures of every player.
  - 2. All fees have been submitted.

### Section II: Eligibility

- A. Players must be 18 years of age or older to participate in adult sports leagues.
- B. To be eligible, each player must sign the official roster for his or her team prior to the first game. Players must provide their own signatures on the roster. Alternatively, players may join the roster online once team fee has been paid.
- C. Officials and District staff have the authority to request photo ID from any player at any time. Individuals unable to provide identification will not be permitted to play.
- D. Managers MUST submit line ups prior to each game. If a person plays under another person's name, all games in which that person played will be forfeited. Remember to keep track of your line-up cards, they will be used to dispute any challenges to eligibility of players in the tournament. If you are going to dispute someone's eligibility, this must be done before the game starts.
- E. Players whose names and signatures do not appear on the official team roster, or add/delete forms submitted to staff member or umpire by deadline prior to game, are

considered ineligible. Lineups and rosters may be checked periodically throughout the season. Games played with ineligible players will be forfeited.

- F. Managers may add or delete players to their rosters until the third week of play using the add/delete form provided by the District. All add/delete forms must be turned into the District at least 72 hours (3 days) prior to a team's next game. After the third week of scheduled games, players may only be added to teams under the following conditions:
  - 1. A player may be added to replace an injured or ill player. The replaced player may not return for the remainder of the season, including playoff and championship games.
  - 2. A player may be added to replace a player who has: a) had a change of a work schedule that prohibits them from participating in the league, b) is transferred to another geographical area, or c) has experienced a personal tragedy, such as a death in the family. The player being replaced may not return for the remainder of the season, including playoff and championship games.
- G. Players must participate in one-third (1/3) of league games to be eligible for playoffs.
- H. A player who has been formally suspended by another city, county, district, or agency for discipline problems in leagues outside the District shall not participate in a South Whidbey Parks & Recreation District league or tournament as long as said suspension is in effect.
- I. Any player rated as a tournament 'B' or higher is ineligible to play with this league. No more than 2 'C' players are allowed on a single team.

### Section III. Forfeits

- A. Game Schedules: All games must be played as scheduled. At the League Director's sole discretion, a game may either be ruled a forfeit, or rescheduled (with the agreement of the other team).
- B. Automatic Forfeits: Any team found to be playing suspended, illegal or ineligible player shall forfeit all games in which said player participated.
- C. Practice Games: Following a declared forfeit, the teams may play a practice game if they wish. Practice games must conclude at least 20 minutes before the scheduled starting time for the next game. The assigned official will not officiate the practice game.

### Section IV. Protests

- A. Protests may be filed on a ruling only, not on a judgment call of the umpire. The final score, as approved by the official at the end of the game, is official. Protests about the accuracy of the final score shall not be considered.
- B. All protests may be submitted in writing no later than 60 hours after the game in question. All protests must be accompanied with a protest fee. If allowed, the money will be refunded. The protest board will consist of the Association/League Officials, umpire

of the game or acting UIC and one coach not involved in the protest. The Association/League Official will choose the coach.

- C. Notification of intent to protest the interpretation of a rule by the official must be made with the official prior to the next pitch, or the protest will not be received.
- D. Protests involving the eligibility of a player: once a formal protest has been made by a manager against a player, the player in question will be required to print and sign the official protest form as their name appears on the team roster, and print their address and telephone number. The player in question must show a valid form of identification, such as a driver's license, to the official. It is the manager's responsibility to assist with this process. Protests involving eligibility of a player may be lodged at any time up to the last out of the last inning. For tournament games, protests must be lodge PRIOR to the start of the game. No protest involving eligibility will be received after the game has concluded. Any player whose name and signature are not shown on that team's official league roster will be considered an ineligible player; a forfeit may be declared against the offending team.
- E. Use of protest to delay or hasten the game may result in forfeiture
- F. All protests must be received, in writing, on an official protest form, by 4:00 p.m. the following business day at the South Whidbey Parks & Recreation District offices, 5475 Maxwellton Road, Langley.
  - 1. All protests must be accompanied with a \$20 protest fee which is returned if the protest is granted; retained if invalid.
  - 2. Protests filed late and/or without the protest fee shall not be accepted.
  - 3. When a protest is accepted, the protested game may be concluded or replayed at the discretion of the League Director. The decision will be made within 7 business days.
- G. Procedure regarding alleged discrepancy in official score keeping during the game: The official suspends play until he or she rules on the official score.
- H. If, after a receiving an unfavorable decision from the League Director as to their protest, a team may elect to have the decision reviewed by the SWPRD Director. The decision of the Director shall be final and binding. No further review of the protest will be allowed.

