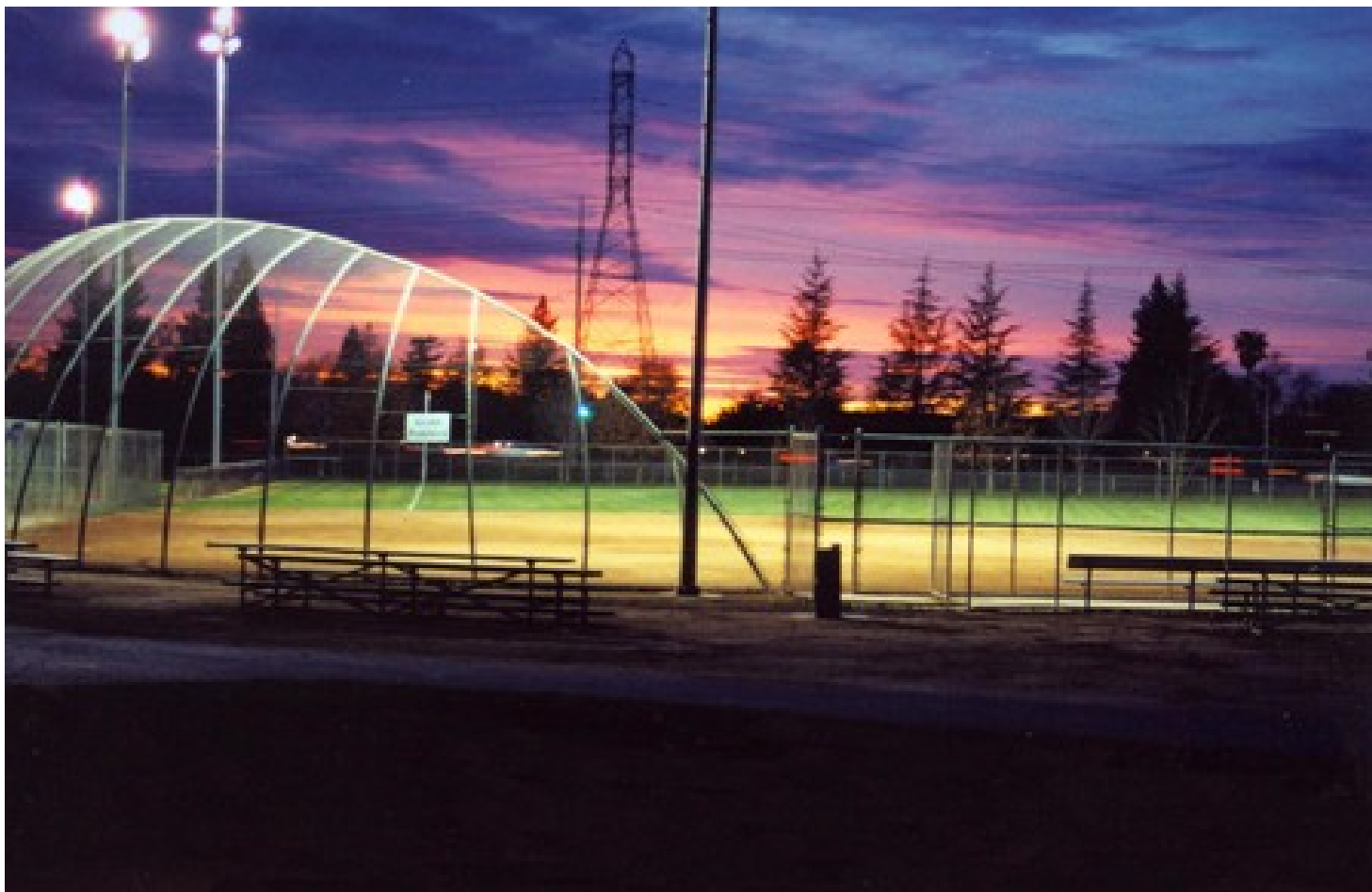




**Fulton - El Camino  
Recreation & Park District**  
2201 Cottage Way  
Sacramento, CA 95825  
916.927.3802  
fecrpd.com

