

**Town of Gilbert Parks & Recreation Department**

**S**  **FTBALL**  
**MANAGER'S HANDBOOK**



**LEAGUE INFORMATION:** [www.gilbertaz.gov/parks/sports-adult.cfm](http://www.gilbertaz.gov/parks/sports-adult.cfm)

**90 E. Civic Center Drive, Gilbert, AZ 85296 • (480) 503-6200**

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# GILBERT PARKS & RECREATION DEPARTMENT

## ADULT SOFTBALL PROGRAM

### PROGRAM STRUCTURE

**A. Organizational Meeting**

Organizational meetings are no longer held for upcoming seasons. All league information is available on the Town website at [www.gilbertaz.gov/parks/sports-adult.cfm](http://www.gilbertaz.gov/parks/sports-adult.cfm). Please refer to the current league flyer for specific information on meeting dates and times. Three softball leagues are conducted each year.

**B. Registration**

Registration occurs at the Southeast Regional Library prior to each season, and late registration is accepted at the Parks & Recreation main offices prior to the season start date if space is available.

**C. League Availability**

Teams that meet all registration requirements are eligible for the league registration. Teams are requested to indicate their first choice for league play at the time of registration on the roster. Teams may also indicate a second choice to increase their chances for acceptance into the league. Teams indicating a second choice will be placed in their second choice league only if their first choice league is unavailable. The league director may restrict participation of any team or player into a league at the director's discretion,

**D. Game Schedules**

Softball leagues are normally based on eight teams per league. Final league structure will be determined by registrations received. Please refer to the current league flyer for additional league information.

**E. Classifications**

Although it is nearly impossible to place every team in the league they request, effort will be made to do so. Leagues will be offered in the following categories:

- Men: ..... B,C, D
- Women: ..... C
- Co-Ed: ..... B,C, D

*Please refer to the current league information flyer for complete registration details, including meeting requirements, and deadlines for submitting rosters.*

**The Gilbert Parks & Recreation Department reserves the right to implement, alter, add or delete rules and/or policies as deemed necessary.**

**LEAGUE POLICIES**

**A. Alcoholic Beverage Policy**

The consumption of beer, wine or spirituous liquor is not allowed in Town of Gilbert Parks. Players violating the no alcohol policy will be subject to discipline, including game suspensions and/or expulsion from the league. Teams violating this policy may be subject to forfeiture of the game and/or expulsion from the league.

**B. Amateur Softball Association Registration**

All teams enrolled in Gilbert Parks & Recreation adult softball program are required to register with the Amateur Softball Association. At registration, teams must include the \$25 A.S.A. fee with their team registration fee. An A.S.A. card and official rule book will be issued to each team registering. Only one A.S.A. fee is charged per year for each team.

**C. Awards**

League Awards: • 15 individual 1st place team T-shirts.  
Tournament Awards: • First and second place team American Express gift cards\* (\$50 1st, \$40 2nd) \*can be applied to team fee next season.

**D. Returned Checks**

Teams will be eliminated from any further league play for non payment of league fees.

**E. Forfeits**

Game time is forfeit time. (exception: five minute grace period for first games). The field supervisor's or umpire's watch represents the official time. Any time eight players are at the diamond, the game must start. If a team plays with only eight players, the ninth and tenth batting positions are not out and may be added at anytime in the game, but they must be added to the bottom of the line-up. Players must be on the field, or in the dugout to be considered at the diamond.

**F. Music**

No amplified music devices will be allowed at Freestone Park.

Forfeit Limits: A team which exceeds its maximum limit may be dropped from the league without a refund. Maximum limits:

- Teams which play one game per week ..... 2 forfeits
- Teams which play two games per week ..... 3 forfeits

**G. Game Times**

Game times are 6:30, 7:30, 8:30 or 9:30pm and 55 minutes in length. Except in the case of a tie, no new inning will begin after the time limit. In the event of a tie game after seven innings, or the time limit (whichever comes first), one extra inning will be allowed to try and break the tie. Each team will start the extra inning with their last batter on second base and 2 outs. Teams must bat at the spot in the batting order where they ended the game. If the game is still tied after the extra inning, then that game will be recorded as a tie and no new inning will be allowed. Courtesy runners will not be allowed in the extra inning. Starting a new inning after 50 minutes is at the discretion of the umpire.