## Section V: Code of Conduct

Officials reserve the right to immediately eject any player from a game for any violation of the following. At League Director's sole discretion, players may receive a minimum of a one game suspension, and up to a 5 year suspension, depending upon the nature and severity of the incident. League Director's decision is final; no appeals of decisions shall be considered. Additionally, everyone on District property including players, officials, and spectators must comply with the District Code of Conduct for behavior.

NO PLAYER OR SPECTATOR SHALL:

- A. Endanger the safety of others, or perform objectionable demonstrations by throwing gloves, bats, or other objects, or any other forceful action.
- B. Verbally abuse an official for any real or imaginary wrong decision or judgment before, during, or after a game or after league play is completed.
- C. Discuss a decision reached by an official, except with the team manager or assistant manager. Discussion by a player with an official regarding a decision is not allowed.
- D. Use unnecessary rough tactics in the play of the game against the body of an opposing player.
- E. Use profane, obscene, or vulgar language, or verbally attack any player, official, staff person, or spectator.
- F. Appear upon the field of play at any time under the influence of drugs or alcohol, or bring alcohol or drugs onto the park property, including parking lots. Upon a first offense, the player will be suspended from that game. If the player suspended causes the team to forfeit due to no replacement, that player will be also suspended from the next game. Upon a second offense, the player will be suspended from the league.
- G. Gamble upon any play or the outcome of the game.
- H. Use tobacco products in prohibited areas, including the vicinity of the playgrounds, ball fields, skate park and buildings at Community Park. Smoking is permitted in the parking lots. Offenses to this rule will result in player's ejection from the game and playfields.
- I. Discuss publicly with spectators or other players in a derogatory or abusive manner any play, decision, or personal opinion of other players, city staff members, or officials, during the game.
- J. Permit any one to remain in the dugout or on the player's bench during the game who is not a playing member of the team.
- K. Refuse to abide by an official's decision. Officials are required to immediately eject the player from further play and report the player to the league director. The player shall remain suspended until the League Director has considered his case. An ejected player receives a minimum of a one game suspension.
- L. Engage in unsportsmanlike conduct before, during, or after a game.
- M. Violate any federal, state, or local law or any City ordinance or park rule. An automatic 1 season, and up to a 5 year, suspension applies to any player found to be in violation of the following. Player must apply for reinstatement after suspension.

- N. Physically attack, threaten, assault, or purposefully cause bodily harm to any player, official, staff person, or spectator. Officials are required to immediately suspend the player from further play and report said player to the League Director. Said player shall remain suspended until the League Director has considered his case and determined the length of suspension.

## Section VI: Ejections

Any person ejected from a game is suspended from further participation in the South Whidbey Parks & Recreation District programs until the League Director determines disciplinary action (if any) based on the events surrounding the ejection. A person ejected from a game for any reason is automatically suspended from participating in his/ her teams' next scheduled game. This includes coaching, sitting in the dugout, or attending as a spectator. Any individual ejected from the game must leave the park within 60 seconds or a forfeit will be declared. The official may also declare a forfeit if the individual fails to comply with league rules. Any player ejected from two games during the season shall be suspended for the remainder of the season and further suspensions may be assessed at the discretion of the League Director.

- A. Any unsportsmanlike act or conduct will result in game ejection. Flagrant unsportsmanlike acts or conduct will result in ejection from the remainder of the current contest, the second game, and departure from the grounds. Ejection for flagrant unsportsmanlike will require league sanction on the individual, possibly resulting in restriction from play. Abusive language will not be tolerated, all teams and fans will be subject to the following:
  1. A team will be given one warning. If any player from that team has a second infraction, that will cause an ejection of that player from the game. That player can play the second game if the infraction was in the first game.
  2. If a fan causes the infraction, both coaches will be counseled. The umpire can call a forfeit of the game if the fan is not removed from the ball field(s). Umpires will contact the Chief Umpire of these infractions, who in turn will contact one of the League Officials for further action.

## Section VII: Manager's Responsibilities

- A. The team manager is responsible for ensuring that their entire team is properly registered.
- B. The team manager is responsible for attending the mandatory pre-season team manager's meeting. The manager is responsible for instructing his/her team members on the contents of the League Handbook, A.S.A. Softball Rules, and park rules.
- C. The manager is responsible for sharing information: informing players of game times, locations, including rescheduled/relocated games and play-off games.

- D. The manager is responsible for the conduct of his/her team before, during, and after games. He/she is further responsible for assisting game officials when necessary in controlling their players and spectators.
- E. The manager is responsible for maintaining current rosters and notifying the League Director of address and telephone number changes.
- F. The manager is responsible for providing the official with his or her team lineup in writing 10 minutes before game time and keeping the official advised of changes as they occur. The manager is responsible to inform the official about all lineup changes.
- G. The manager is responsible for ensuring only players, managers, adult scorekeepers, coaches or bat persons are in the dugout or on the playing field during the game. No children are allowed in the dugouts at any time! Please leave dugouts clear of litter!
- H. The manager assists game officials, when asked to do so, in the administration of all South Whidbey Parks & Recreation District and A.S.A. softball rules.
- I. The assistant manager assumes all the manager's responsibilities in his/her absence.
- J. At the conclusion of the game, it is the responsibility of the winning manager to confirm the final score recorded by the official on the lineup card and sign the bottom of the card. Both managers sign if it is a tie game.
- K. The manager of the winning team is responsible for reporting the score to the designated person, indicated at the team meeting.

