



# Coaches & Managers Handbook

North Shore Girls' Fastpitch Association

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PO Box 16059 LYNN VALLEY  
North Vancouver, BC, V7J 3S9

<http://nsfastpitch.ca>  
(or <http://nsgfa.ca>)

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*Note: This document and any associated policies, procedures, rules, guidelines, or information are subject to change without notice. The current version of the NSGFA handbook is maintained on our website at <http://nsfastpitch.ca/handbook>.*

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## 1. INTRODUCTION

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Welcome to North Shore Girls' Fastpitch Association (NSGFA) softball for girls, ages 5 to 19<sup>1</sup>. Thank you for volunteering to help coach or manage a team. Please take a little time to familiarize yourself with the contents of this Handbook. While you may not be expected to read and memorize the entire Handbook, you should be familiar with the topics are covered herein so you know where to look when required, and we do encourage you to read the relevant sections and keep a copy handy for reference as needed.

Once you have been assigned your team rosters, please contact all players by March 31<sup>st</sup>. Rosters are made available in Team Snap to registered coaches and managers. Registration instructions for coaches and managers are disseminated by Division Coordinators via head coaches. Schedules for U6 through U14 house teams are made available via Team Snap shortly before the season commences. Schedules for U16C, U19C, and Rep teams are distributed directly to the head coach via Interlock Scheduler(s) and must be entered into Team Snap by the coach or manager.

This Handbook does not supersede the authority of the NSGFA Board, Softball BC, or any other applicable rules, regulations, or oversight bodies. **Parents, players, and coaches are strongly cautioned to read the section "What to do if you have a complaint" before bringing a concern to the NSGFA Board or Softball BC.** In the event a particular section, sentence, or clause within this document is deemed by a relevant authority to be incorrect, not applicable, or unenforceable in a particular circumstance, that specific part of the document shall be considered severed from the document in that particular circumstance only.

Rep teams are also subject to the Rep Program Guidelines established by the NSGFA Board and Rep Committee and published at: <http://nsfastpitch.ca/rep>.

## 2. MCCARTNEY PARK

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McCartney Park is the NSGFA's home field. This jewel of a park is recognized by other associations as one of the more beautiful parks in the Lower Mainland. Special care and attention is needed to ensure that the NSGFA maintains continued use of this facility.

The North Vancouver Recreation Commission has allocated additional playing time on the McCartney Park diamonds to our Association. With increasing demand on all playing fields, especially grass, it is imperative that we fully use McCartney Park. As usual, we will be using McCartney virtually every day of the week, including Saturdays and Sundays. Weekend use of McCartney will normally be on a rotational basis to allow as many of the age levels as possible to play on the grass fields.

Coaches with games scheduled at McCartney Park should meet with their teams prior to the start of the season to identify any games that need to be rescheduled due to significant conflicts (i.e. band concerts, school plays, field trips, graduations). If any conflicts are identified, please contact the **Scheduler** ([scheduler@nsfastpitch.ca](mailto:scheduler@nsfastpitch.ca)) as soon as possible so the fields can be reassigned to other teams. If the Scheduler is not given adequate notice, there won't be enough time to schedule another game and that particular diamond will sit empty.

The North Vancouver Recreation Commission closely monitors field usage. We have guaranteed the Commission we need each and every field we have asked for. **The Association cannot stress strongly enough the importance**

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<sup>1</sup> NSGFA also supports selected Senior Fastpitch Women's teams on a case-by-case basis. Typically these teams comprised primarily of former minor players/teams from our Association. Contact [women@nsfastpitch.ca](mailto:women@nsfastpitch.ca) for further information.

**of using McCartney Park on each and every date it is booked.** Non-use of the park could result in our grass fields being allocated to other groups and sports.

In addition to McCartney Park we also have use of two diamonds (“East” and “West”) at Lynn Valley Park and two diamonds (“North” and “South”) at Loutet Park. These diamonds must be maintained by the community groups using them. We require the support of every team to maintain these fields and make sure equipment is not left out to be stolen or vandalized and fields are kept in appropriate playing condition. We have purchased complete sets of magnetic bases, anchors and plates for all 8 diamonds at McCartney (4 diamonds), Lynn Valley (2 diamonds) and Loutet (2 diamonds).

To reduce the risk of injury, the bases have the smallest magnetic plates available so they dislodge with an age-appropriate level of force. Nevertheless, there have been occasional injuries when a base apparently did not dislodge under certain conditions. It is necessary for Coaches to ensure all magnetic bases are tested before a game to ensure they dislodge with what the coach determines is the suitable force of a player sliding into the base. We have found that applying a small layer of sand over the top of a base’s magnetic anchor plate before laying the base down enables it to dislodge easier.

### 3. MCCARTNEY CONCESSION

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The NSGFA operates a concession at McCartney Park. In addition to providing food and snacks to players, parents and spectators, the concession generates funds for the Association that help to purchase equipment and uniforms and help to keep registration fees as low as possible.

#### 3(a) TEAM CONCESSION DUTY

Each team is required to provide two (2) volunteers per shift at the concession, assigned according to the schedule provided and maintained by the Concession Coordinator.

Whenever possible we try to match the concession volunteer schedule with your team’s McCartney game schedule. Each team is usually scheduled two (2) to four (4) concession times during the season depending on which division the team is in and how often the team plays at McCartney. The concession schedules will be distributed once game schedules are finalized and may be updated as the game schedule changes.

Concession shifts are usually four (4) hours in duration, but may be split into a maximum of two (2) two-hour shifts performed by four (4) volunteers. All concession volunteers must be 14 years or older and at least one should be an adult. If your game has been cancelled (even if due to weather), your team is still responsible for supplying concession volunteers for your assigned shifts.

**THIS IS NOT OPTIONAL! EACH TEAM MUST PROVIDE VOLUNTEERS FOR THEIR CONCESSION DUTY.**

A reminder email will be sent by the concession coordinator to the team manager (or head coach if no manager has been identified) a week before your team’s assigned concession shift. You will be asked to provide names and phone numbers of the individuals from your team who are scheduled to volunteer at the concession. It is part of the team’s concession duty to respond to such inquires promptly and at least 48 hours prior to the start of the relevant concession shift. A performance bond (see section 5(a)) is required from each team, in part to ensure concession duties are fulfilled.

### 3(b) PENALTIES FOR MISSING CONCESSION DUTY

The team must pay to NSGFA \$100 per shift for each missing volunteer (two per shift) or if the team fails to respond to a concession duty confirmation email (from the concession coordinator) on a timely basis as noted above. Your performance bond may be cashed and teams may be prohibited from participating in North Shore tournaments (including District play-downs) and may not be eligible for team funding etc. if it has failed to fulfill its concession duties and/or compensate the league as required.

### 3(c) PAID CONCESSION WORKERS

If your team prefers to pay someone to perform its concession duty, the team must make such arrangements itself. In all cases, the team is solely responsible for ensuring its concession duty is fulfilled in a timely and responsible manner and for paying its hired concession workers. NSGFA is not responsible for hiring or paying anyone to fulfill a team's concession duty and shall have no liability to anyone hired to perform team concession duty. The concession operator may help teams to arrange for paid concession workers on a limited and case-by-case basis; however, such arrangements are solely between the team and the concession operator, and at the sole discretion of the concession operator.

### 3(d) CONCESSION CONTACTS

Role	Email	Contact	Phone
Concession Coordinator	<a href="mailto:volunteers@nsfastpitch.ca">volunteers@nsfastpitch.ca</a>	Heather Sands	604-715-3016 (emergencies)
Concession Operator	<a href="mailto:concession@nsfastpitch.ca">concession@nsfastpitch.ca</a>	Trish Spencer	604-862-1438

## 4. CRIMINAL RECORDS CHECKS (REQUIRED)

Softball BC and the NSGFA requires coaches, managers, umpires, and certain volunteers to provide a current Criminal Records Check (CRC) for contact with at-risk youths. **This is not optional.** Applicants need picture ID with their current address along with one other piece of identification and a cover letter from NSGFA (available to download at <http://nsfastpitch.ca/resources>). Those residing in North Vancouver may request a CRC at the North Vancouver RCMP Station (146 East 14th Street) and those residing in West Vancouver may request a CRC at the West Vancouver Police Department (1330 Marine Drive).

A CRC will be provided only to the individual who submitted and is named on the request.

