Regulation Guidelines

May 2017

Article I

Qualifications of Players:

Section 1 – Residency

A girl, in order to qualify, must be of parents or legal guardians who reside in Napa County or participating counties, or the girl has to attend school in Napa County the past or current school year, or the girl is registered to attend school for the coming school year.

Section 2 - Age / Eligibility

- A. The players age on or before April 1, of the current calendar year, determines the players NVGFA league age and eligibility for the upcoming season. (Example: a player who turns 13 years old on or before April 1 would be considered league age 13 for the upcoming season).
- B. All girls must be at least league age 13 as defined in Section 2A, Girls shall not be older than 20 years of age at any point of the game season.
- C. NVGFA will allow former NVGFA college players to participate if they meet Section 2B,2D-2
 - 1. Pitchers from the Colleges will be limited to two innings per game.
 - 2. College pitchers may only pitch two inning as well in any playoff or championship game.
- D. The league will be made up of two divisions, Major's and Senior's.
 - 1. The Majors division will consist of girls who's NVGFA league age is 13, 14, 15 and 15 ½ as per Section 3A.
 - 2. The seniors division will consist of girls who's NVGFA league age is 15 ½, 16, 17, 18, 19, as per Section 2B, 3A.
 - 3. Age exceptions will be ruled on by the Board of Directors on an individual basis.
 - 4. The Executive Board shall only open a maximum of 1 expansion team per year by using players from Section 3A.

Section 3 – League Balance Policy

- A. All girls age 15 ½ between April 1st and July 31st of the current year may be required to evaluate for the upcoming season for senior draft consideration, in order to comply with the league balance policy.
- B. In an effort to assist NVGFA to keep the most efficient number of players in the two respective divisions, "Majors and Seniors" the Executive Board shall meet and decide (after player Registrations) the age of the players who will be required to evaluate for senior draft consideration.

Regulation Guidelines

Section 3 – League Balance Policy- Cont.

Example: If it is determined by the executive board that 24, league age, 15 ½ year olds are required to move to the senior division for league balance purposes, the following shall apply:

- 1. Senior managers will be notified on draft day the number of league age 15 ½ year olds available for their current draft.
- 2. Those players will be available at any point during the draft.

When the 24 league age 15 1/2 year olds have been selected, no other league age $15\frac{1}{2}$ year olds may be taken. All remaining girls $15\frac{1}{2}$ shall return to their previous selected teams. New girl's to the league that are $15\frac{1}{2}$ of the current season that have not been selected would be included in the major Draft.

Section 4 – Waiting List

- **A.** Any New Player to the league that has missed sign up's will be put onto a waiting list, this list will only be known to the registration chair and Player Rep. When a team drops a player(s) that will not return, the Player Rep. then would have the choice to add a player to that roster as needed to equal numbers on teams.
- **B.** This waiting list would only be used to place girls during the first three weeks of the game season after that this list would not be used.
- **C.** Due to the need to maintain numbers on teams the player Rep. will use this list only for teams that have lost players due to quitting or injuries of players that are not due to return.

<u>Notes</u>: When a player has left a team, the manager of the affected team will notify the Player Rep., and the Vice President of the league within 24hrs. The player Rep. will then call for the first available player on the waiting list to replace the lost player. This list will be held in confidence by the Chair of Registration, Vice President, Player Rep.

D. To be placed on the waiting list a player must submit a completed registration form and payment to the Registration Chairperson. The Board will not cash the player's check until placed on a team.

Article II

Qualification of Managers and Coaches:

Section 1

All managers and coaches, who apply to become managers or coaches in the Napa Valley Girls Fastpitch Association, shall have a sense of duty to the League and Team sponsor. They must be a gentleman or a lady and a good sport at all times; be morally clean, be cleanly dressed while on the playing field or in the stands. All managers, assistant managers and coaches, must be approved by a majority vote of the Board of Directors, according to the Selection Committee Guidelines as described in Article II, Section 2.

Regulation Guidelines

Qualifications of Coaches:

Section 2-

A. Selection Committee

It will be the Selection Committee's responsibility to review and interview all applicants as per the established guidelines and once approved by the committee, submit their names to the Board of Directors for league approval.