## Section XV: The Roster

- A. All teams will have no more than 20 players on a roster. Teams may add new players until the registration deadline, with the designated player fee. However, if a situation occurs where a team loses a player(s), they may add a player(s) with the approval of the coaches and the Coordinator using the current 'pick up player list'. The limit of changes for each team is five.
  - 1. All players must sign the hold harmless agreement before the registration deadline. In the case of a new player or player change, the hold harmless agreement must be turned in (3 days) prior to the next game.
  - 2. Players may be switched from one team roster to another if they inform the Association Director 72 hours prior to the next game until the 3<sup>rd</sup> week of play. A processing fee may be charged to the team to which the player is going, if prior notice is not given. A player cannot be on two Co-Ed Softball rosters at the same time. If the player is found to be on two rosters, that player will be subject to league suspension.
  - 3. Lineup cards will be presented to the umpire and to the opposite team's coach 10 minutes prior to the beginning of the game. Lineup cards must have the players' names, no nicknames. The batting order shall consist of at least 9 players, alternating

- male and female players (you can have more females than males). If a player cannot hit in their scheduled spot in the batting order, the umpire will declare an out and the next scheduled batter will hit.
4. An extra player (EP) is optional and must be known prior to the start of the game and listed on the lineup. You may use all of your extra players in the batting order with even number of males and females, with the exception of females.
  5. **Fielding positions will consist of at least 2 women in the outfield and at least 2 women in the infield, with a minimum of 5 total.** The outfielders must remain behind the 150 foot line until the female batter has made contact with the ball. If there is a violation, the batter has the option to take the result or retake the pitch.
  6. Courtesy Runner Rule: Any injured player requesting a courtesy runner must declare so before the start of the game. The injured player may not proceed beyond second base on their bat (with the exception of a homerun over the fence). If a player is injured during the game another courtesy runner may be requested, with the same second base restriction. A courtesy runner must be of the same sex and must be the last out made or last available batter.

## Section VIII: The Game

- A. **Games will consist of 7 innings. A batter is allowed one courtesy foul per at bat. (example: if the count is 1 – 1 and a foul ball is hit, the foul can count as a strike. The count is 1 – 2 and a foul is hit, the foul is the given courtesy foul ball. The games will be limited to 70 minutes of play with no new innings starting after that point.** A team with a 10 run lead after 5 innings will be declared the winner of that game and it will be declared a complete game.
- B. An Association Official must be notified within 24 hours in advance if a game must be postponed. Only one game can be postponed per team.
- C. Only moderate speed pitches are allowed. The umpire for a fast pitch infraction can remove the pitcher from the game.
- D. A limit of 2 over-the-fence home runs per team per game will be allowed. After each team has hit their limit, the progressive rule comes into effect. If, after 2 over-the-fence home runs have been hit, and the other team has not hit their limit, it will result in an out.
- E. All games will start on time, with a 5-minute grace period for the first game. The game must start with at least 9 players and consist of 4 females and 5 males or 5 females and 4 males. The sub list can only be utilized to complete a team of 9 or 10 players. Failure to complete the game with 9 players, result in a forfeit. A team can have more females than males in line up without a penalty. **If you're batting 12 or less, you have free defensive substitution, within gender.**

- F. A base on balls awarded with less than 2 outs to a male player will result in his advancement to 2<sup>nd</sup> base, and the following female will be required to bat. A base on balls awarded with 2 outs to a male player will result in his advancement to 2<sup>nd</sup> base, and the following female has the option to hit or advance to 1<sup>st</sup> base.
- G. The tiebreaker rule will be used during the season and all tournaments.
- H. The home team is listed first on the schedule and will sit in the third base dugout.
- I. Sliding is permitted to prevent collisions while running bases. A runner must avoid collisions with a defensive player who has the ball in his or her possession or is about to receive possession. Players are permitted to slide to avoid contact. If contact is made with a defensive player who has possession of the ball, the runner is ruled out. Intent has no bearing on this rule. All other A.S.A. rules will apply.
- J. The batting order must alternate in gender. EXCEPTION: When females outnumber males in the batting order, it is legal to have females bat back-to-back without a penalty. The A.S.A. coed batting order will be implemented in the event men outnumber women. Males may bat back-to-back with the penalty of receiving an automatic out prior to the second male at bat. If this out is the third out, the inning is over and the second male will be the first batter for the following inning.