**H. Insurance**

The Town of Gilbert does not provide player insurance. Players play at their own risk. All players must sign the roster waiver form (or player addition waiver form) before playing. (Please see the detailed roster information on page 5.)

I. Refund Policy

No refunds will be given unless a league is cancelled or a team cannot be accommodated in the league of their choice. In the event that rule violations result in a team being removed from the league, the following refund formula will be used.

- Teams expelled between the date of registration and the beginning of their leagues first game will forfeit 100% of their registration fee.
- Teams expelled after the start of their first game will forfeit 100% of fee.

J. Roster Eligibility

Players must be at least 16 years old. All players must sign the official team roster with the gym supervisor prior to league play. Players should be prepared to show ID if needed to verify they meet the minimum age requirement. Up to four players may be added to the roster after original registration. **All rosters are frozen before the first game of teams fourth week of play.** Direct all roster additions and deletions to the field supervisor with a team add/drop form. Any player additions must be done at the park to update team roster. The field supervisor and/or league coordinator have the option to reject a player addition if the player's ability is above that team's league classification. **Players may play on multiple teams in the Gilbert league. Players may play on multiple Men's, Women's, or Co-Ed teams if they choose, however ALL PLAYERS must be listed on the team roster for classification purposes at the team registration meeting and the copy of the team roster that is at the park. Failure to list all players on the roster will allow roster protests to be upheld. Teams failing to list all players on the roster will be expelled from certain leagues based on the team win-loss record as situations warrant.**

K. Rosters Min. & Max.

Rosters may have up to 20 players. (A minimum of 10 players is required on the roster). Managers are encouraged to fill every spot on their roster. A minimum of eight players is required to qualify as a team for official play. **If a team begins with eight or nine players, the ninth and tenth players may be added to the line-up at anytime, but must be added to the bottom of the line-up.**

L. Extra Player Rule

An E.P. (extra player) beyond the original line-up must be indicated on the scoresheet when the lineup is submitted in order to be eligible to play. Using the E.P. is 11 batters for mens or womens teams, and 12 batters for Co-Ed teams. All players must bat.

M. Shorthanded Rule

No matter which batting option is used (see below), a team may never play with less than 8 players. If a player is ejected, an out shall be declared for each turn at bat. If a player leaves the game for any reason other than an ejection, an out will be called the first time that player is due up. If the player who has left the game has a substitute, than no outs will be called. Two ejections from one team in the same game will be cause for forfeiture of that game regardless of how many substitutes are present at that time.

N. Batting Rules

Teams have the choice of three different batting options. The batting option must be declared before the game begins, and may not be changed once the game has started.

Standard Batting: Teams may bat 10 players. All 10 players also play the field.

Extra Player Rule: Teams may utilize the Extra Player rule (see above), and bat 11 players (12 in Co-Ed leagues). Any 10 players can be in the field.

Optional Batting: Teams may bat all players in a round-robin style. Any 10 players can be in the field. (Co-Ed fielding rules apply- see page 7). This optional batting may only be used if men's or women's teams have a minimum of 12 players, and Co-Ed teams have a minimum of 12 players, at the start of the game. Additional players who arrive late to the game may be added to the bottom of the line up. (Co-Ed teams may bat females back-to-back, but not males back-to-back.)

**O. Game Cancellation**

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Games postponed due to rain or other unforeseen reasons will be rescheduled at the end of the season. The field supervisor or umpire will determine the playable condition of the field. It is the manager's responsibility to obtain the date, time and location of any make-up games by obtaining an updated schedule from the website. If weather conditions are questionable, it is the team manager's responsibility to call after 3:30 p.m. to find out if games will be played. **The rainout line is (480) 503-6201.**

**P. Post-Season Tournament**

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A single elimination tournament will follow the regular season. All teams in the league will be included in the tournament (home team determined by highest seed). Exception: In a 9 team league the ninth team in the standings will not be eligible to play in the tournament. **All league rules still apply in tournament play with the exception of the championship game being one hour in length.** In order to balance competition levels, certain teams may be switched into other leagues for the post season tournament. Example: the winner of Mens "D" may switch with the loser of Mens "C". The league coordinator has the final decision in all matters concerning this rule.

