



# 2017 Coaches' & Managers' Handbook

North Shore Girls' Fastpitch Association

1199 Lynn Valley Road  
PO Box 16059 LYNN VALLEY  
North Vancouver, BC, V7J 3S9

[nsfastpitch.ca](http://nsfastpitch.ca)

UPDATED: MAY 3, 2017

*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>.*

# CONTENTS

---

1. Introduction.....	4
2. McCartney Park .....	4
3. McCartney Concession .....	5
3(a) Team Concession Duty .....	5
3(b) Penalties for Missing Concession Duty .....	5
3(c) Paid Concession Workers.....	5
3(d) Concession Contacts .....	6
4. Criminal Records Checks (Required).....	6
5. Performance Bond Cheques (Required).....	6
5(a) Bond Cheques Required from All Teams.....	6
5(b) Additional Interlock Bond Cheques (***) .....	7
6. League Divisions .....	7
6(a) Playing Outside of Age Group (Playing Up / Down).....	7
7. Registration and Softball BC Lifetime Membership Fee.....	8
8. Calendar of Events.....	8
9. NSGFA Executive & Contact Information .....	10
9(a) Board of Directors .....	10
9(b) Executive Officers.....	10
9(c) Divisional Coordinators .....	11
9(d) Volunteers Needed (PLEASE HELP!).....	11
10. What to do if you have a complaint .....	11
11. Injury Prevention Program .....	12
11(a) First Aid Kits.....	13
11(b) Emergency Action Plan.....	13
11(c) NSGFA Park Addresses .....	13
12. Pre-Season Coaches & Managers Briefings.....	14
13. NSGFA Playing Rules.....	15
13(a) Softball Canada Official Rule Book to Govern.....	15
13(b) Umpires .....	15
13(c) Games.....	15
13(d) Players .....	16
13(e) Fields .....	16
13(f) Injuries.....	17
13(g) U6 Division (Blastball) .....	18

13(h)	U8 Division (Mini Mite)	19
13(i)	U10 Division (Mite) *** 2017 RULE CHANGES ***	20
13(j)	U12 Division (Squirt)	21
13(k)	U14 Division (Pee Wee)	22
13(l)	U16 Division (Bantam)	23
13(m)	U19C Division (Midget)	23
13(n)	Junior / Senior Women	23
14.	Game Cancelation Procedure	24
15.	Tournaments	25
15(a)	U10 / Mite Fun Tournament (May 6)	25
15(b)	NSGFA Year-End Tournament (June 23 - 25) ***OPEN FORMAT***	25
15(c)	U6 & U8 Year-End Jamboree (June 23 - 25)	25
15(d)	District Playdown Tournament (June 10-11)	25
15(e)	BC Provincial & Regional Championship Tournaments	26
16.	Out Of Province Travel (*** PERMIT REQUIRED ***)	27
17.	Umpires	27
18.	Uniforms	27
18(a)	Uniform Pickup	28
18(b)	Player Uniform Deposits	28
18(c)	Hats, Visors and Socks	28
18(d)	Helmets and Mouth Guards	28
19.	Equipment	29
19(a)	Team Equipment Bag Pickup	29
19(b)	Field Whiting and Lining Equipment	29
19(c)	Bases, Plates and Spikes	29
19(d)	Home Plate	30
19(e)	Pitching Machines	30
20.	Team Photographs	30
21.	Team Funding & Tournament Reimbursement	30
22.	Travel Subsidy for Provincial Championships	31
23.	Sponsorships	31
	Appendix A: Equipment Garage Map	32

## 1. INTRODUCTION

---

Welcome to the 2017 season of North Shore Girls' Fastpitch Association (NSGFA) softball!

Once you have been assigned your team rosters, please contact all players by March 31<sup>st</sup>. All rosters are made available via Team Snap. House League schedules for U6 through U14 will be available on Team Snap shortly before the season commences. Schedules for U16C, U19C and Rep teams are distributed directly to the teams via the Interlock Scheduler(s) and must be entered into Team Snap by the team manager.

