

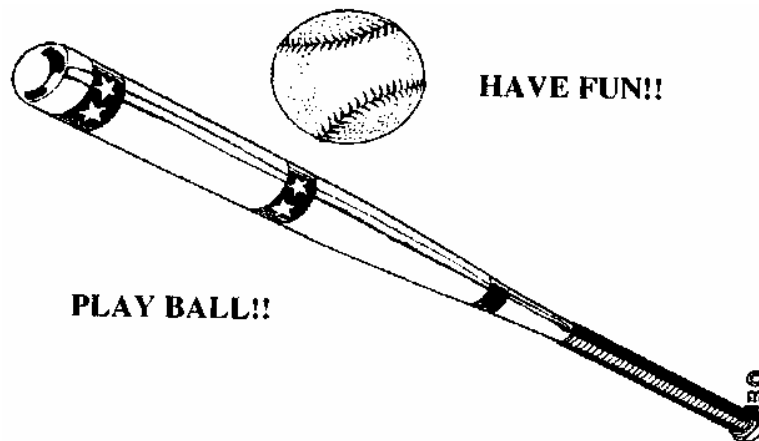
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## **Port Coquitlam Minor Softball Association Objectives and Governing Rules**

1. To provide children with a structured environment to have fun and learn the game of softball.
2. All "C" (House) teams from Learn to Play and up to and including Squirt will be structured by placing children on teams close to their home and/or attending schools. Every effort will be made to try to keep the teams as equal as possible.
3. All "C" (House) teams from Peewee to Midget will be structured by using a draft format with all coaches (or team representative) present. The Girls' Vice President, or other person(s) appointed by the PCMSA Executive will chair the draft meeting to ensure the rules are adhered to. Common sense shall prevail.
4. All coaches are encouraged to attend a National Coaching Certification Program for the various levels of coaching. PCMSA will reimburse 50% of the course fees to all coaches successfully completing any of the Authorized Coaches Clinics, and serving for the full current season. After three consecutive years of coaching with the association, 100% of course fees will be reimbursed.
5. PCMSA highly recommends that "C" (House) coaches rotate their players as set out in the *Rules* section. All players bat on an evenly rotated basis. The only exception is when a player is late for a game. In this instance, the player's name goes to the bottom of the batting order and begins regular play in a defensive position. Player rotation and batting for "A" and "B" Rep ball is at the discretion of the coach.
6. All "C" (House) team members shall bat in order. Substitution and re-entry do not apply in either league play or Association tournaments. The batting order, once established, may not change throughout the game unless injury or leaving a game early requires deletion of a player from the line-up. If a batter inadvertently bats out of order (especially in the Squirt and younger division), common sense should prevail in terms of correcting the batting order. Do not penalize a player for this oversight.
7. All players must register through PCMSA. "C" (House) coaches are not permitted to recruit players for their own teams.
8. Legal games require that each team have eight or more players present. The eight players must arrive before the first complete inning. Failure to field a team with eight or more players will result in a forfeit. We encourage coaches to ensure they have eight or more players before game time. If a coach cannot field a team on their game night and advises the opposing team by 5:00 PM that day, it will be the canceling team's responsibility to arrange a make-up game.
9. In "C" (House) league play, if a team only has eight players the "9th batter rule" will not apply, unless authorized by the PCMSA executive or specified in inter-lock play governing rules.
10. The members of the PCMSA executive have the right to disqualify, suspend or dismiss any coach, manager, volunteer or player, for just cause and in the best interest of the Association.

11. Coaches wishing to suspend a player for any reason must first present, his/her case, in writing, to the Girls' Vice-president who will in turn present the case to the PCMSA executive.
12. Physical or verbal abuse of players, coaches or umpires will not be tolerated at any level for any reason.
13. All players will be issued a uniform and must wear the full uniform at every game. Coaches are encouraged to have players wear the team hat. Uniforms, other than the hat are not to be worn at practices. Shirts must be tucked in at all times. No jewellery to be worn, for safety reasons. Uniform jerseys must be worn over any sweatshirts, in such a fashion that scorekeepers can see player's number at all times while on the field of play.
14. All divisions will follow the rules set out by Softball BC except for rule modifications (e.g. player rotation, etc.) as outlined in the *Rules* section of this manual.
15. **No smoking** (or any tobacco product) **is permitted** on or near the field of play by any player, coach, or umpire associated with PCMSA.
16. Consumption of alcohol on or near the field of play by players, coaches, umpires or parents associated with PCMSA is not allowed. Violations could result in suspension or expulsion. Coaches should advise the Executive immediately if they find anyone violating this rule.
17. Cell Phones are **not** to be activated or used on the playing field or dugout at anytime. The only exception would be in an emergency situation.