**GENERAL RULES & REGULATIONS**

**A. Rules of Play**

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Amateur Softball Association (A.S.A.) rules apply to situations not covered in the following league rules outlined in this handbook. (Umpires have the authority to make decisions on situations not specifically covered in the official A.S.A. rulebook, or this handbook.)

**B. Courtesy Runners**

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One male and female courtesy runner per inning is allowed (exception: same runner may use courtesy runner more than once each inning). The runner must be the player who made the last out (Co-Ed - must be same gender). Teams may use the A.S.A. substitution rule as well. If the courtesy runner's time at bat comes around, he/she must bat and the opposing team can decide who will become the new courtesy runner.

**C. Ejected Player(s)**

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Any player ejected from a game is automatically suspended from the next game. Any ejected player who plays in the next game causes his/her team to forfeit that game. Any player ejected twice in a season will be dropped from the league. (Also see the section in this handbook titled "Player/Team Conduct" on pages 9.)

**D. Protests**

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Protests must be made at the time the play in question is committed. The manager must notify the umpire before the next pitch. The umpire will then notify the opposing team and the official scorekeeper. The umpires and field supervisors will attempt to solve the problem. Rule interpretations will be the only consideration for a protest and not an umpire's judgment. If a protest is not settled, managers must submit a written protest to the Gilbert Parks & Recreation Department no later than 5:00 p.m. of the next working day. A \$25.00 hearing fee will be required and must accompany the protest. If the protest is honored, the fee is refundable. The league coordinator will review the protest and notify the manager as soon as possible.

**E. Player Eligibility**

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Questions of players eligibility must be brought to the attention of the umpire and field supervisor by the coach before the end of the games third (3rd inning). Once the game ends, no protest involving eligibility, age, or identity will be considered. To verify player identification, the player must provide proper identification to continue to play. If the player cannot provide I.D., he/she is removed from the game. If a team(s) is found to be using an illegal player, the team automatically forfeits the game and may be subject to further disciplinary action. Both teams should be prepared to show identification in the event of player protests.

**F. League Standings**

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Final league standings are determined by the best overall win/loss record. If two teams are tied at the end of the regular season, the team which defeated the other more often in head-to-head competition will take the top position. In the case of a split, the team which had the lowest number of runs scored against them by the other team will take the higher position in the standings. In the case of three (or more) teams with identical records, the team which had the lowest number of runs scored against them by the common opponents will take the higher position in the standings. Exception: If one team won (swept) all of the head-to-head games versus each of the other common opponents, that team will be awarded highest position in the standings. *(The league coordinator has the final decision in all matters concerning this rule.)*

**G. Roster Checks**

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**The Gilbert Parks & Recreation staff reserves the right to randomly check team rosters for player validity.** The manager is responsible for keeping up-to-date team roster records. This practice can eliminate any question as to whether or not a team member is eligible to play. Players must present the field supervisor with a form of photo identification upon request. Any player or team information which is not correct on a team's roster, and/or the use of illegal or ineligible players will result in league discipline.

**H. Run Rule**

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If a team is ahead by 20 runs or more after three complete innings, the game is over. The game is also over if a team is ahead 12 runs after five or more innings.

**I. Scorekeeping**

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**The home team is official scorekeeper.** Player's first and last names must be written on the scoresheet. If the home team does not supply a scorekeeper, the visiting team has the option of supplying the official scorekeeper. If it does, the visiting team becomes the home team. If the original visiting team does not wish to be or cannot supply a scorekeeper, the original home team must provide a scorekeeper even if it means pulling a player from the lineup. Refusal to do so will result in the home team forfeiting to the visiting team. The visiting team is responsible for comparing scorebooks after each inning. If there is discrepancy in scores, play is halted to solve the problem. After the next pitch, no further discussion will be considered. After each game, the umpire must initial the final score. It is recommended that even the visiting team keep their own score, and compare their book to the official scoresheet with the home team after each inning to avoid any scorekeeping issues.

