

# **JTAA Girls Softball Policy Manual and League Rules**

*-- updated January, 2013 --*

# JTAA Girls Softball

## Creed

Create a positive, safe and instructional softball environment for Jupiter and Tequesta girls to participate, learn and compete. All managers, coaches and officials of the Jupiter Tequesta Athletic Association will help all players to develop strong, healthy bodies and minds; the highest type of sportsmanship; understanding and respect for the rules; courage in defeat, modesty in victory; themselves into becoming good citizens.

## Preamble

This ***Policy Manual and League Rule Book*** is applied in conjunction with, and may not in any way supersede the ***JTAA Executive Board Policy Manual***.

## National Standards for Youth Sports

JTAA Softball has adopted the following National Standards for Youth Sports created by the National Alliance for Youth Sports:

1. Proper sports environment – Parents must consider and carefully choose the proper environment for their child, including the appropriate age and development for participation, the type of sport, the rules in the Sport, the age range of the participants, and the proper level of physical and emotional stress.
2. Programs based on well-being of child – Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.
3. Drug, tobacco & alcohol-free environment – Parents must encourage a drug, tobacco and alcohol-free environment for their children.
4. Part of child's life – Parents must recognize that youth sports are only a small part of a child's life.
5. Training – Parents must insist that coaches be trained and certified.
6. Parents' active role – Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator and/or caring parent.
7. Positive role models - Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and support to their child's coaches.

8. Parental commitment – Parents must demonstrate their commitment to their child's youth sports experience by annually signing a parental code of ethics.
9. Safe playing situations – Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications should the need arise.
10. Equal play opportunity – Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.
11. Drug, tobacco & alcohol-free adults – Parents as coaches, fans and league administrators must be drug, tobacco and alcohol free at youth sports activities.

## **National Standards for Youth Sports - Implementation**

### **STANDARD #1**

*Parents must consider and carefully choose the proper environment for their child, including the appropriate age and development for participation, the type of sport, the rules in the Sport, the age range of the participants, and the proper level of physical and emotional stress.*

#### ***Implementation***

- JTAA Softball will establish a minimum play rule per game for all children regardless of ability.
- JTAA Softball will organize programs within a two- to three-year age range, such as 5-6, 7-8, 9-10, 11-12, etc. where appropriate and may organize programs within a three year age range in accordance with the rules and regulations of its amateur Softball league affiliation.
- JTAA Softball will maintain a policy of not cutting players in its Recreational Program and will provide an opportunity for meaningful play for all children.
- JTAA Softball will give participation awards with no emphasis on competitive trophies for Division 2 and younger.
- League standings will not be used in Divisions 1 and 2.

### **STANDARD #2**

*Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.*

#### ***Implementation***

- JTAA Softball will organize programs using the following guidelines:
  - Coaches shall not teach or encourage the use of sports to punish opponents through physical contact or excessive score domination.
  - Year-round participation will not be required by league or coaches.
  - JTAA Softball rules will prohibit malicious contact and feature modified rules that will significantly reduce the chance of injury.
  - JTAA Softball will consider age and skill in grouping children.
  - Coaches must apply proper principles of conditioning and nutrition.

### **STANDARD #3**

*Parents must encourage a drug, tobacco and alcohol-free environment for their children.*

#### ***Implementation***

- JTAA Softball rules prohibit the use of alcohol, illegal substances or tobacco by coaches, league administrators or game officials at all youth sports events.
- JTAA Softball will provide coaches and parents educational information on identifying signs and symptoms for substance use by children. (NOTE: The National Clearinghouse for Youth Sports information can be contacted for education materials. Write: NCYSI, 2611 Old Okeechobee Road, West Palm Beach, FL 33409).
- JTAA Softball will establish policies and will implement procedures for immediately dealing with substance use by coaches and players and communicate these policies to coaches, players and parents.
- JTAA Softball will continually encourage dialogue between coaches, players and parents about the need for an alcohol, tobacco and drug-free environment for children.

### **STANDARD #4**

*Parents must recognize that youth sports are only a small part of a child's life.*

#### ***Implementation***

- JTAA Softball allows for and encourages participation in a variety of youth activities in addition to the child's particular sport.
- JTAA Softball and coaches will not demand year-round involvement in softball as a condition for meaningful participation.
- JTAA Softball will adopt a policy that makes provisions for excused absences through parental requests for church, school and other family activities.

### **STANDARD #5**

*Parents must insist that coaches be trained and certified.*

#### ***Implementation***

- JTAA Softball will require that coaches be annually trained and certified in the areas of the emotional needs of children, safety and first aid, conditioning and nutrition, teaching proper sport techniques and drug and tobacco education.
- League administrators and officials must also be trained in the aforementioned areas.
- JTAA Softball will use any screening techniques required by the JTAA for selecting and assigning coaches to ensure that children are protected from abuse.
- JTAA Softball provides additional educational resources for coaches to assist them in providing the best possible youth sports experience for each child.
- All coaches must sign a code of ethics pledging their commitment to provide an enjoyable, healthful youth sports experience.

## **STANDARD #6**

*Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator and/or caring parent.*

### **Implementation**

- Teams will be required to have a minimum of one team/parents meeting each sports season.
- JTAA Softball will advertise parental involvement in roles such as coach, team manager and League Director.
- JTAA Softball requires parental involvement in volunteer roles such as working the concession stand, keeping score, and field maintenance.
- JTAA Softball will encourage parent-child communication about their youth sports experience through team meetings, coach-parent and coach-player discussions and league handbooks or guidelines.

## **STANDARD #7**

*Parents must be a positive role model exhibiting sportsmanlike behavior at games, practices, and home while giving positive reinforcement to their child and support to their child's coaches.*

### **Implementation**

- JTAA Softball enforces a sportsmanship/conduct code including unacceptable behavior, e.g.:
  - Berating players, coaches, officials
  - Use of vulgar language
  - Intoxication
- JTAA Softball will communicate conduct requirements to coaches, parents, players and spectators through handbooks, postings or announcements.
- JTAA Softball has developed an enforcement plan for implementing a sportsmanship code, including removal procedures.

## **STANDARD #8**

*Parents must demonstrate their commitment to their child's youth sports experience by annually signing a parental code of ethics.*

### **Implementation**

- Participation will not be allowed for children whose parents or guardians refuse to sign the parental code of ethics.

## **STANDARD #9**

*Parents must insist on safe playing facilities, healthful playing situations and proper first aid applications should the need arise.*

### **Implementation**

- JTAA Softball will develop procedures for inspecting playing facilities for safety hazards before every youth sports activity.

- JTAA Softball will select equipment designed to ensure injury reduction for participants, (e.g. age-specific Softballs designed to reduce injuries and approved protective equipment).
- JTAA Softball will develop procedures for continual safety inspections of all playing equipment.
- JTAA Softball will ensure that teams have a fully equipped first aid kit available at all youth sports activities.
- JTAA Softball will develop a plan for coaches on how to handle all emergencies at youth sports activities.
- JTAA Softball will establish procedures to ensure that all teams and events have an emergency first aid plan and equipment for dealing with injuries, hazards and weather conditions.
- JTAA Softball will not allow participation during unsafe conditions, such as lightning storms, darkness, playing sites in disrepair, etc.
- JTAA Softball will remove coaches that knowingly require or allow a player to play while having a serious injury or knowingly create unsafe play situations.
- JTAA Softball may require coaches to take CPR and advanced first aid training.

## **STANDARD #10**

*Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.*

### ***Implementation***

- JTAA Softball will adopt a non-discrimination policy that ensures participation for all youngsters regardless of race, creed, sex, economic status or ability.
- JTAA Softball will make provisions so that all youngsters may be able to participate regardless of their financial ability to pay.

## **STANDARD #11**

*Parents as coaches, fans and league administrators must be drug, tobacco and alcohol free at youth sports activities.*

### ***Implementation***

- JTAA Softball will require coaches, league administrators and game officials to refrain from the use of alcohol, illegal substances and tobacco at youth sports events.
- JTAA Softball will require that alcohol will not be sold nor allowed to be brought into youth sports games and practices.
- JTAA Softball will encourage spectators not to use tobacco at youth sports events.
- JTAA Softball will develop an enforcement plan for removing coaches, parents and spectators who are under the influence of alcohol or illegal substances.

# JTAA Girls Softball Policy Manual

## 1. INTRODUCTION

This *JTAA Girls Softball Policy Manual* is intended to inform and guide those involved in JTAA Softball programs. This manual contains the policies and procedures adopted by the Softball Committee and used in the operation and administration of the JTAA's various softball programs. Unless otherwise indicated in this manual, revisions to operating policy can only be made by a majority vote of the Softball Committee. This manual will be reviewed annually and changes shall be presented to the JTAA Executive Board.