# Softball Managers Handbook



**Parks  
Make  
Life  
Better!**<sup>SM</sup>



# 2024 Softball Managers Handbook

2201 Cottage Way  
Sacramento, CA 95825  
Web Site: [www.fecrpd.com](http://www.fecrpd.com)

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## **LEAGUE DIRECTOR**

**Jaden Delfer – Recreation Supervisor**  
916.927.3802 x125 – [jdelfer@fecrpd.com](mailto:jdelfer@fecrpd.com)

## **LEAGUE COORDINATOR**

**Steve Clark- Recreation Coordinator**  
916.927.3802 x115 – [sclark@fecrpd.com](mailto:sclark@fecrpd.com)

## **Inclement Weather & Forfeit Phone Number** **(916) 922 - 4063**

**Forfeit: Any forfeit after 3:00 pm, please call the above number**

**Rain Monday – Thursday: Please call after 5:00 p.m.**

**Rain Sunday – Recovery: Please call after 8:00 am**

**Men's Sunday D3 division: Please call after 3:00 p.m.**

## **SECTION 1 – LEAGUE PHILOSOPHY**

This handbook was created so that softball team managers can understand the responsibilities and expectations managers assume by organizing and leading a team with the Fulton-El Camino Recreation & Park District.

### **Philosophy**

The District offers a variety of divisional play to provide participants with the opportunity to enjoy a safe and enjoyable competitive softball experience.

To succeed, participants need to respect opponents, officials, umpires, staff, spectators, and facilities. These common courtesies of sportsmanship are the foundations of mutual respect and are mandatory in the FEC softball program.

Such courtesies include, but are not limited to, accepting umpire decisions, giving opponents the benefit of the doubt over accidental, awkward, or clumsy challenges, refraining from trash-talk, congratulating opponents and giving credit for high standards of play at the end of each game. These courtesies of sportsmanship are expected of all players, regardless of the intensity and/or level of competition.

## **SECTION 2 – MANAGER RESPONSIBILITIES**

1. Register the team. You may register via mail, in person, or on-line at [www.fecrpd.com](http://www.fecrpd.com).
2. Submit the roster/waiver on time. *Ensure the roster is completed and legible by every player and received by the managers meeting each season of play.* **ALL PLAYERS** must complete the roster waiver and Code of Conduct before they are eligible to participate in the Fulton-El Camino softball league. Any team without a roster, waiver and Code of Conduct on file is in jeopardy of forfeiting all games and/or other disciplinary proceedings.
3. Know your players' eligibility status. Only players in good standing with FEC may participate in divisional play. Share league information with your team. Team managers are the liaison between the team and the League Director. Communication should be through the team manager. Managers are expected to disseminate FEC team information to their team.

4. Know the rules! Managers are expected to know and adhere to the FEC and USA SOFTBALL rules. Any questions and/or concerns regarding rules should be taken up with the league director. It is also expected that the team manager/coach will inform their team of any league rule changes, announcements, and park or facility rules.
5. Uphold sanctions! Managers must uphold all disciplinary sanctions levied by the league director against the team and players.
6. Mandate sportsmanship. It is expected that managers will control his/her team, self, and spectators from unsportsmanlike behavior.
7. Have proper equipment. Metal spikes are not permitted, and teams are expected to always wear shirts.
8. Managers must obtain all league paperwork pertaining to deadlines, schedules, make-up games, first game times and other pertinent information.
9. Please notify staff immediately of any address, telephone, or e-mail number changes.

### **HINTS TO SUCCESSFUL TEAM MANAGEMENT**

#### **1. Collect the Money up Front**

Plan a team meeting before the registration deadline and collect fees from all players. Generally, players who pay up front are more committed. This is also a great time to get players to sign the roster and waiver. Team sponsorships and fund-raisers are a great way to lower fees for your team.

#### **2. Register Early**

FEC has a first-come; first-served policy for softball registration. Teams playing during the previous season that are in good standing with the district will be given first opportunity to participate in the next seasons' league. Full payment is required at the time of registration.

#### **3. Make certain **EVERYONE** fills out completely & signs the League Roster/Waiver**

This form is a must. An individual who steps on the field who has not signed your roster/waiver is in violation of league rules and has put you and the rest of the players on your team in jeopardy. If an individual participates in a game without having signed the roster/waiver, the game will be considered a forfeit and disciplinary action may be taken by the League Director. This may lead to the exclusion from the league to both the player and/or the team without receiving a refund of any kind.

