

# **MISSION MINOR SOFTBALL ASSOCIATION**

Policy Manual and Handbook - Revised June 28, 2006

## MMSA Mission Statement

*To provide a fun, fair, and rewarding softball program to minor softball players in Mission with an emphasis on learning softball skills and constructive life lessons.*

## Purpose of Policy Manual and Handbook

This handbook and policy manual has been prepared to assist the many volunteers who willingly give their time and expertise to provide the Girls & Boys of Mission with the opportunity to enjoy the game of Softball.

It is intended that this manual be used as an information guide towards;

- explaining the organization of Mission Minor Softball Association;
- introducing and familiarizing readers with the policies and procedures of the Association;
- indicating the roles and responsibilities of members of the Association;
- assisting in providing answers to questions or problems that individuals within the Association might have.

***This Manual & Handbook may be adjusted from time to time and the recommended changes voted on at yearly AGM***

## Executive and Committees

### Committees

1. Rep Committee
2. House Committee
3. Tournament Committee
4. Fields Committee

If you are interested in serving in any positions or committees, or want further information, contact MMSA.

[www.missionfastpitch.ca](http://www.missionfastpitch.ca)

## Registration

### General Registration Information

1. Registration is open to all Girls & Boys ages 5-19, who are residents of the City of Mission;
2. All players should register at registration days, or mail-in registration form prior to registration days;
  - There will be an early registration date for players who wish to participate in Fall/Winter programs
  - There will be open registration dates on:
    - The second week of January
    - The last week of January

Initial House teams will be formed soon after these two registration dates with House Coordinator having final say on any new players to go on any team after this.

Any player who does not register on one of these days is not guaranteed a team and **must register through the house coordinator and not the Registrar or any coach.**

**MMSA MAY NOT** take any new registrations after February 28<sup>th</sup>.

3. The registration fee must be paid in full at the time the registration form is submitted. See below.
4. The registration form for all minor players must be signed by the player's parent(s) or an authorized representative;
5. Registration forms must have volunteer areas checked off;
6. Any player may be refused registration to the Association for indebtedness to same (e.g. non-payment of specified fee, non-return of a uniform, or other equipment)
8. Players and Coaches must be listed on B.C. Amateur Softball Association (CASA) form to be covered by Softball B.C. Accident and Liability Insurance;
9. Until the positions of Coach and Manager have been filled, a team will not be considered fully registered.

### New Players

1. New players must submit a photocopied proof of age (birth certificate);

## Registration Fees

1. Registration fees are set at the Annual General Meeting, held in June of each year.
2. Discounts:
  - First and second child Full registration fee
  - Third child 50% off
3. The registration fee must be paid in full at the time the registration form is submitted. Players will not be placed on teams, and their registration forms will be returned if the fee is not paid. Players are not permitted to participate in any exhibition, ice-breaker, tournament or league games until the registration fees are paid, or a fee waiver is approved by the Executive.
4. Refunds - Full refunds are available up to March 15. Refunds after March 15 are subject to a handling charge of \$25. NO REFUNDS AFTER APRIL 30. Refund requests must be in writing.
5. Players, coaches, managers, umpires and executive members must be members of Softball BC and pay annual Softball BC dues specified by Softball BC.
  - Lifetime membership number will be recorded on the B.C. Amateur Softball Association forms;
  - Individuals not registered as Softball BC members will not be covered under Softball BC insurance program, nor will they be eligible to participate in any Provincial Championship.

## Team Formation

### General

- All MMSA “A”, “B”, or “C” teams will be formed of players born in the same division years (or year for rep teams). Applications for exceptions to this policy must be submitted in writing to the MMSA executive. **Coaches get their sons & daughters.**

### House Team Formation

“C” Division (House) teams will be formed using the following guidelines:

1. The number of players on each team in a Division should be reasonably balanced;
2. Teams that have played together MAY stay together; But House Coordinator can move players to other teams after registration to encourage a competitive balance; up to third week of regular season schedule. (Player may appeal coordinators decision to MMSA executive council in writing)
3. If a team folds in the off season, returning players should contact their House Coordinators to find out their new placement;
4. Players that have played in the Rep Program for a short period (e.g. 1 year) may return to their previous House Division, House Coordinators will attempt to balance team strength and numbers when placing this player.
5. New teams in T-Ball and Mite will be formed by placing players from a geographical area on the same team, where possible. For the older divisions, the location of a player’s home is a valid consideration, but team balance may take precedence.
6. “Coordinators have full power to place new players on existing teams up to a maximum of 15 players in accordance with registration policies (page #2).”

#### Note:

Pitchers and Catchers in all divisions may have to attend an evaluation date, to be set for early February - attended by house coordinator(s) and coaches. Pitchers and Catchers will be reviewed and allotted to teams based on the following considerations, in order of priority:

- Team balance as per house coordinator and MMSA President
- Player/Parent preference
- Coaches preference

House teams which are formed in September and book gyms for fall/winter practices may be evaluated by the MMSA executive in the spring and MMSA reserves the right to move these teams up to rep if applicable. Note also Rule #2 above. SBBC rules do not allow try outs of house teams.

MMSA recognizes the right of all players, and encourages players, to be involved with fall/winter training programs, but MMSA must also encourage competitive balance in the house divisions as much as is reasonable.

#### Rep Team Formation

“A” and “B” Division Rep teams will be formed under the direction of the Rep Coordinator.