### 1.1. Purpose of JTAA Softball Committee

The purpose of the JTAA Softball Committee is to provide to the Jupiter Tequesta community a family-oriented softball program. In accomplishing this purpose, the Committee shall:

- Make its leagues available to all girls who want to play
- Set its fees as low as possible
- Must minimally maintain a balanced budget
- Provide for scholarships for players in the JTAA Softball Recreational League Program with financial need
- Provide training for its coaches to ensure they provide a positive and fun learning experience
- Operate the league in a fiscally responsible manner
- Provide liability protection to its coaches and volunteers through training and certification programs
- Encourage a spirit of volunteerism among parents and players

### 1.2. Description of Leagues and Purposes

The Softball Committee shall operate the following programs:

**Spring Recreational League** -- This is the main community program. After all players are evaluated, teams are drafted and the games begin. Certified Coaches are provided. Coaches clinics are given to ensure all girls have knowledgeable and consistent direction. Participations are limited to three times per week. (February-May)

**Travel Program** -- The travel program is offered to all qualified (based on evaluations) girls actively participating in a spring softball recreational league. Participation is mandatory in a sanctioned spring softball recreational league except for girls participating on a high school level

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spring sports team. The purpose of this program is to develop competitive softball teams with the ability to compete on a statewide and national level. One or more teams can be fielded in each age group, at the discretion of the Softball Committee. Players in the Travel Program develop skills to play the best in the world, building confidence and self-esteem. The skills feed back into the League programs for both players and coaches. In addition, a fall travel program is offered to those girls interested in a more competitive environment, provided they are selected by the manager. The fall travel program provides travel team quality players an opportunity to improve their softball skills and sportsmanship-like attitudes in a competitive atmosphere. Girls are taught the meaning of teamwork and good sportsmanship, win or lose.

## **2. THE SOFTBALL COMMITTEE**

### **2.1. Purpose**

The Softball Committee sets the policies for and oversees the operation of JTAA's softball program.

### **2.2. Membership**

#### **2.2.1. Annual Elections**

All committee members of the League shall be elected for a two year term (August 1 to July 31) by all the current voting members of the Softball Committee and shall hold office for a term of two years or until their successors are duly elected or appointed.

Elected committee members will serve from August 1st of the same year to July 31<sup>st</sup> of the second year.

Committee members may be reelected indefinitely.

The President and Secretary will be reelected on an odd year from the positions of Vice President and Treasurer to minimize the change impact on the Softball Committee, still maintaining the two year terms for all members.

In accepting a position as a member of the JTAA Softball Committee, members are accepting the responsibility of compliance with the policies, procedures, and rules as set forth throughout the current version of this ***JTAA Girls Softball Policy Manual and League Rules***, which will be made available on the JTAA Softball web site (and in print, upon request).

#### **2.2.2. Number of Committee Members**

There shall be a minimum of nine and a maximum of thirteen members of the Softball Committee at any time.



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## **2.2.3. Nominations Subcommittee**

At the March meeting of the Committee, the President shall appoint a nominating Subcommittee, of which the President shall be chairperson, for the purpose of nominating a person or persons to stand for election in each position of the program. An announcement shall be placed in the Jupiter Courier stating the Softball Committee is seeking new members.

At the April meeting, the nominating Subcommittee shall make known their nominations to the membership.

## **2.2.4. Committee Member Elections**

At the Annual General Meeting of the Association held in May each year, the President shall distribute a ballot with all the names of the positions suggested by the nominating Subcommittee. A majority vote of the voting members in attendance shall be necessary to decide the election. New members will take office in August of the year they are elected. Newly elected members are encouraged to attend the June and July meetings.

Vacant positions that are not filled in May can be appointed any time during the year.

## **2.2.5. Background Check / Screening**

All Committee members are required to fulfill all initial and recurring background check / screening requirements as set forth by the JTAA Executive Board. Failure to fulfill this requirement is cause for removal from all participation in JTAA Softball.

## **2.2.6. Attendance**

All Committee members are expected to attend all Committee meetings and assist in the decision making process. Absence from three (3) meetings per term year is cause for dismissal.

## **2.2.7. Dismissal**

Any committee member may be removed from office by a two-thirds vote of the full Committee in a duly constituted meeting or by the president, provided that two-thirds of the Committee does not disagree.

Additionally, the committee member in question must have been sent a notice of intention to vote on his/her removal. The registered letter must be postmarked at least seven (7) days before such meeting.

## **2.3. Meetings**

The President of the Softball Committee shall conduct regularly scheduled meetings to assure that priorities are addressed and each league is properly administered.

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Normally, the meeting will be held at the JTAA headquarters on the second Monday of each month. If there are conflicts due to other JTAA priorities, the President shall determine an alternate meeting date.

Agendas should be prepared and distributed to the committee at least 3 days in advance of the meeting.

The priority of agenda items should be determined by the President. The Treasurer's Report shall be on every agenda. Any committee member may suggest agenda items to President at least 5 days in advance of the meeting. Items submitted after that date will be included as other business. Conduct of the meeting shall be patterned after "Robert's Rules of Order", unless otherwise specified herein.

Meetings shall be open to the membership. Under certain circumstances, the president may adjourn the meeting to closed session to committee members.

There shall be one annual general meeting for the purpose of electing new officers held in May of each year. The Secretary shall make public, notice of the meeting, at least 2 weeks prior.

### **2.4. Quorum and Voting**

A quorum shall be met whenever two-thirds of the committee members are present. A majority vote of the members present at the meeting at which there is a quorum shall constitute action by the committee.

Votes by email are discouraged and should be used as a last resort. If an email vote is necessary, a quorum of the committee is required to vote in support of the motion, and all committee members shall be copied on all individual votes and any discussion regarding the motion for the vote to be valid. There will be no email votes of closed session or sensitive issues.

The following committee members shall be elected each year. All committee members have a right to vote:

1. President
2. Vice President/Parliamentarian
3. Softball Commissioner
4. Assistant Softball Commissioner (may be left unfilled)
5. Secretary
6. Treasurer
7. Training Coordinator
8. Sponsorship and Fundraising Chairman
9. Equipment Manager
10. Assistant Equipment Manager (may be left unfilled)
11. Registrar
12. Concessions Director
13. General Member (may be left unfilled)
- 14.

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## **2.5. Committee Member Positions, Duties and Responsibilities**

### **2.5.1. President**

Has overall responsibility for the operation/administration of the JTAA softball programs. Represents JTAA softball to the towns of Jupiter and Tequesta, various state and national softball associations, other softball programs, etc. Prepares and manages the softball operating budget. Communicates regularly with Treasurer on finances including revenues and expenses. Approves all expenditure of softball funds.

Shall appoint members to softball subcommittees in accordance with these rules. Softball Director for JTAA's Executive Board.

### **2.5.2. Vice President/Parliamentarian**

Assist the President in any matters delegated and substitute for the President whenever needed. The Vice President/Parliamentarian is responsible to ensure that all meetings are run in an orderly manner and that all rules and regulations as set forth in the Operating Manual and League Rules are adhered to at all times. As such, the Vice President/Parliamentarian serves as chairman of the Rules Subcommittee and conveys to the Committee any rule changes recommended by the Subcommittee.

### **2.5.3. Softball Commissioner / Assistant Softball Commissioner**

The Commissioner shall be the liaison between the Jupiter Parks and Recreation and JTAA in all matters relating to the availability, preparation, and scheduling of playing fields for practices and league games. It shall be the duty of the Commissioner to establish ground rules for the playing fields, and be the overall coordinator of league games.

The Softball Commissioner shall oversee the Division Directors who shall be responsible for tryouts and supervision of games. The Softball Commissioner, or his designee acts, shall coordinate and run the recreational season draft. The Softball Commissioner shall be responsible for the preparation of schedules for all practices and games in the Recreational season for all divisions and for the coordination, supervision and recruiting of personnel to umpire all JTAA Softball games.

The Assistant Softball Commissioner shall assist the Softball Commissioner in carrying out these responsibilities.

### **2.5.4. Secretary**

The primary purpose of the secretary is to record all official Softball Committee activity.

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Record and transcribe the minutes of all official Softball Committee meetings. It is important to record attendance, decisions made, future required action items, who is responsible for the action item and when the item is due. The minutes should be prepared and copied as soon as possible following the meeting.