**Umpires only:** please submit a copy of your CRC by mail or in person to the UIC.

**Everyone else: (coaches, managers, etc.)** please submit a copy of your CRC by mail or in person to the NSGFA President (our mailing address is on the cover of this handbook). Please keep your original CRC in a safe place as it may be used up to 3 years for any sport.

**PLEASE NOTE: A CRC contains your sensitive personal information. We do not recommend sending a CRC via email. Online CRC services may be used at your own risk.**

## 5. PERFORMANCE BOND CHEQUES (REQUIRED)

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### 5(a) BOND CHEQUES REQUIRED FROM ALL TEAMS

Prior to receiving uniforms and equipment, each team is required to post a performance bond, consisting of a \$300 cheque (\$200 for U6 and U8 teams) payable to the NSGFA and post-dated to April 30, 2017. This is to ensure the team will honor its concession duty and will return uniforms and/or equipment as required. Your cheque will be returned or destroyed after the season ends, and provided the team has:

- Completed its concession duty commitments (or paid required fees),
- Returned its uniforms as required (or paid required fees for missing items), and
- Returned its equipment (or made alternate arrangements with the equipment manager).

Your cheque will be deposited if any of the above conditions are not met and alternate arrangements that are reasonable and acceptable to the association are not made on a timely basis.

### 5(b) ADDITIONAL INTERLOCK BOND CHEQUES (U16, U19, REP TEAMS)

All teams participating in the Interlock schedule (i.e. U16C, U19C, and Rep Teams) are required to provide two (2) x \$100 cheques payable to NSGFA and dated to April 1, 2018. The NSGFA has submitted corresponding bond cheques to the Lower Mainland Softball Committee (LMSC) on behalf of our teams.

Your bond cheques are to guarantee your team (i) will honor its commitment to the Interlock schedule and rules and (ii) will attend (with a viable roster) and participate in every scheduled game, unless alternate arrangements are made on a timely basis and in accordance with established LMSC rules/protocols.

## 6. LEAGUE DIVISIONS

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Classification is based on birth year or age as of January 1 of the current year.

U6 (Blastball): 4 - 5 years old (2013/14 birth years)

U8 (Mini Mite): 6 - 7 years old (2011/12 birth years)

U10 (Mite): 8 - 9 years old (2009/10 birth years)

U12 (Squirt): 10 - 11 years old (2007/08 birth years)

U14 (Pee Wee): 12 - 13 years old (2005/06 birth years)

U16 (Bantam): 14 - 15 years old (2003/04 birth years)

U19 (Midget): 16 - 18 years old (2000 - 2002 birth years) \*\*

Women (U21 & Senior): 18+ years old (birth years prior to and including 2000) \*\*

\*\* Players who were 18 years old on Jan. 1 may play in either the U19 or Women's division. Women players who are under 21 may choose to play on a senior team or a U21 only team.

## 6(a) PLAYING OUTSIDE OF AGE GROUP (PLAYING UP / DOWN)

Any request to play outside a player's age group must be in writing to the Board prior to the start of the season. **Requests are granted on an exceptional basis only, at the Board's sole discretion, and not subject to appeal.**

### PLAYING UP

We strongly discourage playing up in higher division outside the player's age group. Players seeking a higher level of competition are encouraged to try out for our Rep Program. Subject to Board approval, a player may be allowed to play up in specific rare circumstances—for example, if (a) a parent has coached for at least one year prior to the current season, (b) continues to be a coach of an existing team, and (c) there is an older sibling on the team. Player aren't permitted to play up more than one division. In exceptional circumstances, a player from the U19 division may be allowed to play up on a Junior Women's team (e.g., if there's no U19 teams with room in the District), which also requires Softball BC approval.

### PLAYING DOWN

House League players may request to play within either their own age group or their school year, but only with respect to playing down one division. However, such players will be ineligible (without exception) to participate in District Playdowns or Provincial Championships if they are playing in a division below their age group.

## 7. REGISTRATION AND SOFTBALL BC LIFETIME MEMBERSHIP FEE

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All players, coaches (including assistants), and managers must be officially registered to participate in NSGFA and Softball BC organized games and practices, including tournaments. Anyone not properly registered with the NSGFA will not be included on the team's official Softball BC's roster. Such individuals are uninsured and usually prohibited from participating in BC Provincial (or Regional) Championships, District Playdowns, the NSGFA Year-End Tournament, etc.

All registration is via the NSGFA website. Players register at <http://nsfastpitch.ca/register> while coaches, managers, etc. receive registration instructions from their Division Coordinator (typically sent to head coaches to pass on to their selected assistant coaches and managers). These are the only authorized methods to register with NSGFA. The rosters are automatically scanned and any unauthorized profiles removed without notice.

All players must be members of Softball BC. Any players who do not provide a valid Softball BC number during registration are required to pay an additional \$10 (the cost to purchase a Softball BC lifetime membership). The NSGFA will pay the \$10 fee for up to three registered coaches per NSGFA team, and for umpires who work at least 10 NSGFA games during the season.

## 8. 2018 CALENDAR OF EVENTS

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For the most up to date calendar of events, please see: <http://nsfastpitch.ca/calendar>

Missed your equipment or uniform pick-up? Contact the Equipment or Uniform Manager (see page 9).

## 9. NSGFA EXECUTIVE & CONTACT INFORMATION

For the most up to date contact information, please see <http://nsfastpitch.ca/executive>

### 9(a) BOARD OF DIRECTORS

Position	Name	Phone	Email
President	Harvey Coxson	778 995 4270	<a href="mailto:president@nsfastpitch.ca">president@nsfastpitch.ca</a>
Secretary	Heather Sands	604 715 3016	<a href="mailto:secretary@nsfastpitch.ca">secretary@nsfastpitch.ca</a>
VP Finance	Erik Niemi	604 505 9940	<a href="mailto:vpfinance@nsfastpitch.ca">vpfinance@nsfastpitch.ca</a>
VP Operations, Senior Divisions	Stewart Spencer	604 834 5257	<a href="mailto:vpseior@nsfastpitch.ca">vpseior@nsfastpitch.ca</a>
VP Operations, Junior Divisions	Marg LeSage	604 889 4041	<a href="mailto:vpjunior@nsfastpitch.ca">vpjunior@nsfastpitch.ca</a>
Umpire-In-Chief (UIC)	Geoff Bowering	604 505 3047	<a href="mailto:uic@nsfastpitch.ca">uic@nsfastpitch.ca</a>
Director-At-Large	Scott Channell	604 988 6360	<a href="mailto:director1@nsfastpitch.ca">director1@nsfastpitch.ca</a>
Director-At-Large	Nolan Pielak	778 829 8424	<a href="mailto:Director2@nsfastpitch.ca">Director2@nsfastpitch.ca</a>

### 9(b) EXECUTIVE OFFICERS

Position	Name	Phone	Email
Head Coach	Scott Channell	604 988 6360	<a href="mailto:headcoach@nsfastpitch.ca">headcoach@nsfastpitch.ca</a>
Registrar	Nolan Pielak	778 829 8424	<a href="mailto:registrar@nsfastpitch.ca">registrar@nsfastpitch.ca</a>
Scheduler	Don Lucas	778 882 3795	<a href="mailto:scheduler@nsfastpitch.ca">scheduler@nsfastpitch.ca</a>
Umpire Scheduler	Jeanne Mayne	(call UIC)	<a href="mailto:umpires@nsfastpitch.ca">umpires@nsfastpitch.ca</a>
Field Maintenance	Tom Cumming	604 929 1263	<a href="mailto:fields@nsfastpitch.ca">fields@nsfastpitch.ca</a>
Equipment Manager	Scott Channell	604 988 6360	<a href="mailto:equipment@nsfastpitch.ca">equipment@nsfastpitch.ca</a>
Uniform Manager	Lisa Hammermeister	604 219 8445	<a href="mailto:uniforms@nsfastpitch.ca">uniforms@nsfastpitch.ca</a>
Pitching Machine Coordinator	<b>(vacant)</b>		<a href="mailto:batting@nsfastpitch.ca">batting@nsfastpitch.ca</a>
Concession Coordinator	Heather Sands	604 715 3016	<a href="mailto:volunteers@nsfastpitch.ca">volunteers@nsfastpitch.ca</a>
Concession Operator	Trish Spencer	604 862 1438	<a href="mailto:concession@nsfastpitch.ca">concession@nsfastpitch.ca</a>
Advertising	Nolan Pielak	778 829 8424	<a href="mailto:marketing@nsfastpitch.ca">marketing@nsfastpitch.ca</a>
Sponsorships/Promotions	Harvey Coxson	778 995 4270	<a href="mailto:president@nsfastpitch.ca">president@nsfastpitch.ca</a>
Photo Coordinator	Harvey Coxson	778 995 4270	<a href="mailto:president@nsfastpitch.ca">president@nsfastpitch.ca</a>
Tournament Coordinators	Stewart Spencer Marg LeSage	604 834 5257 604 889 4041	<a href="mailto:tournaments@nsfastpitch.ca">tournaments@nsfastpitch.ca</a>
Scholarship Committee	N/A	email only	<a href="mailto:scholarships@nsfastpitch.ca">scholarships@nsfastpitch.ca</a>
Compliance (CRCs)	Harvey Coxson	778 995 4270	<a href="mailto:compliance@nsfastpitch.ca">compliance@nsfastpitch.ca</a>
Website/SysAdmin	Erik Niemi	604 505 9940	<a href="mailto:admin@nsfastpitch.ca">admin@nsfastpitch.ca</a>