1. Rep Team Try-outs will be in September over two or three weekends.
2. Rep Coordinator will supervise the selection of players (with the rep coaches) and ensure all available players have been notified of try-outs.
3. All positions on all Rep Teams are open every year at tryouts.
4. 12 players will be selected for each rep team in September with 3 further spots that may/or may not be filled by season start for a Max of 15 players
5. Rep Coordinator will be the liaison between Rep Coaches, Rep Players, Rep Parents and the MMSA Executive Board.

#### Player Transfer within MMSA

1. Players wanting to move from a team will be allowed on the basis of ‘no name request for a new team.’ The girl or boy who wants to move will be informed that she will be put into the player pool and redistributed on the basis of the strong players going to the current weaker teams.
2. Girls & Boys wanting to move to a specific team, in the spirit of fair play, should play on the team on which their Coordinator has placed them. After every effort has been made to resolve a transfer request with the House Coordinator, the MMSA executive is prepared to review a written request to play on a team other than on which they were placed.
3. Player requests for transfer will not be considered after the first scheduled league game.

## Cross Boundary

- District cross Boundary Permits are required for any player who wishes to play for a team outside his/her District of Residence (Mission)

Please consult Section 12.6 of Softball BC Handbook for complete information.

## Pride Rep Program

The MMSA Pride Rep program is guided by the MMSA REP Coordinator and approved by the MMSA Executive.

## Pride Rep Player Evaluations/Try Outs

Evaluations for players aged Squirt to Midget are held in mid to late September of each year. Players will be notified of upcoming evaluations through MMSA's web site, by telephone, by letter, or newspaper ads in the local paper.

## Player Development

MMSA offers several Fall/Winter clinics covering the skills of catching, fielding, throwing, and pitching for house and rep players from Mite to Midget. Watch for information on these clinics on our web site, or contact your Coordinator.

## Team Management

### Coaches:

Rep coaches for Mission Minor Softball Teams must apply in writing by September 1<sup>st</sup> for next years teams. House coaches by January 1<sup>st</sup>.

Applications will be reviewed by MMSA Executive and teams will allotted to rep coaches by September 15<sup>th</sup>, and house coaches by January 31<sup>st</sup>.

House coaches reapplying for their team from last year need only fill out the standard coach's form by September 1<sup>st</sup> for next years team. These coaches' forms will still be reviewed by the MMSA Executive.

Rep Coaches, whether reapplying for their team or not, need to supply MMSA executive with a year end wrap of their team including win/loss record with scores, final budget figures, and any other thoughts they wish to include towards how to improve our Rep program.

Rep Coaches applying or reapplying for teams need to include copies of there coaching level certificates and a forecasted budget for the upcoming season.

## Role of Team Officials

In theory, the Coach and the Manager of a softball team have separate and distinct functions. However, in practice the role of the Coach and Manager often overlap. In some cases, the Coach may assume certain managerial duties. Similarly, the Manager may assume certain coaching duties under the dual role of Assistant Coach. Exactly how team management duties are divided is to a certain extent dependent on what the individuals agree to and what each feels “comfortable” with.

Occasionally the Coach is also the team Manager for the team. As Coaching places heavy demands on one person’s time and energy, each team is encouraged to have different individuals acting in the roles of Coach and Manager.

Teams are also encouraged to find an interested parent willing to coordinate such activities as team fund raising and other functions under the direction of team management.

The following are intended as general guidelines for team officials:

Role of the Coach (Must have MMSA coaches form on file)

- responsible for the play of the team as it is related to the game of Softball;
- directs the team at practices and games;
- selects coaching assistants;
- involved in Co-ordination and selection of players to the team;
- may request exhibition games and entrance to tournaments (details to subsequently be arranged by team manager);
- attend Coaches and Managers’ Meetings as called by the Association;
- to improve skills by attending coaching clinics put on by Softball B.C. and MMSA;
- use appropriate behavior and language on and off the playing field (i.e. be a good role model).

## Coach Qualifications

- Level 1 of National Coaching Certification Program is recommended for all coaches. Higher levels are mandatory for attendance at some Provincial Championships. See Provincial Championships or the Softball BC Handbook.
- NCCP Level 1 & 2
- MMSA will reimburse MMSA coaches 100% of fees for the technical only, **once they have completed and passed both Theory and Technical NCCP Level 1,2, or 3 coaching clinics.** MMSA coaches will be reimbursed as they complete courses and certification. Copies of certificate required for reimbursement!

### Role of the Manager

- Responsible for administrative matters relative to the team (e.g. player registration, completion of B.C. Amateur Softball Association forms, distribution and collection of uniforms and equipment, etc.);
- Responsible for team communication; this includes communications from the player/parent to the Coach and vice versa, as well as communications for the team to the Association Executive and vice versa;
- Arranges purchase of additional team equipment not directly supplied by the Association;
- Manages team fund raising activities (may designate fund raising parent);
- Arranges time for the team photograph with Coordinator;
- Attends the Coaches' and Managers' meetings as called by the Association;
- Attends to other circumstances which might arise;
- Finds parents willing to act as scorekeeper(s), grounds crew (rake and prepare diamond, set out bases), and phoning (canceled or changes to practices or games).

### Coaches and Managers Obligations

- Ensure that teams are adequately coached, well behaved, properly attired for all scheduled games;
- Be fully co-operative with the respective Association volunteers in order to make their jobs easier, (e.g. equipment, registration forms, etc., by the appropriate deadlines);
- Ensure attendance by at least one (1) team representative at each and every Coaches/Managers Meeting, at the Association; Annual General Meeting (A.G.M.)
- A responsible adult must be present at all games/practices;
- The Association retains the right to suspend those Coaches/Managers who have not met their obligation to their team or the Association.