## **The Role of Softball BC**

The Port Coquitlam Minor Softball Association (PCMSA) is a registered member of Softball BC, reporting to Softball BC through the District 14 Minor Coordinator. There are a total of 15 Districts in British Columbia. Each of the districts can be represented at the end of each season in the Provincial Championships, which are administered by Softball BC.

Softball BC, as the governing body of the sport, establishes the rules in accordance with Softball Canada to ensure national consistency on the playing field. In addition, Softball BC represents British Columbia at national level discussions.

Each association pays an annual per-player fee to Softball BC. These fees contribute to insurance costs, administration, player development, and they subsidize officiating clinics as well as NCCP certification clinics. There is also a one-time Lifetime Membership affiliation fee to Softball BC of \$10.00 per person. This fee is applicable to all players from Squirt age and up, Coaches, Umpires and Executive members.

## **The Role of the PCMSA Executive**

The PCMSA executive is made up of 16 member positions (see page 15) that are responsible for coordinating all functions related to the playing and administration of softball at the Minor level in Port Coquitlam. The PCMSA Executive positions are appointed by a majority vote of the PCMSA membership at the Annual General Meeting (AGM). Each position is a two-year term. If you are interested in running for a position or would like information about the AGM, please contact any member of the Executive. The tasks performed by the Executive include the following:

- Acquisition and distribution of uniforms and equipment.
- Lobbying of city and district officials for field use and repair.
- Repair, storage and insurance of uniforms and equipment.
- Coordination of play-offs and representatives from PCMSA to the District Playdowns and Provincial Championships
- Financial planning and Fund Raising
- Registration
- Setting team rosters.
- Conducting the draft for Peewee and up
- Scheduling
- Informing coaches of rules, policies and sport related issues
- Organization of local tournaments
- Team and individual awards and presentation.

There are numerous other tasks that take place behind the scenes, and many of these duties are performed during the off-season. The Executive is always looking for new faces and ideas to help with organization for the next season. If you are willing to lend a hand please contact any of the association executive members and inform them of your intentions.

### **Port Coquitlam Minor Softball Association Team Fundraising Policy**

**Rationale:**

As a non-profit organization under the Societies Act, our association is governed by certain rules of conduct regarding fundraising. For this reason the Port Coquitlam Minor Softball Association is now requiring that **all** fundraising activities by individual teams be presented in writing to the President and/or Executive Board for approval a minimum two (2) weeks prior to the date of the fundraising event.

**Allowable/Unallowable Fundraising:**

Limitations are placed on the types of fundraising undertaken:

- At no time may a team solicit local businesses for individual donations or sponsorship without prior PCMSA Exec approval
- No solicitation of Port Coquitlam Minor Softball Association sponsors is allowed at any time
- No fundraising event, which includes liquor, shall be undertaken with minor children present
- All events, which are hosted by chain stores or other businesses, must, upon approval be coordinated by the PCMSA Exec.
- All raffles involving substantial prizes must meet all criteria as per government regulations, i.e. Society Act
- All sales (chocolates, meat, plants, etc.) must, upon approval, be coordinated by the PCMSA Exec.
- Car Washes and bottle drives must be coordinated by the PCMSA Exec to eliminate the possibility of two or more teams in the same area

**Approved Uses of the Funds:**

Fundraising may only be initiated to raise funds for the following:

- Tournament Entry fees
- Tournament Travel fees
- Team wear including jackets and warm up suits. (Styles to be approved by PCMSA Exec.)
- Team equipment not normally supplied by PCMSA
- Other PCMSA Exec. approved uses

**Funds Disbursement-Season End**

If for any reason, the team activity for which fundraising was undertaken to finance does not take place, for example a planned out of town tournament, all funds must be turned over to the PCMSA and placed in the general fund. Any equipment purchased with monies raised by these events becomes the property of PCMSA.

Under no circumstances, will any leftover funds generated by fundraising or proceeds from sale of any equipment acquired by fundraising, be dispersed to individual families of the team or be held over to the following year.

At the conclusion of the team's season, all fundraising must stop. An exception is if your team is advancing to Regionals, Provincials or Westerns in which case further fundraising subject to approval is allowed.

### **Financial Accountability**

Port Coquitlam Minor Softball Association strongly recommends that each team involved in fundraising or similar activity open a separate team bank account with two (2) signatories to safeguard everyone concerned. All team members must receive a financial statement itemizing team funds raised and expenses incurred with a copy forwarded to PCMSA. This information must be received by PCMSA no later than August 31<sup>st</sup> of the year in question.

