

**Medicine Hat Minor Softball Association
Policy and Procedures
Revised May 2009**

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9. Executive Duties

- a. **President**
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- d. **Secretary**
- e. **Division Directors**
Uniform Coordinator
- g. **Equipment Coordinator**
- h. **Registrar**
- i. **Sponsorship Coordinator**
- j. **Player/Coach Development Coordinator**
- k. **Provincial Coordinator**
- l. **Diamond Scheduling/Maintenance Coordinator**
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1. Introduction

The Medicine Hat Minor Softball Association (hereafter referred to as the Association) was incorporated under the Societies Act on November 4, 1993.

Over time, much deliberation and trial and error, the following rules, regulations, policies, procedures and guidelines have evolved.

2. Bylaws – (COMING SOON)

3. Mandate

House League

The mandate of the Association in regard to house league is to give boys and girls between the ages of 4 and 20 the opportunity to play organized softball. The emphasis shall be on fun and fair play regardless of ability.

Provincials

Provincial teams are groups of twenty keenly interested ball players and their coaching staff who wish to represent the City of Medicine Hat and the Medicine Hat Minor Softball Association at tournaments and events throughout the country. They will be committed to the extra effort required physically, mentally and financially. They will strive to achieve their highest personal goals, and team goals representing their community.

Mandate

The mandate of the Association in regard to provincials is:

- a. To allow players registered in the Association to strive to play softball at their highest level in an environment of fairness and good sportsmanship.**
- b. To allow a player's interest, skill and ability to open doors to compete at a higher level of softball. This opportunity will encourage players to continue playing beyond the boundaries of their minor softball years. Perhaps, on a provincial or national team, or for a post secondary institute.**
- c. To encourage players who have moved through the divisions of the Association to put something back into minor ball by stressing the importance of their first commitment to the house league teams and the goals of the Association. The extension of play to provincial teams will enhance the interest of all ball players in the house league and will strengthen the house league as a whole.**
- d. To allow the provincial team to act as a yardstick to measure our Association's player development programs against that of other Associations.**
- e. To provide the provincial team players with the extra time and training required to compete at a higher level.**

4. General Administration

The official guide and rule book of the "Canadian Amateur Softball Association (Softball Canada)" will be recognized pertaining to all rules, excepting the rules and bylaws as laid down by the Medicine Hat Minor Softball Association.

a) **Executive**

The Executive will consist of:

- President – 2 year term**
- Treasurer – 2 year term**
- Secretary – 2 year term**
- Division Directors – 1 year term**
- Uniform Coordinator – 1 year term**
- Equipment Coordinator – 1 year term**
- Sponsorship Coordinator – 1 year term**
- Registrar – 1 year term**
- Player/Coach Development Coordinator – 1 year term**
- Provincial Coordinator – 1 year term**
- Diamond Scheduler/Improvements Coordinator – 1 year term**
- term**
- Junior Umpire Coordinator – 1 year term**
- Casino Coordinator – 1 year term**
- Irvine Representative – 1 year term**
- Media Coordinator – 1 year term**

The terms of the President and Vice President, as well as the Treasurer and Secretary shall alternate in such a way that they are not all new members in the same year. Every effort will be made to fill all Executive positions, but some positions may remain vacant throughout the year.

b) **Removal from Executive Position**

If a member of the Executive acts in a manner that is detrimental to the Association, or does not fulfill their duties in an acceptable manner, they may be removed from their position.

Policy No. 5-A – Removal from Executive Position

Purpose – To establish grounds for the removal of an Executive from their position

Policy – If a member of the Executive acts in a manner that is detrimental to the Association, or does not fulfill their duties in an acceptable manner, they may be removed from their position.

The Executive will review the action, or inaction, in a closed door session. The Executive member in question will be allowed to state their case. They will then be asked to leave the meeting and the remaining Executive shall vote on whether the member will be removed from their position.

Because of the seriousness of this matter, each Executive, whether in attendance or not shall be polled. The President

will contact those not in attendance and, as accurately as possible, relay the findings of the meeting. A majority of all Executive in favor will result in the Executive member in question being removed from their position.

c) **Annual Meeting**

An annual meeting shall be held before October 31 of each year and shall be open to the general public. The annual meeting must be advertised one month prior to the meeting date.

d) **Executive Meetings**

The general public wishing to attend monthly Executive meetings would not be discouraged from doing so, but they would be advised that unless their personal interest had been included in the agenda, they would only be there as observers and not able to participate in discussions. Members of the general public who are on the agenda will be granted five minutes at the beginning of the meeting to express their concern.

e) **Parental Concerns**

If a parent has a concern about a matter directly related to their child's team, the proper channel to present their concern is as follows:

1. Approach the child's coach
2. Approach the Director of the division involved
3. Approach the President and provide a written account of concern
4. Approach the Executive at an Executive meeting

It is understood, however, that concerns may be brought directly to the President or Vice President. If a parent has a concern with the Association, they should express their concern to the President in writing as well as in person. If a satisfactory resolution is not achieved, the parent may request to attend an Executive meeting to express their concern.

f) **Correspondence**

Any letters received from parents or other interested parties will be acknowledged by return mail.

g) **Minutes**

Minutes of meetings will be sent to Executive members as soon as possible. The minutes shall include any financial statements prepared by division directors and provincial teams, as well as the monthly listing of accounts paid prepared by the Treasurer.

h) **Meeting Dates**

Regular Executive meetings will be held monthly. At the conclusion of a monthly meeting, the date of the next monthly meeting will be determined based on the schedules of the Executive members.