### Coach - before first game played:

Coach/Manager must turn in the following forms; completed in full, and signed where appropriate:

- B.C. Amateur Softball Association Registration form (CASA Form)

It is the Coach/Managers' responsibility to insure these forms are completed and turned in by the specified date. Failure to do so will result in withholding the team's game schedule.

### Change of Team Officials (E.G. Coach/Manager)

Teams are responsible for notifying the appropriate division Coordinator of any changes in team management. MMSA cannot be held responsible for any problems that arise due to non-notification

## Responsibilities of Team Management

### Practices

1. A Coach must be prepared to spend time practicing with their team in order that the players have a chance to develop skills and a team spirit;
2. During pre-season, several practices a week are desirable, especially for new teams;
3. As the season progresses, practice sessions may vary in duration and frequency;
4. Depending on the needs of the team, a practice will generally have some or all of the following elements in it:
  - discussion or chalk talk
  - warm-up
  - skill demonstration and practice
  - scrimmage or practice

### Games

1. The team management is expected to identify themselves to the umpire and the other team before the game;
2. THE TEAM MANAGEMENT IS RESPONSIBLE FOR THE BEHAVIOR OF THEIR PARENT AND SPECTATORS. If a spectator is unmanageable, the umpire may stop the game until the situation is under control;
3. No person from the stands shall make derogatory comments about any player on either team, team officials or spectators;
4. The umpire, or any MMSA Executive Member in consultation with umpire, may order any person (team official, spectator, or player) out of the park. Any time a person has been required to leave, the umpire will report the incident to the league (which may lead to further action);

**MMSA will not tolerate any unsportsmanlike like behavior or comments from parents or spectators - Period! They will be dealt with quickly AND GIVEN ONLY ONE WARNING!**

5. Team officials will not smoke, chew tobacco, or have alcoholic beverages in dugout, on player's benches, or any part of the playing field, during practices or games.  
Source: Softball BC Handbook



## Player and Parent Obligations

### Players Obligation

- attend all practices and games on a regular basis. Notify coach if unable to attend game or practice;
- exhibit reasonable and acceptable behavior at all times;
- take proper care of the team's equipment (uniforms, bats, catching equipment etc.);
- treat players, coaches, managers, and officials with respect.

### Parents' Obligations

- transport player to games and practices as required;
- cooperate with the respective team coaches and managers in order to make their jobs easier (e.g. pickup and return of uniforms, equipment, registration forms, etc. by the appropriate deadlines);
- take proper care of team and Association property;
- VOLUNTEER to assist your coach, manager, or association. Check off boxes are provided on the Registration form for parents to indicate their choice of volunteer work; or contact your coach. Volunteers ensure the smooth running of your team and Association.

**MMSA retains the right to refuse registration to those players who have not met their obligations to their team or MMSA.**

## Fundraising

1. All teams that raise funds must have a team bank account with no fewer than two signing officers. Account names for House teams should include the acronym "MMSA", e.g. MMSA Rebels, or for Rep teams the word "Pride" e.g. Pride 93B.
2. All teams fundraising are expected to supply parents and players with an explanation (financial statement) as to how the proceeds were spent.
3. Rep teams are required to submit a financial statement to the Rep Coordinator for the season year ending July 30 by the end of August of that year. House teams should be expected to account to MMSA upon the executive's written request.

### In-Province Travel Program

The Province of British Columbia reimburses teams for attending sporting events in the province of British Columbia. Reimbursement is for land travel and ferry costs. Forms are available from The Ministry of Small Business Tourism and Culture at:

In-Province Travel Program Community Grants Branch Ministry of Small Business, Tourism and Culture Parliament Buildings Victoria, B.C., V8V 1X4

The requested payee has to be “Mission Minor Softball Association.” Upon receipt of the Ministry’s cheque, MMSA will issue a cheque to the team making the In-Province Travel Program request.

### Gaming Funding

MMSA will apply for gaming funding as often as permitted by the provincial governing body.

MMSA reimburses teams the Tournament Fee only to attend Provincial & Regional Championships.

### Equipment

#### Batting Helmets

All Players must supply their own CSA approved helmet.

#### Lost or Stolen Equipment

The Equipment Manager should be advised as soon as possible of lost or stolen equipment (except balls).

#### Equipment Return Policy

- Coach/Manager must turn in all MMSA equipment following their team’s final playoff game. Teams proceeding to Provincials must contact Equipment Manager and arrange mutually suitable date to return equipment.

#### Team Uniforms

- At this time MMSA does supply uniforms (Jersey only) to all House and Rep teams. The Coach/Manager should confirm uniform situation with Coordinator, and as necessary discuss fundraising or sponsorship with parents to purchase new or used uniforms. Hats, Shorts, Sliders, etc. responsibility of the individual teams.

#### Pitching Machines

MMSA has pitching machines available on a first come first served basis. Please contact your Division Coordinator for more details.

### Gym Practice Facilities

Mission School Board does allow use of school gyms for team practices, on a first come first serve basis.

#### Obtaining Gym Time

1. See MMSA website, or call your Coordinator for the phone number of MMSA Gym Allocator. DO NOT contact School Board directly as they do not deal with individual teams;

2. Contact Gym Allocator, giving preferred practice start date, time, day of week, and location. This should be done as early as possible.
3. Once Gym Allocator has received contract from the School Board and Parks & Recreation, you will be contacted by phone to pick up your rental form, gym rules, and arrange for a deposit if necessary.
4. MMSA will pay the Gym Rental Fees for any teams running Fall/Winter practices. Coaches must be involved and a list of players attending these practices required.