Position	Name	Phone	Email
SBC District 4 Coordinator	Scott Channell	604 988 6360	<a href="mailto:district4@nsfastpitch.ca">district4@nsfastpitch.ca</a>
Pitching Coach	Isla Powell	604 988 0311	<a href="mailto:pitching@nsfastpitch.ca">pitching@nsfastpitch.ca</a>
Supermite Program	Brad Armes	email	<a href="mailto:supermites@nsfastpitch.ca">supermites@nsfastpitch.ca</a>
Fall Ball Coordinator	Sara Mikkelsen	email	<a href="mailto:fallball@nsfastpitch.ca">fallball@nsfastpitch.ca</a>

### 9(c) DIVISIONAL COORDINATORS

Division	Name	Phone	Email
U6 (Blastball)	Marg LeSage	604 889 4041	<a href="mailto:u6@nsfastpitch.ca">u6@nsfastpitch.ca</a>
U8 (Mini Mite)	Ren Manlolo	604 787 4869	<a href="mailto:u8@nsfastpitch.ca">u8@nsfastpitch.ca</a>
U10 (Mite)	Brad Armes	604 671 4754	<a href="mailto:u10@nsfastpitch.ca">u10@nsfastpitch.ca</a>
U12 (Squirt)	Kara Anzer	778 885 7772	<a href="mailto:u12@nsfastpitch.ca">u12@nsfastpitch.ca</a>
U14 (Pee Wee)	Shannon Beach	604 928 4126	<a href="mailto:u14@nsfastpitch.ca">u14@nsfastpitch.ca</a>
U16 (Bantam)	Lisa Hammermeister	604 219 8445	<a href="mailto:u16@nsfastpitch.ca">u16@nsfastpitch.ca</a>
U19 (Midget)	Erik Niemi	604 505 9940	<a href="mailto:u19@nsfastpitch.ca">u19@nsfastpitch.ca</a>
Senior Fastpitch (19+)	Harvey Coxson	778 995 4270	<a href="mailto:adults@nsfastpitch.ca">adults@nsfastpitch.ca</a>
Rep League (U12-U19)	Harvey Coxson	778 995 4270	<a href="mailto:rep@nsfastpitch.ca">rep@nsfastpitch.ca</a>

### 9(d) VOLUNTEERS NEEDED (PLEASE HELP!)

The NSGFA is run almost entirely by volunteers. The Board is always seeking additional volunteers to help with a variety of roles, ranging from small one-off jobs to larger ongoing roles, depending on interest, availability, and aptitude. In addition to current vacancies, we experience some turnover every year as players grow up and leave the association, and there are always odd jobs and additional support needed.

If you know of someone who may be a good fit to assist with any of the roles outline on the previous pages, or to help out with smaller one-off jobs or extra help, please contact any of our Board members.

## 10. WHAT TO DO IF YOU HAVE A COMPLAINT

Sometimes, despite our best efforts, things don't go as smoothly as we would like. Our Association is staffed 100% by volunteers, many of whom dedicate an extensive amount of their personal time to the NSGFA and to softball in general, and yet sometimes things don't work out as planned.

Although there are both a provincial (Softball BC) and a national (Softball Canada) governing body for our sport, it is important to understand that **neither of these governing organizations will involve themselves in the local rules or internal operations of a specific association.**

If you feel you have a complaint, the appropriate levels to appeal to are as follows:

- Your Coach
- Division Coordinator

- NSGFA Board
- District 4 Coordinator
- Softball BC

You **MUST** follow this process exactly and in the correct order:

1. **Your Coach:** If you have a concern with the team, you should try to discuss with your head coach first.
2. **Division Coordinator:** If you cannot resolve the matter with your head coach, you may contact your Division Coordinator, who will either try to solve the problem (potentially involving other members of the executive if and as appropriate) or take your issue to the Board.
3. **NSGFA Board:** Only in very rare circumstances should you bring your issue directly to the Board (members), which will invariably refer you to your Divisional Coordinator first.
4. **District 4 Coordinator:** If the issue is a Softball BC related matter, you may contact the Softball BC District 4 Coordinator, who acts as your representative to Softball BC. However, please note that local association rules and operations generally are not appealable to Softball BC.
5. **Softball BC:** Only in very extreme situations should you approach Softball BC directly. However, bear in mind Softball BC does not get involved in local association operation or rules. Furthermore, and most importantly, if you contact Softball BC directly and a decision is made, that decision is final and cannot be appealed. Thus, we highly recommend working through the District 4 Coordinator, following the above process.

## 11. INJURY PREVENTION PROGRAM

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Helping your players to prevent injuries is one of your most important responsibilities as a coach. No program of prevention is perfect—injuries will happen, often without warning. The key is to establish an overall Injury Prevention Program. Following are some suggestions for such a program:

- Ensure players develop their flexibility, endurance and strength
- Take care of minor injuries quickly so they don't become major ones
- Carry a first aid kit and take a first aid course so you can properly care for minor injuries
- Don't let injured players return to activity too soon
- Learn how to recognize the symptoms of a concussion; concussed players should not play until they have been examined and cleared by a medical professional
- Check equipment to see that it is in good repair and fits properly
- Anticipate problems in the practice or competitive environment. For example, check out the playing field before the practice or game begins to ensure no safety hazards exist
- **Have all infield players wear protective mouth guards or face masks**

### 11(a) FIRST AID KITS

Coaches should provide their own team with first aid supplies for all games and practices; these are not supplied by the league. First aid kits are available at a number of department stores, drug stores, St John's Medical, or teams may build their own to treat minor scrapes and bruises.

## 11(b) EMERGENCY ACTION PLAN

The purpose of an Emergency Action Plan (EAP) is to get professional care to the injured participant as quickly as possible. Unless you have received specialized training in advanced first aid techniques, leave such care to professionals.

It is strongly recommended that you develop an EAP before the season begins. Such a plan consists of information on the location of the nearest telephones, directions to the playing field and the names of two people: the charge person and the call person.

### ROLE OF THE CHARGE PERSON

The CHARGE PERSON should have specific training in the care of injuries. If no one else can assume this role, it becomes the responsibility of the coach. Responsibilities of the charge person are:

- Take control and assess the situation upon contact with the injured player.
- Instruct all players/bystanders to leave the injured player alone.
- Ensure that the player is not moved.
- Leave the player's equipment in place.
- Assess the injury and determine whether further assistance is required.
- Decide how to move the player if an ambulance is not needed.
- Notify the call person if an ambulance is needed and briefly describe the injury.
- Observe the player carefully for any change in condition and reassure her until professional help arrives.

### THE ROLE OF THE CALL PERSON

- Have access to, or ownership of, a cellular phone or know the location of all the telephones that could be used for placing emergency calls -particularly important in remote field locations.
- Know the directions and the best access route to the facility by street name.
- Provide the ambulance dispatcher with all necessary information including:
  - description of nature of emergency
  - exact location of the injured player
  - street address of field -best access route to the location
  - telephone number of the phone from which the call is being placed
  - assign someone to stay by the phone
- Report to the charge person that the ambulance has been called and the estimated time of arrival.
- Go to the main access entrance and wait for the emergency vehicle.