B. Requirements of Managers

- (1) Have a minimum of one year of coaching experience in youth sports.
- (2) Submit to an oral interview.
- (3) Provide five sports related references.
- (4) Current team coaching staff will have first priority, provided that,
 - (a) None of his/her children currently or within one year will be part of the draft (sisters excluded).
 - (b) If there is more than one qualified coach on an established team, they will be selected by a blind draw.
- (5) Current team players' parents/guardians will have second priority provided that they meet the previous guidelines. (Art II, Sec 2 b1-b3)

C. Team Assignments

Team assignments will be determined by a blind draw with only approved candidates being eligible.

D. Minor Coaches

Individuals under the age of 18 years (minors) will be allowed to coach provided that:

- a. Minors may only coach in the Major Division.
- b. A team using a minor coach must also have 2 adult (18+) Coaches on the official roster.
- c. Minor coaches must complete all required forms prior to participation with the team.
- d. Minor coaches must wear a helmet when functioning as a base coach outside of the dugout.
- e. The Minor coach shall remain in the dugout at all times. The exception to this rule is
 - 1. The Minor coach is the only assistant coach attending the game. In this instance, if the adult coach is ejected from the game, the team will forfeit the game.

If it is determined that this provision has been violated or abused, that Manager will be required to meet with the Executive Board to discuss Disciplinary action.

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Regulation Guidelines

Article III

Duties of Managers and Coaches:

Section 1 – It shall be the responsibility of every manager and coach to stress good sportsmanship, behavior and loyalty to the League and to his/her Team Sponsor.

Duties of Managers and Coaches:

Section 2 – Each manager shall have signed registration/ medical release forms for each girl on his/her team. The registration/ medical release forms shall be signed by the girls' parents or guardian unless she is emancipated giving the league permission to have the player treated in the event of injury. The forms shall show her age, date of birth, address, phone number and giving permission for her to play in the league. All registration/ medical release forms must be completed and turned into the registration committee. The league will retain a copy and each team manager will retain a copy with the players at all times. Each team will turn in an approved team roster by the first League game. Any teams failing to do so will forfeit all games until all rosters are approved by the registration committee.

Section 3 – A complete roster shall consist of a minimum of eight (8) players, team manager and coaching staff.

Section 4 – The names of all managers, assistant managers, coaches and team parents shall be turned into the registration committee with addresses and telephone numbers.

Section 5 – Only ASA ,ACE Certified managers and coaches on the team roster and/or league officers will be allowed on the field during a game.

Section 6 – It shall be the responsibility of the managers and coaches of the last game to provide both clean-up and security for playing fields and grandstands.

Section 7 – Rules of conduct for Managers, Assistant Managers and Coaches (refer to last page of the Regulation Guidelines).

Article IV

Player Selection Guidelines:

A Eligibility

All girls entering the league for the first time, and existing players moving up to the Senior division, whose ages meet league requirements, must go through the selection process. Each candidate must complete the signup sheet prior to being evaluated.

B Player Registration

- 1. Any player who wishes to be considered for evaluation and draft or any returning player who wishes to continue to play must register prior to the last day of evaluation.
- 2. The Vice President of the league is responsible for registration activities. A registration committee may be appointed, by the President, to assist with registration activities. The Vice President shall be the chair of the committee.

Regulation Guidelines

3. Responsibilities of the Registration Committee

- a. Have registration forms ready for distribution no later than the first day of official signups, customarily held in January.
- b. Distribute softball flyers to schools.
- c. Publish softball registration notice in local Napa County newspapers.
- d. Notify all managers of evaluation dates.
- e. Organize and supervise evaluations.
- f. Set up and organize player Selection draft.
- g. Interpret Player Selection Guidelines as to intent of specific rules with the assistance of the President and Rules Chairperson.
- h. Review Player Selection Guidelines and recommend changes yearly.
- I. Recommend disqualifications to the Board.