Any team found to be fundraising without approval of the PCMSA Exec will be fined.

PCMSA realizes that while fundraising is an important and often a necessary requirement for a successful year it is also something that we as an association need to control. There are certain fundraising activities that may jeopardize our Gaming Funds and that can contravene the Society's Act. It is imperative that each team's officials realize that these rules and regulations need to be followed. If in doubt contact the President and/or the PCMSA Executive for assistance or clarification.

## Coaches

All prospective coaches (NEW AND RETURNING) are asked to fill out a Coach's application form, which is available online at [www.pocominorsoftball.com](http://www.pocominorsoftball.com). The Executive will review applications and the coaches will be called to inform them of the Coaches Meeting which usually takes place in March. All coaches and assistant coaches must have an annual Criminal Records Check completed.

### **The NCCP certification requirements by PCMSA are:**

Excerpt from 2008 Handbook of the Constitution and Operating Rules:

- 12.5 a) Pee Wee C, Bantam C and Midget C - Minimum NCCP Introduction to Competition **In Training** (ie: attended Clinic 1) or Level 1 Certified (Softball). Squirrel A & B, Pee Wee B - Minimum NCCP Introduction to Competition **In Training** (ie: attended Clinic 1) or Level 1 Certified (Softball).  
Midget A & B, Bantam A & B, Pee Wee A - Minimum NCCP Introduction to Competition **Trained** (ie: attended Clinic 1 & 2, with completion of Make Ethical Decisions Online Evaluation ) **or** Level 2 Certified (Softball).
- 14.5 a) NCCP – Coach Qualifications
- i) Provincial Championships leading to a Canadian Championship: NCCP Introduction to Competition **Trained** (ie: attended Clinic 1 & 2, with completion of Make Ethical Decisions Online Evaluation) **or** Full Level II certification in Softball, (Theory, Technical and Practical) is required.
  - ii) Provincial Championships leading to a Western Canadian Championship: Introduction to Competition **In Training** (ie: attended Clinic 1) **or** Full Level I certification in Softball, (Theory, Technical and Practical) is required.

**It should be noted that all coaches attending "A" or "B" Provincial Championships will be asked to provide their NCCP certification cards or they will not be allowed to coach.**

PCMSA will reimburse 50% of the Course fees to all coaches successfully completing any of the Authorized Coaches Clinics, and serving for the full current season. See [www.coach.ca](http://www.coach.ca) for info.

**Responsibilities for "C" (House) Coaches:**

- **Arranging and conducting practice sessions to instruct each player in the fundamental skills of the game of Fastpitch softball.**
- Keeping players and parents informed of game and practice times and locations and the coach's expectations regarding attendance. Let both players and parents know you will expect the player to be there as much as possible and to make sure they call if they cannot attend.
- Ensuring that games and practices are conducted in a safe and responsible manner.
- **Ensuring that players are not left alone at the park. Wait until all players have been picked up or are safely on their way home.**
- Displaying and encouraging good sportsmanship in dealings with other teams, coaches, parents, fans and umpires.
- Ensure that all equipment and uniforms are returned on time and in the same condition as they were received.
- **To ensure that all division rules and conditions as recommended by PCMSA (see *Rule Section*) are followed.**

## Helpful Hints

Sometimes organizing a team is made easier by involving more people. Many parents are willing to become more involved, but they don't know where to begin. You can get support from the parent group by involving them in some of the organizational tasks, including, but not necessarily limited to:

- delegating the job of phoning players to a "phone parent"
- appointing several parents to be responsible for home game field preparations prior to each home game
- assigning parents to pre and post-game tasks (e.g. equipment back in the bag, and hanging up and taking down the banner)
- informing parents and players throughout the season of upcoming tournaments and association functions (team pictures, AGM, etc.). Your parents and players should also be informed of the possibility of your team participating in District Playdowns and Provincial Championships (Mite through Midget).

Provincial Championships (Squirt through Midget) generally take place:

- ◆ "C" (House): usually the first weekend in July
- ◆ "B" (Rep): usually the second weekend in July
- ◆ "A" (Rep): usually the second weekend in July

### **Some other ideas that may contribute to a more successful season are:**

- Have a practice plan and use drills that have a specific purpose.
- Building skills during practice time will increase player and team development and overall enjoyment of the sport.
- Plan your lineups and substitutions before the game. It's one less thing to think about during the game.
- Assign a dugout parent helper to be responsible for making sure that the next batter has their helmet on and is ready in the on-deck circle.
- Also, the same or another parent can be responsible to **prepare the catcher for the next inning** if he/she is finished batting or will not be up that inning.
- Give parents a team-phoning list so they can carpool if necessary.