### Use of Gym

No one is to smoke inside the school or gym;

Treat the gym and equipment with respect; use common sense. For example, kicking balls into the ceiling can knock down tiles or break lights;

Use only approved indoor softballs, available from the Equipment Manager;

A responsible coach must be in attendance at all times;

Only running shoes, or soft rubber soles (not black) are acceptable footwear in the gym. Anyone arriving without proper footwear will have to practice in bare feet (NOT socks).

### Leaving the Gym

- Put away any equipment used. Tidy gym before leaving;
- Visually verify that no damage was done;
- The Coach or Manager must be the last one out

### Gym Damage

Remember, the Coach or Manager is responsible for the gym, and the conduct of your team using the gym. Any damage done by your team by ignoring these rules, and any other rules the Mission School Board may impose, will be paid for by the Coach, or Manager of that team.

### Playing Fields

#### General

- Parks & Recreation allocates fields to MMSA for the current playing season. A list is available from your Coordinator or on our web site.
- Any league game or makeup game, takes priority over practices. A team practicing must relinquish the field to any team scheduled to play a game

## Field Preparation and Maintenance

All Coaches PLEASE, follow the outline below.

1. In the case of inclement weather it is the responsibility of the “home” coach to check field conditions. Teams are expected to sweep off puddles, spread sand, and rake base paths and infield areas in order to make the diamonds playable.
2. The first games of the day, home teams have to set up all diamonds with pitching rubber, home plates and line the diamond;
3. The last games of the day, home teams have to put away all equipment in the boxes provided;
4. MMSA policy is that home team using diamond MUST rake baselines, pitchers circle and batter’s box after all practices to fill in holes and prepare the fields for the next game. This will help eliminate puddles in case of rain; a raked infield dries faster.
5. The last person using the diamond PLEASE ensure equipment box is locked.
6. The line machines are to be filled outside, on the grass, in order to keep the mess out of OUR equipment boxes and the empty bag put in garbage.
7. Coaches can obtain keys for MMSA storage boxes from their respective Coordinator.
8. Contact Executive member in charge of Field Maintenance to report unusual conditions with fields.

## Field Conditions That Result in Closures

### Infield

1. Home plate, pitching area, second, third, and first base. When these are saturated in water;
2. The dirt and grass areas soft and mushy;
3. Visible surface water;
4. Grass area turned into mud.

### Outfield

1. Visible surface water;
2. Ground soft and mushy;
3. Grass area turned into mud.

## Tournaments

MMSA would like to encourage all teams to enter tournaments.

1. A list of invitational tournaments will be available from your Coordinator or the Softball BC web site.

### June Year End Tournament

- MMSA may host a City play down year end tournament in June for all Mission teams to play in.
- Awards will be presented to teams finishing First, Second and Third in all competitive divisions (Mites to Midget);
- All non-competitive players, T-Ball to Mite Intermediate will receive a participation award.

### Mission Invitational Tournament

MMSA hosts Invitational Tournaments.

Further information available on our web site, or contact tournament director.

### Standings

#### League Standings - House & Rep

league standings (or win/loss record for Rep Teams) are kept for Squirt to Midget; see our web site

winning & losing coaches are to phone/e-mail game scores to Coordinator;

for competitive divisions, the House League winners will be awarded a perpetual trophy. The trophy shall include the winning team name for each year.

### Provincial Championships - MMSA House "C" Representatives

- MMSA Rep to District Playoffs be determined at least 5 days prior to District Playoffs
- MMSA Rep to be determined by double knockout, or modified round robin, as determined by Division Coordinator. Teams must advise the Coordinator of intent to compete for Provincial Championships by the deadline set annually.
- Mission teams winning Division Provincial play downs have the right to participate in District playoffs.
- MMSA teams winning district playoffs are expected to complete their league schedule. Any team forfeiting or canceling their remaining scheduled games will be denied the opportunity to participate in Division playoffs.

### MMSA Rep "B" Representative

If the District play downs permit more than one MMSA representative, all of the eligible Pride Rep teams may participate. If the format of the District "B" play downs permits only one MMSA representative, the MMSA Pride Rep representative will be determined according to the following.

"MMSA Pride Rep Divisions having two "B" teams, double knockout playoffs will be held, last weekend of May to determine MMSA Rep to District Playoffs."

### District Playoffs

- District playoffs are generally held the second weekend of June, but the schedule is set annually by the District Minor Coordinator and is subject to change. Contact your Coordinator for confirmed dates and locations.
- District playoffs involving Mission, will be a modified round robin or double knockout, as determined by the District Minor Coordinator
- Pickups are not allowed
- Teams that cannot proceed to Provincial Championships, for whatever reason, must not participate in District Playoffs

### Provincial Championship Dates

Provincial Championships are normally held on the following weekends; however these are subject to the availability of host organizations and change. See the annual Softball BC Handbook for confirmed championship dates and locations.

“C” - 1st weekend after a full week in July

“B” - 2nd weekend after a full week in July - “B” divisions

“A” - 3rd weekend after a full week in July - “A” divisions

### Coaching Requirements

Squirt A, Squirt B, Pee Wee B: Level 1 NCCP

Midget, A & B, Bantam A & B, Pee Wee A: Level 2 NCCP

- If a Coach on your team is not certified to the above level, then you must use one of your pickups to get a Coach to fill this role.
- This certified Coach must be in attendance at the Provincial Championship with the team they are registered with.