- i) **Alberta Amateur Softball Association (AASA) Meetings**
Delegates attending the AASA general meeting representing the Association will have their expenses reimbursed.

Policy No. 5-A.1 – Reimbursement for Attending AASA Meetings

Purpose - To reimburse delegates attending Alberta Amateur Softball meetings

Policy – Delegates attending the AASA general meeting as a representative of the Association will have their meals, transportation and accommodations reimbursed subject to the following:

1. Each delegate will receive \$70 per weekend for meal expenses. Receipts required.
2. Each delegate will receive for accommodation expenses, the cost of a single occupancy room in the hotel selected by AASA for the meeting. Receipts required.
3. Delegates are encouraged to travel together to reduce the transportation expenses. Mileage will be paid at a rate of \$.30 per kilometer. Passenger delegates are not eligible for mileage reimbursement.
4. Any monetary allowance delegates receive from AASA will be deducted from the balance owing to the delegate from the Association.

- j) **Abuse of Individuals Affiliated with the Association**
Players, coaches and parents will be reprimanded for any abuse of individuals affiliated with the Association.

Policy No. 5-A.2 – Abuse of Individuals Affiliated with the Association

Purpose – The Association will not tolerate abuse of umpires, players, coaches, parents and opposing teams.

Policy – If anyone is accused of abuse of an umpire, player or coach, the following may be used as a guideline. The seriousness of the abuse will determine if harsher penalties should be imposed.

Players and Coaches

On the first offense the player or coach will be ejected from the game, and the vicinity of the ball park, by the umpire. If the umpire is intimidated by the offending individual, or is not comfortable ejecting them, the umpire must notify the

President, through the umpire coordinator, immediately following the game. The offending individual shall receive an automatic one game suspension. The President will notify the offending individual of the suspension.

It is understood that a suspension from a game will mean that the offending individual will not be allowed near the ball park and its immediate vicinity.

The second offense shall result in a minimum three game suspension and the offending individual will be notified in writing by the President.

The third offense shall be brought to the disciplinary committee for determination of the length of the suspension.

If the disciplinary committee considers the offense to be severe enough, the punishment determined by the disciplinary committee need not be sequential as outlined above.

If an Executive member witnesses an abuse, the Executive member shall report the incident to the President. The President will convene the disciplinary committee to review the incident.

The disciplinary committee shall consist of the President, and each of the directors above and below the division of the offender.

When imposing a suspension, the following guidelines are recommended:

- 1. Determine the length of the suspension**
- 2. Notify the suspended individual in writing stating the length and the conditions of the suspension. The notice should be hand delivered and witnessed or sent by registered mail**
- 3. Advise the suspended individual that they have the right to appeal within a predetermined time frame**

If the suspension is appealed the following guidelines are recommended:

- 1. Establish an impartial appeal committee consisting of 3 members plus one alternate, none of whom are members of the Association. The appellant has the right to reject one of the 3 members. If a member of the committee is rejected the alternate will replace the member removed and no further substitution will be permitted.**

2. **Notify the appellant in writing as to the date, location and time that the appeal will be heard. The notice must be hand delivered and witnessed or sent by registered mail.**
3. **If the appeal is upheld, a notice is sent to AASA requesting that the suspension be honored.**

AASA will uphold the appeal if they receive a notice that states:

1. **The full name, address and phone number of the suspended individual**
2. **Proof of notice to the suspended individual of an organized appeal hearing at a specific date, location and time**
3. **Minutes of the appeal committee meeting**

AASA will send a letter to the appellant and advise them of the procedure to appeal the decision to AASA.

- k) **Harassment of Individuals affiliated with the Association**
Players, coaches and parents will be reprimanded for any harassment of individuals affiliated with the Association.

Policy No. 5-A.3 – Harassment of Individuals affiliated with the Association

Purpose – The Association will not tolerate harassment of umpires, players and coaches

Policy – If anyone is accused of harassment of an umpire, player or coach, the same punishment will be imposed as abusing an individual affiliated with the Association as outlined in Policy No. 5-A.2.

Personal harassment is any conduct, comment or gesture that is likely to cause offense or humiliation to an individual, or that might, on reasonable grounds, be perceived by that individual as placing a personal condition on making or staying on a team.