Check [www.pocominorsoftball.com](http://www.pocominorsoftball.com) to find out where local tournaments are being held (or, for outside tournaments, check the Softball BC web-site at [www.softball.bc.ca](http://www.softball.bc.ca)) and consider entering your team in one. Playing teams from other associations and from other parts of the province is a great experience and is a good way to prepare a team for District and Provincial Championships.

As mentioned previously, it is absolutely imperative that all players play an equal amount of time. One method of ensuring this happens is to develop a game plan and apply it to each game for consistency. Using a chart similar to the one below will assist you in equal playing time both in the infield and the outfield.

Player Name	Inning 1	Inning 2	Inning 3	Inning 4	Inning 5	Inning 6	Inning 7
Jennifer	Sit out	C	RF	C			
Kelly	Sit out	P	LF	P			
Amber	Sit out	SS	CF	SS			
Stacey	SS	Sit out	1 <sup>st</sup>	LF			
Carol	C	Sit out	2 <sup>nd</sup>	RF			
Jessie	P	Sit out	3 <sup>rd</sup>	CF			
Erica	1 <sup>st</sup>	RF	Sit out	2 <sup>nd</sup>			
Michelle	2 <sup>nd</sup>	LF	Sit out	3 <sup>rd</sup>			
Laura	3 <sup>rd</sup>	CF	Sit out	1 <sup>st</sup>			
Amanda	LF	1 <sup>st</sup>	C	Sit out			
Ashley	CF	2 <sup>nd</sup>	P	Sit out			
Kate	RF	3 <sup>rd</sup>	SS	Sit out			

**A well-prepared coach plans line-ups and substitutions in advance to guarantee equal playing time. There is not ample time to do line-ups at the park, right before the game.**

**Also, to ensure even rotation of batters, and ensure players know whom they follow, it can be helpful to always use the same batting order, and if the 5<sup>th</sup> player is the last batter of a game, the 6<sup>th</sup> name on the list would start-off the next game.**

## **PCMSA HOUSE RULES**

### **SOFTBALL BC RULES APPLY.**

1. ALL players must play: a player must not sit out 2 consecutive innings.
2. In tournament and league play, all coaches should attempt to ensure that all players play an equal amount of innings.
3. There is a five (5) run limit, per inning, except for the “open” inning.
4. The last inning is “open”, but must be declared as such before it begins.
5. Two (2) full innings of play shall constitute a game. The 2<sup>nd</sup> inning does not have to be open. In event of a rainout and the game being called during an incomplete inning, the score will be as it was at the end of the last complete inning.

PCMSA highly recommend the preceding guidelines be followed for the Peewee, Bantam and Midget divisions to promote player development and fair play. However due to the potential for interlock, some of the above recommendations may not be practiced by other associations. Common sense should prevail in those cases.

Rules for all other divisions are outlined separately on the following pages. For any division that plays “interlock”, there will be separate “interlock rules” – to follow. These will be discussed and handed out at the Coaches Interlock Meetings.

## **MINI MITE DIVISION HOUSE RULES**

1. Coaches must rotate all players so that they have equal playing time in the infield and outfield
2. The batting order must be evenly rotated all year.
3. NO WALKS allowed, except for when a batter is hit by a pitch.
4. NO STEALING ALLOWED.
5. Each team will go through their complete batting order in the first inning only. Coaches or adult stand-in will pitch to their own team. Each batter gets a maximum of five (5) pitches to hit a fair ball. No strikes or balls are counted. If ball is not hit in five pitches, the batter goes to first base, as long as a swing has been taken on at least three (3) of the pitches. If not, then the batter is out.
6. Two (2) innings constitutes a full game.
7. 10 players may be used in the field. The tenth player must play outfield.
8. The play stops after a hit ball is back in the infield.
9. As the season progresses, coaches may let a player pitch in the last inning. Although strikes and balls are not counted, please use discretion with regards to ratio of balls and strikes that are thrown. It is not mandatory for either team to use a player pitcher, but it is strongly encouraged.
10. No wins/losses: No standings
11. No open inning.
12. There is no set time for the last inning to start. The last inning is declared at the discretion of the umpire and the coaches.