C Player Selection Procedure

1. Evaluations

- a. There shall be an evaluation clinic every season. The evaluations shall be held each season and will run over at least two days.
- b. All girls who signed up will be given equal opportunity to demonstrate their abilities.
- c. Each candidate must attend at least one evaluation session to be eligible for selection.
- d. Hardship cases will be resolved by the Board, on an individual basis,
- e. The primary player selection should be held within one week following the evaluation.
- f. Teams shall select their candidates in reverse order of that team's previous year's regular season final standing. All ties shall be decided by a flip of a coin. The winner of the toss shall pick first, and thereafter the two teams will alternate their order of selection each round.
- g. Each team will have one selection in each round.
- h. Player on the waiting list would be an exception to C,1-C
- i. Each player wishing to Pitch or Catch this season must evaluate at those positions.
- J. Waiting list to be the only exception to preceding Rule C-I, 1

Note: The Executive Board will oversee appropriate punishment for any Manager or Coach who is suspected of sand bagging as per Article 1V Section C # 6

2. Primary Player Selections

- a. Manager's daughter selections will be declared prior to the opening round of the draft.
- b. The declared daughter becomes his/her second draft pick. If a second daughter is Eligible, she would become his/her third round draft pick and so on.

c. Sister Selection

1. Sister picks will be declared by the parents at sign up's, If not any sister then be open to any team during the primary selection, at any point.

Note: They then must take in the order in Article 1V, C-2, and b1-b5. If more than one sister is eligible and the team is instructed that the pair. are declared by the parent(s) the first sister becomes that teams second pick and the other sister becomes that team's third pick and so on

Regulation Guidelines

Article IV

B. <u>Player Selection Procedure Cont.</u>

c. Sister Selection - Continued

- 2. If a candidate has a sister on more than one team, the team selecting first will have the first option.
- 3. When sisters are entering the league or the Senior Division draft at the same time, they will become consecutive draft picks (example: Sister A is selected in the second round, sister B will be that teams third round pick)
- 4. As used here the term "sister" shall include step-sisters and/or half-sisters.
- d. Each team will select until all teams have an equal number of roster players, or all have passed. All remaining players will be selected by random draw, one player per team.

3. Procedure for Expansion Team Draft

- a. The expansion team will select 1st in the opening round. All succeeding rounds,
- b. The expansion team will select first and last, until the round where the expansion selections equal the same number of players as the team with the fewest players. From that point on all teams are equal.
- c. Expansion team daughter selection follows the same process as listed in Article IV, Section C, 2a.
- d. Expansion team sister pick selection follows the same process as listed in Article IV Section C, 2b, 1, 2, 3, 4, 5.

1. NO PLAYER SHALL BE TOLD IN WHICH ROUND THAT THEY WERE SELECTED.

- 2. Managers are responsible for notifying the Player Rep. when a player misses more than one week of practices or games without notice. That way the player Rep. would then be able to complete her investigation.
- 3. If a candidate or League member is suspected of deliberate "sandbagging", the executive board shall vote on punishment. Manager or coach maybe removed or suspended.
- 4. All exceptions are to be ruled on by the Board.
- 5. The player selection rules may only be amended, repealed or altered in whole or part by a simple majority vote of the board and voting membership at any League meeting at least one week prior to the draft selection date of the current season, and when all by-laws are met

Regulation Guidelines

Article V

Player and Team Obligations

Section 1: Player Release After Current Seasons Draft

- A: Any player selected in the current year's draft primary selection and not desiring to play for the team that chose her, must attend at least two practices, then may request a players release. If approved by the Board, she may be released.

 Decision of the Board is final.
- B. If a player who exercises this option is selected and she was a first or second round pick in the primary selection, the gaining team shall surrender the corresponding pick in the next years primary selections, to the team that lost the player. This applies to the players first year in each division.
- C. After official League play has begun, any new player seeking a release will be handled as a regular release.
- D. All player(s) released with board approval that happens after draft and during the season will go into a secondary draft selection. Placement of available releases will be made by the Player Representative to any team that is low in numbers. If there is multiple teams that have low numbers the available releases will be drawn from a hat until they match other teams, if there are releases still available they then would be drawn in reverse order of the current standings.