## 11(c) NSGFA PARK ADDRESSES

Take note of these addresses in case you need to call for an ambulance or emergency services:

Park Name	Address
<b>McCartney Creek Park</b>	1575 Larkhall Crescent, North Vancouver, BC, V7H 2Z1
<b>Loutet Softball Park</b>	1700 Rufus Avenue, North Vancouver, BC, V7L 4J2
<b>Lynn Valley Park</b>	3220 Mountain Hwy, North Vancouver, BC, V7K 3E5

## 12. PRE-SEASON COACHES & MANAGERS MEETINGS

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The Association holds pre-season meetings for all coaches and managers to hand out material and communicate important information regarding key processes, significant rule changes, coordinate distribution of uniforms and equipment, answer questions, etc. Deposit cheques will be collected and uniforms are selected for pickup. Each session is tailored to the relevant group, and every team is expected to send at least one coach (preferably the head coach) and the manager to the relevant meeting.

Please see the website for the most up-to-date information

**It is important that coaches in particular (ideally the head coach, or at least one coach per team) and the manager make every effort to attend their briefing in order to be up to speed on important updates, and to minimize issues that frequently come up during the season.**

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## 13. NSGFA HOUSE PLAYING RULES

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### 13(a) SOFTBALL CANADA OFFICIAL RULE BOOK TO GOVERN

1. Ground rules will be discussed and agreed upon by the umpires and both coaches at the home plate conference before the game starts.
2. The Softball Canada Fast Pitch Rules will govern play unless superseded by specific Softball BC rules, or by the NSGFA rules listed herein.

### 13(b) UMPIRES

3. The plate umpire shall be supplied by the home team (unless provided by NSGFA)
4. The base umpire shall be supplied by the visiting team (unless provided by NSGFA)
5. The plate umpire's decisions are final regarding condition of fields, weather and team readiness as of official game time.

### 13(c) GAMES

6. All games will start at the time, date, and place indicated on the schedule. Unless there is prior agreement by both coaches and the plate umpire, the game will finish one hour and forty-five minutes (1¾ hours) from the scheduled start time, and no new inning will start after one hour and forty-five minutes (1¾ hours) after the ACTUAL start of the game. The umpire's decision on the start time will be the official time.
7. If game is tied at the suspension of play due to darkness or other reasons, the game will be officially declared a tie.
8. Reasons for cancelling a game are limited to weather conditions, school functions or conflicting tournaments, unless there is agreement between coaches BEFORE the scheduled game date.
9. Any player arriving after the lineup has been turned in shall be added to the bottom of lineup.
10. Wet grounds: The home team coach will examine the playing field at least forty-five minutes before game time and notify the opposing coach if the grounds are unplayable.
11. All canceled games are to be played as soon as possible before completion of the regular schedule, or forfeited. If an agreeable date cannot be reached between coaches, the Scheduler will reschedule the game, and failure of either team to appear will result in a forfeit for that team.
12. Any team not abiding by the two (2) inning rule for each player shall lose the game by default (see rule particulars for each level for full description of this rule). Sickness or injury during the game is the only exception to the two (2) inning rule.
13. This is a no protest league; all umpire decisions will be final.
14. Only the scorekeeper(s) for each team will be allowed behind the backstop. It is each team's responsibility to enforce this rule.

## 13(d) PLAYERS

15. Players not listed on the Softball BC Team Registration Form (or equivalent electronic database) are not registered to play, and therefore are not covered by insurance and not permitted to play.
16. Players who have not registered and paid with the NSGFA are not permitted to play on NSGFA teams, and may not be registered with Softball BC and therefore may not be covered by insurance. Teams are not permitted to add players to or remove players from their roster without pre-approval from the relevant NSGFA official.
17. All players who attend a game will be listed on the score sheet and the names given to the opposing team.
18. Each player must be registered and paid with the NSGFA, and placed (by an authorized NSGFA official) on the team roster at least forty-eight (48) hours prior to the player's first game.
19. Coaches who have just cause may sit out a player for one complete game with the prior consent of the Division Coordinator (this is intended for cases of attendance and/or discipline problems).
20. NO SMOKING will be allowed by players, coaches or umpires on the playing field or in the dugout. Under no circumstances is ALCOHOL permitted on or around the playing fields—this applies to players, coaches, umpires, and spectators.
21. Helmets are to be worn with the chin strap SECURELY FASTENED under the chin from dugout to dugout. They will not be removed until the player has left the field. When running bases, no player will throw off her helmet. Note: If noticed by the umpire, the player may be ejected from the game for unsportsmanlike conduct.  
  
**NOTE: As of 2019 all players younger than the U19 age group are required to have a cage on their batting helmet. This is not an option and players will not be able to bat without it.**
22. Catchers must wear a facemask, helmet, chest protector and shin guards that have been approved by the association. A player, coach or parent catcher must wear a facemask even when warming up a pitcher on the field or in practice on the sidelines.
23. NSGFA strongly recommends all infield players wear either a protective mouth guard or face mask. Coaches and parents are requested to support the use of this valuable piece of personal safety equipment.  
  
**NOTE: As of 2019 all pitchers younger than the U14 age group are required to wear a mask while pitching. This is not an option and pitchers will not be able to pitch without it.**
24. All players must wear running shoes or approved cleats (recommended). All minor players (i.e. U6 to U19), except for U18 A/B, are permitted to wear molded (i.e. rubber or plastic) cleats and are NOT PERMITTED TO WEAR METAL CLEATS. Junior/Senior Women and U18 A/B players are permitted to wear metal cleats.
25. All equipment will be the responsibility of the coaches. It will be their responsibility to see it is kept in good condition and returned at the time and place indicated. Equipment is to be used only for its intended purpose (e.g., bats are not to be used to nail base spikes in the ground).
26. Softball BC states that all minor (U6 – U19) catchers must wear pelvic protection (“Jill Straps”) at all times. Failure to comply may result in the immediate removal of the player from the position.

### 13(e) FIELDS

27. Please be aware of the garbage that can accumulate during a game. Both teams are expected to ensure that field, dugout and spectator areas are cleaned of debris. Most fields have a garbage barrel adjacent and it will just take a few moments if everyone contributes to this task.

### 13(f) INJURIES

28. In order to comply with insurance company regulations, all significant accidents must be reported within forty-eight (48) hours of the accident by completing and submitting an Accident Report (available at <http://softball.bc.ca/resources/569/downloadable-forms>) to your NSGFA Division Coordinator and the District 4 Coordinator (see page 9).
29. Please use discretion when reporting accidents: generally it is not necessary to report minor accidents not requiring a doctor; however, care must be taken (especially with head injuries, for example) and parents notified when minors are involved.
30. Parents must be contacted immediately should it be necessary to take a child to a doctor or an emergency ward.
31. Obtain written statements from the umpire and a witness from each team (preferably adult spectators) and ensure they include their name and contact information.
32. Insurance Claim Forms (available at <http://softball.bc.ca/resources/569/downloadable-forms>) should be provided to parents of any player requiring professional medical treatment.

### 13(g) U6 DIVISION (BLASTBALL)

Utilizes the “Learn-to-Play” program:

- Introduces Softball to children in a revolutionary way
- Ensures children have **Fun** while improving their fitness & developing their skills
- Is action packed
- Fosters success for all ability levels
- Has easy to follow lesson plans for new and experienced coaches
- Contains activities & lead up games that are patterned after informal playground games
- Gives every child more opportunities to develop softball skills because everyone is **Active** for every minute of the session
- Is nationally recognized and approved

#### How it works:

Learn-To-Play is comprised of three age-appropriate levels. Each level takes into account the characteristics of children (both mentally and physically) to ensure each child has fun, experiences success and is gradually introduced to a competitive environment.

#### Level 1 (age 5)

One hour per session made up entirely of the prepared lesson plans.

See the Softball BC website for more information. (<http://softball.bc.ca/players/5/learn-to-play>)

## 13(h) U8 DIVISION (MINI MITE)

Utilizes the “Learn-to-Play” program:

- Introduces Softball to children in a revolutionary way
- Ensures children have **Fun** while improving their fitness & developing their skills
- Is action packed
- Fosters success for all ability levels
- Has easy to follow lesson plans for new and experienced coaches
- Contains activities & lead up games that are patterned after informal playground games
- Gives every child more opportunities to develop softball skills because everyone is **Active** for every minute of the session
- Is nationally recognized and approved

### How it works:

Learn-To-Play is comprised of three age-appropriate levels. Each level takes into account the characteristics of children (both mentally and physically) to ensure each child has fun, experiences success and is gradually introduced to a competitive environment.