## MITE DIVISION HOUSE RULES

1. Coaches must attempt to rotate all players so that they have equal playing time in the infield and outfield. \*\*\*
2. The batting order must be evenly rotated all year. \*\*\*
3. On a walk, the batter goes to first base ONLY.
4. Stealing bases is allowed once the ball has left the pitcher's hand.
5. Batter must be out of the batter's box before runner on base can score. All runners must go back one base if batter is in the box.
6. Once the pitcher has possession of the ball, the runners cannot advance unless it is a continuous play. Once the runner stops, he/she must go back to the previous base.
7. Two (2) innings constitutes a full game.
8. A pitcher cannot pitch 2 consecutive innings and can only pitch a maximum of 3 innings per game. \*\*\*
9. STRIKE ZONE: To encourage the batter at this age to swing, we recommend the strike zone be widened. A strike to be called anywhere from the top of the shoulders to the bottom of the knees, the ball must go over the plate. Coaches to discuss this with umpires, before the start of the game. \*\*\*
10. Batter is out on "on dropped third strike" and the "infield fly" rule is not in effect.

\*\*\*PCMSA recommended guidelines for player development and fair play. Softball BC rules take precedent.

## **SQUIRT DIVISION HOUSE RULES**

1. All games will be a maximum of 7 (seven) innings (time and weather permitting).
2. Scheduled games start at 6:30 p.m.
3. Two innings constitutes a full game. Any game that is called due to rain will revert to the last complete inning to determine the score.
4. A maximum of 5 runs per inning shall be allowed, except the 7<sup>th</sup> or last inning which must be declared the OPEN INNING.
5. All players will play at least 3 innings in a 5-inning game. \*\*\*
6. All players must play at least one inning in the infield and one inning in the outfield per game (four inning game minimum). \*\*\*
7. With rosters of 12 or more players, each player must sit out at least one inning per game, but not more than two consecutive innings. \*\*\*
8. Each player must bat in every game.
9. Every player will bat in the order set out by the coaches batting order. If a player is not present for his/her turn at bat, the player's name is scratched from the batting order, it is not an out. If the player arrives late, his/her name is added to the bottom of the batting order and he/she takes a regular turn at bat.
10. If a player inadvertently bats out of order, please use common sense to correct the situation.
11. A pitcher cannot pitch 2 consecutive innings and can only pitch a maximum of 3 innings per game. \*\*\*
12. Batter is out on “on dropped third strike” and the “Infield Fly” rule is in effect.

\*\*\*PCMSA recommended guidelines for player development and fair play. Softball BC rules apply.

## Measurements – Field Dimensions

<u>Division</u>	<u>Pitching</u>	<u>Baseline</u>	<u>Ball</u>
Mini Mite	30 ft	45 ft	11 "
Mite	30 ft	45 ft	11 "
Squirt	35 ft	55 ft	11 "
Peewee	38 ft	60 ft	12 "
Bantam	40 ft	60 ft	12 "
Midget	40 ft	60 ft	12 "

### Other Measurements:

1. Pitcher's circle is an 8-foot radius circle, measured from the front of the pitcher's rubber.
2. The baseline is measured from the back point of home plate to the back of the base.
3. The pitching distance is measured from the back point of the plate to the front of the pitcher's rubber.

## Game Cancellations

Should two coaches decide in advance to cancel a game, the Umpire Allocator **MUST BE NOTIFIED** 24 hours in advance. If the Umpire Allocator is not notified, the scheduled umpire will show up and be paid for his/her time. If the Umpire Allocator is not notified in advance of a game cancellation, the association will not pay a second time for umpires. (Teams will then be responsible for covering umpire costs themselves.)

## RAIN OUTS

Two situations constitute a rain out. The first occurs when two coaches confer before 5:00 p.m. on game day and agree that rain and field conditions are unsuitable for safe play. The coach of the HOME team calls the Allocator, by 5:00 p.m. of game day, who will in turn cancel the scheduled umpires.

The second possible situation occurs at the park before or during the game. The umpire and coaches confer and determine whether the game can safely continue. The final decision to call the game rests with the umpire. The game is complete if two (2) innings have been played. If the game is called prior to the second inning, the game is rainout and can be rescheduled. Rescheduling is the responsibility of the two coaches (not the Coordinator) and should follow the make-up game format.