#### **4. Make league Rules Available to Your Players**

We can't make them read it, however, the rules are available on-line at [www.fecrpd.com](http://www.fecrpd.com), so encourage your team to go on-line and read the rules.

#### **5. Focus on FUN**

Remember, this is recreational play! Regardless of the level of competition, good sportsmanship is expected. Players will follow your leadership so keep that perspective and handle any teammate who doesn't act within the guidelines.

#### **6. Ask for Help when you need it!**

Managing a team can be a thankless job. If you need assistance – ask a teammate. It's okay to delegate duties!

#### **7. Communicate**

You need to keep your team informed of the rules, etc. Always have a positive line of communication with the game officials and the opposing manager. Introduce yourself, shake hands and respect their decisions. Inform the Superintendent of Recreation of issues with the fields, teams, officials, or anything else pertaining to the league. We cannot be everywhere at once and we pride ourselves in communicating well with team managers.

## **SECTION 3 – GENERAL LEAGUE INFORMATION**

### **1. Field Reservations**

FEC offers field reservations pending availability. Reservations are on a first-come first serve basis and need to be made in advance of practice. Note: Practice on game days is prohibited! The fields are prepped for the benefit of everyone, so be respectful.

### **2. League Discipline**

An ejected participant must leave the grounds and have no contact with the umpires or participants in the game and is suspended for one additional game. The ejected participant is restricted from having contact with the team and is not permitted to sit in the stands, dugout, or general locality of the next game. The ejected participant may appeal the one game suspension to the League Director (*See USA Softball Rulebook Rule 4 Section 8B.*) Disciplinary proceedings handed down by the league director will be enforced on all nights of play. A suspended player is ineligible in ALL other divisions (nights) of play until the suspension is completed.

### **3. Inclement Weather & Game Forfeitures**

To maintain the integrity of the fields, FEC has the authority to cancel games due to inclement or adverse weather conditions. In addition, any umpire or employee of FEC may cancel any game if an unsafe condition exists. In addition, FEC district policy states: If the AQI (Air Quality Index) as recorded on *sparetheair.com* is “150” or greater all outdoor district activities are cancelled. The inclement weather phone number is **(916) 922-4063**. A recording will tell you whether the games will be played that night. Please check your **game schedule** for the time they are supposed to call. In addition, FEC district policy states. **ALSO**, in the event you need to forfeit a scheduled game AND you do not reach someone during normal business hours, please leave a message on the recording.

### **4. Emergencies**

In the event of an emergency, dial 911 and notify district personnel immediately. Please follow up with the League Director the following day.

### **5. Need More Players**

A “FREE AGENT” list of individuals who have a desire to play is available. Call or e-mail Becky and she will send it to you.

### **6. Complaint Process**

Complaints need to be in writing! Email is considered a form of written communication, so please remember professional etiquette when sending email complaints. Communication regarding team issues is expected to come through the team manager. The manager will be made aware of any issues brought directly to the Superintendent by his/her teammates and/or other teams. The Superintendent will conduct a formal investigation of complaints that can include but is not limited to contacting the opposing manager, officials, and staff.

### **Softball Contacts**

Jaden Delfer: Recreation Supervisor – (916) 927-3802 ext. 125  
jdelfer@fecrpd.com  
Steve Clark: Sports Coordinator - (916) 927-3802 ext. 115  
sclark@fecrpd.com

**Inclement weather & Forfeit hotline:** (916) 922-4063

**Website:** [www.fecrpd.com](http://www.fecrpd.com) – Standings and Registration Information

**Facebook:** Fulton-El Camino Recreation & Park District

**Twitter:** @FECrecreation – Information about Events and Registration

## **SECTION 4 - LEAGUE GUIDELINES & RULES**

### **1. Registration**

Softball registration is on a first come/first served basis. Upon registering a team, the registration form and the

fee are due to secure a spot. Your team may sign up for any available night in the division you request but is subject to change to accommodate fair and competitive divisions. When registering, you may not get your first choice of nights should the division be filled. FEC will notify the team for an alternate night. There is a “no refund” policy for teams who wish to drop out once the schedule has been completed and another team is not available to fill the vacated spot.

## 2. Format

Every team will play one (1) game per week on the regular division night. However, circumstances may dictate a bye, double-header, field change, time change or playing on a different night originally scheduled due to rain, special events or other unforeseeable circumstances.