### Level 2 (age 6, first year U8) and Level 3 (age 7, second year U8)

- Sessions are 45 minutes using the prepared lesson plans, followed by a 45 minute modified game
- For the first 4 games of the season, the tee will be used
- With respect to the modified game, coaches will pitch for seven pitches. If the player doesn't hit but swings at 4 of the 7 pitches, they get their base. If the player does not swing after 4 pitches, the tee will be used. All players hit each inning. No stealing.
- No inning shall start after 7:15 pm on a scheduled 6:00 pm start.

See the Softball BC website for more information. (<http://softball.bc.ca/players/5/learn-to-play>)

## 13(i) U10 DIVISION (MITE)

Standard divisional rules apply in addition to the following special rules for regular season games:

**The home team will supply a parent who will umpire the game and be responsible for calling balls and strikes.**

**For each at bat, the opposing pitcher will throw pitches until 3 balls are called without a hit or strike-out. The coach of the team at bat will then pitch to the batter (from the rubber, with the pitcher standing beside them) until a hit or strike-out occurs. Each batter receives 3 strikes and the count (balls & strikes) continues from player-pitcher to coach-pitcher. There are no walks. A tee shall be used after a total of 7 balls are called without a hit or strike-out.**

1. Five (5) innings shall constitute a game, or a time limit of one hour and forty-five minutes (1¾ hours), whichever occurs first. With agreement of both coaches, no inning shall start after 8:00 pm on a scheduled 6:30 pm start; otherwise no inning shall start after one hour thirty minutes (1½ hours) from the actual starting time.
2. All players who attend the game must be listed on the score sheet; and no player may sit on the sidelines for more than one (1) consecutive innings and, in a 5-inning game, for a maximum of two (2) innings.
3. There shall be unlimited substitution of players in the field whenever time has been requested and given.
4. Each team member shall bat as listed on the score sheet whether playing defensively or not.

5. A maximum of nine (9) players are to be used on the field, with the outfielders positioned at least 20 feet behind the baseline; however, if both teams (coaches) agree, a fourth outfielder may be added for a total of ten (10) players on the field. A team may play with fewer than nine (9) players (suggested minimum is 6 players) at the defensive coach's discretion.
6. Runs shall be limited to: three (3) runs for the 1<sup>st</sup> and 2<sup>nd</sup> innings, four (4) runs for the 3<sup>rd</sup> and 4<sup>th</sup> innings, and five (5) runs for the 5<sup>th</sup> inning. There is no 'Mercy Rule' for league games.
7. A pitcher shall be limited to pitch for a maximum of two (2) innings per game. **ONE PITCH IS COUNTED AS AN INNING. There will be a new pitcher for each inning. All players on the team must be given and encouraged to take the opportunity to pitch.**
8. The conference rule for pitchers is waived.
9. The infield fly rule is NOT in effect.
10. The batter is out on a dropped third strike.
11. Catchers must wear full catchers' gears during practice, warm-up, and the game. Any person (including parents) warming up a pitcher before or during a game, or during practice **MUST** wear at least a protective mask.
12. Pitching distance thirty (30) feet; baselines forty-five (45) feet; home to 2<sup>nd</sup>, sixty-three feet eight inches (63' 8").
13. Eleven (11) inch softballs are used (NOT SOFTIES).
14. **STEALING:** Stealing is permitted in all games AFTER the Mite Fun Tournament, and only as follows: Base runners may leave their base (at the risk of being put out) and attempt to advance (steal) on a pitch, only after the ball has left the pitcher's hand. A runner may advance (steal) only one (1) base from the base she occupied at the time of the pitch, regardless of how many over-throws occur. Once the catcher throws the ball to the pitcher, the runner cannot steal a base (even on overthrows to the pitcher) and must return to the last base she occupied. Stealing home is NOT permitted. **Note:** On a hit ball all runners may advance as many bases as they wish until either they are put out, or the ball has been returned to the pitcher in the pitcher's circle.

### 13(j) U12 DIVISION (SQUIRT)

1. A legal game shall consist of at least five (5) innings or one hour and forty-five minutes (1¾ hours).
2. With agreement of both coaches, no inning shall start after 8:15 pm on a scheduled 6:30 pm start; otherwise, no inning shall start after one hour forty-five minutes (1¾ hours) from the actual starting time.
3. All players who attend the game must be listed on the score sheet.
4. No player may sit on the sidelines for more than two (2) consecutive innings and a maximum of three (3) innings in the game.
5. There shall be unlimited substitution of players in the field at any time that time has been requested and given.
6. Each team member shall bat as listed on the score sheet whether playing defensively or not.
7. Runs shall be limited to five (5) runs per inning.
8. There is no 'Mercy Rule' for league games.

9. A pitcher shall be limited to pitch for a maximum of three (3) innings per game. ONE PITCH IS TAKEN AS AN INNING.
10. The conference rule for pitchers is **waived**.
11. The infield fly rule is **in effect**.
12. The batter is out on a dropped third strike, but the ball is alive.
13. Leading off: Runners may leave the base (at their peril) when the ball leaves the pitchers hand. Runners must take a base once the ball is returned to the pitcher in the pitching circle.
14. Base Stealing: Runners may steal all bases (including home) at their peril.
15. Catchers must wear full catchers' gear during practice, warm-up, and the game. Any adult warming up any pitcher before or during a game or practice **MUST** wear at least a protective mask.
16. Pitching distance is thirty-five (35) feet. Baselines are fifty-five (55) feet. Home to second is seventy-seven feet, nine and one quarter inches (77', 9 1/4").
17. Pitchers must wear a pitching mask
18. Eleven (11) inch softballs shall be used (not softies).

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### 13(k) U14 DIVISION (PEE WEE)

1. A legal game shall consist of at least five (5) innings or one hour and forty-five minutes (1¾ hours).
2. With agreement of both coaches, no inning shall start after 8:15 pm on a scheduled 6:30 pm start, otherwise no inning shall start after one hour forty-five minutes (1¾ hours) from the actual starting time.
3. All players who attend the game must be listed on the score sheet and no player may sit on the sidelines for more than two (2) consecutive innings and a maximum of three (3) innings in the game.
4. There shall be unlimited substitution of players in the field at any time that time has been requested and given.
5. Each team member shall bat as listed on the score sheet whether playing defensively or not.
6. Runs shall be limited to five (5) runs per inning. There is no 'Mercy Rule' for league games.
7. A pitcher shall be limited to pitch for a maximum of four (4) innings per game. ONE PITCH TAKEN IS CONSIDERED AS AN INNING.
8. The conference rule for pitchers **is in effect** except that the pitcher shall remain in the batting order and may play any other position.
9. Base running, infield fly, and dropped third strike rules are **in effect**.
10. Catchers must wear helmet and mask during game and warm up. Any adult warming up any pitcher before or during a game or practice MUST wear at least a protective mask.
11. Pitching distance is thirty-eight (38) feet.
12. Baselines are sixty (60) feet. Home to second is eighty-four feet, ten and one quarter inches (84', 10 1/4")
13. Twelve (12) inch softballs shall be used.

13(l) U16 DIVISION (BANTAM)

Interlock rules apply – please consult the Interlock organizers.

13(m) U19 DIVISION (MIDGET)

Interlock rules apply – please consult the Interlock organizers.

13(n) WOMEN

Interlock rules apply – please consult the Interlock organizers.