Section 2: Player Release

- A. A release is the process of releasing a girl from a teams' roster so that she may be eligible to play for a different team.
- B. A request for a release may be initiated by either the manager or player. The team manager or player may appeal the request for release to the Executive Board.
- C. All releases must be in writing, with the reason for release, date of release, and signed by player or manager and turned into the player representative. The President shall call for releases during the monthly meeting.
- D. A player may ask for and get one release in each division only (i.e. one in the Majors and one in the seniors).
- E. All available releases that are granted by the board after the season and before Evaluations Shall be included in the current year's primary selection draft.
- F. The secretary and registration committee shall keep a record in the roster book noting the date of release, released by whom accepted by whom and date accepted. The secretary shall also keep all releases in the official corporation minutes.

Regulation Guidelines

Article V

Section 2: Player Release Cont.

- G. Appeals will be decided on by the majority vote of the Board. All possible appeals must be cleared up prior to the choosing of released players.
- H. All players must remain with the team that they originally signed with unless covered by proceeding paragraphs.
- I. Players granted a release after playing on a team for one or more full seasons will not result in compensation to her original team in the next year's draft.
- J. Release of new players is address in Article IX, Section 1 9, as follows: (Any player selected in the current year's draft primary selection and not desiring to play for the team that chose her must attend at least two practices, then may request a release. And if approved by the Board, she may be released. Decision of the Board is final.
- K. The final decision for all releases shall be made by the Board.
- L. The final decision for all releases shall be made by the Board.
- M. Any player not on a team's previous year roster will be declared a new player and must evaluate for that season primary draft selection process.
- N. Injured players that have notified the league, will remain on that team's roster, and would be the exception to rule 2M.

ANY EXCEPTIONS AND/OR AMENDMENTS TO THE PREVIOUS RULES WILL REQUIRE A MAJORITY VOTE OF THE MEMBERS OF THE BOARD PRESENT AT THE MEETING. HOWEVER, ALL CHANGES PROPOSED MUST BE PRESENTED ONE WEEK PRIOR TOTHE PRIMARY PLAYER SELECTION.

Article VI

Player Representative Obligations:

- Section 1 The Player Representatives' obligation is to be available for all players, at all times, to hear and represent, before the league, any personal problems or complaints that occur on the playing field or any team events. She (The Player Rep) will act as an arbitrator/liaison person between:
 - 1. Players and Players
 - 2. Players and Coaching staff
 - 3. Players and League

Regulation Guidelines

Article VI

Player Representative Obligations Cont.:

- **Section 2 –** The Player Representative is responsible to notify the League immediately regarding any problems and is also required to attend regular Board meetings.
- Section 3 The Napa Valley Girls Fast pitch Association does not condone or tolerate sexual harassment of any kind. Any complaints or questions about such harassment are to be directed to the Players Representative or the League President.

Article VII

Qualification of Team Parents:

Section 1 – All team parents must be morally clean, have a sense of duty to the league: be a good sport, be cleanly dressed while on the playing field and in the stands. Each team shall be allowed two team parents.

Article VIII

Sponsors

- **Section 1 –** A written notice must be received and acted upon by this league before a change in sponsorship or management will be official.
- **Section 2 –** The league will send a written request of the fees to each sponsor before season begins. The normal sponsorship fee (to be discussed) will be paid per year.
- **Section 3 –** All monies paid by sponsors will be paid directly to the league.
- **Section 4 –** All equipment purchased for sponsored teams in this league shall become property of the league.

Article IX

Trophies / Awards:

- **Section 1 –** Trophies are to be awarded as recommended by the Awards Committee and approved by the Board.
- Section 2 Special awards such as Rookie of the Year, Most Valuable Player, etc will be decided based on a majority vote of team managers. The selection is taken from a pool of nominees submitted by team managers. Major managers will nominate major players and senior managers will nominate senior players. While the nominees shall come from a team other than the manager's team, the manager may ultimately vote for his/her own player in the selection round.

Regulation Guidelines

Trophies / Awards:

Section 3 – "Rookie of the Year" is to be defined as a girl playing her first year in her age division with Napa Valley Girls Fastpitch Association.