## 3. Schedules

a. Schedules will be available on-line at [www.fecrpd.com](http://www.fecrpd.com). Schedules may be altered due to unforeseen drops or other emergencies.

b. The district will not accept special requests to accommodate teams entered into tournaments, play-offs, or other leagues that may produce a conflict.

## 4. Divisional Post-Season Three (3) or Four (4) Team Single Elimination Tournament

a. The top four (4) teams in each division of play participate and teams are seeded according to their win-loss record. **If four (4) teams are in a division**, the top three (3) teams will advance. The team with the best record is the #1 seed and so on. If there is a tie between two (2) or more teams in the standings, the following criteria will be used:

1: head-to-head,

2: defensive runs given up between teams tied,

3: defensive runs given up during the entire season. The team giving up the fewest runs will be the higher seed.

**Note:** Only those players who are on a team roster at the conclusion of the **third (3<sup>rd</sup>) divisional game**, are eligible for the playoffs.

b. ID's will be checked for teams participating in the play-off round.

c. All league rules apply except: (A 55-minute time limit will be used for the semi-final games and 60-minutes for the championship game).

## 5. Game Time

**Game Time is Forfeit Time:** Teams MUST be prepared to play at game time but there is a 5-minute grace period for starts. Monday through Friday games will begin at 6:30 or 7:00 p.m. Sunday games will begin play at 5:00 or 6:00 p.m. The game clock will start, if possible, right at scheduled game time. If the previous game runs late, the clock will begin as soon as those teams enter the dug-out and take the field for play. Both teams need to be warmed up and ready to begin play with the ***minimum of eight (8) players***. **Games are 55 minutes in length or 7 innings**, and **No New Inning** will start after 55 minutes.

In the event of a tie, **ONE** additional inning will be played. Each team will begin the inning with a runner on 2<sup>nd</sup> base. The last batter from the previous inning is placed at second (2<sup>nd</sup>) base to begin the new inning. This format will be used for one (1) additional inning. The game results in a tie if no team wins! **Home Plate Umpire Keeps Time! Umpire will coordinate the game time with the field supervisor.**

## 6. Rain-Out / Emergency Policy

a. In the event of questionable weather, call the inclement weather hot line at **(916) 922-4063**. The recording will notify you if games are canceled. Please follow the designated time on your schedules for the update time.

b. A game called by the umpire during regular league play, which cannot be resumed within 10 minutes, constitutes a complete game if four (4) or more innings have been played, or if the home team leads in the bottom of the 4<sup>th</sup> inning. In case of lightening, the USA SOFTBALL inclement weather policy is in effect.

## 7. Make-Up Game Policy

Games will be made up at the earliest opportunity. Re-scheduled games **may not be on your normal night of play**. Teams should be prepared to play on any night of the week, including Saturday or Sunday. Staff will do their best to accommodate teams in this process. All league games must be completed prior to the start of the post-season tournament.

## **8. Forfeits**

As a courtesy to the other team, notify the office as soon as possible of an upcoming forfeit. This will allow us to notify the opposing team, field supervisor and umpire(s) of the canceled game. If after 4:30 p.m., call (916) 922-4063 and leave a message for the field supervisor. Any team that forfeits 3 games in a season will be dropped from the league.

## **9. League Standings**

Updated standings will be posted on the softball web link on the web site every week. If there is a discrepancy, please notify the office as soon as possible. [www.fecrpd.com](http://www.fecrpd.com).

## **10. Line-Up and Score Book**

Home team is responsible for keeping the scorebook for both teams. If the home team is unable to keep score, the visiting team becomes the home team. The home plate umpire will tally the runs scored each half inning. It is up to the managers of both teams to ensure the accuracy of the run total with the umpire.

## **11. Roster/Awards**

Rosters must be filled out prior to the first game. Teams may add players up to the 3<sup>rd</sup> divisional game. To add/drop player(s), download a roster online ask the field supervisor for one. There is a maximum of 18 players on the roster. 14 individual awards will be distributed to the winning team. **Awards not picked up within 14 working days of the completion of the season will be forfeited.**

## **12. Player Eligibility**

Players must be at least 18 years of age or turn 18 within the time frame of the season. If you have a minor, (minimum 17 years) a different waive/release form must be completed by a parent or guardian for the minor to participant. Players may play on as many teams as he/she wishes in one season provided said player does not play on more than one team in the same division.