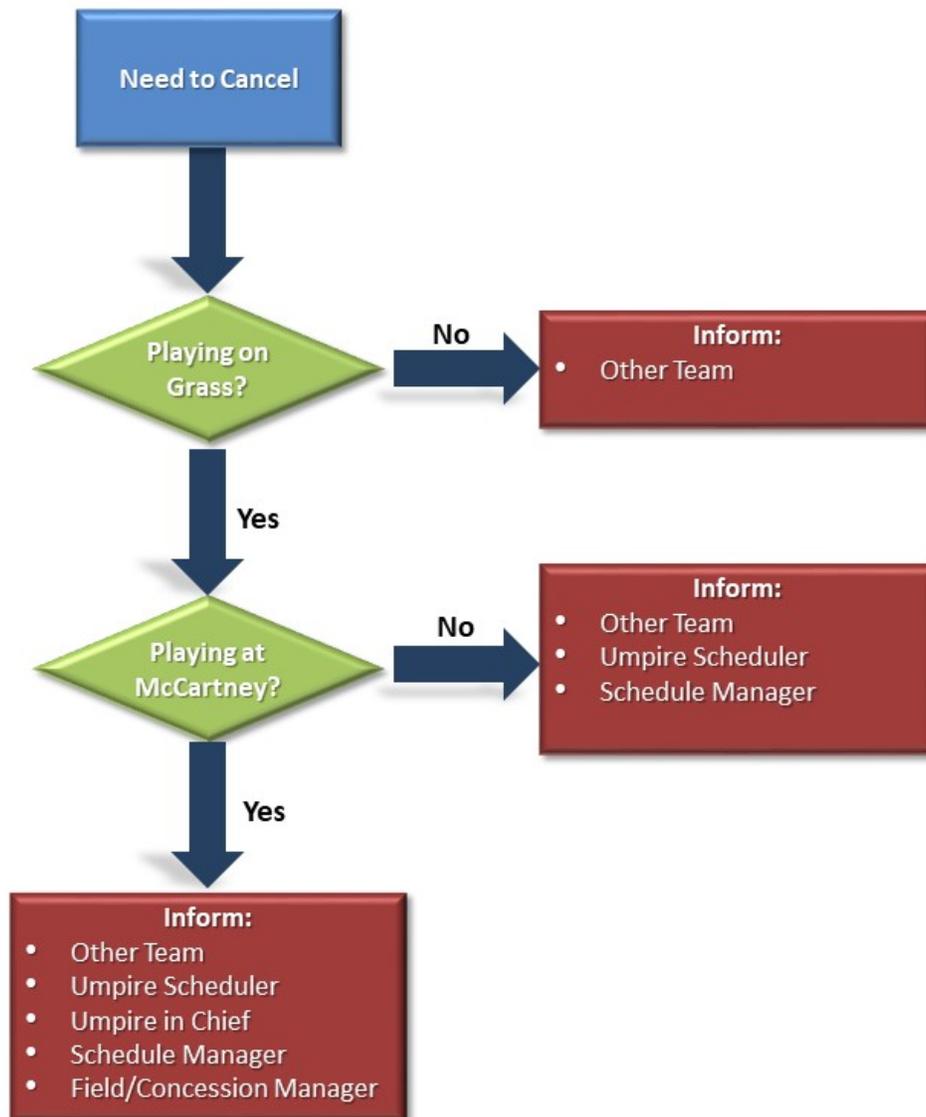
13(o) REP LEAGUE (ALL DIVISIONS)

Interlock rules apply – please consult the Interlock organizers.

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## 14. GAME CANCELTION PROCEDURE

This procedure is to be followed regardless of the circumstances requiring cancellation. All relevant individuals must be notified on a timely basis even if it's pouring rain, snowing, etc. Note: **umpires must be notified of a cancellation before 5pm** to avoid cancellation fees—please allow time for the umpire schedule / UIC to contact the umpire. U16, U19, and Stars teams are also required to follow the Interlock cancellation procedure.



**Contact Info:**

Umpire Scheduler:	Jeanne Mayne	<a href="mailto:umpires@nsfastpitch.ca">umpires@nsfastpitch.ca</a>	
Umpire in Chief:	Geoff Bowering	<a href="mailto:uic@nsfastpitch.ca">uic@nsfastpitch.ca</a>	604-505-3047
Field/Concession Manager:	Trish Spencer	<a href="mailto:concession@nsfastpitch.ca">concession@nsfastpitch.ca</a>	604-862-1438
Schedule Manager:	Don Lucas	<a href="mailto:scheduler@nsfastpitch.ca">scheduler@nsfastpitch.ca</a>	778-882-3795

<b>Umpire Scheduler: (for cancellations)</b>	Jeanne Maye Geoff Bowering (UIC)	604 505 3047 (text msg.)	<a href="mailto:umpires@nsfastpitch.ca">umpires@nsfastpitch.ca</a> <a href="mailto:uic@nsfastpitch.ca">uic@nsfastpitch.ca</a>
<b>NSGFA Scheduler:</b>	Don Lucas	778 882 3795 (text msg.)	<a href="mailto:scheduler@nsfastpitch.ca">scheduler@nsfastpitch.ca</a>
<b>Field / Concession Operator:</b>	Trish Spencer	604 862 1438	<a href="mailto:concession@nsfastpitch.ca">concession@nsfastpitch.ca</a>

## 15. TOURNAMENTS

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### 15(a) ANNUAL MITE FUN TOURNAMENT – U10 TEAMS (MAY 4)

This one or two-day fun tournament, organized by the U10 Coordinator, is open to all U10 (Mite) teams and typically includes several games plus some special activities.

### 15(b) NSGFA YEAR-END TOURNAMENT (JUNE 21 - 23)

Our Year-End Tournament is open to all House League teams from U10 to U19. All NSGFA house teams are invited and encouraged to participate, even those that have qualified for Provincial Championships. There's no cost for NSGFA teams to enter this NSGFA-hosted tournament. However, an entry form and refundable deposit are required from each NSGFA team wishing to secure a spot in the tournament. This deposit is returned at the end of the tournament, provided the team (i) does not withdraw after the pre-registration period ends on April 21, and (ii) participates in the tournament without forfeiting any games.

#### **NON-NSGFA TEAMS IN THE YEAR-END TOURNAMENT**

Teams outside the NSGFA are invited to participate in this tournament. Up to and including April 21 (Opening Day), NSGFA teams have exclusive opportunity to pre-register for the year-end tournament, without limitation. Starting April 22, registration opens to both NSGFA and non-NSGFA teams, to the extent additional tournament spots remain available within the relevant division. To enter the tournament, Non-NSGFA teams are required to complete a registration form and pay the applicable, non-refundable tournament fee. The maximum number of team for each division is typically either 6 or 8 teams, depending on how many teams register in total.

### 15(c) YEAR-END JAMBOREE – U6 & U8 TEAMS (JUNE 21 - 23)

The NSGFA usually runs a jamboree for all U6 and U8 teams on the same weekend as the year-end tournament.

### 15(d) DISTRICT 4 PLAYDOWN TOURNAMENT (MAY 31 – JUNE 2)

The tournament is open to all eligible U12 B<sup>2</sup>, U14 B/C, U16 B/C, and U18/19 B/C teams in our district. Winners in each division/category advance to the relevant BC Provincial Championship Tournament (dates and locations listed on page 24). District 4 Playdowns are scheduled for June 8 - 10, 2018.

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<sup>2</sup> Note: all U12C teams are eligible to enter to the U12C Regional Championship Tournament so there's no U12C playdown.

### **ENTRY FORMS AND SUBMISSION DEADLINE (OPENING DAY)**

Teams wishing to enter the District 4 Playdown Tournament are required to submit a properly completed “District 4 Playdown Tournament Form of Intent” to the Softball BC District 4 Coordinator on Opening Day. The required form is available for download at <http://nsfastpitch.ca/handbook>.

### **TOURNAMENT FORMAT AND RULES**

The tournament is overseen by the Softball BC District 4 Coordinator (Tournament Director) and follows a double-knock-out format including the final game, subject to weather and ruling of the Tournament Director.

**Official Softball BC rules apply. Please consult Section 12 of the Softball BC Handbook (Special Operating Rules) available at <http://softball.bc.ca/resources/550/handbook>.**

Summary of additional rules:

1. Pitcher shall be **allowed** five (5) warm up pitches in the first inning and three (3) pitches thereafter between innings. A new pitcher shall be allowed five (5) warm up pitches initially.
2. No infield practice and no practice balls allowed on the field between innings.
3. Helmets must be worn, done up from dugout to dugout, including the on-deck batter.
4. Players must wear FULL UNIFORMS and NO JEWELRY.
5. Fields to be lined by both coaches.
6. The official time will be kept by the umpire.
7. Protests are allowed for this tournament and the protest process will be followed in accordance with the Softball BC Handbook.
8. Cell phones are not permitted on the field of play, dugouts or players’ benches.
9. No persons except the designated scorekeeper(s) for each team are allowed behind the backstops.

