

Adult Softball

Manager's Handbook



Gilbert Parks and Recreation Department - Adult Softball Rules

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These rules are in addition to the United States Softball Association (USA) official rule book. The Gilbert Parks & Recreation Department reserves the right to implement, alter, add or delete rules and/or policies as deemed necessary.

Program Structure

Organizational Meeting:

Organizational meetings are no longer held for upcoming seasons. All league information is available on the Town website at www.gilbertaz.gov/sports (Freestone League). Or www.cactusyards.com (Cactus Yards League). Please refer to the current league flyer for specific information on league offering and registration dates.

Registration:

Registration occurs online at www.GilbertRecreation.com or in person at the Parks & Recreation Main Office. Roster must be submitted via email within 24 hours of registering online.

League Availability:

Registration for all divisions is typically capped at eight (8) teams. Team managers can view league availability at www.GilbertRecreation.com. The league director may restrict participation of any team or player into a league at the director's discretion.

Game Schedules:

Softball leagues are normally based on eight teams per league. Final league structure will be determined by registrations received. Please refer to the current league flyer for additional league information.

Classifications:

Leagues will be offered in the following categories:

Men:C, D, E and Open

Co-Ed:C, D, E

Women.....C

Team Classification Definitions and Process can be found on page 11

Town of Gilbert Park Policies

Facility Policies:

No food or drink on the field. Closed lid water and sports drink are acceptable in the players bench. Player's benches are for players only, spectators are not allowed. Spectators are not allowed on the field. The field is reserved for players, officials, staff and authorized personnel. Town of Gilbert does not recommend leaving your personal belongings unattended and are not responsible for lost or stolen items. All equipment provided by Cactus Yards/Gilbert Parks and Recreation is to remain at the facility. No amplified music devices will be allowed at Freestone Park or Cactus Yards. Only players, coaches and scorekeeper are allowed in the dugout. Spectators, children, or non-players are not permitted in the dugouts for safety reasons.

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Alcohol Policy:

Outside alcohol is prohibited at Cactus Yards and Freestone Park. All alcohol must be purchased on site (Cactus Yards). The consumption of beer, wine or spirituous liquor is not allowed in the field of play or bench area. Players violating the alcohol policy will be subject to discipline, including game suspensions and/or expulsion from the league. Teams violating this policy may be subject to forfeiture of the game and/or expulsion from the league.

Refund Policy:

No refunds will be given unless a league is cancelled.

Roster Policy:

All Adult league players must be 16 years of age or older by the league start date. Participants under the age of 18 may only participate if participating with a parent or legal guardian. All rosters need to be submitted within 24-hours of registration. On first day of league each player will need to verify identity and sign the team rosters. Up to four players may be added to the roster after original registration.

Rosters: Rosters will require a minimum of ten (10) players and a maximum of twenty (20). Players are not allowed to be added to a roster after the start of the team's fourth game. *Roster must be finalized before the game of the teams fourth week of play.* Town of Gilbert employees have the right to add or remove any player from a team's roster at any time during the season. Players may play on multiple Men's, Women's, or Co-Ed teams if they choose, however ALL PLAYERS must be listed on the team roster for classification purposes when submitted. Furthermore, players can only play on one team per league. (i.e. A player can be on a Wednesday and Thursday team but not two Wednesday teams.) Town of Gilbert field supervisor and/or league coordinator have the option to reject a player addition if the player's ability is above that team's league classification.

Roster Checks: The Gilbert Parks & Recreation staff reserves the right to randomly check team rosters for player validity. The manager is responsible for keeping up-to-date team roster records. This practice can eliminate any question as to whether or not a team member is eligible to play. Players must present the field supervisor with a form of photo identification upon request. If the player cannot provide I.D., he/she is removed from the game. The use of illegal or ineligible players will result in the guilty team forfeiting the game and may be subject to further league discipline.

Extra Player Rule: An E.P. (extra player) beyond the original line-up must be indicated on the scoresheet when the line-up is submitted in order to be eligible to play. Using the E.P. IS 11 or more batters for the men's or women's teams, and 12 or 14 batters for Coed teams. All players must bat.

Forfeit Policy:

Team sports rely on majority participation. We would greatly appreciate that if any team is expecting to forfeit a regularly scheduled game, to please contact the League Coordinator by phone or email. The League Coordinator will then contact the opposing team and umpires to notify them of the forfeit. If your team does not show up for a scheduled game without prior 24-hour notice, the team manager will be administered a **\$65.00** forfeit fee. If the fee is not paid by the next scheduled game that team will not be allowed to participate in any further league play until the fee is collected. Should the season end before the fee is collected the guilty team will not be allowed to register for future seasons until fee has been paid in full.