Article X

Playing Rules:

Section 1- Official (ASA) softball rules shall be used with the following exceptions or additions:

- 1. No rule changes shall be made after May 15th of the current season.
- 2. Tobacco products, alcoholic beverages, and illegal drugs will not be permitted on the playing field; violators will be ejected from the game.
- All players must wear their team's uniform in league games with the exception of the blood rule.
 Steel spikes shall not be allowed. Jewelry must be removed or completely covered with tape, prior to the beginning of the game.
- 4. It shall be the responsibility of the manager, assistant manager or coach to ensure that the official scorer receives the lineup and changes made during the game.
- 5. Profanity, obscene language, disrespect, or any form of poor sportsmanship or unsafe acts or practices by players, managers, assistant managers, coaches or team parents on the field, in the stands, or in any league activity will not be tolerated. Managers, assistant managers, and coaches shall stress this fact. Offenders may be requested to leave the park at the umpire's discretion.
- 6. In regular season games teams will have all roster players present bat. The shorthanded and courtesy runner rule that currently applies to NVGFA will still apply. This rule does not apply during playoff and championship games. Managers will be allowed free substitution for defensive positions during regular season games.
 - **a.** This rule will not conflict with the minimum play requirement outlined in Section 1 (7).
- 7. Minimum Play: Players in both divisions will be required to play a minimum of two consecutive defensive innings during the course of each game. All non-starting players must be entered into the game on defense by the top of the 4th inning, prior to the 1st legal pitch; and must play two consecutive defensive innings.

Penalty: If it is determined that either the offensive or defensive teams are out of compliance on this rule, the team (offensive or defensive) will automatically receive an out during their time at bat. No player will lose their time at bat.

- 8. Injuries:
- a. If a player is removed from the game due to injury, she may not re-enter the game.

Regulation Guidelines

- 9. Any player ejected by an umpire from the game will sit out the remainder of the game, and the following game she will be suspended in full uniform in the dugout, for unsportsmanlike conduct.
- 10. If one team is ahead by 10 runs or more after five or more full innings of play, the game will become a legal game with the team head winning. This rule does not apply for championship game.
- 11. A team may start with eight (8) players and take the ninth batting position as an out for the first at bat, and then the ninth spot is dropped from the lineup. If an additional player arrives, she must immediately enter the game and bat in the next batting position.

Article X

Playing Rules:

Section 1- cont

- 11. Courtesy runner:
 - a. A courtesy runner may be used for either the pitcher or the catcher.
 - b. Neither the pitcher and / or the catcher will be required to leave the game under such circumstances.
 - c. The same courtesy runner may not run for both the pitcher and the catcher in the same half inning, or at any time during the game.
 - d. The courtesy runner will be the last recorded out.
 - e. Once a courtesy runner has entered the inning, that player must remain a runner until they score or make an out.
 - f. A courtesy runner must be reported to the plate umpire.
 - 12. Short Handed Courtesy Runner:
 - a. A team fielding 8 (eight) or 9 (nine) players may use a courtesy runner for the catcher only.
 - b. The courtesy batter will be the previous batted out.
 - If the short handed courtesy runner is on the bases when her time to bat comes up, that batting position is considered out and the next batter will come to bat unless the out is the third out.
 - c. A courtesy runner must be reported to the plate umpire.

Regulation Guidelines

13. Bucket Rule:

A coach shall be allowed to place a bucket (to sit upon) no more than eighteen (18) inches out from the dugout entrance, within the lines drawn,to relay signs to the catcher. If the coach makes an attempt to avoid the ball "in play" and it strikes either the bucket or the coach, a dead ball shall be called.

SECTION 2-

- a. Helmets with airbrushing will be deemed legal.
- b. Players will be allowed to use sleeve ties, as long as they are soft connecting.
- c. No pre game soft toss or any other batting practice with a hard softball will be allowed unless the hard softballs are hit into a batting net.

SECTION 3-

1. Game Times:

A. Record of Game Times:

The Official score keeper shall record the official Starting and ending times of all games.

2. Starting Times:

A. Doubleheader:

First game shall start at 6:00 p.m., the second game shall start at 8:00 p.m.

B. Infield-

No infield practice will be allowed until official line-up is turned in to the official score keeper and that time allows.

- **C.** Single starting games will start at 7:30 p.m.
- **D**. **Forfeit time** is game time.

E. Interrupted game:

If a game is interrupted for 10 minutes or more (i.e. injury, power failure, weather), the game will be continued (conditions permitting), and the time limit shall be extended by the same amount of time as the delay time.

Exceptions:

The only time a game can start after the scheduled start time is if the umpire is late. The game must start with one umpire.