### **15(e) BC PROVINCIAL & REGIONAL CHAMPIONSHIP TOURNAMENTS**

For updated information see: <https://softball.bc.ca/championship/provincial-championships/u12-u19-female/>

### **16. OUT OF PROVINCE TRAVEL (\*\*\*) PERMIT REQUIRED (\*\*\*)**

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Please note the following Softball BC policy:

***“[A] permit must be issued by Softball BC for all teams traveling out of Province. Please complete the three page application and submit it, along with your team roster, to [info@softball.bc.ca](mailto:info@softball.bc.ca) or fax 604-531-8831. If you have any questions, please contact Lesley at 604-531-0044.”***

The required **Travel Permit Request** form is available for download at: <http://softball.bc.ca/resources/569/downloadable-forms>

## 17. UMPIRES

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The Umpire Scheduler is responsible for scheduling umpires for all games. Whenever possible, umpires will be provided for all scheduled U12, U14, U16, U19, Women, and Rep games. If an umpire isn't assigned to your game, please refer to the procedures in the 'Playing Rules' section of this Handbook.

The coach of the home team will sign the umpires' log book immediately following the game. This is necessary for the umpires to get paid, so please make sure to sign their book. If an umpire was assigned to your game but does not attend the game, the coach of the home team should notify the umpire scheduler.

The coach of the home team is responsible to ensure that notification of any game cancellation is given to the Umpire Scheduler well in advance of games to allow umpires to be advised or rescheduled as necessary. The latest possible time to cancel a same day game is 5:00pm for a 6:30pm start.

This is a "No Protest" League for all games except the District Playdowns. All umpire decisions are final. Any game incidents or concerns with umpires should be reported directly to the UIC.

Coaches are responsible for the actions of team parents/fans, and may be ejected or otherwise disciplined for said actions. Only the Umpire may eject a Player or Coach/Manager from a game. Any Player or Coach/Manager ejected from a game will receive an automatic one (1) game suspension which will apply to the next game being played by that team. Umpires have been advised to report such incidents to the UIC for review by a Disciplinary Committee consisting of the UIC, President, and the District 4 Coordinator. Suspensions will be enforced.

## 18. UNIFORMS

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Uniforms are handed out and bonds are collected (see Section 5) at the pre-season Coaches and Managers briefing (see page 26). Each coach/manager will be given a form on which they are to record the jersey number provided to each player plus any extra jersey numbers.

**All house teams are expected to wear the jerseys, shorts (if provided) and visors supplied by the NSGFA for all league games and tournaments. Teams may purchase and wear their own shorts or pants provided a common look is maintained. Jerseys other than those issued by the NSGFA may be worn only in tournaments that are outside of the North Shore.**

The uniforms for each team within each age group (size) are a unique color and are part of set containing only a limited number of that specific colour. The cost of replacing such uniforms is much higher than other sports in which the uniforms are identical across all teams and all divisions. For this reason, a uniform deposit is included in the bond each team must provide before receiving their uniforms (see Section 5).

Unless your team has advanced to Provincials, all uniforms must be returned on or before the final day of the Year-End Tournament. The Uniforms MUST be washed and dried. Details as to when and where to return your uniforms will be provided by your Divisional Coordinator prior to the Year-End Tournament. When the uniforms are returned at the end of the season, a member of the NSGFA Executive will check the uniforms against the form submitted earlier in the season. If the returned uniforms/paperwork are in good order, and all other team commitments have been met (see Section 5), the NSGFA Executive will release the team's bond cheque to the coach or manager.

Note: Learn-To-Play (U6 and U8) teams and players do not need to return their uniforms/t-shirts and therefore do not need to provide uniform deposits.

## 18(a) UNIFORM PICKUP

Each team is required to hand in their uniform deposit/bond cheque (no exceptions) before receiving their uniforms (see below). Deposit cheques will be collected and uniform sets allocated initially at the Coaches and Managers meetings (see page 13). Uniforms will be available for pickup on the same day as equipment pickup. Details will be discussed at the Coaches and Managers Meetings.

## 18(b) PLAYER UNIFORM DEPOSITS

**It is strongly recommended that coaches/managers collect a \$75 deposit (\$100 for rep teams) from each player before handing out the uniforms.** Individual uniform deposits may be collected in the form of a cheque payable to the NSGFA, and post-dated to June 30, 2018. This deposit can be returned to the player (or the cheque destroyed) when they return their complete uniform (jersey and shorts/pants).

## 18(c) HATS AND SOCKS

NSGFA provides hats (caps or visors) to all players and socks to all U10 and older players. These hats and socks are kept by the players at the end of the season.

## 18(d) HELMETS AND MOUTH GUARDS

Softball helmets are required for all batters and base-runners, and must be worn continuously from the time they leave the dugout to enter the field of play until they return to the dugout. Chinstraps are required and also must be worn properly at all times. The Association typically does not supply helmets. Parents need to supply an appropriate helmet for their daughter. A face guard for the helmet is recommended but not required.

Although not required, NSGFA also strongly recommends the use of mouth-guards.

# 19. EQUIPMENT

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## 19(a) TEAM EQUIPMENT BAG PICKUP

Teams can pick up their equipment bags from the equipment garage at the following times:

- U12 - U19: Saturday, March 30 — 9:00am to 10:3am
- U6 - U10: Saturday, April 6 — 9:30am to 10:15am (sharp) \*\*
- Rep Teams: By appointment with the Equipment Manager

\*\* Equipment pick-up for U6 - U10 teams is immediately before the Coaching Clinic on April 6<sup>th</sup>.

Equipment pickup is at the old equipment garage located at: 1188 **Wellington Dr, North Vancouver** (see map on page 30). We will be moving to a new equipment garage in late April 2018 (see page 31).

## 19(b) FIELD WHITING AND LINING EQUIPMENT

Equipment replacement is a major cost to operate our Association. Due care is required to keep this cost to a minimum. Every year several field liners and base plugs go missing due to carelessness on the part of coaches,

managers, or field liners. Please ensure field lining equipment is returned and locked in the allocated sheds, and whiting is not left out in the rain during a game. Your assistance in reducing this needless expenditure is greatly appreciated.

Location
Lynn Valley Park N (green container, back door)
Lynn Valley Park SW (small green container)
Loutet (grey container, keys in green container)
McCartney Park (put out by field manager, extra in concession building)
Sentinel High School (green box)

**IMPORTANT**

- Do not leave whiting out in the rain during a game – place it in the dugout or the container.
- Do not leave empty bags in sheds.
- Do not leave whiting in the liners (it cakes up and jams the mechanism).
- All sheds/boxes **MUST BE LOCKED** at all times.
- Liners must be returned to their proper locations (as noted above) following each game.

**19(c) BASES, PLATES AND SPIKES**

All equipment bags are provided with a large twelve inch (12”) long spike. These are not for nailing down bases and plates (or pitching rubbers). Please use the spike to make a hole in the ground and then place the spike that is attached to the base bag in the hole. Please use a hammer (**not** a bat!!!) to hammer in spikes. By following this simple procedure, the life of our bats and bag straps is considerably increased. If the large spike is lost or missing in your bag, please help us out by buying a (inexpensive) replacement from a lumber yard.

**19(d) HOME PLATE**

For safety reasons, please ensure home plate is buried flush with the ground to ensure players don’t trip over the edge when running or sliding home.

**Coaches are reminded that “blocking the plate” is not permissible unless the player has the ball in her possession and, due to risk of injury, should not be encouraged in the Junior Divisions (U6 to U12).**

**19(e) POST-GAME CLEANUP**

Please remember to replace the base plugs and cover them lightly after the game. Filling in holes at home plate and dragging the field after the game also helps to maintain the field and prevent rain damage. Don’t forget to put lining equipment and bases away. Please also check the dugouts to ensure they are clean of rubbish, and no items are left behind.

## 19(f) PITCHING MACHINES

The Association has both electric and battery operated pitching machines which are available for general use, allowing flexibility with the times and locations. These machines are available “first come – first serve” and are available at both Lynn Valley and Loutet Park. **DO NOT** remove pitching machines from the park where they are located. If you are using a battery operated pitching machine, please try and recharge the batter for the next user.

**The special balls used in the pitching machines are expensive. Please take care to ensure you return the same number of balls you were issued, and use only the supplied pitching machine balls as other balls will damage the pitching machine.**

Please advise the Equipment Manager ([equipment@nsfastpitch.ca](mailto:equipment@nsfastpitch.ca)) of any required pitching machine equipment repairs or missing balls.