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

Notice: This document is a guide only and does not supersede the authority of the NSGFA Board or applicable Softball BC rules, or any other relevant rules, laws or regulations. Readers are strongly cautioned to read the section "What to do if you have a complaint" first 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 case, that specific part of the document shall be considered severed from the document in that particular case only.

## 2. MCCARTNEY PARK

---

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 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 Associations using them and therefore we require support from every team to maintain these fields and make sure that the equipment is not left out to be stolen or vandalized, and the fields are kept in appropriate playing condition. We have purchased complete sets of magnetic bases, anchors and plates for all eight diamonds at McCartney, Lynn Valley and Loutet. To reduce the risk of injury the bases have the smallest magnetic plates available so that they

dislodge with an age appropriate level of force. Nevertheless, there have been some injuries when it appears a base did not dislodge under certain conditions. It is necessary that Coaches ensure all magnetic bases are tested before a game to ensure they dislodge with what the coach determines is a suitable force of a player sliding into the base. We have found that applying a small layer of sand over the top of the base anchor plate before laying the bag down enables the base to dislodge easier.

### 3. MCCARTNEY CONCESSION

---

The NSGFA operates a concession at McCartney Park. This concession, in addition to providing food and snacks to players, parents and other spectators, also generates funds for the Association that is used to purchase equipment and uniforms thereby keeping registration fees as low as possible.

#### 3(a) TEAM CONCESSION DUTY

Each team is required to provide two (2) volunteers per shift for the concession 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 the 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 inquiries 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 does not 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 or compensate the league as required.

#### 3(c) PAID CONCESSION WORKERS

In prior years teams had could pay the Association to hire concession workers to perform the team's concession duty. This option is no longer available as it became too much work for our volunteers to manage. If the team

would like to pay someone to perform its concession duty, it is the responsibility of the team to make all such arrangements. The team remains solely responsible for ensuring its paid concession workers fulfill the team's concession duty in a timely and responsible manner and for paying any agreed upon compensation to the concession worker. Please note: The concession operator MAY be able to arrange for paid concession workers for a team; however, such arrangements are between the team and the concession operator. The Association shall not have any responsibility for hiring anyone to fulfill a team's concession duty, and the Association shall have no liability to anyone hired to perform concession duty on behalf of a team.

### 3(d) CONCESSION CONTACTS

<b>CONCESSION COORDINATOR:</b>	Heather Sands	<a href="mailto:volunteers@nsfastpitch.ca">volunteers@nsfastpitch.ca</a>	604-715-3016 (emergencies)
<b>CONCESSION MANAGER:</b>	Lauren Nagle	<a href="mailto:concession@nsfastpitch.ca">concession@nsfastpitch.ca</a>	778-960-4704

## 4. CRIMINAL RECORDS CHECKS (REQUIRED)

---

Softball BC and/or 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 as a download at <http://nsfastpitch.ca/handbook>). Individuals 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 specific individual who submitted 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)

---

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

At the time of uniform pickup, each and every team is required to post a performance bond, consisting of a \$300 cheque (\$200 for U6 and U8 teams) payable to NSGFA and post-dated to April 30, 2017. This is to guarantee the team will honor its concession duty, and will return its uniforms and/or equipment as required. Your cheque will be returned or destroyed when the season ends, 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 may 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 (\*\* NEW FOR 2017 \*\*)

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 post-dated to April 1, 2017. The NSGFA has submitted corresponding cheques to Lower Mainland Softball Committee (LMSC) on behalf of our teams. These bond cheques are to guarantee your team will honor its commitment to the Interlock schedule and rules, and 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

---

U6 (Blastball):	4 - 5 years old by Jan 1 of this season (2011/12 birth years)
U8 (Mini Mite):	6 - 7 years old by Jan 1 of this season (2009/10 birth years)
U10 (Mite):	8 - 9 years old by Jan 1 of this season (2007/08 birth years)
U12 (Squirt):	10 - 11 years old by Jan 1 of this season (2005/06 birth years)
U14 (Pee Wee):	12 - 13 years old by Jan 1 of this season (2003/04 birth years)
U16 (Bantam):	14 - 15 years old by Jan 1 of this season (2001/02 birth years)
U18B/19C (Midget):	16 - 17 years old by Jan 1 of this season for the A & B division (1999/2000 birth years), and 16 - 18 for the C division (1998/99/2000 birth years)