## 2006 PCMSA Executive

President	Bob Buchan	604-941-8152
Admin. Vice President	Ian McCorkindale	604-961-8909
Asst. Vice President	vacant	
Girl's Vice President	Heidi Langille	604-465-4875
Secretary	Eleanor McCorkindale	604-258-8188
Treasurer	Cheryl Bridges	604-942-9499
Umpire in Chief	Don Martin	604-942-1469
Registrar	Debbie Crowe	604-945-6550
Uniform Manager	Norma Evans	604-945-9747
Scheduler	Rick Bridges	604-942-9499
Tournament Director	Rick Bridges	
Field Manager	Mike Todd	604-720-3842
Sponsorship	Val Dean	604-944-8534
Publicity and Statistics	Maureen Lowe	604-999-1758
Equipment Manager	Achim Kapitza	604-944-9397
Concession	Michelle Roeseler	604-464-4525
Umpire Allocator	Suzanne Overton	604-916-9775
Learn to Play Coordinator	Rick Bridges	604-468-2946
Volunteer Coordinator	Vacant	

## Glossary of Common Softball Terms

PCMSA will follow the Softball BC Book as closely as possible. The following terms are pointed out because they deserve special attention.

**Dropped Third Strike:** With less than two outs and 1<sup>st</sup> base unoccupied, the batter may run to 1<sup>st</sup> base when the third strike is dropped. If the batter/runner reaches 1<sup>st</sup> safely, there is no out. If 1<sup>st</sup> base is occupied (and one or none out), the batter is out on the dropped third strike.

With two out (even if 1<sup>st</sup> is occupied), the batter/runner may attempt to reach 1<sup>st</sup>. Base runners, at their own risk, may advance on any dropped third strike. (Peewee and up)

**Fair Ball:** Any legally batted ball on or within the foul lines. A ball that is initially foul, then without being touched rolls fair prior to first or third base is a fair ball. The bases (except the safety bag at 1st) are in fair territory. A ball that is initially fair then rolls foul beyond first or third base is a fair ball.

**Foul Ball:** Any batted ball that is touched outside the foul lines prior to first or third base or initially lands outside the foul lines beyond first or third base.

**Infield fly rule:** An infield *fly* is a fair ball (except a line drive or an attempted bunt) which can be caught by an infielder with ordinary effort, when 1st and 2nd, or 1st, 2nd and 3rd are occupied, and less than two are out. The umpire will call out, "INFIELD FLY; IF FAIR THE BATTER IS OUT", on an apparent infield *fly*. The ball is alive and runners may advance at the risk of being caught, or retouch and advance after the ball is touched, the same as on a fly ball. (Squirt and up)

**Interference:** Any act by an offensive player, which hinders a defensive player's attempt to execute a play. Also, catcher interference is called if the bat contacts the catcher's mitt as the batter executes a swing.

**Lead-off** A runner who legally started to advance cannot be stopped by the pitcher receiving the ball while in the pitcher's circle or by the pitcher stepping onto the pitching rubber. However once the pitcher receives the ball in the pitcher's circle, that runner must immediately attempt to advance to the next base or immediately return to the preceding base. Failure to immediately proceed in either direction will result in the runner being called out. However if a play by a pitcher or a fake throw is made against the runner, the runner is at risk of being tagged out. This rule is entirely the umpire's call; however, there has been so much confusion as to the interpretation of this rule, we decided to include it here to ensure that everyone has read it.

**Obstruction:** When a defensive player who is not attempting to field a ball does not have possession of the ball interferes with the progress of a base runner.

**Out of play area:** The area beyond the boundaries of the playing area. When a softball field is not enclosed by a fence, the out of play area is usually indicated by a marked or imaginary line extending from the backstop to the end of the outfield and parallel to the foul lines.

**Overrun:** To run beyond a base. Runners can (and should) overrun first base but may be tagged out if they overrun second or third base. A player that overruns first base then turns toward the field cannot be tagged out unless the umpire judges the runner has made a clear move to go on to second base.

**Tag out:** To get the runner out by touching a runner who is off a base with the ball while the ball is secured in the hand(s). If the runner is tagged with the glove hand but the ball is in the bare hand, the runner is not out.

**Tag up:** When a line drive or *fly* ball has been caught, the base runner must again touch the base before he/she can advance to the next base. The action of retouching the base is known as tagging up. If the ball is returned to the base or the base runner is tagged out before the base is retouched, the runner is out. Once the runner has tagged up, he/she can advance to the next base as soon as a defender touches the batted ball.

## Protective Gear

1. All batters must wear a protective helmet with chin-strap secured, from the time of leaving the dugout until after they have returned to the dugout.
2. All players are encouraged to wear a protective athletic supporter.
3. Catchers must wear full protective gear when catching, including warm-up. **Anyone** catching (parents &/or coaches included) during a warm up must wear a protective mask. **Insurance coverage may be void if this requirement is disregarded.**

## Jewellery

**NO JEWELLERY OF ANY KIND** is to be worn during a game or warm-ups for safety reasons. If pierced earrings must be left in (due to newness of piercing, etc.) they must be taped. (Use first-aid tape on backs to prevent the posts from puncturing the skin of the head if they should receive a blow).