### Team Roster for Championships

Maximum of 17 players, including pickups, minimum of 9.

### Pickups for Championships

See Current Softball BC Handbook.

### Procedures

Please consult the current Softball BC Handbook for complete information

1. Upon winning District Playoffs, Coach/Manager is asked to contact Softball B.C. 15 days prior the Championship with the following information: team name, category, coaches name(s) and phone numbers. Ask for Tournament Directors' name and phone number.
2. Contact Tournament Director 15 days prior to the Provincials for information on Coaches Meeting, accommodation, etc.

3. Contact Registrar for copy of team Softball B.C. team registration forms, including pickups. Make sure you have any necessary cross boundary permits and a copy of the players birth certificates. Take your NCCP certification card, if applicable.
  4. One Coach must attend the pre-championship Coaches Meeting, or face default.
  5. Travel expenses for teams participating in Provincial Championships - Paid by team.
  6. MMSA will submit entry fee to Softball B.C. for each team attending Provincials. Coordinators to advise Treasurer of team(s) in their division attending.
- Defaulting teams are responsible for reimbursing MMSA the amount of any penalties.

### Western Canadian/National Championships

MMSA will pay the tournament fees only

### Travel Permits to Play Softball Outside of B.C.

Softball B.C. Policy (Articles 11.1 and 11.2)

Travel permits are required by [Softball B.C.] affiliated players, to play softball outside of B.C., including outside of North America. These permits are obtained from the Softball B.C. office. Travel permits are not necessary for Provincial Championships or to travel to events within B.C.

### Procedure

Permits are obtained only from the Softball B.C. office

Teams or player requiring a permit can contact Softball B.C. either in writing, by phone, or fax and provide the following information:

- Name of team
- Coaches name, address and telephone number
- Player Roster
- Destination
- Date(s)
- Name of tournament (if applicable)
- Contact person, address, phone number at destination.

Softball B.C. can process this request, in most cases, immediately and return the permit by mail or prepare for local pick-up.

### Important Reminders

The permit must be processed before the departure date.

Out of province medical coverage can be obtained by contacting Sport B.C. Insurance at (604) 737-3018.

### Grievances/Protests/Appeals/Game Incidents

#### Grievances/Protests/Incidents

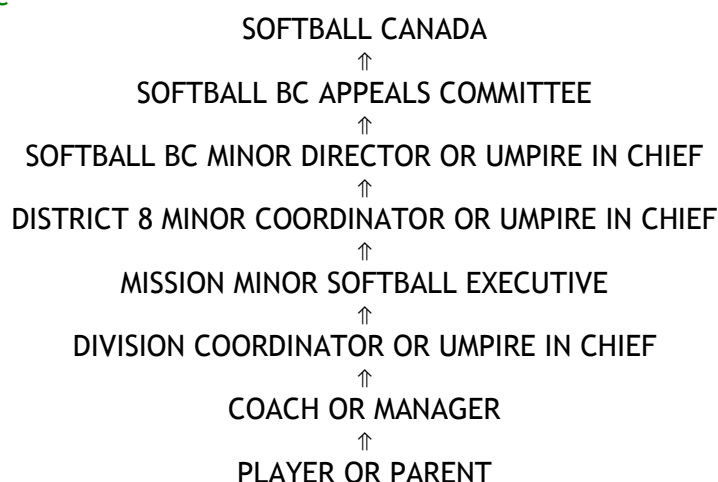
All grievances, protests or game incidents must be submitted in writing to the appropriate Division Coordinator or UIC within 48 hours. Telephone notification of grievances, protests, or incidents reports must be completed with a written report.

Game Incident Report Form is available on the MMSA web site.

### MMSA Appeal Committee

Interpretation of playing rules will be made by the Umpire in Chief. In the event the Coordinator and/or Umpire in Chief cannot settle the grievance or protest, the complaint will be reviewed by a three member committee; comprised of the Division Coordinator, the Umpire in Chief, and a Vice-President appointed by the President. The Appeal Committee will provide a written decision.

For Softball B.C. or Softball Canada rules, the following appeal structure is in place.  
**Appeal Structure**



As a member of MMSA you have the right to appeal to the next higher authority. An appeal to the MMSA Executive must be in writing, accompanied by a \$50 check, refundable if the appeal is successful.

### Injuries/Insurance

all accidents/injuries requiring medical or dental attention must be reported within 24 hours to MMSA Secretary

Coach/Manager is requested to gather all details of the accident, complete an Accident Report Form, and return one copy to MMSA Secretary

Secretary will forward one copy to Softball BC

### Insurance Coverage

- Individuals not registered as Softball BC members will not be covered under Softball BC insurance program, nor will they be eligible to participate in any Provincial Championship.
- Players and team officials listed on Softball B.C. team registration form are covered by Softball BC accident and liability insurance program



- Softball BC policy covers “excess” medical or dental expenses and contributes after all other insurance available to the player is exhausted
- Insurance claim forms are available from MMSA Secretary. Claimant/parent must complete claim form, send one copy to MMSA Secretary, and forward original to Softball BC
- Softball BC will verify injured player is a registered member and forward claim forms to Insurance company

### Sport Safety

In order to ensure the safety of your athletes both during practice and in competition, it is essential that certain safety precautions be taken by the Coach, parents, and officials. Be aware of such things as broken glass on the playing field untied shoelaces etc. Earrings, necklaces, and chewing gum should be removed, particularly in contact sports. Be careful of such conditions as hypothermia, heat exhaustion and sun stroke. Bee stings and wasp stings can be life threatening to some athletes.