Junior/Senior Women: 18+ years old by Jan 1 of this season \*\*

\*\* NOTE: Non-rep players who are 18 years old on January 1 of the current season are eligible to play in either the U19C or Women's division; those who played 2<sup>nd</sup> year in U18 A/B are not eligible to play 3<sup>rd</sup> year U19C (this rule will change for the 2018 season when U18 A/B will change to U19 A/B).

## 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 commencement of the season. **Requests are granted only on an exceptional basis, at the sole discretion of the Board, and not subject to appeal.**

### PLAYING UP

NSGFA strongly discourages girls playing in higher division than their age group. Players who would like to play at a higher competitive level 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 been a coach for at least one year previous to the current season, and (b) continues to be a coach of an existing team, and (c) there is an older sibling on the team. Player are not permitted to play up more than one division. In exceptional circumstances (e.g., no U18/U19 teams in the District), players may be allowed to play up from the U18/U19 division to the Junior Women Division, which also requires Softball BC approval.

## **PLAYING DOWN**

House League players may choose to play within either their own age group or their school year but only with respect to Playing Down. Such players should be aware, however, that they will be ineligible to participate in District Playdowns or Provincial Championships if they are playing in a division outside their age group.

## **7. REGISTRATION AND SOFTBALL BC LIFETIME MEMBERSHIP FEE**

---

All players, coaches (including assistants), and managers need to be officially registered in order to participate in NSGFA and Softball BC organized games and practices, including tournaments. Anyone not properly registered with NSGFA will not be included in the uploaded to Softball BC's registration system and (a) may not be covered by insurance, and (b) may be prohibited from participating in relevant activities, including but not necessarily limited to tournaments such as the BC Provincial Championships (or Regionals), District Playdowns, and the NSGFA Year-End Tournament.

All players must be members of Softball BC. Any players who do not provide a valid Softball BC number during registration will be 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 our umpires.

### **HOW TO REGISTER (PLAYERS, COACHES AND MANAGERS)**

All player registration is conducted online via the NSGFA website at <http://nsfastpitch.ca/register>. Everyone else (coaches, managers, etc.) needs to contact their Division Coordinator for the website address for Coaches and Managers Registration website page (typically communicated via the head coach or managers). These two web pages (Player Registration and Coaches & Managers Registration) are the only authorized means of registration. The NSGFA-wide roster is scanned at regular intervals and any unauthorized profiles are removed automatically without notice.

## **8. CALENDAR OF EVENTS**

---

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 10).

Date (2017)	Event	Divisions	Time	Location
April 1	Umpires Clinic	N/A	8:30am - 4:30pm	Delbrook Rec Centre (Oak Room)
April 1	Equipment Pickup	U12 - U19	9:00am - 11:00am	1585 Hunter Street, North Vancouver
March 28	Coaches & Managers Briefing	U12C - U19C U12B - U18B	7:00pm – 9:00pm	Karen Magnussen Rec Centre (Eagle Room)
March 29	Coaches & Managers Briefing	U6 - U10	7:00pm – 9:00pm	Harry Jerome Rec Centre (Seymour Room)
April 8	Coaches Clinic	U6 - U10 (all others welcome)	10:00am – 1:00pm	Sutherland Secondary School (Large Gym)