## **13. Skill and Ability**

Teams should play in divisions that meet the skill of your team. Teams who play in divisions to "sand bag" will be removed from participating without a refund.

## **14. Homerun Rules (over-the-fence) & Batter Count – All FEC Divisions of play:**

**D3 & Z Divisions: 2 & Done** - one over the limit = out. All after = inning over!

**15.** All batters begin with the one ball & one strike count. One extra foul is permitted after the 2<sup>nd</sup> strike.

**16. Softballs:** FEC provides all game balls. Men, in all divisions will hit the Worth 12" ball. Women, in all divisions, will hit the 11" ball.

**17. Shirts and Shoes:** must be worn at all times. Teams do not have to wear matching shirts or uniforms and may not have vulgar, inappropriate language on them. Metal spikes are not permitted.

**18. Bats:** Refer to the USA SOFTBALL Rule Book or go to [USAsoftballsoftball.com](http://USAsoftballsoftball.com) (certified equipment) for up-to-date bat requirements.

An official USA SOFTBALL bat WILL bear the USA SOFTBALL approved 2000 certification mark, the 2004 certification mark or the new mark as shown. Visit [www.USAsoftballsoftball.com](http://www.USAsoftballsoftball.com) for a complete updated approved bat list. Click on certified equipment/bats link for more specific details. Players caught using an altered bat will be suspended for the remainder of the season and will have to go before a GSSA panel in order to return. Players caught using an illegal bat, non-approved USA SOFTBALL bat will receive an automatic **ejection from the game and an automatic 2 game suspension from league play. GSSA minimum suspension is 5 years.**



19. A “**STRIKE MAT**” is used to assist umpires in calling balls and strikes. The mat measures 23.5” wide by 33” long and fits “flush” with home plate. A legally pitched ball hitting any part of the mat is a “strike”.

## 20. Pitching Regulation

A. The minimum height of a pitch is six (6) feet and the maximum 12 feet.

**21. Mercy Rule:** There is a 15-run mercy rule after 4½ innings if the home team is leading. If the visitors are leading by 15 runs at the completion of the 5<sup>th</sup> inning, the mercy rule is in effect.

**21. Courtesy Runners-** Teams are permitted (1) courtesy runner per gender per inning.

**22. Throwing a Bat** - intentionally throwing a bat will not be tolerated and ejection of the player is automatic.

**23.** Staff has the authority to realign divisions (same night) to maintain parity. Adjustments will be made at the halfway point of the season. Staff can also ask teams to not return if the team is not a good fit for the league. (Bad Attitudes or talent exceeds the rest of the teams in the league)

**24. Scoring:** a player may score by touching the mat or the plate, using safety as a guide which to touch

**25. Base on Balls:** If a pitcher wishes to intentionally walk a batter, he/she will notify the home plate umpire and the batter will advance to first (1<sup>st</sup>) base without any pitch being thrown. (male player advances to second (2<sup>nd</sup>) base in COED play only) *see USA Softball rules 8-1-c4*

**26.** Any rules that are not expressed herein will be governed by the current USA SOFTBALL rule book.

**27.** FEC Park regulation prohibit Alcohol, Smoking, and Vaping in our parks

## **SECTION 5 – PROTESTS**

1. Protests will be accepted on misinterpretation of playing rules or player eligibility by the Manager or coach only. **JUDGEMENT CALLS ARE NOT PROTESTABLE.**

Misinterpretation of the Playing Rules – A manager/coach may protest a rule infraction made by the umpire or opposing team. The rule in question must be announced and the protest lodged with the umpire prior to the next pitch. The umpire will notify the opposing team of the protest.

Player Eligibility – A manager/coach or team captain may file a protest on an ineligible (non-roster) player before the 3<sup>rd</sup> inning of the game. Exception: Substitutions must be protested prior to the next pitch. It is recommended that all players always have identification with them. It is the responsibility of the player in question to furnish identification. The individual must show proof of I.D. to the field supervisor or if not in possession of an I.D., they must furnish one to the FEC league director by 5:00 p.m. the following business day.