Protective equipment is being more widely used in most sports today, and athletes may have to be educated in what equipment to purchase, how to wear it and above all, how to respect the equipment designed for their safety, e.g. no throwing softball helmets on the ground after scoring a home run, chin straps on baseball helmets securely fastened when up at bat or running between bases.

Accidents can and do happen, and coaches should be well prepared to deal with each incident. Coaches and team officials should have an emergency action plan. It should contain the following:

1. Know how to: access phones at: practice facility; game facility; away facility; emergency numbers (local), emergency numbers (away), coins taped to number cards;
2. Know how to access sites, cards for directions and practice facilities, cards for directions to game facilities, home and away;
3. Information on Participants: personal history cards, emergency contacts, medical history cards;
4. Personnel:
  - Charge Person and Alternates: to assess the situation, take control, protect the injured participant, and instruct others to obtain assistance.
  - Call Person: to know location of phones, call for help, describe the emergency and the exact location of the person to report that ambulance has been called and meet the ambulance.

### Coaches and officials should be aware of the following:

1. prompt and correct treatment can not only lessen the severity of the injury, but also reduce the recovery time

2. if in doubt assume the worst case scenario. Make sure the patient has a pulse and is breathing and is not bleeding. Call for expert medical help. Keep warm
3. in the case of serious head, neck or back injury leave the patient where they are and call for medical help

### Restraint, Ice, Compression, Elevation, Rest. (RICER)

Also remember no athlete should return to competition until there is:

- i) 100% return of strength
- ii) 100% absence of pain
- iii) 100% return of flexibility
- iv) Athlete is psychologically ready to resume activity.

In the case of suspected overuse injury the coach may have to suggest the parents take the athlete to a doctor for possible referral to a sports medicine specialist.

### Umpires

1. The plate and base umpire shall be supplied and paid by MMSA for all competitive divisions (Mite to Midget), where possible.
2. For the House "C" Division, if MMSA cannot supply a plate umpire, the home team shall supply the plate umpire. The visiting team shall always supply the base umpire. For the traveling Rep Leagues, the home team shall be responsible for both the plate and base umpire should MMSA be unable to supply umpires.
3. The plate umpires decisions are FINAL regarding conditions of fields, weather, and team readiness as of official game time.
4. **Any team found guilty of abusing game officials is subject to disciplinary action. If a coach is found to have been abusive towards an umpire, a warning will be issued in writing to the coach by the UIC. If a coach is found to have been abusive towards an umpire a second time, that coach's team will not be provided with an umpire for the rest of the season for any game in which that coach is involved as a participant in any capacity.**
5. The umpire may order any person (team official, spectator, or player) out of the park. Any time a person has been requested to leave, the umpire will report the incident to the league (which may lead to further action).
6. **YOUNG UMPIRES ARE JUST LIKE YOUR PLAYERS. THEY NEED SUPPORT AND ENCOURAGEMENT. WE RELY ON COACHES PARTICIPATION TO BRING THEM ALONG.**
7. The home team is expected to provide the umpire with a mask when required.
8. **MORE UMPIRES ARE NEEDED.** All teams are urged to send at least one umpire each year to the Mission (or other) umpire clinic. Clinic and membership fees for umpires will be paid by MMSA.

## Equipment

1. Masks must be worn by any person receiving warm-up pitches anywhere on or near the playing field. Penalty for failure to do so after warning is ejection from the game.
2. A Jill must be worn by all pitcher and catchers.
3. Helmets are to be worn by all players when batting. They will not be removed until the player has left the field. When running bases, no player will throw off her helmet. Chin straps are to be securely fastened under the chin.
4. Catcher must wear a face mask, helmet, chest protector, shin guards, and throat protector that have been approved by the Association.
5. All players must wear running shoes or approved RUBBER CLEATS.
6. Safe base is in effect. Offense must use orange portion of the bag on the first attempt if play is being made. Defense may never use the orange portion of the bag, only the white.
7. All equipment will be the responsibility of the Coach. It will be his or her responsibility to see it is kept in good condition and returned at the time and place indicated.

## Canceling or Rescheduling Games

1. Cancellation: MMSA would like to stress the importance of playing all games. Coaches are asked to limit cancellations to weather/diamond conditions, school functions, or conflicting tournaments. A light rain or drizzle should NOT deter you from playing. If it is necessary to cancel, please contact Scheduler as soon as possible, so field can be re-allocated to another team!!
2. Field Maintenance: Teams are expected to sweep off puddles and rake infield and base areas, prior to game time. Ask parents, Assistant Coaches, the visiting team, etc., to help.
3. Cancellation of Scheduled Game is the responsibility of the HOME COACH OR MANAGER:
4. In case of poor weather/diamond conditions; it is the responsibility of the home coach to make a visual inspection of the assigned diamond at least two hours prior to game time before canceling to determine if the diamond can be made playable, but not dangerous with field maintenance
5. IF THE GAME MUST BE CANCELLED:
  - a) contact "Visiting" Coach, cancel game, and discuss mutually suitable dates for rescheduling
  - b) contact Umpire Allocator (UIC) and cancel umpire;
  - c) re-schedule game/book diamond with Field Allocator;
  - d) contact Umpire Allocator (UIC) and advise of re-schedule date, time, and location.
6. Turnaround Time: between cancellation and re-scheduling; will likely be a minimum of 48 hours; for divisions with assigned umpires.
7. Scheduled League Games: will not be "bumped" to accommodate a Rep A/B rainout/re-schedule.