At the latest, copies of the previous meeting minutes should be distributed at least three days before the next meeting. The minutes will be approved at the next meeting.

Maintain the organizations official record book. This includes maintaining a chronological history of the league highlighting significant events.

Assist in the drafting and mailing of official correspondence from the Committee. All official correspondence should be on official JTAA letterhead stationery. The stationery is provided by the JTAA Executive Board.

### **2.5.5. Treasurer**

The primary responsibility of the Treasurer is to assure all deposits are made, recorded and processed in accordance with JTAA requirements. All Softball revenues including the travel and recreational programs must be submitted to, and handled and deposited by the Treasurer and reported to the President.

Specifically, the Treasurer shall:

- Receive revenues and record in a cash receipt ledger. The Treasurer shall maintain separate categories, coinciding to the budget line items, to identify each source of revenue.
- Deposit all revenues in the appropriate JTAA account and provide the JTAA treasurer a copy of all deposit slips with the budget category identified.
- Reconcile softball budget reports with those maintained by the JTAA treasurer.
- Required to present and provide monthly totals, annual totals and balances to the Softball Committee for the softball sport code of the current season, and have a copy available of the other softball sport codes account statements.
- Forward all invoices to the Softball Committee President for approval of payment.
- Develop a money handling policy and instruct the membership in the Softball Committees money handling policy. The policy shall be based on sound accounting policies.
- Develop end of the season totals for Spring, Summer and Fall programs, and all special events such as any Tournament (including State level or World Series tournaments) that are hosted by JTAA.
- Maintain and track Summer travel teams' revenues and expenses, and provide statements regularly to the committee and team managers.

### **2.5.6. Training Coordinator**

The primary responsibility for the Training Director shall be to ensure all coaches involved in JTAA Softball are properly certified and have been instructed in the coaching techniques and methods approved by the JTAA Softball Committee.

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The National Youth Sports Coaches Association Certification is required for anyone coaching youth sports in JTAA. The Training Director shall ensure the NYSCA training is provided for those coaching Softball and shall follow up to ensure all coaches are certified.

Specifically, the Training Director shall:

- Develop and maintain a list of potential coaches based upon the registration forms and applications completed during registrations.
- Ensure all coaches are notified of the required NYSCA training and are provided the schedule for that training.
- Obtain from the town the list of coaches who have successfully completed certification.
- Notify the Softball Committee of any coaches who are not certified for the current season.

The Training Director shall research and recommend appropriate skills training for Softball coaches. This training shall be provided on a continuing basis to ensure the coaching instruction provided to players is consistent from season to season and from coach to coach. Specifically, the Training Director shall:

- Investigate and identify the best known throwing, catching, hitting, running and strategy techniques for presentation to coaches.
- Recommend providers of coaches training and handle the logistics for setting up such training.
- Maintain records on the Committee-provided training received by all coaches.
- Ensure all coaches have current copies of the JTAA rules and the United States Specialty Sports Association (USSSA) rulebook.
- Follow-up with Division Directors to determine whether coaches are using coaching practices approved by the JTAA Softball Committee.
- Ensure coaches are provided a training manual that shall contain the following information:
  - JTAA Softball Mission Statement/Creed
  - Softball Organization description and Committee Member phone numbers
  - NYSCA Code of Ethics
  - Disciplinary Guidelines
  - Team/Parent Introductory Meeting Agenda
  - Practice Administration
  - Training Terminology
  - Suggestive Defensive Strategy
  - First Aid information
  - Injury Report Form (Insurance Form)

### **2.5.7. Sponsorship and Fundraising Chairman**

Responsible for fundraising of all softball programs, soliciting and obtaining sponsors. Specific duties include the following:

- Presenting fundraising options to the Softball Committee for approval.
- Maintain a file of contributing sponsors for the league.

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- Send letter to past sponsors and potential sponsors in November soliciting support for the upcoming Recreational League.
- If necessary, chair a subcommittee to assist in the solicitation of new sponsors.
- Communicate sponsor information to the Committee.
- Maintain receipts in accordance with Softball's money handling policy.
- Ensure sponsor plaques are provided to the sponsors after the completion of the league.
- Coordinate online sponsors with Registrar.

### **2.5.8. Equipment Manager/Assistant Equipment Manager**

Responsible for inspection, maintenance and inventory of all softball equipment including:

- Repairs, issues and collects equipment for the various leagues.
- Recommends new or additional equipment for purchase.
- Developing an equipment check-out/check—in process for the Spring program.
- Keeping on hand and maintaining in operating condition field lining equipment including chalk machines and chalk line strings.
- Maintain batting cages in good operating condition.

Responsible for all major equipment procurements. Develops and maintains a supplier base for awards, trophies, and equipment for the league and tournaments. Solicits bids, places orders, and arranges deliveries.

The Assistant Equipment Manager shall assist the Equipment Manager in carrying out these responsibilities.

### **2.5.9. Registrar**

The Registrar shall ensure registrations for JTAA Softball Leagues are processed and reported in a timely manner and that fees collected are safeguarded and transferred to the Treasurer.

Specifically, the Registrar shall:

- Coordinates online registration.
- Submit proposed dates for registration to the Softball Committee for approval.
- Work with the Softball Committee to design a flyer and ensures registration form is posted on the Softball webpage.
- Ensure the Registration notices are mailed to current participants in time to allow them to register.
- Ensure that notices are published in the local papers and flyers are circulated in all of the schools.
- Collect registration fees and information and ensures any collected money is turned in to the Softball Treasurer promptly.
- Report the number of registrants (by age group) to the Softball Committee.
- Coordinates online sponsor registration with Sponsorship Chairman.
- Coordinates online Manager and Coach applicants with Softball Commissioner.

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## **2.5.10. Concessions Director**

Responsible for all concession-related activities for the leagues and tournaments, includes ordering and stocking concession items. Scheduling, training and supervising concession managers. Ensures money is handled in accordance with the money handling policy.

## **3. OTHER POSITIONS**

In addition to the Committee positions, the Committee shall have the authority to approve other positions it deems appropriate, including (but not limited to) the following positions with either JTAA volunteers or Committee members:

### **3.1. Division Directors**

The following recommendations will be made by the Softball Commissioner each year:

- Director - Division 1 (5 & 6 year olds)
- Director - Division 2 (7 & 8 year olds)
- Director - Division 3 (9 & 10 year olds)
- Director - Division 4 (11 & 12 year olds)
- Director - Division 5 (13 - 16 year olds)

Assists the Softball Commissioner in the operation of the Spring Recreational League. Organizes division evaluations, the draft, provides the interface with the coaches within the division, arbitrates disagreements, provides coverage at all division games, and evaluates coaches at the end of the season. Ensures all team money is turned over to the Treasurer in a timely manner. Ideally, the division director shall not manage a team in his/her division. The following specific responsibilities can be shared between division directors who are present at the same time:

- In charge of practice and game days for his or her division.
- Forty-five minutes before the first game for division, ensure fields are being prepared by home team and that concession stand is staffed appropriately.
- Check in Concessions and Scorekeeping before the start of the games to ensure volunteers for scorekeeping, fields or concessions are present. The Division Director can declare a forfeit due to a team's lack of compliance to JTAA Softball volunteer rules.
- Ensure scorebooks, game reports, pencils and sponsor announcements are ready for use.
- Ensure any additionally required equipment is present before and after each game.
- Ensure game reports completed by home team for each game and left in the game report box.
- Ensure each game has an umpire and if not assign an impartial replacement.
- Record the results of each game in an official book and post the scores and wins and losses in designated area. Make a note of umpire's name in book. Results should be posted weekly.

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- Division Directors having the last game of the day ensure the concession stand is properly shut down and locked up.
- Division Directors having the last game of the day ensure all garbage is left in garbage cans and grounds are clean.
- Division Directors having the last game of the day ensure equipment is locked up in storage.
- Ensure sponsor announcements are made at least once each game.
- Maintain open communications with coaches to assist with various needs. A Division Director's main objective is to be a liaison between managers, coaches and the Softball Committee. Attends committee meetings January through April. Solicits delegate parents for exchange of information at committee meetings.

### **3.2. Travel Coordinator**

The President may appoint a Travel Coordinator. If appointed, the Travel Coordinator shall be approved by the Softball Committee. The travel coordinator ideally shall not have a child participating in the travel program, nor manage or coach a travel team. Responsibilities include:

- Providing all tournament information to travel team managers.
- Maintaining contact/communications with all sanctioning bodies to disseminate pertinent information to travel team managers.
- Maintaining and verifying rosters.
- Coordinates with equipment manager the purchase of travel equipment.
- Administering summer and fall travel teams in coordination with the appropriate committee members and subcommittees.
- Working with the Treasurer of the Softball Committee.
- Registering for tournaments and following up that registration checks have been sent.
- Coordinates the purchase of uniforms.