Sexual harassment is any deliberate, unsolicited or unwelcome conduct, comment, gesture or contact of a sexual nature that is likely to cause offense or humiliation to any individual, or that might, on reasonable grounds, be perceived by that individual as placing a personal condition on making or staying on a team.

Harassment may be verbal or physical. It may be one incident or a series of incidents.

While the following is not an exclusive list, harassment may include:

1. **Verbal abuse or threats**

2. Unwelcome remarks, jokes, innuendoes or taunting about a persons body, attire, ethnic or national origin, religion, etc
3. Practical jokes which cause awkwardness or embarrassment
4. Unwelcome invitations or request, whether indirect or explicit, or intimidation
5. Leering or other gestures
6. Unnecessary physical conduct such as touching, patting, pinching, punching
7. Physical assault

When demonstrating a skill, always ask permission of the individual first.

l) **Executive Members**

Each Executive member shall keep a binder of information relevant to the position to pass on to the new Executive member.

m) **Coaching Clinics**

The Association will cover the cost of Level 1 and 2 certification – Theory and Technical for coaches wishing to coach in the Association. After the individual has been assigned a team, they will be reimbursed for the cost of the clinic.

If the clinic is only held outside of the City of Medicine Hat, the Executive will consider reimbursement on a case by case basis.

n) **Equipment**

Only the equipment coordinator has the authority to order equipment. Purchases greater than \$500 will require the approval of the Executive.

o) **Uniforms**

Only the uniform coordinator may purchase uniforms.

Purchases greater than \$500 will require the approval of the Executive.

All new jerseys must be approved by and belong to the Association.

Policy No. 5-A.4 – Uniforms

Purpose – To establish procedures regarding the issuing of player uniforms.

Policy – To provide basic uniforms to registered players for use during competitive play.

Tball and Parent Pitch uniforms will be a basic cotton t-shirt. They will have the MHMSA logo silk-screened on the front and player numbers silk-screened on the back

Mites, Squirts, Pee Wees, Bantam, Midget and Junior divisions will be supplied with grey polyester pants as well as a polyester/jersey blend shirt. The sponsors name bar will be sewn on the back and large player numbers will be silk-screened on the back.

Provincial teams will be supplied polyester button up jerseys with the MHMSA logo silk screened on the sleeve, Medicine Hat silk screened on the front, and the player numbers silk screened on the back.

The uniform coordinator will maintain records of on hand uniforms. In the preseason of each year, the uniform coordinator will organize, with the sponsorship coordinator, the names of the sponsors to be used on the uniforms for the upcoming season.

The uniform coordinator will coordinate with the division directors, the issuing of house league uniforms and record sheets for the directors and the coaches of each division.

The uniform coordinator will coordinate with the provincial coordinator, the uniform requirements for the provincial teams in each division and distribute the record sheets for each team.

On completion of the regular season, the uniform coordinator will arrange with the division directors the return of the house league uniforms and the record sheets. When reasonable effort has been made by the coaches and the directors to collect a uniform, but to no avail, a bill shall be issued for the replacement cost of the uniform.

On completion of the provincial tournaments, the uniform coordinator will coordinate the return of all provincial uniforms and the record sheets. When reasonable effort has been made by the coaches and the directors to collect a uniform, but to no avail, a bill shall be issued for the replacement cost of the uniform.

After all the uniforms have been returned, the uniform coordinator will assess the need for replacement and make arrangements with suppliers to have the shortages or replacement uniforms ordered.

The uniform coordinator will arrange to laundry the uniforms at year end.

- p) **Out of city teams and players**
Out of city teams are welcome in the Association

Policy No. 5-A.5 – Out of City Teams

Purpose – To increase participation and involvement in the Association

Policy – Any out of city teams or individuals within Zone 1 are welcome to play in the Association.

Any out of city teams must supply their own uniforms and equipment. The equipment must meet AASA standards.

Entry fee will be \$150/team from Tball-Pee Wee. Fees for Bantam to Junior will be evaluated from year to year, based on the cost of umpires.

- q) **General Policies**
1. The President, Treasurer and Secretary shall be the signing authorities of the Association
 2. All cheques must have 2 signatures. No blank cheques shall be pre-signed by one of the signing authority
 3. Receipts will be issued for all funds received
 4. A copy of all invoices, payments made will be retained as a permanent record.
 5. The fiscal year of the Association shall be Sept 1 to Aug 1
 6. All bills will be presented tot he Executive for approval prior to payment

- r) **Budget**
A draft budget will be prepared by the Treasurer and presented to the Executive for their approval at a special budget meeting to be held in October of each year.

- s) **Fundraising**
If the Association undertakes fundraising, all divisions will participate in the fund raising activity. Every attempt will be made to get volunteers for the Casinos from all divisions, including the College K's team.

- t) **Players Fees**
Fees will be charged for each player.
Fees will be subject to review and revision every two years.