## Players

1. Players not listed on Softball B.C. team registration forms are not covered by insurance, therefore are not eligible to participate in any league or tournament games.
2. All players who attend a game must be listed on the score sheet and the names given to the opposing team.
3. All players must be registered with MMSA and appear on the team roster 48 hours prior to her first game.

## Pick-ups

- House Divisions: Pick-ups are not allowed if there are 9 or more team members present. There are a maximum of 2 pick-ups per game from the same or a lower division. Pick-ups are not allowed to pitch. All pickups must have the approval of their Coach & Coordinator.
- Rep Divisions: See Softball B.C. or tournament rules.

## Mission City Year End Tournament (Squirt to Midget Teams) - Learn to Play Teams coordinated by the Learn to Play Coordinator

Both teams are responsible for setting up the diamond before each of their games. Teams playing the first game Friday evening and Saturday morning must have the field raked and lined at least 15 minutes before the scheduled game time. Both teams playing the last game of the day are responsible for putting bases away, placing pins in base tubes and raking the holes at bases, pitcher's position and home plate. Please make sure that the equipment boxes are locked!

All teams leaving the dugouts must pick up their garbage before they leave!

Rules follow those of the Canadian Amateur Softball Association, and the B.C. Amateur Softball Association.

Rosters are to be handed in prior to the first game. Pickups (see #15) are to be listed on the roster and marked with an asterisk, no pickups thereafter.

1. A double knockout format will be used.
2. Umpires will be provided.
3. Home team will be decided by a coin toss.
4. No Protest tournament.
5. Maximum of 5 runs per inning.
6. Pitching as per league rule for each Division.
7. No new inning to start after 90 minutes. The new inning is deemed to start immediately upon the third out being called on the home team.
8. When time expires during an inning, the inning in progress will be completed or until the home team scores the winning run.

9. In case of a tie after 7 innings, or time has expired, the game will be decided by: first playing one inning using the international tie breaker rule, and if then still tied, players left on base.
10. Rotational batting will be used.
11. All players must play a minimum of two innings per game in a defensive position.
12. The mercy rule will be used - 7 runs after 5 innings.
13. Division specific rules such as the dropped third strike and infield fly rule are in effect per each Division playing rules.
14. No pre-game warm up on the infields.
15. Pickups must be approved by the Division Coordinator.
16. The home team scorekeeper is the official scorekeeper. Scorekeepers must sit together and note the time the game starts, as stated by the Umpire, on the game score sheet. Winning team is responsible for reporting the final score to the coordinator or coordinator's representative.

### Final Games

All rules as above except a two hour time limit or 7 innings will be in effect, and if the game is tied after 7 innings or time has expired, the international tie breaker rule will be used to break the tie.

# Mission Minor Softball Association

## 2008 Revised

### Local House Rule

1. The Canadian Amateur Softball Association is governed by the current "Official Rulebook" which is to be used by all Umpires and Coaches representing MMSA.
2. The Softball BC Constitution and Operating Handbook is strictly for Provincial Championships draws and tournaments.
3. To Increase Player Participation
  - a) Equal playing time is required by ALL Players on ALL House Teams. Infield and outfield rotation is recommended. Absenteeism does not count as time sat out.
  - b) In all age categories, ALL players are to be included in the batting order. Late arrivals to the start of the game are to be put on the bottom of the batting line up.
  - c) Unlimited substitution is permitted.
4. Both coaches must telephone or e-mail the game results to their coordinator within 24 hours (before 9:00 pm if by telephone). In the event of a "tie" both coaches must telephone the results.
5. Home Team Coach is responsible for bases, home plate, plate umpire, game balls, plus "marking the Infield". Calcium carbonate (Lime) is in the equipment boxes - do not purchase your own. Home Plate Umpires must wear masks. (Note: umpires will be supplied in certain age groups)  
Visiting Team Coach is responsible for base umpire.
6. Helmets must be worn dugout to dugout. First infraction - both teams will be warned, second infraction and thereafter - a team out will be called. All runs count unless it is the third out.
7. Home team coaches and players are responsible for cleaning all debris prior to leaving the field. This includes raking the baselines, home plate, and pitcher's mound.
8. Rained out games must be rescheduled within one week. Dates and diamonds must be booked through your coordinator. No rained out game can be cancelled before 2 hours prior to game time. Home coach (Squirt & up divisions) is required to phone the U.I.C. to cancel umpires, and, coaches in all divisions are to contact their coordinator.

9. There is to be no chewing of any substances by the players during the game. No metal or plastic spikes or shoes with detachable cleats are allowed in any division of minor softball. Pins and jewelry may not be worn at any time. Girls or boys taping of earrings is not allowed. Friendship bands of any material are considered jewelry. Medic Alert bracelets and necklaces are not considered jewelry and are the only exception.
  
10. Do not play out Tie Games. Should a **playoff game** be called before completion, it will be resumed at the point at which it was stopped.
  
  
11. Equipment:
  - Do not abuse equipment (i.e. throw down helmets, hit the backstop with bats, etc.).
  - For replacement of damaged equipment, please contact Equipment Manager.
  - A player or coach warming up a pitcher must wear a mask.
  - Chest protectors are worn with the narrow side on the throwing arm.
  - Players in the on deck circle must wear a helmet.
  - **Carry a hammer for putting in base spikes, do not use a bat.**
  - Bats are not to be inserted in or placed up against the backstop.
  - All bats issued by the league are legal for house league games (exception: damaged or taped bats).
  - Protective gear must be worn on the field at all times.
  - Chin straps must be done up.
  