## Section X: Postponed, Protested, or Suspended Games

- A. Postponed Games: Games not defined as regulation that are postponed by the League Director or called by the official, may be rescheduled on the first available date of the season; such games shall be replayed in their entirety.
- B. Protested Games: When a protest is upheld for misinterpretation of a playing rule, the game is replayed from the point at which the incorrect decision was made with the decision corrected. The lineup and batting order of both teams are exactly the same as the lineup and batting order at the moment of protest. A player who was not in the game prior to the protest may replace a player not able to attend the rescheduled game. No player removed prior to the protest may be returned to the lineup. All players listed on both teams' current league rosters are eligible to play for the scheduled replay subject to South Whidbey Parks & Recreation District and A.S.A. rules governing substitution.
- C. SPECIAL NOTE: On all postponed, protested, or suspended games, or tie breaking games the league reserves the right to reschedule only those games which effect trophy and/or playoff positions in the league standings. Games may be scheduled on different nights than which a team plays.

## Section XI: Officials

- A. It is the duty of the official to administer decisions of the game in accordance with the A.S.A. and league rules adopted.
- B. All league games are under the direction of the official. Only the team manager or assistant manager may discuss decisions with the official during the game.
- C. Official's Fees: Officials are paid by the South Whidbey Parks & Recreation District.
- D. The umpire will determine the safety and playing conditions of the fields, at the fields. The umpire will consult both coaches to determine if field conditions are playable. The umpire has the final decision on whether or not the fields are playable.

## Section XII: Equipment & Attire

- A. Personal equipment (including bats, gloves, uniforms, additional practice balls, etc) must be furnished by teams or participants and is subject to inspection by the official.
- B. Teams are requested to have uniforms consisting of at least matching shirts, but this is not required. Clothing with inappropriate or obscene language or graphics is not permitted. No steel cleated shoes or hard fiberglass with metal tips will be allowed.
- C. Shirts must be worn during all games.
- F. BATS The official will remove any bat during the game that does not meet the below-mentioned requirements. In the event the player does not agree with the official's decision, the league director will make a determination for future games regarding the bat in question.
  - 1. Men are using wooden bats with a Bat Performance Factor (BPF) of 1.2 or less.
  - 2. Women may use composite or aluminum bats.
  - 3. All bats must have OFFICIAL SOFTBALL or ASA stamped on the barrel.
  - 4. All bats banned on the current ASA list may not be used.
- G. BALLS 11" balls will be used for women, and 12" 52/300 balls will be used for men.
- H. SCOREBOOK Each team will be provided with a score book at the team managers' meeting. Please return scorebooks with unused pages at the end of the season
- I. Exposed Jewelry which is judged by the umpire to be dangerous, must be removed and may not be worn during the game. Medical alert bracelets/necklaces are not considered

jewelery. If worn, they must be taped to the body so the medical alert information remains visible.

## Section XIII: Field Conditions & Rainouts

- A. In the event of inclement weather, and rainy or wet conditions, the fields will be closed. The District does not contact managers with field conditions. Rainouts will be determined by **4:00pm** and a message will be left at [www.swparks.org](http://www.swparks.org). You can call the District office at (360) 221-5484 for the rainout report after 4pm if it is not posted there. If weather conditions change before the start of or during league play, the umpire on the field will have authority to call the game. The coaches are responsible to contact their players and notify them of cancellations.
- B. The umpire will determine the safety and playing conditions of the fields, at the fields. The umpire will consult both coaches to determine if field conditions are playable. The umpire has the final decision on whether or not the fields are playable.

## Section XIV: League Director

- A. The Recreation Supervisor assigned to adult sports programs shall serve as the League Director. In the absence of the Recreation Coordinator, the District Director shall serve as the League Director.
- B. The League Director reserves the right to rule on any situation not specifically mentioned in the league rules.
- C. The League Director reserves the right to suspend an individual or team from league play whose conduct is detrimental to the safety and success of the program.
- D. The League Director reserves the right to interpret league rules in a manner she or he deems fair and equitable in accordance with the goals and objectives of the South Whidbey Parks & Recreation District.

## Section XVI: Lost & Found

Left the fields in a hurry and forgot your favorite glove? Call the District office at (360)221-5484 to see if it's turned up. If leaving a message outside our regular business hours, leave a clear message including a good description of the item.

## Section XVII: Score Reporting

The winning team is responsible for reporting the score of the game to the person designated at the team manager meeting noon the following day.

## Section XVII: Team Sponsors

We hope that teams will be able to find sponsors to defray the cost of the team fee or shirts. If so, we certainly want to express gratitude to them. Teams can do this with thank you notes, letters to the editor, including the sponsors' names everywhere possible, and invitations to the games. The District can do this by including the sponsors' logo on our website and more. Please have your sponsor send us a logo if possible.