### **3.3. Tournament Directors**

The President shall appoint members to run any Tournaments held separate and apart from the Spring Recreational League such as Fall and Summer tournaments that the Committee may host. The Tournament Director shall be responsible for coordinating the availability, preparation, and scheduling of playing fields. It shall be the duty of the Tournament Director to establish ground rules for the tournament, and be the overall coordinator of the tournament.

Responsibilities include preparation of the tournament package including rules; scheduling games, fields and practice times; scheduling coverage to ensure a league or Committee official is present at all games; coordinate game times with umpires, confirm dates with the Town of Jupiter and the Concession Director; arrange field preparation and maintenance; check insurance, collect rosters and entry fees; ensure money is turned over to Treasurer in timely manner; post copy of schedule, standings and maintain up to date results of all games; ensure scorebooks and scorekeepers are available; order trophies and ensure they are on hand for awards ceremonies.



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## **4. SUBCOMMITTEES**

The Softball Committee may have standing subcommittees to be staffed by volunteers from within JTAA Softball. All subcommittees should include at least one Softball Committee member. Examples of subcommittees include:

- Rules
- Complaint Hearing Committee
- Community and Public Relations

### **4.1. Rules**

The Rules Subcommittee shall consist of the Vice President/Parliamentarian, the Softball Commissioner, and at least one other person. The Vice President/Parliamentarian, or a designee, shall serve as the chairman. The Rules Subcommittee shall recommend to the Softball Committee any proposed rule changes.

### **4.2. Complaint Hearing Committee**

The Complaint Hearing Committee will be established as necessary to investigate written complaints according to the Discipline policies described in Section 5.1.

### **4.3. Community and Public Relations Subcommittee**

Shall be responsible for collecting and disseminating information such as league standings, to the membership and news media and other duties and responsibilities as defined by the president. Will enlist the services of the news media to promote and enhance the program in an effort to attract more participation from within the community. Additionally, shall maintain/update the softball web pages on the JTAA website under the direction of the JTAA Executive Board's Website Content Manager and the Softball Committee President.

**ALL DIVISION DIRECTORS, TOURNAMENTS DIRECTORS, TRAVEL COORDINATORS AND SUBCOMMITTEE CHAIRPERSONS ARE ENCOURAGED TO ATTEND MEETINGS OF THE COMMITTEE.**

## **5. POLICIES**

### **5.1. Discipline**

#### **5.1.1. Complaints**

JTAA Executive Board Policies establish the disciplinary guidelines which must be followed by all sports. In the event that the guidelines presented here are in conflict with current JTAA Executive Board Policies, JTAA Executive Board Policies will govern.

## **JTAA Girls Softball League Rules**

These guidelines apply to players, coaches, league officials, and spectators. Complaints may be lodged by coaches, game officials, league officials, Softball Committee members, parents or any other member of JTAA. All complaints shall be submitted in writing (excludes email). All written complaints will be formally investigated by the Softball Committee. Written complaints will be immediately copied to all Softball Committee members upon receipt.

### **5.1.2. Investigation, Committee Action and Disposition**

Procedure is as follows:

- 1) The Softball Committee shall review all written complaints within 10 days of receipt.
- 2) Based upon review, the Softball Committee shall either:
  - a) Determine if complaint has no merit
  - b) Determine if complaint is valid
- 3) If in the opinion of the Softball Committee a complaint has no merit, the President shall notify the concerned individual (s) in writing explaining the procedures the Committee has taken, the reasons the Committee has considered the complaint without merit and the instructions on how to appeal this decision to the Executive Board. The President shall also offer to discuss the Committees opinion with the concerned individual(s); however, this offer will not extend any time periods for appeal. These actions should be taken immediately after the Committee renders a decision that a complaint had no merit and in normal cases the response to the individual(s) should not take longer than three (3) days following the decision.
- 4) If, in the opinion of the Committee a complaint is a valid complaint, the President shall select a hearing committee made up of at least three (3) JTAA members that are independent of the matter and shall set a hearing to resolve the matter. If the complaint was related to the Spring recreational league, the Softball Commissioner shall be one of the members. The hearing committee shall be approved by the softball committee.
- 5) Hearing conduct guidelines:
  - a) The hearing should be set as soon as possible but no later than ten (10) days from the date the complaint is filed.
  - b) Affected individuals shall be notified of the hearing and invited to the hearing. Although written notice is preferable, a telephone call is sufficient; however, leaving the message on an answer machine is not acceptable. The affected individuals must be spoken to directly if this mode of communication is used.
  - c) The individual in question may invite witnesses.
  - d) The individual may answer the complaint either in writing or in person at the hearing.
  - e) The hearing committee may allow additional information or speakers in its discretion.

## **JTAA Girls Softball League Rules**

- f) Witnesses and/or additional speakers should be called one at a time to be heard by the hearing committee and the individual in question. No more than one witness or additional speaker should be allowed in the hearing room at a time. Witnesses and speakers should be asked not to talk to each other about the hearing or the concern in question while waiting to be called.
  - g) The hearing committee should record key facts from the hearing in minutes and these minutes should also include date, time, and those in attendance. Absent extraordinary circumstances, these minutes are to be forwarded within 48 hours to the Softball Committee along with the hearing committee's findings and recommendations.
- 6) Within 48 hours from receipt of the hearing committee's findings and recommendations, the Softball Committee will approve the hearing committee's recommendations or make their own decision based on the hearing committee's findings regarding sanctions in accordance with JTAA's minimum disciplinary guidelines.
- 7) Once the sanction has been determined, a letter to all affected parties shall be hand delivered or mailed within one (1) week of determination. The letter should be copied to the JTAA Executive Board Secretary and must contain the following:
- a) Synopsis of specific complaint
  - b) Result of hearing (include date, time, attendance of hearing)
  - c) Sanction issued by sport
  - d) Instructions on how to appeal to Executive Board

If mailed, the letter is to be sent by both regular and certified U.S. mail with returned receipt to the JTAA, P.O. Box 3024, Tequesta 33469 and a copy is to be kept on file by the Executive Board's secretary and in the Sports Committee's minutes. Care should be taken to ensure that this notification is performed in a prompt manner, as the recipient's time to appeal to the Executive Board starts upon receipt of notification.

NOTE: This procedure should be administered considering that time is critical. Also, the Softball Committee, hearing committee members, witnesses, and executive board members should strive to observe confidentiality in the process when involved in disciplinary matters. Care should be exercised at all times to minimize embarrassment to all individuals involved in these matters. Information regarding such matters should be limited solely to those involved in the process. It is the policy of the Jupiter Tequesta Athletic Association not to comment publicly on internal disciplinary matters. Members who violate or disregard this policy will be subject to termination.

### **5.2. Refunds**

Requests for refunds must be made online and will be handled by the applicable policy. Refunds will not be given after the softball draft date. Late fees will not be refunded.

# JTAA Girls Softball League Rules

## 5.3. Travel Policies

### 5.3.1. Selection of Manager

Prospective managers for travel teams will be solicited in August of each year. An advertisement shall be placed in the Jupiter Courier. Candidates will be interviewed one at a time by the Softball Committee at their August meeting. The Committee will select one (1) travel manager per team. Managers will be selected based on their ability to impartially and effectively lead both the players and their parents as well as work with a group of coaches in an effort to become a highly competitive team during the year.

Managers will generally serve for a period of one year, from August to July covering the Fall and Summer travel seasons, at the discretion of the Committee. Travel Managers will conduct a tryout prior to finalizing their roster.

In making its decision as to the managers and coaches, the Committee shall consider the following:

- Best interest of the players.
- The ability to reflect the ideals of JTAA Softball.
- Years of experience managing or coaching teams in JTAA Softball.
- Involvement or participation in JTAA Softball's training program.
- Overall involvement in the Softball program.

The President of the Softball Committee shall submit all the names of all approved managers and coaches to the JTAA Executive Board for their approval prior to the start of the season. The Softball Committee reserves the right to rescind a manager's appointment between the Fall and Summer seasons based on their performance in the fall.

The Softball Committee may appoint as many managers as the Committee deems appropriate based on the number of interested players in any particular age group. Summer travel teams will be selected after January 1 for the upcoming summer season. Fall teams will be selected in August or September. A player selected for a fall team is not guaranteed a spot on a summer travel team. Managers will conduct a tryout prior to finalizing their roster.