12. Teams may play with 8 players but will not have an automatic out every time the 9th player in the batting order comes up.
  - For Squirt and up divisions, 7 players is a forfeit. 24 hours advance notice is required to reschedule the game if it is known that your team will have only 7 players, avoiding the forfeit. If during the game, for any reason there are 7 or fewer players, the game is forfeited.
  - Pick-ups are allowed in House to bring the team roster up to a maximum of 9 players for League games only. The pick-up must be approved by both the coordinator and the pick-up's coach. The pick-up must be from a lower "C" division and is not allowed to pitch. The pick-up must wear their own team uniform, not the uniform of the team which is picking them up. Pick-ups are Not allowed for closing weekends or District #8 playdowns. If a team uses an illegal pick up, the game is a forfeit.
  - Pickups are allowed for other tournaments and Provincials.

- If a game is not rained out and a team can field 8 or more players, and a coach cancels a game without the coordinator's agreement, the game is a forfeit.

13. In Squirt and under divisions, the batter is out on the 3rd strike regardless if the ball is caught or dropped, and the ball remains alive. In Squirt and above divisions the infield fly rule is in effect.

14. Innings to be played to count as a completed game:  
 In the event of a timed game, the game will be deemed **complete at time**.  
 Peewee and up..... 7 innings (in case of inclement weather or darkness, 5 innings).  
 Squirt..... 6 innings (in case of inclement weather or darkness, 4 innings).

**Game Start Times and duration:**

- Early games with game scheduled after - 6:15 – 8:00
- Early games with no game scheduled after - 6:15 - 8:00 (or to end of game)
- Late Games start at 8:30 – Lights out at 10:45

A Pitcher may only pitch the following maximum number of innings for League Schedule games.

Once a Pitcher has taken the position on the pitcher's rubber during the game and **pitches one or more pitches**, he or she will be **charged with an inning pitched**. The **penalty** for allowing a pitcher to go over the maximum innings is **forfeit** of game.

Midget and Bantam..... unlimited innings.  
 Peewee..... 4 innings.  
 Squirt..... 3 innings.  
 Mite..... 3 innings.

15. All divisions will have a 5 run limit per inning. Squirt Division the 6th Inning will be open. Peewee and up the 7th inning will be open. No other inning will be declared open. The association will not tolerate the running up of excessive scores. A 10 run Optional Mercy Rule at the discretion of the losing coach. The rule comes into effect after the completion of the minimum innings required for a game per "14" above.

16. Coaches are required to maintain proper conduct/discipline of all - including themselves. Review the Operating Rule regarding Conduct. Please ensure all players waiting for a turn at batting are placed in the designated area or sitting on benches. In addition, No Smoking will be allowed by any coaches or assistant coaches when in



their designated areas (i.e. coaches boxes, dugout, etc.). This also includes all umpires.

17. Verbal abuse by spectators towards anybody on the playing field will result in forfeiture of game for the offending team. Review the Operating Rules regarding Conduct. One team warning will be issued first. If the spectator continues in that or any other game, the Coordinator and President must be given the names of the people involved for disciplinary action by the association.
18. All late registrations to be confirmed with the Coordinator first and then the Registrar prior to acceptance. See "assigning late registrants to teams" in the Operating Rule for Registration. Once a player has been assigned to a team or age classification, he/she will not be moved.
19. League Disciplinary Actions are subject to degree of offence. All offences (i.e. alcohol, drugs, foul language, fighting, smoking, or failure to comply with League rulings) will be reviewed by a Committee of the Board of Directors for determination of penalty assessment. The penalty for the first incident is a minimum one game suspension, up to a maximum of suspension for the balance of the season -without refund. See the Operating Rule for Conduct Review Committee.
20. Complaints, appeals, or inquiries must be directed in the following sequence to:
  1. The team Coach.
  2. The divisional Coordinator.
  3. In writing-only to The President.
  4. In writing to the MMSA Board of Directors,

21. **FIELD MEASUREMENTS**

Field diagram and dimensions

Category Age Ball Pitching Baselines

	Boys	Girls	Boys	Girls	
Midget 16 to 18	12"	46'	40'	60'	60'
Bantam 14 & 15	12"	42'	40'	60'	60'
Pewee 12 & 13	12"	40'	38'	60'	60'
Squirt 10 & 11	11"	35'	35'	55'	55'

22. YEAR END CITY TOURNAMENT - subject to change due to inclement weather - Closing Weekend will be based on league standings. All age categories teams (Squirt- Midget) will participate in Closing Weekend tournament – double or single knockout.
23. Shorts (Black) must be worn by players and may be acquired through the association.

24. All coaches must have their Team Registration Certificate (four part form) completed by all players/coaches, with their signature by May 1st. Please include the player's jersey number beside the player's name.
25. MMSA House rules as outlined above, only apply to MMSA League Schedule games, League Playoff games, and the Closing Weekend Tournament.
26. Practices are on a first come, first serve basis and re-scheduled games take priority. All games must be scheduled through the Manager.
27. **UNIFORM CARE::**
  - All coaches must make a list of players and jersey numbers. This record must also be repeated on the Team Registration Certificate (four part form).
  - At the end of the season, all uniforms are to be collected, washed, and then put on hangers and covered with a clear lawn bag bag. The uniforms are to returned to the Uniform Manager.
  - Uniforms are to be worn to games only - not to practice or to school.