Policy No. 5-A.6 – Players fees

Purpose – To set players fees for all divisions

Policy – The following shall be the fees charged to the players:

Tball –	5 & 6 year olds -	\$55
Parent Pitch –	7 & 8 year olds -	\$55
Mites –	9 & 10 year olds -	\$70
Squirts –	11 & 12 year olds -	\$70
Pee Wee –	13 & 14 year olds -	\$75
Bantam –	15 & 16 year olds -	\$85
Midget –	17, 18 & 19 year olds -	\$90
Junior –	20, 21, 22 & 23 year olds -	\$90
Maximum Family Rate –		\$170

Picture fees will be included in player fees.

Players who cannot afford their fees will be directed to Kidsport. In the even that Kidsport ceases to exist, parents needing financial assistance from the Association will be required to write to the Executive stating their request.

5. Sponsors

Sponsor letters are sent out in January/February asking for sponsorship. Letters are first sent to all those who sponsored in the previous year. Additional letters will go out as seen fit. Sponsors are given two options for sponsorship. Team Sponsorship and Division Sponsorship. Team Sponsorship is \$450 and Division Sponsorship is \$1400. Both options ensure website exposure, newspaper exposure, as well as a team picture.

Cost of sponsorships to be reviewed every two years.

6. House League Play

For all players in Mites and above, a batting helmet with a face guard/mask is mandatory.

All house league players must wear the supplied long gray pants or wear black shorts and sliding pants purchased by themselves.

The cost of repairing any intentional damages to a uniform will be charged back to the player involved. The player involved will not be able to register for the new season until such payment is made.

Assessments will be held in April.

All leagues will start the last full week of April.

Each team shall play a minimum of 14 house league games, preferably 2 games per week. Any rainout games are to be rescheduled through the director.

Playoffs will be a double knock out format and will be played Monday through Thursday whenever possible.

House league play takes precedence over Rep team play.

All coaches must read, sign and adhere to "The Coaching Code of Ethics".

All coaches must have a criminal record check completed on a yearly basis.

7. House League Tournaments

House league tournaments will be held for each division each season. All tournaments will be posted on Softball Alberta website and any other website of choice. Every effort will be made to include at least one team from out of town that doesn't regularly play in our league.

Tournament dates will be determined by the Executive and posted on the Association website.

8. Provincial Teams

Policy No. 9-A – Provincial Teams

Purpose – To outline the expectations and operations of provincial teams.

Policy –

House League Consideration

House league has priority over provincials. Any provincial practices or games must not interfere with house league activities.

Any player wanting to play rep MUST participate in house league. All players must put in at least 75% of the season dedication to house league. This will be monitored, and any player playing less than 75% but giving 100% to Rep, will be denied the option of playing on the rep team.

Expectations

Provincial teams will consist of 12-14 keenly interested ball players who are fully registered and in good standing with the Association and their coaching staff who wish to represent the City of Medicine Hat and the Association at tournaments and events throughout the province, Canada and North America. They will be committed to the extra effort required physically, mentally and financially. They will strive to achieve their highest personal goals, and team goals while representing their community.

Provincial teams will compete at the regional, provincial, western and national levels, where applicable, and some teams would be able to compete at the Southern Alberta Games, Alberta Games and other Associations provincial team tournaments.

Selection

Provincial teams will be chosen from each division. If there is sufficient interest, skill and coaches, there may be more than one team per division. The teams would be ranked to provincial standards based on their skill levels. For example, the higher skilled team may compete at a Provincial B level and the next team would compete at a Provincial C level.

Twelve to fourteen players will be selected per team. There will be two assessment sessions and players are encouraged to attend both. The assessment committee will consist of the provincial coach, and the directors of the divisions above and below the division of the provincial team being selected. To maintain fairness, with the exception of the provincial coach, an assessor must not be related to any player trying out for the provincial team. If a director on the assessment committee is related to a player, the provincial coordinator must select another unbiased assessor. The assessors will rate each player on a numbering system of 1 to 5, with 5 being the highest. After both assessment sessions have been completed, the assessment committee will total the rating of each player. Individual ratings will be based on the session where the player had their highest rating.

To maintain fairness, the totaling of the player ratings will be done separately from the assessment sessions, so that players are not aware of individual player ratings.

The 10 highest rated players will be automatically selected to the team. Two to four additional players will be selected by the provincial coach from the remaining players being assessed who did not rate in the top 10.

The provincial coach will notify each player who attended assessments in person or by phone, advising them if they made the team or not.

Provincial Coach Requirements & Duties

Coaches must apply to the Association by submitting the coaches application form along with a coaching resume which will include one coaching reference and one personal reference. A criminal record check must also be submitted. The head coach must have a level one coaching certificate and submit NCCP number.

A girl's provincial team must have at least one female on the coaching staff and a boy's team must have at least one male on the coaching staff.

The executive board of the Association reserves the right to appoint assistant coaches. The board also reserves the right with a majority vote to remove any coach who does not comply with Association policy.