## Equipment

In March of each season, the equipment manager will instruct coaches as to when and where they may pick-up their team's playing equipment, including bases, for the upcoming season.

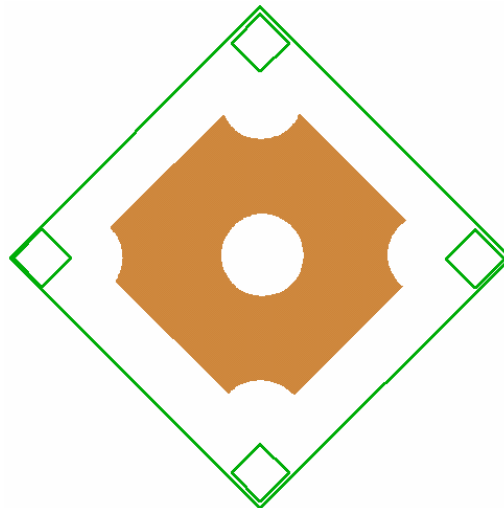
Please encourage proper care of equipment by players. Coaches should regularly check the equipment to determine if they need to complete minor repairs. Major equipment problems such as a cracked shin pad or catcher's helmet or damaged bat should be reported to the Equipment Manager so that a replacement can be obtained. All bats must be regulation softball bats (not hardball bats).

## Field Maintenance

It is important that every coach and parent helper make an effort to maintain fields which we are playing on. As well, teams playing at fields with a skinned infield such as Mclean, Gates, Aggie or Cedar are responsible for raking the fields **before and after** each use.

We must also ensure softball attendance at the field has not generated any litter. Please clean the dugout out after every game of wrappers, water bottles and other garbage.

PCMSA has installed "post in bases" for all levels at MacLean Park and for the higher levels at Gates. PCMSA will endeavor to provide instruction on the proper use of these bases via information sheets or Coaches meetings and seminars. However all coaches should ensure they are familiar with the installation and the removal of these bases and if unfamiliar to contact the Field Manager or Executive Member for assistance.



## **Provincial Championships**

Any PCMSA team winning their District Playdowns will be required to attend the appropriate Provincial Championship (Squirt and up, "B" and "C" Levels). Travel costs associated with attending a Provincial Championship are the team's responsibility. However PCMSA will assist teams attending a Provincial Championship outside of the Lower Mainland (e.g. Squamish to Chilliwack) with \$500.00 towards expenses. As well Port Coquitlam Amateur Athletic Association may also contribute towards expenses and should be contacted.

## **Season Awards**

Learn to Play and Mini Mite players are awarded a trophy at the year end wind-up. League champion and runner-up medals are awarded to the Mite to Midget "C" (House) teams.

There is also one most sportsman-like team chosen per division.

Mite to Midget "A", "B" and "C" will choose one most sportsman-like player per team to receive a medal. From those selections PCMSA will select the PCMSA Most Sportsmanlike Award.

## **Sponsorship Program**

Currently we have a number of corporate sponsors. If your team is chosen to have a sponsor, you will be given a banner. Coaches are responsible for hanging up their banner at each game, and taking it down and storing it properly (rolled up) until the next game. At the end of the season, please return your banner with your equipment. If you have any questions regarding the sponsorship program, or would like to sponsor a team, or get a brochure, please contact the Sponsorship Coordinator.

## Tournaments

Entering your team into a tournament is an exciting way to expose your players to a higher caliber of softball. It is also the best way to prepare players for the District Playdowns and Provincial Championships, as the format and rules followed in many tournaments are the same as those followed in the Districts and Provincials.

Tournament schedules are available on the on the PCMSA website at [www.pocominorsoftball.com](http://www.pocominorsoftball.com) and on the SOFTBALL BC web page at [www.softball.bc.ca](http://www.softball.bc.ca)

Most tournaments are offered to the Squirt division and up; however there are a few Mite Tournaments each season.

If you are interested in entering your team into a tournament, here are a few things to keep in mind. The cost of entering a tournament is the team's responsibility. PCMSA covers the cost of our own in-house tournaments plus the cost of the District play-downs and Provincial Championships. **If you wish to have a fund-raiser for your tournament entry fees, you MUST contact the association President for approval. See pages 4-5 for more details.**

This is a great sport played both recreationally and competitively by both sexes of all ages. There is simply no other sport like it. Offering your players an enjoyable softball experience in Fastpitch softball could mean that you are offering them a sport that will last a lifetime.