Regulation Guidelines

Article X

SECTION 4-

3. Time Limit:

A. First Game:

The first game will start at 6:00 p.m. No new inning will start after 1 hour 40 minutes. The inning will be completed. The first game is extended by section 3, #F.

B. Tie Game:

At the end of 7 full innings, the international tie breaker rule will be used until the time limit is reached. (The player making the last out of the previous inning will be placed on 2nd. base at the start of each team's at bat in all extra innings. Games ending in a tie will not be replayed. A tie counts as one point, see standings).

C. Legal Game:

A legal game consists of one played to the extent of the time limit regardless of number of innings played.

- D. Regular season/playoffs: Time limit will be used
- E. Championship Games: No Time Limit

SECTION 5-

Standings:

Regulation Guidelines

Article XI

Championship Playoffs:

Section 1 -

There will be a playoff series at the end of the regular season to determine the league champion. The top three teams will automatically be in the playoffs.

- **a.** Any ties for 1st. or 2nd. place will first be broken by the teams record head to head. If this is inconclusive between two teams, a coin toss will determine the standings. If this is inconclusive for 3 or more teams, the standings will be determined by a drawing.
- **b**. Any ties for 3rd. place will first be broken by the team's record head to head. If this is inconclusive between two teams, a one game playoff will determine the 3rd. place team. If this is inconclusive between 3 or more teams, the teams will play off for third place with match ups and any resulting "byes" being determined by random selection.
- c. The fourth playoff position will be determined by single elimination games between all remaining teams. The match ups, and any resulting "byes" will be determined by random selection. Once the four playoff teams are determined, team #1 will play team #4, and Team #3 will play team #2 in a best two out of three series. Teams #1 and #2 will be the home team in the first and third games of the playoff series. The two series winners will play a best two out of three series for the league championship. Home team for the first championship game will be determined by a coin toss. The second game the teams will switch. The third and final game will be determined by a coin toss.

Championship Playoffs

Section 2 - Protest Procedure

Section 1 – To file a protest, the team filing the protest shall put up a \$25.00 fee, If the protest is lost, the fee is forfeited to the league. Protests shall be settled by the Protest Board, this shall be appointed by the President with the Board approval. The Protest Board shall consist of three members selected by the president not affiliated in any way with the teams involved.

Section 2 – A protest must be made by voice immediately to the head umpire, in the game, before another pitched ball. If not made at this time the protest will not be considered valid. A written protest sheet along with the \$25.00 fee shall be presented to the league secretary or president within 48 hours of the protest or it shall be considered invalid.

Section 3 – The President shall call a meeting of the Protest Board to settle the protest. The game umpires, the two team managers, and assistant managers of the protested game should be present at this meeting.

Regulation Guidelines

21. Procedures:

1. Pre Game Daily Set up:

1st Games Home Team shall install the bases after removing the base plugs and placing them next to the dugout entrance, fill the water pitchers and get small disposable drink cups from the snack bar.

2. Post Game Daily Closing & Clean Up:

The 2nd games Home team shall remove the bases and secure them in the cabinet under the booth, install the base plugs, empty the water pitchers and take the pitchers and left over cups to the snack bar.

2. Game Balls:

- **A.** Each regular season game shall start with one new and one used ball to be set out at the backstop by the fields personal or Board Member on Duty.
- **B.** Each Semi-Play-Off game shall start with one new and one used ball to be set out at the backstop by the fields personal or Board Member on Duty.
- **C.** Each Play-Off Game and Championship game shall start with (3) three new softballs to be set out at the backstop by fields personal or Board Member on Duty.

22. Amendments to Rules

These rules may only be amended, repealed, or altered in whole or part by a simple majority vote of the board and voting members at any league meeting, as long as all by-law requirement are met. All rules, regulations, and decisions are subject to Board approval.

23. Field Set Up:

During the week there will be the need to either remove or install the removable mound. The Visiting team shall take 5 minutes prior to game to install or remove the 40 ft. mound if needed for play that day.

Regulation Guidelines

Final Date of Rules Amendments
Secretary(Print Name Clearly)
Signature(Print Name Clearly)
Date of Rules Ratification
President:
Signature
Secretary:(Print Name Clearly)
Signature