When the team has been selected, the provincial coach shall organize practice time, tournament entries and the required registration. The team registration as well as the team roster must be handed into the Provincial Coordinator by a date specified by the Coordinator.

Financial Operations

Each provincial team shall open a bank account. At the completion of the season, any funds left in the account shall be equally divided amongst the players. When the bank balance is at \$0, the account shall be closed. A financial statement with supporting receipts must be submitted to the Association within 90 days of the tournament. If a coach does not make an effort to supply a financial statement within 90 days of being asked, and if it is still not available by the next season, that coach will not be able to ask for funds from the Association. Each provincial team will be self-supporting. It is recommended that the provincial coach collect an additional \$100 per player to pay for tournament entry fees, and other costs that may arise from the operation of the provincial team. In the event that the Association hosts a provincial tournament, organized by the Provincial Coordinator, the profits from the tournament will be equally divided amongst the Association provincial teams participating in the tournament.

If a team does not have a sponsor, but someone affiliated with the team knows of a business that may be interested in sponsoring a team, they may approach the business. However, they may NOT approach businesses that already sponsor any function of the Association.

Policy No.9-A.1 – Provincial Funds

Purpose – To establish a policy to assist in the funding for provincial teams

Policy – Expenses to be paid by the Association are as follows.
Provincial team registration with AASA

A grant of up to \$1000 per year, per provincial team.

A grant of up to \$1,000 to any team advancing to Western Canadians that are hosted outside of the province to be used for gas, food and hotels only.

A grant of up to \$500 to any provincial team advancing to Western Canadians that are hosted within the province to be used for gas, food, and hotels only.

These grants are contingent on the availability of funds.

9. Executive Duties

- a) **President**
- b) **Vice President**
- c) **Treasurer**
- d) **Secretary**
- e) **Division Directors**
- f) **Uniform Coordinator**
- g) **Equipment Coordinator**
- h) **Registrar**
- i) **Sponsorship Coordinator**
- j) **Player/Coach Development Coordinator**
- k) **Provincial Coordinator**
- l) **Diamond Scheduling/Maintenance Coordinator**
- m) **Junior Umpire Coordinator**
- n) **Casino Coordinator**
- o) **Media Coordinator**

a) President

- **Whenever possible chair all meetings of the Association**
- **In the case of any tied votes, cast the final ballot in addition to his/her original member vote.**
- **Co-sign all cheques written on behalf of, and on the account of the Association and shall co-sign, along with the Secretary, any documentation approved by the Executive required to be signed in regards to the Association**
- **Prepare the agenda for the Executive meetings and the annual general meeting**
- **Establish at the October Executive meeting, with the new Executive, the Associations goals for the coming season**
- **Ensure that the objectives and activities of the Association are carried out by the Executive**

- **Issue all thank you cards or condolences on behalf of the Association**
- **Collect correspondence from the mailbox and pass on to the appropriate Executive member for follow up.**

- b) Vice President**
 - **Assist the President with his/her duties, and shall, in the event of the inability of the President to perform his/her duties, take the place of the President in his/her absence.**

- c) Treasurer**
 - **Be responsible for receiving, depositing, and disbursing all funds on behalf of the Association in accordance with the directions of the Executive**
 - **Co-sign, along with the President or Secretary, all cheques on behalf of the Association**
 - **Keep a record of all financial transactions on behalf of the Association**
 - **Prepare the annual budget of the Association**

- d) Secretary**
 - **Keep minutes of all Executive meetings and send out copies to each Executive member prior to the next Executive meeting. Keep minutes of the annual general meeting**
 - **Assist the President in all outgoing correspondence**
 - **Submit the required Society Annual Return to Alberta Consumer and Corporate Affairs within the specified time frame.**
 - **Draft and mail any mass mailings requested by the Executive**
 - **Mail the sponsors their team pictures at seasons end.**

e) **Division Directors**

- **Act as the liaison between the Executive and the coaches**
- **Assist new coaches by suggesting ideas for practice drills, game plays, etc**
- **Problem solve when a concern arises as per policies related to coach/player attitudes**
- **Inform all coaches of annual coaches clinics**
- **Organize house league assessments, making sure there are assessors there as well as someone to register the players as they come in. When registering players as they arrive, you need to write their names on each assessors sheet and give the player a number on their hand with a washable marker. Registrations for those wishing to register will be accepted. A receipt will be forwarded to them from the Registrar, once the Director gets the information to them. Organize the player draft with coaches**
- **Organize tournaments with coaches**
- **Draw up house league schedule**
- **Collect a team picture from each team and give to the Secretary for mailing to the Sponsors**