## Umpires

The PCMSA Umpire Program consists of certified youth and adult umpires. The Association pays the umpires for their services.

The Umpire-in-Chief (UIC) supervises umpire training and evaluation, and acts as a liaison with the District 14 Umpire-in-Chief representative of Softball BC.

The Umpire Allocator (UA) assigns an umpire or umpires to as many Association softball games as possible. Novice umpires are usually assigned to the games involving novice players. The UA attempts to place novice umpires with experienced umpires at the beginning of every season. Often, however there are simply not enough umpires to allow the UA to assign two umpires to a game. The UA does his/her best to ensure that at least one umpire is assigned to each game from Peewee and up. The young and novice umpires must be given the opportunity to call the games and learn by their mistakes and to move on to the next play. Remember that you cannot have a game without an umpire, and you won't have any umpires if they are not treated with respect.

Coaches should contact the UIC to report situations of inappropriate conduct by umpires.

## Umpire Abuse and Suspension Policy

### Coaches and Players

Verbal and/or physical abuse directed toward umpires by coaches and players will not be tolerated by the Executive. Please remember the Squirt/Peewee Division is the primary training division for our young and novice umpires. High standards are set for our umpires who attend clinics every year to upgrade their qualifications and strive to become better umpires. If you or any parent has any constructive criticism of our umpires to offer, please contact the Umpire in Chief. Let's not set our children a poor example by verbally abusing our umpires.

Remember that the Executive wants these young and novice umpires to return every year. Be aware that the PCMSA suspension policy reads:

**"Any player or coach that is ejected from a softball game is automatically suspended (for a minimum of one game) from participating in his/her next league game. Further discipline may be handed out by the Executive"**

The participation of an ejected player or coach in the next league game will result in a further suspension of the player or coach and a forfeiture of the game.

### Parents and Spectators

Coaches are responsible for the parents and spectators associated for his/her team. If the coaches are asked by an umpire to remove a parent or spectator from the park, the coach must comply within a reasonable time. Coaches from both teams are expected to support the umpire in this situation. Failure to do so will result in a forfeiture of the game.

Let the umpires call the game; the players play the game; and the fans enjoy the game!

## **Play Codes**

Integrity, fairness and respect - these are the principles of fair play. With them, the spirit of competition thrives, filled by honest rivalry, courteous relations and graceful acceptance of the results.

A fair play coach believes and teaches that sport is an ethical pursuit, one that builds character and shapes attitudes. As a coach, your fair play aims should be:

- help athletes develop a positive self image;
- promote respect for the rules, officials and their decisions, and opponents;
- encourage a constructive attitude toward competition;
- provide an equal opportunity for all to learn skills;
- encourage these individuals to continue participation in sports;

You are one of the most influential people in a child's life. Your job is not only to teach how to hit a ball but also to teach how to win and lose graciously. You must also remind them that sport is meant to be fun. The athletic skills these young people learn from you may only be used for a few years. The attitudes they develop towards themselves and others will last a lifetime.

The Fair Play Codes were developed as a guide to follow in developing our youth. Here for your information and your use, are the fair play codes for coaches, parents and players.

## **Coach's Code**

1. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests.
2. Teach your players that rules of the game are mutual agreements, which no one should evade or break.
3. Group players according to age, height, skill and physical maturity whenever possible.
4. Avoid over playing the talented players. The just average players need and deserve equal time.
5. Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a competition.
6. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
7. The scheduling and length of practice times and competitions should take into consideration the maturity level of the children.
8. Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
9. Follow the advice of a physician when determining when an injured player is ready to play again.
10. Remember that children need a coach they can respect. Be generous with your praise when it is deserved, and set a good example.
11. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.

## **Parent's Code**

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child to always play by the rules.
4. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the officials' judgment and never their honesty.
8. Support all efforts to remove verbal and physical abuse from the children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give of their time and resources to provide recreational activities for your child.

## **Player's Code**

1. Play for the fun of it, not to please your parents or coach.
2. Play by the rules.
3. Never argue with the officials' decisions. Let your captain or coach ask any necessary question.
4. Control your temper – no mouthing off, throwing bats or other equipment.
5. Work equally hard for yourself and your team. Your team's performance will benefit and so will your own.
6. Be a good sport. Cheer all good plays, whether your team's or your opponents.
7. Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
8. Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most runs.
9. Cooperate with your coach, teammates and opponents, for without them you don't have a game.