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Injury Policy:

Any player/coach who is bleeding, has an open wound, or has blood on his/her uniform, shall be prohibited from participating further in the game until appropriate treatment can be administered. If medical treatment or care can be administered in a reasonable time, the individual will not have to leave the game. (The length of time considered reasonable is Official's judgement.) The official will be responsible for determining whether an open wound or bleeding condition requires treatment. The official will also determine in his/her judgement if a uniform needs to be changed.

If treatment or action is required, the referee shall:

- Stop the game and immediately call a coach, trainer, or other authorized person to the injured player and allow treatment.
- Apply the rules of the game regarding substitution, and re-entry if necessary.

Cactus Yards/Freestone Park has an AED and First Aid kit on site in case of emergency. In a serious emergency please immediately call 911 and notify a staff member. It is each team's responsibility to provide bandages, dressings and administer care in the application of this Blood Rule.

Inclement Weather Policy:

Games postponed due to rain or other unforeseen reasons will typically be rescheduled at the end of the season on the same night of play. It is the Gilbert Parks and Recreation department's policy to make up rained-out games and replay the games in its entirety. It is difficult to recreate the same game conditions with players, scores, etc. of the interrupted game. It is the manager's responsibility to check the date, time and location of any rescheduled games by obtaining a revised schedule from our website. If weather conditions are questionable, it is the team managers responsibility to call the RAINOUT LINE (480-503-6201) after 3:30PM to find out if games will be played. Cactus Yards will also post all rain-outs on their social media Facebook page.

Adult Softball Rules

Rule 1: Rule of Play

USA Softball rules apply to situations not covered in the following league rules outlined in this handbook. Umpires have the authority to make decisions on situations not specifically covered in the official USA rulebook or this handbook.

Rule 2: Ball

The Town of Gilbert will provide all game balls. During game time only use of the official game ball is permitted. Used softballs are the property of the Town of Gilbert and must be returned to the umpire after each game. The Umpire is required to return to the Field Supervisor nightly.

It is the responsibility of the hitting team to chase all balls hit out of play (homeruns or Foul ball). The hitting team must attempt to retrieve the ball before the next turn at-bat or the first batter will be declared out. Teams with new or used balls that are identical to the game balls provided, may utilize said ball for game play.

Rule 3: Players

Rosters may have up to 20 players. (A minimum of 10 players is required on the roster). Managers are encouraged to fill every spot on their rosters. A minimum of 8 players is required to qualify as a team for official play. No matter which batting option is used (see below), a team may NEVER play with less than 8 players. If a

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player is ejected, an out shall be declared for each turn at bat. If a player leaves the game for any reason other than ejection, an out will be called the first time that player is due up. If the player who left the game has a substitute, then no out will be called. Two ejections from one team in the same game will be caused for a forfeiture of that game regardless of how many substitutes are present at that time.

Rule 4: Batting Rules

Teams have the choice of three different batting options. The batting option must be declared before the game begins and may not be changed once the game has started.

- **Standard Batting:** Teams may bat 10 players. All 10 players also play the field.
- **Extra Player Rule:** Teams may utilize the extra player rule (see below), and bat 11+players. Any 10 players can play the field.
- **Optional Batting:** Teams may bat all players in a round-robin style. Any 10 players can play the field. This optional batting may only be used if the men's or women's team have a minimum of 12 players, and coed teams have a minimum of 12 players at the start of the game. Additional players who arrive late may be added to the bottom of the lineup. Coed teams may bat females back-to-back, but not males back-to-back.
- **Extra Player Rule:** An E.P. (extra player) beyond the original line-up must be indicated on the scoresheet when the line-up is submitted in order to be eligible to play. Using the E.P. IS 11 or more batters for the men's or women's teams, and 12 or 14 batters for Coed teams. All players must bat.
- **Teams may use unlimited substitutions as long as players remain in the same batting order.**

Rule 5: Umpires

Umpire abuse will not be tolerated and handled accordingly. Decisions of the Umpire regarding play and interpretation of the rules are final. Questions regarding a call and rules can only be asked by the team manager and will be answered by the umpire onsite. The umpire is to complete a Game Ejection Report for all players ejections that take place.