f) **Uniform Coordinator**

- **Maintain records of on hand uniforms**
- **Organize, with the sponsorship coordinator, the names of the sponsors to be used on the uniforms for the upcoming year**
- **Inspect and replace uniform tops and pants as needed**
- **Coordinate with the division directors, the issuing of house league uniforms and record sheets for the directors and coaches**
- **Coordinate, with the provincial coordinator, the uniform requirements for the provincial teams.**
- **On completion of the regular season, coordinate with the division directors, the return of the house league uniforms.**
- **Issue uniforms/record sheets to the provincial coordinator**
- **Coordinate the return of provincial uniforms upon completion of the provincial tournaments**
- **After all the uniforms have been returned, assess the need for replacement and make arrangements with suppliers to have the shortages or replacement uniforms ordered**
- **Launder the uniforms at year end**

g) Equipment Coordinator

- **Ensure that all equipment bags complete with equipment, are in order, clean and ready for pick up by the division directors**
- **Each equipment bag should have a sheet containing an equipment list that coaches are responsible for**
- **Check with the diamond scheduler as to which diamonds will be used each season. Ensure that the blue boxes, complete with locks are at each diamond.**
- **Have equipment available for assessments**
- **Check blue boxes periodically to ensure that the equipment is still in place and in good condition**
- **Purchase equipment as required. Try to split the purchase amount with all suppliers in the City**
- **Arrange collection of equipment at the end of the season**
- **Take note of the equipment that needs to be repaired or replaced and estimate the cost for the budget**
- **After the season has ended, periodically check the lock up facility to ensure no damage has occurred**
- **Every year, change the locks on the blue boxes as the keys become accessible to too many people**

h) Sponsorship Coordinator

- **Solicit annual sponsors for house league divisions and follow up on the receipt of funds**

i) Registrar

- **Set the date for annual registration in conjunction with the Executive (Mall wide registration).**
- **Establish registration dates with the Executive and conduct the necessary advertising**
- **Make and distribute posters to all the schools**
- **Send out pre-registration package to last years players. The package should include a newsletter, clinic information, assessments and junior umpire information**
- **Arrange for registration information to appear on the website**
- **Schedule helpers to work shifts to cover all registration times and dates**
- **Set up registration table and displays**
- **Complete the required AASA registration forms and submit to AASA Zone representative by required dates, keeping a copy for yourself, and a copy for the President**
- **Arrange copying and pick up of registration forms**

- Distribute completed registration forms to the division directors
- Reconcile deposits and provide Treasurer with breakdown of registration fees and clinic registrations

j) Player/Coach Development Coordinator

- Arrange for coaching clinics
- Provide registrar with clinic information and registration forms
- Arrange for players skills camps

k) Provincial Coordinator

- Obtain tournament sanctioning from AASA
- Organize an annual local tournament for the Associations provincial teams
- Set up committees to assist in running provincials when hosted by the Association
- Organize a committee for coaching requirements and coach selection for provincials

l) Diamond Scheduler/Improvements Coordinator

- Arrange diamond, gym and field house rental with the City of Medicine Hat according to the needs of the Association
- Divide the available diamond time equally between teams for practices
- Coordinate available diamond times for league play with division directors
- Maintain a good working relationship with the City
- Inspect diamonds for necessary repairs, make minor repairs and coordinate major repairs.
- Suggest and coordinate improvements to the diamonds
- Supervise summer maintenance staff

m) Junior Umpires

The Association will recruit and pay junior umpires.

Policy 12-A – Junior Umpires

Purpose – The regulating of junior umpires

Policy – Junior umpires can umpire games in Pee Wee and lower divisions.

If an umpire is a registered player in the Association, they can only umpire games in divisions lower than their playing level.

If an umpire is a non player, they must be registered with the Association for insurance purposes.

Junior umpires will be supplied with equipment for use while umpiring league games. An equipment acknowledgment and receipt form must be completed and

signed by the junior umpire coordinator and the junior umpire. Any equipment not returned is the responsibility of the junior umpire. Final payment will be held back until all of the equipment is returned.

A time sheet will be supplied to each junior umpire. Prior to each game, the junior umpire must record the date, team names and diamond location. Both coaches of the teams involved must sign the time sheet.

The junior umpire should carry a copy of the Associations zero tolerance policy regarding abuse of individuals affiliated with the Association.

The junior umpire coordinator is responsible for dealing with situations that arise regarding conflicts between the junior umpires and the coaches or parents.