Date (2017)	Event	Divisions	Time	Location
April 8	Equipment Pickup	U6 - U10	9:00am – 9:45am (before clinic)	1585 Hunter Street, North Vancouver
April 3 - 4	Season Starts	U12, U14, U16, U18/19	Per team schedule	Per team schedule
April 10 - 11	Season Starts	U6, U8, U10	Per team schedule	Per team schedule
April 22	<b>Opening Day Celebration:</b> <ul style="list-style-type: none"> <li>• Banner Parade</li> <li>• Cheer Contest</li> <li>• Pizza &amp; Drink</li> <li>• Music</li> <li>• Photos</li> <li>• Ball Toss</li> </ul> <b>Teams to Hand In:</b> <ul style="list-style-type: none"> <li>• District Playdown Intent Forms</li> <li>• Uniform Summary Sheets</li> <li>• YE Tournament Registration</li> </ul>	Everyone	<b>Photos:</b> team schedule to be provided  <b>Celebration:</b> 11:30am - 12:00pm	McCartney Park
May 13 - 14	Mite (U10) Fun Tournament	U10	TBA	McCartney Park
May 15	NSGFA Scholarship Applications Due	Grade 12 NSGFA Players	N/A	Online Submission
May 21	Ball Toss Summary Sheets & Funds Due	All teams	N/A	Mail to NSGFA
June 10 - 11	District 4 Playdowns	U14C, U16C, U19C	TBD	McCartney Park
TBA	Squirt (U12) C Regional Championships		TBD	
June 23 - 25	NSGFA Year End Tournament	U10 - U19C	TBD	TBD
June 24 / 25	NSGFA Year-End LTP Jamboree	U6 – U8	TBD	TBD
June 24 - 25	Uniform & Equipment Return	All	TBD	McCartney Park
TBD	AGM & Volunteer Appreciation Night	N/A	TBD	TBD
July 7 - 9	Provincial Championships	U14C, U16C, U19C	TBD	See page 26

Date (2017)	Event	Divisions	Time	Location
July 7 - 9	Canada Cup Softball Championships	Senior Women	TBA	Surrey
July 14 - 16	Provincial Championships	U14B, U18B	TBD	See page 26

## 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		<a href="mailto:secretary@nsfastpitch.ca">secretary@nsfastpitch.ca</a>
VP Operations, Senior Divisions	<b>(vacant)</b>		<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>
VP Finance	Erik Niemi	604-505-9940	<a href="mailto:vpfinance@nsfastpitch.ca">vpfinance@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	Pete Terrillon	778-998-0858	<a href="mailto:scheduler@nsfastpitch.ca">scheduler@nsfastpitch.ca</a>
Umpire Scheduler	Jeanne Mayne	(see UIC)	<a href="mailto:umpires@nsfastpitch.ca">umpires@nsfastpitch.ca</a>
Pitching Coach	Isla Powell	604-988-0311	<a href="mailto:pitching@nsfastpitch.ca">pitching@nsfastpitch.ca</a>
Fields Manager	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 Machines	<b>(vacant)</b>		
Concession Coordinator	Heather Sands	604-715-3016	<a href="mailto:volunteers@nsfastpitch.ca">volunteers@nsfastpitch.ca</a>
Concession Operator	Lauren Nagle	778-960-4704	<a href="mailto:concession@nsfastpitch.ca">concession@nsfastpitch.ca</a>

Position	Name	Phone	Email
Tournament Director	Erik Niemi	604-505-9940	<a href="mailto:tournaments@nsfastpitch.ca">tournaments@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>
Scholarship Committee	N/A	N/A	<a href="mailto:scholarships@nsfastpitch.ca">scholarships@nsfastpitch.ca</a>
Photo Coordinator	Harvey Coxson	778-995-4270	<a href="mailto:president@nsfastpitch.ca">president@nsfastpitch.ca</a>
Rep Coordinator	Harvey Coxson	778-995-4270	<a href="mailto:rep@nsfastpitch.ca">rep@nsfastpitch.ca</a>
Systems Administrator	Erik Niemi	604-505-9940	<a href="mailto:admin@nsfastpitch.ca">admin@nsfastpitch.ca</a>
SBC District 4 Coordinator	Scott Channell	604-988-6360	<a href="mailto:district4@nsfastpitch.ca">district4@nsfastpitch.ca</a>