2. Protests on any of the above will only be accepted as stated below:

A) A written account of the protest must be filed in person with the FEC league director by 5:00 p.m. the following business day. The written protest must accompany a \$25 protest fee. Make checks payable to F.E.C.R.P.D.

B) If a player eligibility protest is valid, the offending team will receive an automatic loss and the \$25 protest fee will be refunded. An invalid protest will allow the final game score will count and the \$25 protest fee will be forfeited.



C) If a misinterpretation of the rules protest is valid, the game will be replayed from the point in question if the game has any bearing in the outcome of the division. The \$25 protest fee will be refunded. A misinterpretation of the rule that is found invalid will allow the original score to stand and the \$25 protest will be forfeited.

## **SECTION 6 – ADDITIONAL COED RULES**

1. Batters will begin with a one and one count. (1) ball and one (1) strike.

One (1) additional foul ball will be allowed after two (2) strikes.

**A walk to a male batter will result in a two base award.** The next batter (a female) must bat. **Exception:** with two (2) outs, the female batter has the option to walk or bat. The female batter must choose prior to entering the batter's box. *see USA Softball rules 8-1-c4.*

2. A team may bat 8, 9, 10, or 12 batters: If a team starts with fewer than 10 players, they may add up to 10 players if they have not batted through the lineup.

If a team has 8 Players = Must be 4 males and 4 females

If a team has 9 Players = Must be 4 males and 5 females

If a team has 10 players= Must be 5 Males and 5 females

A team may never play with 11 Players

If a team has 12 players = Must be 6 males and 6 females

3. Player(s) must be added at the bottom of the order or placed in the line-up where the male/female batting sequence would be intact. Late arriving players may substitute in (9 players shorthanded at any time).

Note: the EH must be present at the start of the game – No Exception

4. Grass area: Out of courtesy and good sportsmanship, outfielders are **required** to stay on the outfield grass until the ball is hit by a female batter. Penalty: If the ball is not played by the violating player a warning is given to the team. If the violating player makes a play on the ball the offensive team has the option to take the results of the play or return to bat resuming the count. Also: The Defensive team will start with 1 out next at bat. Also, this is a "team out" so the scheduled batter still bats as normal with 1 out.

5. A "STRIKE MAT" will be used to assist umpires in calling balls and strikes. When running home, the runner may touch either the plate or mat. The defensive player has the right to home plate and the runner must travel to the MAT, (NOT THE PLATE) when there is a PLAY AT THE PLATE unless the runner is attempting to avoid a collision at which time the runner MAY touch home plate to score .....BE KIND!

6. **Sliding - Permitted** at all bases and home plate (In All Divisions of Play)

7. **Intentional Base on Balls:** The pitcher notifies the home plate umpire, and the batter will advance to first (1<sup>st</sup>) base without any pitch being thrown. (male batter advances to second (2<sup>nd</sup>) base in COED play only)

7. **All Divisions** of play will play straight up ball – Overrun lines are not used!

8. **All USA SOFTBALL certified approved bats** may be used in all divisions of play.

9. **All other USA SOFTBALL and FEC Coed Rules Apply!**

## **COED FIELD LAY-OUT**

## **SECTION 7 - ADULT SOFTBALL POLICY - AMBIENT MUSIC POLICY**

- 1 Music can be played in the dug-out while your team is on offense only
- 2 Songs with profanity may not be played at any time. **PENALTY:** Team's privilege will be pulled for the season
- 3 Music must be always kept to a respectable decibel (within the confines the dug-out)
- 4 Be mindful of other teams with your music selection
- 5 Have fun, this is your adult recreation time!

## **SECTION 8 – GSSA Code of Conduct (Next Page)**

FEC Softball is a member of the Greater Sacramento Softball Association and has adopted and supports their code of conduct.

**FAMOUS BASEBALL QUOTES** – A reminder that you are playing a kid's game. Have Fun!

*It ain't like football. You can't make up no trick plays.* — Yogi Berra

*If a horse won't eat it, I don't want to play on it.* — Dick Allen on artificial turf

*There ain't much to being a ballplayer if you're a ballplayer.* — Honus Wagner

*Trying to sneak a pitch past Hank Aaron is like trying to sneak the sunrise past a rooster.* — Joe Adcock

*When you start the game, they don't say "Work ball!" They say, "Play ball!"* — Willie Stargell



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