In accepting a position as a manager of a JTAA Softball Travel Team, managers are accepting the responsibility of compliance with the policies, procedures, and rules as set forth throughout the current version of this ***JTAA Girls Softball Policy Manual and League Rules***, which will be made available on the JTAA Softball web site (and in print, upon request).

### 5.3.2. Background Check / Screening

All Travel managers (and any assistant coaches they may select) are required to fulfill all initial and recurring background check / screening requirements as set forth by the JTAA Executive Board. Failure to fulfill this requirement is cause for removal from all participation in JTAA Softball.

## **JTAA Girls Softball League Rules**

### **5.3.3. Team Selection**

Managers are responsible for selecting their own team. Any player selected by the manager must actively participate in a sanctioned Spring Recreational League. Players participating in high school level programs or other schools where softball is a spring sport will not be required to play in any Spring Recreational League in order to participate in the Travel program.

It is the intention of JTAA Softball that all qualified (based on evaluations) players selected in the 8, 10, 12 and 14 & under teams are required to play within their age division. Exceptions to this policy may be authorized in limited circumstances upon petition to the Softball Committee, whose decision will be final. All girls will be evaluated for their age group as established under USSSA guidelines, without respect for any requests to play in a different age group.

Any child participating in high school level programs is eligible to play for a team in an older age division provided she is selected by the manager. If she is not selected by the older age division team, she may try out for her appropriate age division.

The manager may move his/her team up an age level to participate in tournaments during the fall or summer.

Players will not be permitted to be placed on a team if player/family is not paid up from previous season to the satisfaction of the Softball Committee prior to starting new season.

All managers must comply with directives related to the "80/20 Rule" as applied by the JTAA Executive Board Policy Manual.

### **5.3.4. Season Guidelines**

The manager of each team will be allowed discretion to establish a plan for the season specifying number of tournaments, amount of travel, and fund-raising expected from their team. This plan is to be provided to the Travel Coordinator, who shall have the right to approve such plan. In the event of a disagreement between the team manager and the Travel Coordinator, the Softball Committee will make a final determination as to the appropriate plan for each team.

### **5.3.5. Manager Responsibilities**

Travel Managers shall be responsible for the following:

- Conducting a parents meeting to determine objectives and goals and to address practical travel matters.
- Ensuring players and coaches reflect the ideals of JTAA Softball at all times. This includes maintaining a spirit of fair play and sportsmanship on and off the field.
- Collecting and keeping track of all registration fees, sponsorship fees, hotel money, and other money turned in.
- Turning in all money collected through fees or other fund raising activities to the Treasurer.

## **JTAA Girls Softball League Rules**

- Maintaining a list of team sponsors with names and addresses. This list shall be turned into the Softball Committee prior to the end of the season so that plaques can be sent out.
- Responsible for all appreciation letters sent to team sponsors.
- Obtaining the team banner identifying major sponsors.
- Preparing and submitting a budget to the Softball Committee identifying tournaments, travel planned and detailed line item expenditures.
- Completing the insurance incident report for softball related injuries and turning it in promptly to the Softball Committee and sanctioning body.
- Teams are responsible for covering expenses beyond their budget.
- Summer tournament schedules shall be coordinated with the Travel Director. The Travel Director can request a change to the schedule.
- No uniform shall be given to a player prior to receiving the all fees associated with that travel season.

### **5.3.6. Practice Policies**

Travel teams may practice as often as the manager deems necessary within the following mandatory guidelines.

- No Sunday practices before 1:00 p.m.
- All teams must take at least one day off per week from practice, games or travel.

### **5.3.7. Travel Finance Policy**

The Softball Committee will pay actual reasonable and customary expenses associated with the players' and coaches' travel. Payment of expenses will be in accordance with approved budgets.

Expenditures of non-budgeted funds must be submitted to the Softball Committee for approval. The Softball Committee will consider these requests on a case-by-case basis. In considering the additional expenditures, the Committee will consider the amount of fund-raising accomplished by the team, the potential impact on JTAA tax exempt status, the appearance to those donating money to the program, and consistency among the teams. Funds raised shall only be directed to the benefit of the player.

### **5.3.8. Travel Hotel Policy**

When assigning rooms for overnight stays, the manager shall make sure arrangements are made for players not accompanied by parents. Under no circumstances shall a male manager or coach share a room with an unaccompanied player. Unaccompanied players may not share a room with an unrelated male unless an adult female is also in the room.

Managers shall advise parents and players of appropriate hotel conduct, keeping in mind that everyone associated with a travel softball team is representing JTAA.

## **JTAA Girls Softball League Rules**

### **5.4. Coaches Selection**

The Softball Committee shall approve the managers and coaches for all Travel teams.

**JTAA Girls Softball  
League Rules**

# **JTAA Girls Softball League Rules**

## **1. GENERAL INFORMATION**

### **1.1. The JTAA Softball Program**

The JTAA Girls Softball Program is governed and managed by the JTAA Softball Committee under rules and policies established by the JTAA Executive Committee. The JTAA Softball program is operated entirely by volunteers. No one--not the President, Committee Members, Softball Commissioner, Division Directors, Managers or Assistant Coaches--is paid. All registration fees, sponsorship fees, concession revenues and fundraising proceeds go into the softball budget to pay operating expenses, which includes such items as uniforms, umpires, equipment, insurance, awards, and coach and player training. Copies of the Softball Budget, ***JTAA Girls Softball Policy Manual*** and ***JTAA Girls Softball League Rules*** are available from the Softball President upon request.

### **1.2. JTAA Softball Leagues**

The Softball Committee operates the following programs:

**Spring Recreational League** – This is our main community program. After all players are evaluated, teams are drafted and the games begin. Certified Coaches are provided. Coaches clinics are given to ensure all girls have knowledgeable and consistent direction. Participations limited to three times per week. (February-May)

**Travel Program** – The travel program is offered to all girls actively participating in a spring softball recreational league. Participation is mandatory in a sanctioned Spring Softball Recreational League except for girls participating on a high school level softball team or on a school softball team where softball is a spring sport. The purpose of this program is to develop competitive softball teams with the ability to compete on a statewide and national level. One or two teams can be fielded in each age group. They develop skills to play the best in the world, building confidence and self-esteem. The skills feed back into the League programs for both players and coaches. In addition, a fall travel program may be offered to those girls interested in a more competitive environment, provided they are selected by the manager. The fall travel program provides travel team quality players an opportunity to improve their softball skills and sportsmanship-like attitudes in a competitive atmosphere. The program is intended to teach the girls the meaning of teamwork and good sportsmanship, win or lose. During the Spring Recreational Season, the travel program is limited to two participations per week.



# JTAA Girls Softball League Rules

## 1.3. Insurance

The JTAA Softball Committee purchases excess medical insurance for all players. The insurance provides secondary medical coverage for injuries sustained by a covered player while participating in the JTAA softball program. A deductible applies.

## 2. GENERAL REGULATIONS

An objective of the JTAA is to develop good citizens as well as good athletes. All players will bat and be in the defensive lineup according to player rules. Coaches and managers should demonstrate good sportsmanship at all times.

Anyone suing the Association in an official capacity may be suspended or dismissed by the JTAA Softball Committee or the JTAA Executive Committee when such action is considered best for the Association.

The head game official will report to the Softball Commissioner any violation of the Creed or General Regulations by a manager, coach, player, or anyone officially connected with the Association. The JTAA Softball Committee shall take appropriate action according to the policies described herein.

All spectators, managers, coaches and officials will:

- Maintain discipline at all times
- Not use profane or vulgar language
- Not smoke on the playing field during practice or games
- Not permit drinking of alcoholic beverages during practice or games
- Not permit a spectator to harass any player on any team for any reason. Should this happen the game will be forfeited and the individual subject to suspension.
- Participate in the PAYS program.

In accepting a position as a manager of a JTAA Recreational Softball Team, managers are accepting the responsibility of compliance with the policies, procedures, and rules as set forth throughout the current version of this ***JTAA Girls Softball Policy Manual and League Rules***, which will be made available on the JTAA Softball web site (and in print, upon request).

### 2.1. Background Check / Screening

All coaches / managers (and any assistant coaches they may select) are required to fulfill all initial and recurring background check / screening requirements as set forth by the JTAA Executive Board. Failure to fulfill this requirement is cause for removal from all participation in JTAA Softball.

### 2.2. Team Selection

Teams for the Spring Recreational League are selected by the managers approved by the softball committee at a draft that will take place following evaluations. Each Division Director

## **JTAA Girls Softball League Rules**

along with the Commissioner will supervise the Draft. If the Commissioner is a manager of a team, another committee member will supervise.