### 9(c) DIVISIONAL COORDINATORS

Division	Name	Phone	Email
U6 (Blastball)	Marg LeSage	604 889 4041	<a href="mailto:blastball@nsfastpitch.ca">blastball@nsfastpitch.ca</a>
U8 (Mini Mite)	Brad Armes		<a href="mailto:minimite@nsfastpitch.ca">minimite@nsfastpitch.ca</a>
U10 (Mite)	Lisa Hammermeister	604-219-8445	<a href="mailto:mite@nsfastpitch.ca">mite@nsfastpitch.ca</a>
U12 (Squirt)	Rebecca Moriarty	778-839-8783	<a href="mailto:squirt@nsfastpitch.ca">squirt@nsfastpitch.ca</a>
U14 (Pee Wee)	Lisa Hammermeister	604-219-8445	<a href="mailto:peewee@nsfastpitch.ca">peewee@nsfastpitch.ca</a>
U16 (Bantam)	Erik Niemi	604-505-9940	<a href="mailto:bantam@nsfastpitch.ca">bantam@nsfastpitch.ca</a>
U19 (Midget)	Erik Niemi	604-505-9940	<a href="mailto:midget@nsfastpitch.ca">midget@nsfastpitch.ca</a>
Supermites	Sara Mikkelsen	778-847-8255	<a href="mailto:supermites@nsfastpitch.ca">supermites@nsfastpitch.ca</a>
Rep League (U12-U18)	Harvey Coxson	778-995-4270	<a href="mailto:rep@nsfastpitch.ca">rep@nsfastpitch.ca</a>
Women's League	Harvey Coxson	778-995-4270	<a href="mailto:womens@nsfastpitch.ca">womens@nsfastpitch.ca</a>

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

The NSGFA is run virtually entirely by volunteers and the Board is always seeking new and additional volunteers to assist with a variety of roles, large and small, depending on interest, availability, and fit or aptitude. We have some vacant positions (as noted above) as well as various other odd jobs, and there is a degree of turnover as players grow up and leave the association. If you know of someone who may be a good fit to assist with any of the roles outline above and on the previous pages, or to help out with some smaller jobs, please contact any of our Board members.

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

Sometimes, despite our best efforts, things do not 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 do not work out as planned.

There is both a provincial (Softball BC) and a national (Softball Canada) governing body for our sport, but 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:

- Coach
- Division Coordinator
- NSGFA Board
- District Coordinator
- Softball BC

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

1. **Coach:** If you have a problem with your team, you should try to discuss with your coach first.
2. **Division Coordinator:** If you have a problem that you cannot resolve with your coach, you should approach your Divisional Coordinator, who will either try to solve the problem (potentially involving other members of the executive if and as appropriate) or refer 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 the Divisional Coordinator first.
4. **District Coordinator:** If the issue is a Softball BC related matter, you should approach the District 4 Coordinator, who is your representative to Softball BC. However, please note that local Association rules are not appealable to Softball BC.
5. **Softball BC:** Only in very extreme situations should you approach Softball BC directly. You must bear in mind Softball BC does not get involved in local Association operation or rules. Most importantly, if you approach Softball BC directly and a decision is made, that decision is final and cannot be appealed.

## 11. INJURY PREVENTION PROGRAM

---

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:

McCartney Creek Park: 1575 Larkhall Crescent, North Vancouver, BC, V7H 2Z1  
Loutet Park: 1700 Rufus Avenue, North Vancouver, BC, V7L 4J2  
Lynn Valley Park: 3220 Mountain Hwy, North Vancouver, BC, V7K 3E5

## 12. PRE-SEASON COACHES & MANAGERS BRIEFINGS

---

The Association holds pre-season briefings for all Coaches and Managers to hand out material and communicate important information regarding key processes, significant rule changes, questions, etc. Each session is tailored to the relevant group. Each team is asked to please send at least one coach (ideally the Head Coach) and manager to their designated briefing. Uniforms and deposit cheques are also exchanged.