Effective 2010 season remuneration for junior umpires shall be:

1st year - \$14/game

2nd year - \$16/game

3rd year - \$18/game

4th year - \$20/game

Uncarded adult umpire - \$20/game

n) **Casino Coordinator**

- be a liaison with Alberta Gaming in regards to casinos
- Schedule volunteers to work the casinos
- Prepare the annual reports for Alberta Gaming
- Maintain casino records

10. League Rules

- a) Tball
- b) Parent Pitch
- c) Mites
- d) Squirts
- e) Pee Wee
- f) Bantam, Midget, Junior

a) Tball

- All teams are to follow the Learn to Play manual with a practice beginning at 6:15
- Games will start at 6:45pm
- Distance between the bases is 30 feet
- Batters must wear a helmet or they will not be permitted to bat
- Batters must use bats and balls supplied by the Association
- The pitcher must keep both feet on the rubber, or pitching area, until the ball is hit
- A ball is foul identical to conventional softball rules with two exceptions. A ball is foul if it travels less than 10 feet in fair territory from home plate, or the batter hits the tee with the bat causing the ball to fall from the tee
- All players on the roster will be given a defensive position
- When all defensive players are in position and ready, the coach will place the ball on the tee and say "play ball"
- Games are 4 innings or one and one half hour time limit
- If there is an overthrow on any attempted play at a base, the runners will be permitted to advance at their own risk, but not more than one base. One base will be awarded if the ball goes into a dead ball area
- All players will bat
- Strikeouts are not permitted
- If possible, batters should only have 3 practice swings
- Players are to change positions after each inning. No player shall play the same position more than once per game
- The infield must switch with the outfield after 2 innings
- Stoppage of play occurs when the ball touches the infield, with the exception of the last batter
- The coach must advise the opposition when the last batter is up

- After the last batter has hit, stoppage of play occurs when the catcher places the ball on the Tee
- Throwing of the bat is an automatic out
- No running of the ball from the outfield, no rolling or running the ball to the bases. Players are encouraged to throw.
- Players must throw the ball overhand where at all possible. Underhand will be allowed within 3-5 feet of the bases
- There are 3 outs per inning, or once through the batting order, whichever comes first
- T-shirt, trophy/medal and year end picnic is provided

b) Parent Pitch

- All teams are to follow the Learn to Play manual with a practice beginning at 6:15
- Games will start at 6:45pm
- All teams shall use their own coach or responsible person as a pitcher against their own team
- After 3 strikes (actual swings) or called strikes, if a batter is reluctant to swing, the Tee will be utilized. There will be no walks and no called strike outs
- No intentional bunting. The ball will be dead, no runner may advance and the batter will go back to bat. The bunt will be a called strike
- One base is allowed on an overthrow that is out of the playing area. The play is considered dead until put into play by the parent pitcher
- A maximum of one coach or parent is allowed on the field while the team is in the defensive position
- All players attending a game shall bat and field the whole game
- A teams at bat will be finished when 3 outs or 6 runs have been scored, whichever comes first
- Games will be six innings or one and one half time limit
- The home team will supply the plate umpire and the visitors will supply the base umpire
- The batting order shall change for each game so all players get an equal amount of at bats during the season
- Tie games shall remain a tie
- Each player must play a minimum of 2-3 innings in the infield and outfield each game
- Bases are to be 45 feet apart and the pitcher is to be 20 feet from the home plate

- An 11 inch ball is to be used. Batters must use bats and balls supplied by the Association
- If a hit ball is caught by the parent pitcher in self defense, the ball is dead
- A hit ball remains live until returned to the infield
- Throwing of the bat is an automatic out
- A batting helmet must be worn while batting and running bases. No exceptions
- Stopping a game due to bad weather is at the discretion of both coaches. Always err on the side of caution in the case of lightening
- No on deck batters are permitted at any time
- No infield fly rule
- T-shirt, trophy/medal and year end picnic are provided

c) **Mites**

- A batter must strike out or hit no walks
- Players will pitch to the opposing team. After four pitches, not four strikes, a parent or coach will finish pitching to the batter. All players should be encouraged to swing at those first 4 pitches, as the game moves faster and is more exciting.

- Pitchers can pitch a maximum of 3 innings per 5 inning game. An inning will be considered as any part of an inning pitched and will not be based on the number of outs made in an inning
- Strikes will be called from the beginning of the season by the umpire, players are encouraged to swing
- No intentional bunting
- Only one base is allowed on an over throw
- While the ball is in play (2nd to 3rd or 1st), the player can advance one base. If the play is finished or the ball is thrown to the pitcher, runners must stay at their bases
- A maximum of one coach is allowed on the field while the team is in the defensive position to assist with the pitching and any other position.
- All players attending a game shall bat and field for the whole game. Players must split the outfield and the infield halfway through the game. If they played in the infield for the first half of the game, they must play in the outfield for the second half of the game
- No more than 6 players in the infield, including the pitcher at one time
- Postponed games are rescheduled through the director based on diamond availability
- Tie games shall remain a tie

- Games shall be 6 innings or 2 hours. No new inning will start after 1 hour and 45 minutes. If one team is ahead by 15 runs after 5 innings, the game is considered complete
- A team's time at bat will be considered as complete if 3 outs are made against them, or if they score 6 runs, whichever comes first. No more than 6 runs will be counted for a team in any inning
- A team must have 7 players to play a game. The team is allowed to borrow 2 players from the opposing team
- Bases are 45 feet apart and the pitcher is 30 feet from home plate
- An 11 inch ball is used
- A hit ball is considered live until it reaches the pitcher or play is finished in the infield. A runner caught between bases must return to their previous base
- Infield fly rule does not apply
- Throwing of the bat is an automatic out. Exceeding a radius of about 3 feet around home plate is considered a thrown bat. No discussion
- If a batter is hit in the upper body by a child pitching, the batter takes his base. If the batter does not attempt to avoid getting hit, a base is not awarded
- If there is any dispute as to a call or play, the umpire's decision is final

d) Squirts

Rules of the Softball Canada Official Guide and Rulebook will be followed with the following exceptions:

- The entire team roster bats in order with no player sitting out
- Pitchers can pitch a maximum of 3 innings per 5 inning game. An inning will be considered as any part of an inning pitched and will not be based on the number of outs made in an inning. Example, a pitcher makes one out in an inning and is pulled, that is considered an inning pitched
- There will be unlimited substitutions by all players to all positions
- All games will start at 6:30pm sharp
- If a team is short players and cannot field a team by 6:40pm, the game can still be played. If the opposition has more than 9 players, they will provide players to then other team
- No new inning will be started after 8:00pm unless the start of the game is delayed by circumstances beyond the control of either team (rain shower, etc). The time

limit will then extend past 8:00pm by the same amount of time that the game was delayed. The coaches and umpires should agree on the times prior to the game commencing

- A teams at bat will be considered as complete if there are 3 outs made against them in one inning or if they score 6 runs. No more than 6 runs will be counted in any inning
- Bunting is allowed
- The game at this level is aimed totally at the players having fun and improving individual skill. It is the coach's responsibility to see that these goals are met.

e) **Pee Wee**

Rules of the Softball Canada Official Guide and Rulebook will be followed with the following exceptions:

- All games are to start at 6:30pm sharp
- Games are 6 innings
- Pitching innings are as follows:
 - 9 innings/week for 2 games
 - 12 innings/week for 3 games(Sunday to Saturday constitutes one week)
- Unlimited substitutions
- All players bat
- 7 run rule per inning
- If a player on the score sheet is late and misses their turn at bat, the next player will not be called out for batting out of order
- Mercy rule will be in effect after 4 innings if there is a 20 run spread
- If a team has only 8 players for the game, the ninth player will constitute as an out
- All jewelry must be removed before game time
- An affiliated player can not pitch

Policy No. 11-A – Player Affiliation

Definition – Affiliation means that a player may be called up from their regular team in the Association to play on a higher division team on an as needed basis

Purpose – To allow a team to replace sick, absent, injured or suspended players in order to bring the team back up to 9 players on a game by game basis

Policy – Affiliation may occur to a team that is one level higher than the player is on. Affiliated players can not pitch

- All jewelry must be removed before game time

- **Players must have their uniform tucked in at bat and on the field**
- **No foul language will be permitted from players or coaches**
- **When there are 2 outs and the catcher is on base, the coach may substitute a base runner for the catcher**

f) Bantam, Midget and Junior

Rules of the Softball Canada Official Guide and Rulebook will be followed with the following exceptions:

- **All games start at 6:30pm sharp**
- **All games shall be 6 complete inning, with no new innings to start after 8:30pm. The umpires will call the end of the game**
- **Pitching innings will apply to the Bantam/Midget divisions and are as follows:**
 - **9 innings/week for 2 games**
 - **12 innings/week for 3 games****(Sunday to Saturday constitutes one week)**
- **Unlimited substitutions**
- **All players bat**
- **7 run rule per inning will be in effect for all innings, with the only exception being playoffs. In playoffs, games will be 6 complete innings with the 6th inning being open for runs**
- **If a player on the score sheet is late arriving and misses her turn at bat, the next player will not be called out for batting out of order**
- **Mercy rule will be in effect after 4 innings if there is a 20 run spread**
- **An affiliated player cannot pitch. See policy 12-A under the Pee Wee rules**
- **All jewelry must be removed before the start of the game**
- **Players must have their uniform top tucked in at all times**
- **Foul language will not be tolerated from the players or coaches**
- **All Bantam/Midget house league teams may play with 8 players at game time. If it is known that they will have less than 8 players, they should contact a Pee Wee/Bantam coach to pick up a player or borrow a player from the opposing team to play the game. Players 'lent' to the opposing team must stay with the team for the whole game. If all options are exhausted, and the team still only has 8 players, the 9th missing**

player will be designated as an out. Our goal is not to have any forfeit games

- **A game may be delayed or called due to weather conditions at the umpire's discretion. Only the division director or the umpire can officially cancel a game due to weather**
- **If necessary, when there are 2 outs and the catcher is on base, the coach may substitute a base runner for the catcher**

The information displayed here, is a representation of the Medicine Hat Minor Softball Associations Policy and Procedures manual. The hardcopy of this manual, held by the MHMSA Executive shall be considered the official Policy and Procedure manual. Please report any discrepancies to the MHMSA Executive.