Rule 6: Game Times

A regulation game consists of seven (7) innings with no new inning beginning after 55 min. Games are played with a running clock. The clock can stop only on an Umpires signal. In the event of a tie game after 7 innings or the time limit has expired (whichever occurs first), one extra inning with their last batter on 2nd base and 2 outs. Teams must bat at the spot in the batting order where they ended the game. If the game is still tied after the extra inning, then that game will be recorded as a tie and no new inning will be allowed. Courtesy runners will not be allowed in the extra inning.

Rule 7: Insurance

The Town of Gilbert does not provide players insurance. Players play at their own risk. All players must sign the roster waiver form before playing

Rule 8: Player Eligibility

Questions of players eligibility must be brought to the attention of the umpire and field supervisor by the coach before the end of the 3rd inning. Once the game ends, no protest involving eligibility, age, or identity will be considered. Players must provide proper identification to continue to play. If the player can not provide I.D., he or she is removed from the game. If a team(s) is found to be using an illegal player. The team automatically forfeits the game and may be subject to further disciplinary action.

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If a team is believed to have a non-roster player, the opposing team can request a roster check (before end of 3rd inning). If a roster check is requested BOTH teams will be required to get roster checks and provide proper I.D.

Rule 9: Run Rule

If a team is ahead by 20 runs or more after 3 complete innings, the game is over.

If a team is ahead by 15 runs or more after 4 complete innings, the game is over.

If a team is ahead by 12 runs or more after 5 complete innings, the game is over.

Rule 10: Scorekeeping

The home team is the official scorekeeper. Players first and last names must be written on the scoresheet. If the home team does not supply a scorekeeper, the visiting team has the option of supplying the official scorekeeper and therefore becomes the home team. If the original visiting team does not wish to be or can not supply a scorekeeper, the original home team MUST provide a scorekeeper even if that means pulling a player from the lineup. Refusal to do so will result in the home team forfeiting to the visiting team. The visiting team is responsible for comparing scorebooks after each inning. If there is a discrepancy in scores, play is halted to solve the problem. After the next pitch, no further discussion will be considered. After each game, the umpire must initial final score. It is recommended that even the visiting team keeps their own score and compare their books to the official scoresheet with the home team after each inning to avoid any scorekeeping issues.

Rule 11: Illegal Equipment

The USA Softball banned bat list will be utilized (www.softball.org). The Town of Gilbert reserves the right to ban additional bats. Men's Open division will only allow **single walled bats**. Metal spikes or metal cleats are NOT permitted.

Rule 12: Strike Zone and Pitching Rule

The extension mat and home plate are used to call strikes. This strike zone is 17" by 34". Each batter begins with a 1-1 count and has one foul to waste (with 2 strikes). The ball must be pitched with a perceptible arc and reach a height of at least six feet from the ground, while not exceeding a max height of 12 feet from the ground. The pitcher has 10 seconds to release the next pitch after receiving the ball, or after the umpire indicates "play ball". The pitcher may pitch up to three feet behind the pitchers rubber but must be directly behind it.

Rule 13: Courtesy Runners

One male and female courtesy runner per inning is allowed (exception: same runner may use courtesy runner more than once per each inning). The runner must be the player that made the last out (coed-must be same gender). Teams may use the USA Softball substitution rule. If the courtesy runner's time at bat comes around, he/she must bat and the opposing team can decide who will become the new courtesy runner.

Rule 14: Ejected Players

Any player ejected from a game is automatically suspended from the next game. Any ejected player that plays in the next game causes his/her team to forfeit that game. Any player ejected twice in a season will be dropped from the league. (Also see section in this handbook titled "Players/Team conduct" on page 12).

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Rule 15: Protest

Protest must be made at the time the play in question is committed. The manager must notify the umpire before the next pitch. The umpire will then notify the opposing team and the official scorekeeper. The umpire and field supervisor will resolve the problem. Rule interpretations will be the only consideration for a protest and not an umpire's judgement call. All issues will be resolved on the field. Game scores and outcomes will not be changed after game is completed.

Rule 16: League Standings

Final league standings are determined by the best overall win/loss record. If two teams are tied at the end of the regular season, the team which defeated the other more often in head-to-head competition will take the top position. In the case of a split, the team which had the lowest number of goals scored against them by the other team will take the higher position in the standings. In the case of three (or more) teams with identical records, seeding will be based on overall run differential.

Exception: If one team won (swept) all of the head-to-head games versus each of the other common opponents, that team will be awarded highest position in the standings. (The league coordinator has the final decision in all matters concerning this rule.)