The following pre-season Coaches and Managers briefings have been scheduled:

Division	Dates & Times	Location
U12 - U19 C & Rep	March 28, 7:00 pm	Karen Magnussen Rec Centre (Eagle Room)
U6 - U10	March 29, 7:00 pm	Harry Jerome Rec Centre (Seymour Room)

**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.**

## 13. NSGFA PLAYING RULES

---

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

1. Ground rules will be discussed and agreed upon by both umpires and both coaches before the game starts.
2. Softball Canada rules will govern play unless superseded by specific 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.
22. Catchers must wear a face mask, helmet, chest protector and shin guards that have been approved by the association. A player, coach or parent catcher must wear a face mask 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.
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 10).
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) \*\*\* 2017 RULE CHANGES \*\*\*

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. A team may play with fewer than nine (9) players (suggested minimum is 6 players) at the relevant 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) or player warming up a pitcher before or during a game or 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, and regardless of how many over-throws occur. Once the catcher throws the ball to the pitcher, 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. Seven (7) innings shall constitute a game and a legal game shall be 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. There is no 'Mercy Rule' for league games.
8. A pitcher shall be limited to pitch for a maximum of three (3) innings per game. ONE PITCH IS TAKEN AS AN INNING.
9. The conference rule for pitchers is **waived**.
10. The infield fly rule is in effect.
11. Catchers must wear helmet and mask during game and warm up. Any person or player warming up any pitcher before or during a game or practice MUST wear at least a protective mask.
12. Pitching distance is thirty-five (35) feet. Baselines are to be fifty-five (55) feet. Home to second is seventy-seven feet, nine and one quarter inches (77', 9 1/4").
13. Eleven (11) inch softballs shall be used (not softies).
14. The batter is out on a dropped third strike, but the ball is alive.

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

1. Seven (7) innings shall constitute a game and a legal game shall be 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 person or player 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 to be 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) U19C DIVISION (MIDGET)

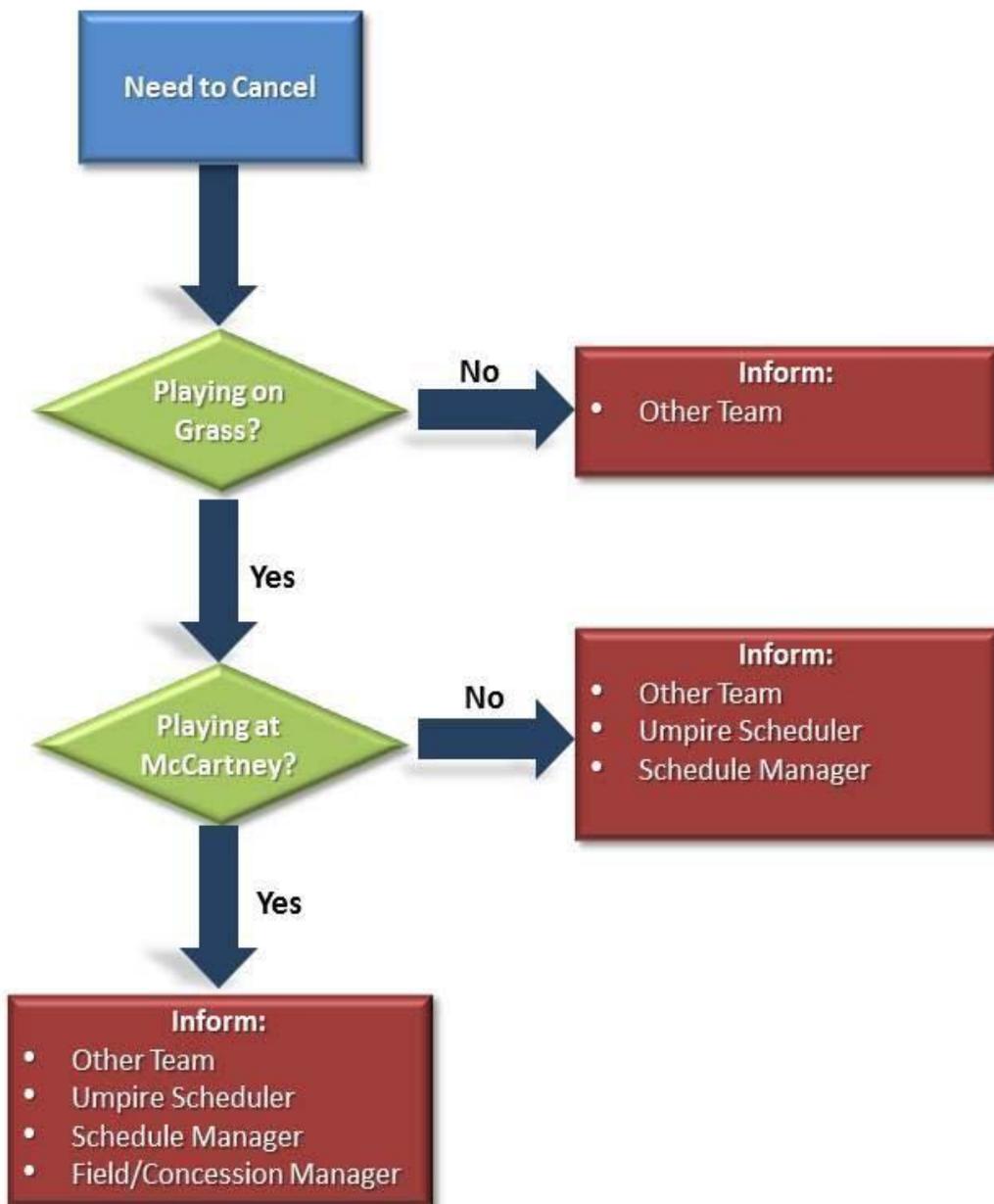
**Interlock rules apply – please consult the Interlock organizers.**