Rules of the Draft:

- No individual may manage more than 1 team unless approved by the Committee.
- Manager's daughters must be on their team
- Co- managers are not permitted unless needed for qualification process
- Draft numbers are selected in a blind draw. Draft numbers cannot be traded or passed. The draft will be started by the Manager that drew #1 and will move in sequence to the highest number in the draft. The second round will start with the highest number in the draft and work backwards to #1. The process will continue until the draft is completed.
- If necessary, as determined by the Softball Committee, the first round of the draft in Divisions 3, 4 & 5 will be for pitchers who must come from an isolated list. The committee will rate the pitchers.
- All Managers whose daughters are on the pitching list must pick their daughters in the pitching round in the order reflective of their daughter's overall rating e.g. if there are 6 teams, and the manager's daughter is the 3rd highest rated player, that manager will automatically be team 3 in the draft. Should there be a tie amongst managers, they will draw straws for the 2 or more positions.
- Managers must pick their daughters in the round their daughter's overall draft placement, and before they can pick any other player rated the same or lower.
- Trades amongst managers are permitted at the draft and must be approved by the Division Director and the Commissioner.
- Managers must contact their teams no later 48 hours after the draft.

### **2.3. Evaluations**

The Committee will use reasonable efforts to ensure that all players are evaluated. The evaluation panel will consist of prospective managers, members of the Softball Committee, and possibly coaches, if necessary. The panel will evaluate all players in each division on a day and time to be established by the softball commissioner. The Softball Commissioner may, in his reasonable discretion, schedule make up dates to evaluate any player(s) who missed the official try out. Following evaluations, , the Softball Commissioner will prepare a list of players eligible for the draft, ranked highest to lowest, and distribute that list no later than 3 days prior to the draft, to all Managers.

If the player is not evaluated, the player will go on a waiting list, and she will be placed on a team according to the Softball Commissioners discretion.

### **2.4. Requests**

The League will consider requests but do not guarantee they will be honored. Requests must be presented in writing prior to team selection. The Softball Commissioner will make the determination whether to honor requests. Requests will not be considered that would result in a loss of parity among the teams. All requests will be handled by the Softball Commissioner on an individual basis.

# **JTAA Girls Softball League Rules**

## **2.5. Late Registrants**

All late registrants will be evaluated and placed on a waiting list and will be placed on a team by the Division Director, with concurrence from the Softball Commissioner, as openings occur. The Division Director may use discretion in placing players to not cause a loss of parity among the teams.

## **2.6. Age Groups**

Girls are encouraged to play in their own age group. Age determination shall be based on the age of the player as of December 31 of the previous year.

Parents may petition the Softball Committee to allow their girls to move up one age group (according to USSSA guidelines). Requests for a player to play up one age group from Division 1 to Division 2, or from Division 2 to Division 3, will generally be approved without restriction by the Softball Committee.

Requests for a player to play up one age group from Division 3 to Division 4, or from Division 4 to Division 5, will be considered by the Softball Committee on a case-by-case basis, and may be allowed or disallowed as the Softball Committee deems appropriate. Such petitions will consider the best interest of the Spring Recreational softball program, the integrity of the age division, and the best interest of the player, as determined by the Softball Committee.

All girls will be evaluated for their age group as established under USSSA guidelines, without respect for any requests to play in a different age group.

## **2.7. Practices**

Practice dates and times are determined by the Softball Commissioner. They could be held on weekday evenings, Saturday and Sunday.

## **2.8. Practice Sites**

All practices must be held on JTAA approved fields only.

## **2.9. Games**

Games are generally held once or twice a week for Divisions 1 and 2, and two or three a week for divisions 3, 4 and 5. Games for Division 1 and 2 are scheduled for Saturday mornings with at least one game under the lights on a weekday, based on field availability. Divisions 3, 4 and 5 normally have one weeknight, Saturday and/or Sunday game. Double headers may be scheduled.

# JTAA Girls Softball League Rules

## 2.10. Team Parents

Each team must have a Team Mom or Team Dad (or Team Grandma, etc.). Team Parents assist the team manager in organizing and coordinating all off-field activities. The Team Parent schedules parents to work concession, provide scorekeepers for each game, provide the field crew when it is the team's turn to do so, coordinates an end-of-season team party, and helps coordinate team participation in fundraising activities. Team Parents are required to attend a meeting to learn and understand the duties and responsibilities of their role.

## 2.11. Disciplinary Guidelines

JTAA Executive Board Policies establish the disciplinary guidelines which must be followed by all sports.

These guidelines apply to players, coaches, league officials, and spectators. Complaints may be lodged by coaches, game officials, league officials, Softball Committee members, or any member of JTAA.

Written complaints will be formally investigated by the Softball Committee in accordance with **JTAA Girls Softball Policy Manual Section 5.1.1, Complaints**. Written complaints will be immediately copied to all Committee members upon receipt.

### Sanctions for Players

<i>Infraction</i>	<i>Directed Towards</i>	<i>Consequence</i>
Foul or abusive language	Another player	Ejection from game or practice
	A coach or spectator	Ejection from game or practice
	An umpire or official	Ejection from game and a 1 game suspension
Serious foul play	Another player (no injury)	Ejection from game
	Another player resulting in an injury	Ejection from game and a 2 game minimum suspension
Threatening gesture and/or language	A player, coach, official, or spectator	Ejection from game and a 2 game suspension
Kicking, striking, or bodily assault	A player, coach, official, or spectator	Ejection from game and a 4 game suspension
Second offense, same season		Suspension for balance of season
Third offense within one year		Suspension from all JTAA sports for one year

# JTAA Girls Softball League Rules

## Sanctions for Coaches and League Officials

<i>Infraction</i>	<i>Directed Towards</i>	<i>Consequence</i>
Foul or abusive language	A player, coach or spectator	Ejection from game and a 1 game suspension
	An umpire or official	Ejection from game and a 1 game suspension
Threatening gesture and/or language	A player, coach, official, or spectator	Ejection from game and a 2 game suspension
Kicking, striking, or bodily assault	A player, coach, official, or spectator	Ejection from game and a 1 year suspension from JTAA Softball
Second offense within one year, in any sport		Lifetime suspension from all JTAA sports

## Sanctions for Spectators

<i>Infraction</i>	<i>Directed Towards</i>	<i>Consequence</i>
Interference with the conduct of the game	Resulting in stoppage of play	Warning
Second offense, same game		Ejection from the field or park
Foul or abusive language	A player, coach, referee or official	Ejection from the field or park
Threatening gesture and/or language	A player, coach, official, or spectator	Ejection from field or park and a 1 week suspension from attendance or participation
Striking in any threatening fashion	A player, coach, official, or spectator	Ejection from field or park, a 1 year suspension, and possible removal of child(ren) from JTAA
Second offense		Lifetime suspension from all JTAA sports

These sanctions are the minimum guidelines specified by JTAA. The Softball Committee may, if circumstances warrant, impose additional or more stringent sanctions.

Any violation of these disciplinary guidelines shall be reported to the softball committee.

### 3. GENERAL PLAYING RULES

These rules apply to the regular season. Section 7.4 contains additional rules and modifications for the post-season tournament. Players must remain in the dugout and are required to pick up trash before leaving the dugout.

# **JTAA Girls Softball League Rules**

## **3.1. Affiliations**

All games will be played according to United States Specialty Sports Association (USSSA) rules except as amended by the local rules listed herein. League local rules supersede USSSA rules.

## **3.2. Player Minimum**

A team must field the minimum number of players for its division. A team that cannot field the required number of players after the starting time forfeits.

## **3.3. Dugouts**

Home team has third base dugout; visiting teams occupy the first base dugout. Players must remain in the dugout. Teams are required to pick up trash before leaving the dugout. Under no circumstances is writing on the dugout walls allowed.

## **3.4. Time Limits**

Game limit is 7 innings or the appropriate time limits as defined under each age division's rules. A new inning starts after the last out of the previous inning. Games will end at the end of regulation time where the team with the fewer runs cannot win the game because of the five run per inning limit. The final score will be the score of the game when time expired.

## **3.5. Run Rules**

There will be a five run per inning limit in all divisions except in Divisions 1 & 2. After a team has scored five runs, the side will retire; runs in excess of five per inning will not count.

## **3.6. Uniforms**

All players are to wear full uniforms. Players may play with or without their league issued visors; if such visors are provided by the league. .