*Teams may use unlimited substitutions as long as players remain in the same batting order throughout the game.*

**J. Strike Zone & Pitching**

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The extension mat and home plate are used to call strikes. This strike zone is 17" by 34". **Each batter begins with a 1-1 count and has one foul to waste (with 2 strikes).** The ball must be pitched with a perceptible arc and reach a height of at least six feet from the ground, while not exceeding a max height of 12 feet from the ground. The pitcher has 10 seconds to release the next pitch after receiving the ball, or after the umpire indicates "play ball". The pitcher may pitch up to three feet behind the pitching rubber but must be directly behind it.

**K. Illegal Bats**

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**The A.S.A. banned bat list will be utilized ([www.softball.org](http://www.softball.org)).** The Town of Gilbert reserves the right to ban additional bats. Metal spikes or metal cleats are not permitted.

**L. Dug Outs**

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Only players, coaches and one scorekeeper are allowed in dugout. **Spectators, children, or non-players are not permitted in the dugouts for safety reasons.**

**CO-Ed RULES & REGULATIONS**

**A. Co-Ed Team**

Co-Ed teams consist of 10 players on defense. A minimum of eight players is allowed. A minimum of four and a maximum of six women must play at all times. Teams may play with a minimum of three, up to a maximum of five men. However, a team can never play with more men than women during a game. (Also see *Player Combinations* below.)

**B. Extra Players**

Extra player(s), referred to as “EP’s” are optional, but if they are used, this must be made known prior to the start of the game and be listed on the scoresheet in the regular batting order. If the EP’s are used, he and she must be used the entire game. Failure to complete the game with the EP’s results in forfeiture of the game. **Exception:** The game is not forfeited if a player(s) leaves the game due to injury. However, a team can never play with more men than women during the game. The EP’s must remain in the same position in the batting order for the entire game. Either or both EP’s may be substituted for at any time. The substitute(s) must be a player(s) who has not yet been in the game. The starting EP(s) may re-enter. (Also see *Batting Rules* on page 4.)

**C. Batting Order**

The batting order must alternate man/woman, man/woman, etc. No two men may bat in succession. A man, or woman may bat first. All 12 players, including the two EP’s, must bat. (Also see *Batting Rules* on page 4 for optional batting rotations.) The batting order must remain the same throughout the entire game. Exception: if a player(s) leaves the game due to injury, the batting order must still alternate between male and female batters. Example: if a female leaves the game due to injury, a male must also leave the game to keep the level of males equal, or lower than females. If this situation causes the team to drop below eight players, the game is forfeited.

**D. Player Combinations**

If a male leaves the game due to injury, it is not necessary for a female to also leave the game. More females than males can play as long as a legitimate combination of males-to-females is maintained. (Also see *Co-Ed Team* above.) Any 10 players in the following combinations may play defense:

- 1) Five males ..... and ..... five females
- 2) Four males ..... and ..... four, five, or six females
- 3) Three males ..... and ..... Five, or six females

The following combinations on defense must be maintained:

- One male/one female as pitcher/catcher
- Maximum of two males in the infield
- Maximum of two males in the outfield

**E. Outfield Line**

A line is painted 180 feet from home plate. All outfielders must stay behind line until the ball is hit.



## PLAYER/TEAM CONDUCT

### A. Manager/Coach Responsibilities

Each manager is responsible to see that his/her players, spectators, and/or scorekeepers abide by all the rules governing league play and all rules/policies regarding the use of the Town of Gilbert park facilities.

### B. Player/Team Discipline

Two reprimands or warnings to an individual, team and/or spectator for unsportsmanlike conduct will be cause for automatic ejection of the player, game forfeit, and/or removal of the spectator from the park premises. A third reprimand to any other player or spectator of the team will warrant termination of the game, with the forfeit win being awarded to the opposing team. **Any player ejected from a game is automatically suspended from the next game AND IS REQUIRED TO LEAVE THE PARK IMMEDIATELY.** Any ejected player who plays in the next game causes his/her team to forfeit that game. Any player ejected twice in a season will be dropped from the league. **Some flagrant forms of unsportsmanlike conduct (as determined by the umpire) will warrant automatic ejection with no warnings given. Any team receiving two ejections in the same game will be forfeited.**

The Code of Conduct includes, but is not limited to the following:

### C. Code of Conduct

- 1.) No manager, player, or spectator shall physically/verbally threaten, lay a hand upon, shove, or strike an official, field supervisor, staff member, player and/or spectator.
- 2.) No manager, player, and/or spectator shall be guilty of objectionable and/or disruptive verbal demonstrations of dissent at an official's or field supervisor's decision, or refuse to abide by official's or field supervisor's decision. No manager, player, and/or spectator shall be guilty of verbal abuse to include references to an individual or group's race, religion, gender, national origin, disability or age.
- 3.) Participants shall not use flagrant rough tactics against an opposing player.
- 4.) There shall be no unnecessary throwing of equipment, or any other objects.
- 5.) There will be no cause for defacement or destruction to any public facility or equipment.
- 6.) Participants (managers, coaches, players, etc.) may not falsify their own name or any other player's name on a team roster, scoresheet, or any other league document. The use of ineligible or illegal players is not permitted.
- 7.) Consuming alcoholic beverages in Town of Gilbert parks is not permitted.

Individuals and/or teams violating the Code of Conduct will be subject to league discipline action which may include one or more of the following actions: game ejection, game forfeiture, game suspensions, probation and/or seasonal suspension.

**C. Code of Conduct  
Continued:**

The Gilbert Parks & Recreation Department reserves the right to discipline and/or suspend players, or managers for incidents and/or conduct not specifically covered in this handbook or the A.S.A. official rules, but which in the opinion of the Gilbert Parks & Recreation Department constitutes unsportsmanlike conduct, dangerous conduct, or conduct which is determined to be detrimental to the Gilbert Softball Program. All official league disciplinary decisions as rendered by the Gilbert Parks & Recreation Department are final.

**ADDENDUM AND HOME RUN RULES**

**A. Blood Rule**

Any player/coach who is bleeding, has an open wound, or has blood on his/her uniform, shall be prohibited from participating further in the game until appropriate treatment can be administered. If medical treatment or care can be administered in a reasonable time, the individual will not have to leave the game. (The length of time considered reasonable is umpire judgement.) The umpire will be responsible for determining whether an open wound or bleeding condition requires treatment. The umpire will also determine in his/her judgement if a uniform needs to be changed.

If treatment or action is required, the umpire shall:

- Stop the game and immediately call a coach, trainer, or other authorized person to the injured player and allow treatment.
- Apply the rules of the game regarding substitution, short-handed player and re-entry if necessary.

Although a first-aid kit is maintained at the ballfield complex for emergency situations, it is recommended that teams bring first-aid supplies to each game to treat potential bleeding situations. It is each team's responsibility to provide bandages and dressings, and administer care in the application of this Blood Rule.

Comments or suggestions regarding the Adult Softball Program should be directed to:  
Mary Hahn, Recreation Coordinator  
Gilbert Parks & Recreation Department  
90 E. Civic Center Drive, Gilbert, AZ 85296  
(480) 503-6242  
fax (480) 503-6204 mary.hahn@gilbertaz.gov

## HOME RUN RULES\*

<b>Day</b>	<b>League</b>	<b>Level</b>	<b>Home Run Rule</b>
Mon	Co-Ed Doubleheader	D	1 per team outs thereafter
Mon	Men's Doubleheader	D	1 per team outs thereafter
Tues	Women's Doubleheader	C	unlimited
Tues	Co-Ed Doubleheader	C	2 per team outs thereafter
Weds	Men's Doubleheader	D	1 per team outs thereafter
Weds	Men's Doubleheader	B/C	4 per team outs thereafter
Thurs	Co-Ed Doubleheader	D	1 per team outs thereafter
Thurs	Men's Doubleheader	D	1 per team outs thereafter
Fri	Co-Ed Doubleheader	B/C	3 per team outs thereafter
Fri	Co-Ed Singleheader	DI	1 per team outs thereafter
Fri	Co-Ed Singleheader	DII	1 per team outs thereafter
Sun	Co-Ed Singleheader	D	1 per team outs thereafter
Sun	Co-Ed Singleheader	C	2 per team outs thereafter
Sun	Men's Single/Doubleheader	D	1 per team outs thereafter

*\*THESE HOME RUN RULES MAY BE CHANGED AT ANY TIME AT THE DISCRETION OF THE LEAGUE DIRECTOR.*