## 20. TEAM PHOTOGRAPHS

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**WHEN AND WHERE:** Opening Day (April 20) at McCartney Park

If the weather is good photos will be taken on the grass, otherwise they will be taken in a tent at the designated time scheduled for your team. Please ensure that players, assistant coaches, and managers are aware of this date and time so the pictures are complete. Times for photographs will be posted on the website by early April.

Photographs will be available for pick up during the Year End Tournament at McCartney Park.

## 21. TEAM FUNDING & TOURNAMENT REIMBURSEMENT

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### **MINOR HOUSE TEAMS**

NSGFA will reimburse each house team (U10 to U21) up to \$300 annually for tournament fees. Teams may submit one (1) funding request per season using the form available at <http://nsfastpitch.ca/resources>. The submission deadline is the later of (a) July 31, and (b) two weeks after the team’s final tournament of the season.

### **REP TEAMS**

NSGFA will reimburse rep teams for tournament entry fees, equipment purchases and other allowable expenses up to twice the amount the team raises in the annual ball toss fundraiser, with an overall maximum funding of \$1300 per year for Rep B teams and \$1800 per year for Rep A teams. Uniform and clothing purchases are not eligible for reimbursement. To receive funding, rep teams are expected to participate in NSGFA Opening Day Activities and at least two (2) tournaments outside the North Shore. Teams may submit up to two (2) funding requests per season using the form available at <http://nsfastpitch.ca/resources>. Submission deadline is the latter of (a) July 31, and (b) two weeks after the team’s final tournament of the season.

## 22. TRAVEL SUBSIDY FOR PROVINCIAL CHAMPIONSHIPS

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NSGFA will subsidize the cost to travel outside the lower mainland for NSGFA minor teams to compete in BC Provincial Championships, and for NSGFA umpires to participate as officials in Provincial Championships.

Travel Subsidy for Teams		Travel Subsidy for Umpires	
<b><u>VANCOUVER ISLAND DESTINATIONS</u></b>		<b><u>VANCOUVER ISLAND DESTINATIONS</u></b>	
Ferry:	\$150 per team	Ferry:	\$10 per umpire
Accommodation:	\$450 per team	Accommodation:	\$30 per umpire
Mileage:	none	Mileage:	none
<b><u>DESTINATIONS OUTSIDE THE LOWER MAINLAND</u></b>		<b><u>DESTINATIONS OUTSIDE THE LOWER MAINLAND</u></b>	
Ferry:	none	Ferry:	none
Accommodation:	\$450 per team	Accommodation:	\$30 per umpire
Mileage:	\$0.30/km up to \$500 per team	Mileage:	\$0.05/km up to \$90 per umpire
<b><u>DESTINATIONS WITHIN THE LOWER MAINLAND</u></b>		<b><u>DESTINATIONS WITHIN THE LOWER MAINLAND</u></b>	
No travel subsidy available.		No travel subsidy available.	

Requests for travel subsidy reimbursement are made by emailing [vpfinance@nsfastpitch.ca](mailto:vpfinance@nsfastpitch.ca) by the later of July 31 and 2 weeks after the last day of the relevant Provincial Championships.

#### **OTHER TRAVEL GRANTS**

Softball BC also offers the “Minor Only Fund Travel Program Grant” for partial funding to assist with travel costs to Softball BC Provincial Championships. More information can be found at: <http://softball.bc.ca>

Sports BC/BC Ferries offers ferry passes for sports teams travelling to the island. More information can be found at: <http://sport.bc.ca>

## **23. SPONSORSHIPS**

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Team fundraising guidelines are as follows:

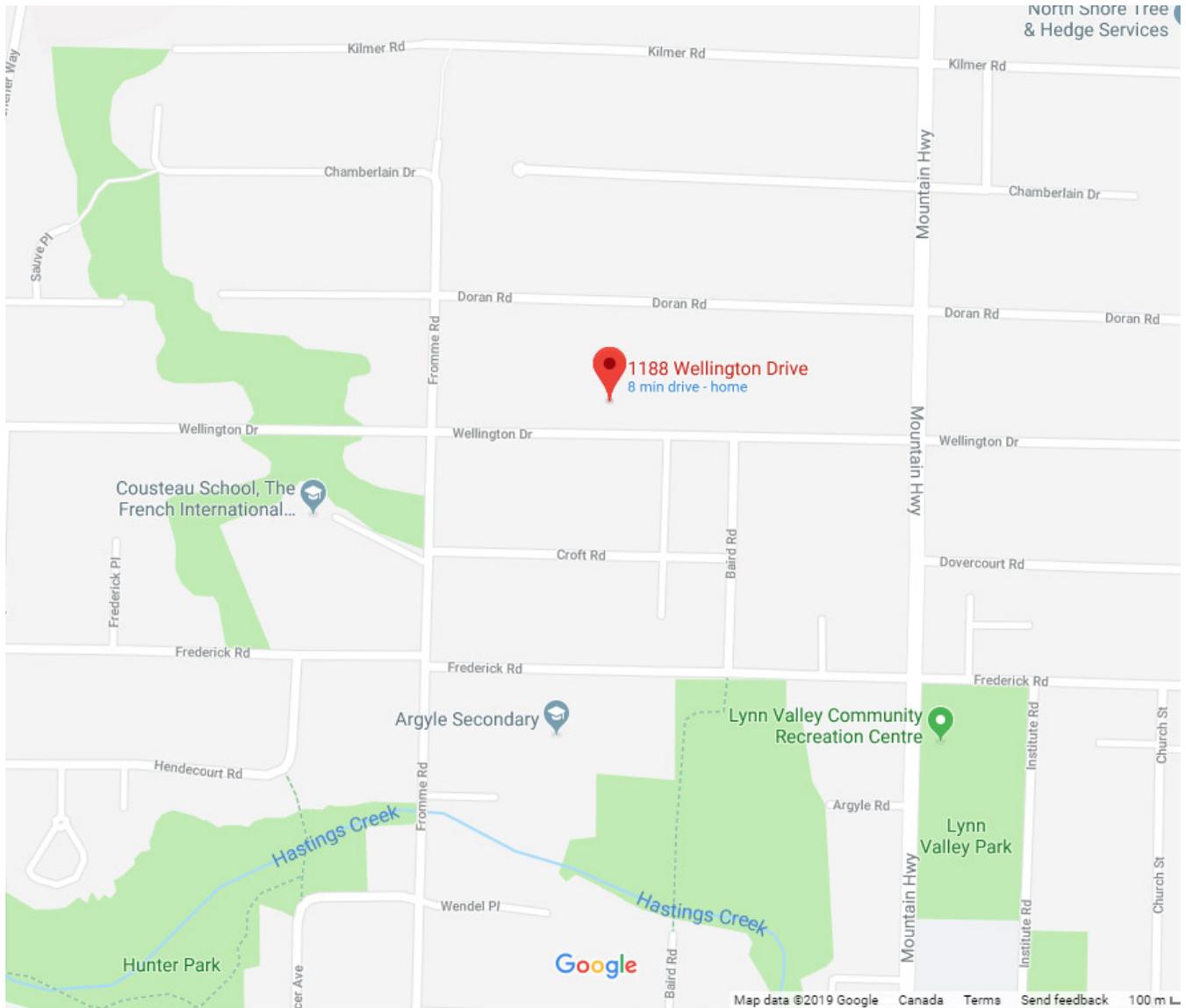
- All corporate sponsorship must be approved by the NSGFA Board. Only league authorized raffles will be permitted. Compliance with relevant gaming regulations is required.
- Teams will be permitted to fund raise in the community without the permission of the Board for bottle drives, car washes, etc. If in doubt, check with a VP.
- Teams that have sponsors approved by the Board may be provided banners for display at all games. This would be in place of team uniform crests.

# APPENDIX A: OLD EQUIPMENT GARAGE MAP (UNTIL LATE APRIL 2019)

The Association will be moving its equipment garage in late April 2019. Initial equipment pickup is at the old equipment garage located at **1188 Wellington Dr, North Vancouver, BC.**

**Please do not disturb the residents of the house attached to the equipment garage and please be respectful of all residents in the neighborhood.**

Uniform pickup for the 2019 season is at the equipment locker.



## APPENDIX B: NEW EQUIPMENT GARAGE MAP (STARTING MAY 2019)

**New location: 449 17<sup>th</sup> Street East, North Vancouver.** The equipment storage is located in the lane behind the house.

**Please do not disturb the residents of the house attached to the equipment garage and please be respectful of all residents in the neighborhood.**