All shirts must be tucked in throughout the game. If an umpire asks a player to tuck in her shirt and she refuses she can be called out.

Players will be asked to remove jewelry. To prevent injuries, rings, earrings, necklaces, bracelets, watches must be removed before the game and practices.

Coaches are required to wear their team uniform or a JTAA supplied shirt at all games.

# **JTAA Girls Softball League Rules**

## **3.7. Bases**

1st base double bases ("safety bases") are highly recommended although not mandatory on all fields used by JTAA Softball pursuant to USSSA rules.

## **3.8. Participation Limits**

There will be maximum and minimum of 3 participations per week. The only exceptions are girls participating in JTAA sponsored clinics and those participating in the Travel Program.

## **3.9. Sliding**

Sliding is permitted in all age groups, and encouraged in Divisions 3, 4 and 5. Coaches must instruct their players on proper sliding techniques before the first game. If a coach is unsure how to coach sliding, the division director can arrange for assistance.

## **3.10. Inclement Weather**

Regardless of weather, teams must report to the field in full uniform, ready to play, until the game is called. The only ones who can cancel a game are the Jupiter Parks and Recreation Department, umpire, Softball Commissioner, Division Director or a Softball Committee member, in that priority. Coaches cannot agree to cancel or postpone games; if both teams don't show up for scheduled games, it will be recorded as a double forfeit.

Jupiter Community Park is protected by the Thor Guard Lightning Prediction and Warning System. Thor-Guard predicts the probability of a lightning hazard in an area up to 25 square miles. More importantly, it also provides a specific reading of the risk in the immediate area.

In the event that the Thor Guard Lightning Prediction System horn sounds, players and spectators must calmly start moving out of the stands and off of the playing fields, including dugouts, and go to their cars for safety reasons. Players are not permitted to remain in dugouts.

For locations other than Jupiter Community Park, players and spectators must move out of the stands and off of the playing fields, including dugouts, and go to their cars for safety reasons at the sight of lightning. Players are not permitted to remain in dugouts.

## **3.11. Umpires**

One or two umpires are scheduled for each game, except for Divisions 1 & 2. In the event no umpire is present, the Softball Commissioner has the authority to appoint an umpire for the game. Refusal of any team to play a game as a result of these situations will result in a forfeit.

No protests will be allowed!

Managers are responsible if his/her coaches, team or team parents become abusive to the opposing team or the umpires. In the event of a forfeit, umpires must still work the game.

## **JTAA Girls Softball League Rules**

Umpires may stop a game if spectators are in violation of a JTAA rule or are becoming disruptive. This rule also applies to parents and their children. If the umpire must stop a game due to unruly coaches, players, parents or spectators, the umpire will be requested to report the incident to the JTAA Softball Commissioner and measures will be taken to ban such unruly persons from the ballpark.

### **3.12. Protective Gear**

Helmet, mask, chest protectors and shin guards must be worn by catchers in fast pitch. The catcher must wear the equipment anytime she is taking pitches behind a batter. In addition, USSSA rules require any player warming up or practicing with any other player using a pitching motion wear a helmet and mask.

Batter, base runners and on deck batters must wear a helmet, both in games and in practice. Per USSSA rules, a helmet must be worn by a runner/batter at all times until the player is inside the dugout. All helmets must be equipped with an approved face guard for Divisions 2, 3, 4 and 5. In fast pitch, the on deck batter may stand in front of the dugout behind the batter; i.e. in front of the third base dugout for right handed batters and in front of the first base dugout for left handed batters.

### **3.13. Player Injuries**

If a player is injured while at bat and cannot continue, the player that made the last out will replace her without penalty to the team. If the player is unable to re-enter the game because of the injury, she shall be passed over during subsequent at bats with no penalty. A player passed over in the batting order may not re-enter the game defensively. The game may continue as long as the team is able to field the minimum number of players on defense.

If a base runner is injured after reaching base safely, the player shall be replaced on the base by the last out. The same re-entry rules apply.

### **3.14. Game Responsibilities**

Team listed first on the game schedule is the Visitor team, team listed second is Home.

The Home Team must set up (move the bases and locate appropriate pitching rubber) and line the field if the first game or freshen the lines, if necessary for later games.

- Distance between bases for all divisions is 60 feet.
- Location of the pitching rubber from home plate for Division 3 is 35 feet, for Division 4 is 40 feet, and Division 5 is 43 feet.

In Division 2, kid pitchers are allowed to pitch at 30 feet. A line will be drawn designating the 30 feet distance from home plate; however, no pitching rubber will be placed at this distance.

Coaches pitch from 35 feet.

The Visiting Team must provide a worker for the concession stand.



## **JTAA Girls Softball League Rules**

Both teams must provide a scorekeeper: The game will be forfeited if the scorekeeper and concession stand worker are not provided by game time. The Softball Commissioner, Division Director or any member of the Softball Committee may declare the forfeit. If either scorekeeper or concession person are not represented by game time the Manager must fill in until replacements are found regardless of forfeit.

### **3.15. Cheering**

Team spirit is encouraged as well as normal chatter; however, yelling "swing" or other distracting word and negative words toward opposing teams are not permitted, nor are negative cheers directed toward opposing pitchers. Positive team cheers are encouraged. Banging on the dugout walls is not permitted.

### **3.16. Absence**

If a player has 2 unexcused absences from practices, they can be required to sit out one game.

Coaches are requested to be reasonable.

### **3.17. Infield and Outfield Practice**

Infield and outfield warm-ups are permitted in all innings.

### **3.18. Team Parents**

All teams must provide a Team Parent. Team parents will be responsible to assign scorekeepers and concession workers for each game. They will also be asked to help organize their teams to assist in league functions such as opening day and fundraising.

### **3.19. Awards**

- All players in Divisions 1 and 2 will receive individual awards for league participation.
  - In Divisions 3, 4 and 5, individual trophies will be awarded for First Place and Second Place in the regular season and in the post-season tournament.
- Under JTAA rules, no coach, individual, or sponsor may give awards to any player or team; this includes individual trophies, game balls or other awards.

## **4. DIVISION 1**

### **4.1. Ball**

An 11" flexiball will be used all season.

# **JTAA Girls Softball**

## **League Rules**

### **4.2. Player Minimum and Maximum**

There is not a minimum number of players required to start the game, nor is there a maximum number of players that may play in the field during any inning. If additional players arrive after play has started, they will enter the line up in the last spot, not higher.

### **4.3. Time limit**

No new inning will begin after 1 hour. There is no drop-dead time limit.

### **4.4. Playing Rules**

Only 6 defensive players (including the catcher) may be positioned inside the baseline and may not be positioned closer than the pitcher or front edge of the circle (except the catcher). Outfielders must be beyond the baselines.

All players are in the batting order. Teams will bat six batters per inning. Coaches should rotate batting order each game. Coaches are encouraged to switch innings quickly to allow each player to bat at least twice within the approved time limit. To speed up play, the catcher should have equipment on prior to the end of the previous inning.

All players play in the field each inning. Coaches are encouraged to rotate infielders and outfielders throughout the season as appropriate, taking into consideration safety concerns, in order to give all players a chance to play as many different positions as possible. All players must play at least one inning per game in the infield. Any exception to this rule must be approved in advance by the Softball Commissioner and the Division Director.

Coach pitch will be introduced during the season, at the discretion of the Division Director or the League Coordinator. Coaches will pitch two pitches. Coaches can pitch from a distance he/she feels it is appropriate for the player. The batter has no liability of striking out. If batter does not connect with the ball, the batter will get three swings off a tee. If the batter does not hit the ball in fair territory off the tee, the batter is out.

### **4.5. Base Advance**

Base runners must stop and return to their base if they are not at least half way to the next base at the time the defensive team controls the ball in the pitchers circle or when the defensive team controls the ball in the infield, provided the lead runner is not advancing.

A foul ball is live when caught – a runner may advance at her own risk after tagging up.

Defensive interference – runner may be awarded one base.

Play stops once the defensive team controls the ball in the infield provided the lead runner is not advancing.

# **JTAA Girls Softball**

## **League Rules**

### **4.6. Overthrows**

On overthrows outside the field of play, the ball shall be called dead and the runners awarded the base they are going to. On overthrows in foul territory, the ball remains live and the runner may advance no more than one base, at the risk of being put out. On overthrows within the field of play, the ball remains live, the runners advance at risk of being put out.

### **4.7. On-field Coaching**

Four coaches are allowed on the field on offense – one at each base and one to coach the batter. If a coach touches a player while the ball is in play, that player is out. Two coaches may be on the field on defense – one behind the shortstop and one behind the second baseman.