13(n) JUNIOR / SENIOR WOMEN

**Interlock rules apply – please consult the Interlock organizers.**

## 14. GAME CANCELTION PROCEDURE

This procedure is to be followed regardless of the circumstances requiring cancellation. Even if it is pouring rain, snowing, etc., ALL of the relevant people need to be notified on a timely basis. Note that umpires must be cancelled no later than 5pm – please allow time for the umpire schedule or UIC to contact the umpire.



<b>Umpire Scheduler: (for cancellations)</b>	Geoff Bowering (UIC)	604-505-3047 (text msg)	<a href="mailto:umpires@nsfastpitch.ca">umpires@nsfastpitch.ca</a>
<b>Schedule Manager:</b>	Pete Terrillon	778-998-0858 (text msg)	<a href="mailto:scheduler@nsfastpitch.ca">scheduler@nsfastpitch.ca</a>
<b>Field/Concession Manager:</b>	Lauren Nagel	778-960-4704	<a href="mailto:concession@nsfastpitch.ca">concession@nsfastpitch.ca</a>

## 15. TOURNAMENTS

---

### 15(a) U10 / MITE FUN TOURNAMENT (MAY 6)

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 23 - 25) \*\*\*OPEN FORMAT\*\*\*

The NSGFA Year-End Tournament is open to 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, a refundable deposit of \$175 (\$90 for U10) is required from each NSGFA team wishing to secure a spot in the tournament. This deposit is refunded at the end of the tournament, provided the team (i) does not withdraw after the pre-registration period ends on April 22, and (ii) participates in the tournament without forfeiting any games.

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

Teams outside the NSGFA will be invited to participate in this tournament. Up to and including April 22 (Opening Day), all NSGFA house teams will have the exclusive opportunity to pre-register for the year-end tournament, without limitation. Starting April 23, registration will open to non-NSGFA teams as well, for a \$225 entry fee (\$165 for U10), to the extent that additional spots remain within the division maximum. The maximum number of team for each division will be either 6 or 8 teams, depending on how many teams register in total.

### 15(c) U6 & U8 YEAR-END JAMBOREE (JUNE 23 - 25)

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

### 15(d) DISTRICT PLAYDOWN TOURNAMENT (JUNE 10-11)

The District 4 Playdown Tournament is open to all eligible U12 B only<sup>1</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 Provincial Championship Tournament (dates and locations listed on page 26). District 4 Playdowns are scheduled for June 10 - 11, 2017.