Rule 17: Post Season Tournament

A single elimination tournament will follow the regular season. All teams in the league will be included in the tournament. (home team determined by highest seed). Exception: In a league with an odd number of teams, bottom seed may not make the tournament. All league rules still apply in tournament with the exception of the championship game being 1-hour (60min.)

- League Awards: 1st place – 15 individual team t-shirts
- Tournament Awards – TBD – *More emphasis on regular season winners opposed to playoffs.*

Coed Softball Rules

Coed teams consist of 10 players on defense. A minimum of eight players are allowed. A minimum of 4 and maximum of 6 women must play at all times. Teams may play with a minimum of 3, up to maximum of 5 men. However, a team can never play more men than women during a game. (see Player combinations below)

Rule 18: Coed Outfield Line

A line is painted 180 feet from home plate. All outfielders must stay behind line until the ball is hit.

Rule 19: Coed Batting Order

The batting order must alternate male-female-male-female, etc. No two men can bat in succession. A man or woman may bat first. All 12 players including 2 EP(s) must bat. (also see Batting rules on page 6 for optional batting rotations). The batting order must remain the same throughout the entire game. Exception: if a player(s) leaves the game due to injury, the batting order must still alternate between male and female batters. Example: if a female leaves the game due to injury, a male must also leave the game to keep the level of males equal to or lower than females. If this situation causes the team to drop below eight players, the game is forfeited.

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Rule 20: Player Combinations Coed

If a man leaves the game due to injury, it is NOT necessary for a female to also leave the game. More females than males can play as long as a legitimate combination of males to females is maintained. Any 10 players in the following combinations may play defense:

- 5 males and 5 females
- 4 males and 4, 5 or 6 females
- 3 males and 5 or 6 females

The following combinations on defense must be maintained:

- 1 male – 1 female as pitcher/catcher
- Maximum of 2 males in the infield
- Maximum of 2 males in the outfield

Rule 21: Extra Player

Extra player(s) referred to as “EP” are optional. If “EP” is used, it must be made known prior to the start of the game and be listed on the scoresheet in the regular batting order. If the EP’s are used, he or she must be used the entire game. Failure to complete the game with the EP’s results in forfeiture of the game. **Exception:** The game is not forfeited if a player(s) leaves the game due to injury. However, a team can never play with more men than women during the game. The EP’s must remain in the same batting order position for the entire game. Either or both EP’s may be substituted for at any time. The substitute(s) must be a player(s) who has not yet been in the game. The starting EP(s) may re-enter.

Rule 22: Cactus Yards and Freestone Home Runs Rules

Cactus Yards Softball Home Run Rules		
League	Level	Home Run Rule
Mens Doubleheader	C	4 per team outs thereafter
Mens Doubleheader	D	1 per team outs thereafter
Mens Doubleheader	E	0 (Homeruns are inning ending)
Mens Doubleheader	Open	Unlimited (single wall only)
Coed Doubleheader	C	3 per team outs thereafter
Coed Doubleheader	D	1 per team outs thereafter
Coed Doubleheader	E	0 (Homeruns are inning ending)

Freestone Softball Home Run Rules		
League	Level	Home Run Rule
Mens Doubleheader	C	4 per team outs thereafter
Mens Doubleheader	D	1 per team outs thereafter
Womens Doubleheader	C	Unlimited
Coed Doubleheader	C	2 per team outs thereafter
Coed Doubleheader	D	1 per team outs thereafter
Coed Singleheader	C	2 per team outs thereafter
Coed Singleheader	D	1 per team outs thereafter

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Rule 24: Team Classifications

TEAM CLASSIFICATION DEFINITIONS: The goal of the Gilbert Parks and Recreation Adult Sports division is to offer recreational adult sports programs for all abilities. Established teams may have to move to another night to increase the competition level for opposing teams. To aid new teams in determining what level to apply for, here are the definitions of levels of play:

- B/C – Teams with experience playing together as well as individual experience. They have effective offensive and defensive skills and usually have many players with good hitting ability. These are intermediate/advanced skill level teams.
- D- Teams with little or varied experience playing together or a combination of experienced and inexperienced players. Offensive and defensive skills vary among players. These are lower level teams comprising of work teams, friends forming a team for recreation purposes.
- E- Teams with little to no experience.

For the good of the league and the participants, the Gilbert Parks and Recreation Department keeps extensive records on team standings, scores, and team rosters. ***It is the manager and team's responsibility to register and participate in the correct league.*** Please refer to the registration process on-line at www.gilbertaz.gov/sports for complete details on registration procedures. All rosters are due within 24 hours after registering online. All players that may play for the team MUST be declared on the team roster at the time it is submitted. Any teams found to be playing with illegal or non-declared players will be ejected from the league with no refund.