## **5. DIVISION 2**

### **5.1. Ball**

An 11" flexiball will be used all season.

### **5.2. Player Minimum and Maximum**

There is not a minimum number of players required to start the game, nor is there a maximum number of players that may play in the field during any inning. If additional players arrive after play has started, they will enter the line up in the last spot, not higher.

### **5.3. Time limit**

No new inning will start after one hour and 5 minutes. There is no drop-dead time limit.

### **5.4. Playing Rules**

Only 6 defensive players (including the catcher) may be positioned inside the baseline and may not be positioned closer than the pitcher or front edge of the circle (except the catcher). Outfielders must be set up beyond the baselines. The coach can be ejected after repeated warnings.

All players are in the batting order. Teams will bat six batters per inning. Coaches should rotate batting order each game. Coaches are encouraged to switch innings quickly to allow each player to bat at least twice within the approved time limit. To speed up play, the catcher should have equipment on prior to the end of the previous inning.

All players play in the field each inning. Coaches are encouraged to rotate infielders and outfielders throughout the season as appropriate, taking into consideration safety concerns, in

## **JTAA Girls Softball League Rules**

order to give all players a chance to play as many different positions as possible. All players must play at least one inning per game in the infield. Any exception to this rule must be approved in advance by the Softball Commissioner and Division Director.

Players will have the option to pitch from 30 feet, although the pitching rubber will be placed at 35 feet.

Pitchers will pitch 3 pitches and the batter has no liability of striking out. If batter does not connect with the ball, the coach will pitch up to 5 pitches from 35 feet. A foul tip off the last pitched ball allows for another pitch.

A coach is required to back up the catcher. WE ARE ENCOURAGING PITCHERS TO PITCH AND BATTERS TO HIT.

Catchers gear will be provided and must be worn by the catcher. Pitching limitation is restricted to two (2) innings per player.

### **5.5. Base Advance**

Base runners must stop and return to their base if they are not at least half way to the next base at the time the defensive team controls the ball in the pitchers circle or controls the ball in the infield, provided the runner is not advancing.

A foul ball is live when caught – a runner may advance at her own risk after tagging up.

Play stops once the defensive team controls the ball in the infield provided the runner is not advancing.

### **5.6. Overthrows**

On overthrows outside the field of play, the ball shall be called dead. The runner(s) is awarded the base she is going to plus one. On overthrows in foul territory, a player may advance no more than one additional base, at the risk of being put out. On overthrows within the field of play, the ball remains live, the runners advance at risk of being put out.

### **5.7. On-field Coaching**

Three coaches are allowed on the field on offense - one at first base and one at third base, and one to coach the batter. The coach pitcher will be the fourth coach allowed on the field. The coach pitcher may only enter the game when pitching. A parent will be stationed behind the catcher to retrieve passed balls.

Two coaches may be on the field on defense – one behind the shortstop and one behind the second baseman.

# **JTAA Girls Softball League Rules**

## **5.8. Scores and Standings**

Scores and standings will not be kept for Divisions 1 & 2.

## **6. DIVISIONS 3, 4, & 5**

### **6.1. Balls**

Division 3 fast pitch teams will use 11" softballs for the entire season. Division 4 and 5 will use a 12" softball.

### **6.2. Player Minimum and Maximum**

A team must have at least 8 players to start a game. If additional players arrive after play has started, they will enter the line up in the last spot, not higher. In the event less than the minimum players per team are present, a game will be played and umpired but will count as a loss in the standings. For such a game, players may switch teams for the purpose of participation. In Divisions 4 and 5, there shall be no more than nine (9) defensive players on the field at any time. In Division 3, there shall be no more than ten (10) players on the field at any time.

### **6.3. Time limit**

No new inning will start after one hour 10 minutes. A new inning begins immediately at the conclusion of the home team's third out. There is no drop-dead time limit.

### **6.4. Tie Breakers**

In regular league play, games tied after completion of the last inning will remain tied.

### **6.5. Pitching Rules**

In regular league play, a Division 3 pitcher shall pitch no more than 2 consecutive innings per game but not to exceed 3 in a game. The pitcher may only pitch a third inning if it is at least a 5-inning game but in no event more than three innings in total. In Division 4, a pitcher may pitch up to 2 consecutive innings per game but not to exceed 4 innings. In Division 5, a pitcher may pitch up to 3 consecutive innings per game but not to exceed 4 innings. If a pitcher pitches in any portion of an inning, it is considered an inning pitched.

### **6.6. Playing Rules**

Players will pitch beginning the first game of the season.

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## **League Rules**

Coaches are encouraged to rotate playing positions throughout the season as appropriate, taking into consideration safety concerns, in order to give all players a chance to play as many different positions as possible. All players must play at least one inning per game in the infield based on a 3-inning game.

Preparation of at least a five inning game planner for each game is strongly encouraged to ensure this is complied with. Any exception to this rule must be approved in advance by the Softball Commissioner.

No player shall sit out more than one inning per game, unless all players have already sat out one inning.

All players must be in the batting order for all games. Managers who do not follow these rules are subject to disciplinary action.

A coach may make one visit to the mound per inning. Subsequent visits will result in the pitcher having to be removed from the pitching position, but not the field or the batting lineup, for the remainder of the inning.

In Divisions 3, 4 and 5, the following shall be applicable during all regular and post season games: (i) infield fly rule; (ii) dropped 3<sup>rd</sup> strike rule, (iii) maximum of five (5) runs per inning; (iv) base stealing, including stealing home; and (v) bunting.

In Division 3, no more than one base can be stolen on a pitch. Stated differently, in the event of a passed ball or wild pitch, a runner may advance only one base. Further, in the event a runner attempts to steal a base and the catcher or other defensive player attempts to throw the runner out, the runner may not advance an additional base in the event of an overthrow.

Games begun that must be halted for any reason will be resumed from that point (time must be noted as time limit is still in effect.) If a game cannot be resumed on the day that it began and at least 4 innings have been played (3½ if home team is ahead), it will be considered a completed game.

### **6.7. On-field Coaching**

Two base coaches are permitted on offense. Base coaches must stand within the box. If a base coach touches a player while the ball is in play that player is out. A warning may or may not be given by the umpire if he feels it was intentional. Defensively, coaches must stay within an arm's reach of the dugout fence at the umpires' discretion.

## **7. SPRING RECREATIONAL LEAGUE**

### **7.1. Playing Schedule**

The playing schedule will be determined for each division for the entire season prior to opening day. Ideally, the schedule will provide for each team to play all other teams in their division at

## **JTAA Girls Softball League Rules**

least once. Double headers may be scheduled. There will be no schedule changes. Any violations will be subject to forfeit by all teams involved.

All rain out games may be rescheduled by the Softball Commissioner if time allows. The Softball Commissioner reserves the right to alter playoffs format in the event of extended inclement weather.

### **7.2. Standings**

Scores and league standings will be kept for Divisions 3, 4 and 5. Standings will be posted on the softball website. The division directors will be responsible for submitting scores and standings to the softball webmaster. Scores and standings will not be kept for Divisions 1 & 2.

### **7.3. Determining the League Champion**

Final team standings will be determined by Win/Loss/Tie record (Win=2 points, Loss=0 points, Tie=1 point). Ties in final point standings will be broken in the following order:

- Head-to-Head competition (not used in multiple way ties)
- Runs Allowed
- Runs Scored
- Coin Flip

Trophies will be awarded in Divisions 3, 4 & 5 based on Section 3.19, *Awards*.

### **7.4. Post Season Tournament Rules (Exceptions to Regular Season Rules)**

- 1) For Divisions 3, 4, and 5, a post season, double elimination tournament or similar, as approved by the Softball Commissioner and President, will be held at the conclusion of the season. Teams will be seeded according to the end of season results. All teams shall be prepared to play any day of the week, including Sundays. The game schedule will be developed by the softball commissioner.
- 2) Tie Breaker: If games are tied at the end of regulation play, an international tie breaker will be used to determine the winner. This would involve the last batter of the previous inning, whose turn at bat had been completed, assuming a position on second base with no outs and a new inning started. This would be done at the beginning of each half inning, until, at the conclusion of a full inning, a winner is determined.
- 3) Home Team/Visitors: The higher seeded team shall be home team, except in the event that the lower seeded team remains in the winner's bracket while the higher seeded team is emerging from the loser's bracket, in which event the lower seeded team shall be home team.

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**8. PAYS (PARENTS ASSOCIATION FOR YOUTH SPORTS)**

PAYS participation shall be in accordance with JTAA Executive Board policy.