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

Teams wishing to enter the District 4 Playdown Tournament need to submit a properly completed "*District 4 Playdown Tournament Form of Intent*" to their Divisional 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.

---

<sup>1</sup> Note: all U12C teams are eligible to enter to the U12C Regional Championship Tournament so there's no U12C playdown.

**Softball BC rules apply, unless otherwise noted below. 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: <http://softball.bc.ca/championships/536/provincial-championships>

Division	Dates (2017)	Location
U12 C (Regionals)	TBA	TBA
U14 C	July 7 - 9	Alberni Valley
U16 C	July 7 - 9	Burnaby
U19 C	July 7 - 9	Chilliwack
U12 B	July 14 - 16	Ridge Meadows
U14 B	July 14 - 16	Surrey
U16 B	July 14 - 16	Oceanside (Nanaimo)
U18 B	July 14 - 16	Kelowna
U21 (Junior)	TBD	<a href="http://softball.bc.ca/championships/538/senior-dates-information">softball.bc.ca/championships/538/senior-dates-information</a>
Senior A / B	See Softball BC Website	<a href="http://softball.bc.ca/championships/538/senior-dates-information">softball.bc.ca/championships/538/senior-dates-information</a>

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

---

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

---

The Umpire Scheduler is responsible for scheduling umpires for all games. Whenever possible, umpires will be provided for all scheduled U12, U14, U16, U19, Junior/Senior 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

---

Uniforms are handed out and bonds are collected (see Section 5) at the pre-season Coaches and Managers briefing (see page 28). 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

Uniforms will be handed out at the Coach and Managers briefings (see page 14). Each team will be required to hand in their uniform deposit/bond cheque (no exceptions) before receiving their uniforms (see below).

### 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, 2016. This deposit can be returned to the player (or the cheque destroyed) when they return their compete uniform (jersey and shorts).

### 18(c) HATS, VISORS AND SOCKS

NSGFA provides either hats or visors to all players, and socks to all U10 and older players. These hats, visors and socks may be 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 daughters. A face guard for the helmet is recommended but not required.

NSGFA also strongly recommends the use of mouth-guards (which cost must less than a new set of teeth).

## 19. EQUIPMENT

---

### 19(a) TEAM EQUIPMENT BAG PICKUP

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

- U12 - U19: Saturday, April 1<sup>st</sup> — 9:00am to 11:00am
- U6 - U10: Saturday, April 8<sup>th</sup> — 9:00am to 9:45am (sharp) \*\*
- Rep Teams: By appointment with the Equipment Manager

\*\* Equipment pick-up for U6 - U10 teams is immediately before the Coaching Clinic on April 8<sup>th</sup>.

The equipment garage is located at: **1585 Hunter Street, North Vancouver, BC** (see map on page 32).

### 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 numerous field liners 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 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) 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. A pitching machine **MUST BE BOOKED IN ADVANCE** using the online system at <http://nsfastpitch.ca/bookings>. Please DO NOT use a pitching machine if you have not booked it as this is unfair to others who have booked the machine.

**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.**

Out of respect for others, please ensure you use the specific machine you have booked, that you take only one set of balls (approximately 20 to 24) and (for battery operated machines) only one battery; and please ensure you return the machine on time with the battery charged when your booking ends. 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

---

**WHEN AND WHERE:** Opening Day 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

---

### **MINOR HOUSE TEAMS**

NSGFA will reimburse each house team (U10 to U21) up to \$250 annually for tournament fees. Teams may submit one (1) funding request per season using the form available at <http://nsfastpitch.ca/handbook>. The submission deadline is the later of July 31, and 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/handbook>. Submission deadline is either July 31, or two weeks after the team’s final tournament of the season, whichever is later.

## 22. TRAVEL SUBSIDY FOR PROVINCIAL CHAMPIONSHIPS

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

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 previous team uniform crests.

## APPENDIX A: EQUIPMENT GARAGE MAP

The NSGFA equipment garage is currently located at: **1585 Hunter Street, North Vancouver, BC**  
(<https://goo.gl/maps/gMd5rAvcn7v>)