TEAM CLASSIFICATION PROCESS: New teams need to submit their roster and information about their team's ability to be classified in the right league.

- Teams should be prepared to play on other nights as alternatives if their primary night of interest is no longer available during registration.
- It is the manager and team's responsibility to register and participate in the correct league.
- Teams who consistently submit rosters for lower classification leagues and win league awards and tournaments will be warned that their ability to remain in the current league is in jeopardy. The team and/or core players may get moved to a night with a higher skill level as situations warrant. Examples of this may include seasons with very few losses, a high number of run rules (10 runs or more ahead of your opponent), or players on a team with abilities beyond what is normal participation in the current league. League skill levels vary each season depending on the time of year, and how many substitute players are utilized.
- It is the team's responsibility to fit within the current league competition levels and is NOT the responsibility of the League Coordinator(s).
- Gilbert Adult League Coordinator reserves the right to eject any team or player(s) from a specific league when determination has been made that the team is in the wrong league classification. Due to league demands, staff reserves the right to move teams up or down based on team standings and prior experience with the team and/or players.

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Manager/Player/Team Conduct

Manager/Coach Responsibilities:

Each manager is responsible to see that his/her players, spectators, and/or scorekeepers abide by all the rules governing league play and all rules/policies regarding the use of Gilbert park facilities.

Player/Team Discipline:

Two reprimands or warnings to an individual, team and/or spectator for unsportsmanlike conduct will be cause for automatic ejection of the player, game forfeit, and/or removal of the spectator from the park premises. A third reprimand to any other player or spectator of the team will warrant termination of the game, with the forfeit win being awarded to the opposing team. **Any player ejected from a game is automatically suspended from the next game AND IS REQUIRED TO LEAVE THE PARK IMMEDIATELY.** Any ejected player who plays in the next game causes his/her team to forfeit that game. Any player ejected twice in a season will be dropped from the league. **Some flagrant forms of unsportsmanlike conduct (as determined by the umpire) will warrant automatic ejection with no warnings given.** Any team receiving two ejections in the same game will be forfeited.

In the instance of an altercation on the field, players not on the field are to remain off the field. If a player and/or spectator enters the field of play for **ANY REASON**, the game will be terminated with a forfeit loss being dealt to the team whose player/spectator entered the field.

Code of Conduct:

The Code of Conduct includes, but is not limited to the following:

- 1.) No manager, player, or spectator shall physically/verbally threaten, lay a hand upon, shove, or strike an official, field supervisor, staff member, player and/or spectator.
- 2.) No manager, player, and/or spectator shall be guilty of objectionable and/or disruptive verbal demonstrations of dissent at an official's or field supervisor's decision or refuse to abide by official's or field supervisor's decision. No manager, player, and/or spectator shall be guilty of verbal abuse to include references to an individual or group's race, religion, gender, national origin, disability or age.
- 3.) Participants shall not use flagrant rough tactics against an opposing player.
- 4.) There shall be no unnecessary throwing of equipment, or any other objects.
- 5.) There will be no cause for defacement or destruction to any public facility or equipment.
- 6.) Participants (managers, coaches, players, etc.) may not falsify their own name or any other player's name on a team roster, scoresheet, or any other league document. The use of ineligible or illegal players is not permitted.
- 7.) Consuming outside alcoholic beverages in Town of Gilbert parks is not permitted.
- 8.) All participants, coaches, and spectators must follow Cactus Yards/Freestone Park rules while visiting the park.

Individuals and/or teams violating the Code of Conduct will be subject to league discipline action which may include one or more of the following actions: game ejection, game forfeiture, game suspensions, probation and/or seasonal suspension.

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The Gilbert Parks & Recreation Department reserves the right to discipline and/or suspend players, or managers for incidents and/or conduct not specifically covered in this handbook or the USA Softball official rules, but which in the opinion of the Gilbert Parks & Recreation Department constitutes unsportsmanlike conduct, dangerous conduct, or conduct which is determined to be detrimental to the Gilbert Adult Softball Program. All official league disciplinary decisions as rendered by the Gilbert Parks & Recreation Department are final.

Comments or suggestion regarding the Adult Softball Program should be directed to:

Trevor Henry, Recreation Coordinator

Gilbert Parks & Recreation Department: 4536 E Elliot Rd., Gilbert, AZ 85234

Office: 480.503.6640

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