

West Vancouver
Girls' Softball Association



COACHES AND MANAGERS

HANDBOOK

2007

WEST VANCOUVER GIRLS' SOFTBALL ASSOCIATION

CALENDAR OF EVENTS

2007 SEASON

Pitching clinic (Eagle Harbour School)	January 8 to March 28 (10 sessions)
Skills Clinics	January 9 to March 8 (9 sessions)
Registration deadline	February 23
Spring Break	March 10 to March 25
Equipment distribution	Monday March 26 7:00 PM, Advance Storage, 1 st Avenue at MacKay, North Van
Coaches meeting	Wednesday March 28 6:30PM Mini-mite to Squirt, 8PM Peewee and up - Location TBD
Umpire Clinic	March 31 and April 1
Learn to Play Coaches Clinic	March 31 McCartney Park, North Van
Board meeting	Sunday April 2 at 6:30
Season starts	Monday, April 10
Photos & Insurance forms	5PM at Ridgeview - date TBD
Provincial Playdowns - West Van Qualifier	May 25 to May 27
Provincial Playdowns – District Qualifier	June 9-10
Mite Fun Tournament	June 16
End of Season	Thursday, June 21
Coaches and Volunteers game and BBQ	Saturday June 23
Equipment & Uniform Return	Tuesday June 26
Annual General Meeting	Tuesday June 26
Provincial Championships Midget C	July 6-8 Kamloops
Provincial Championships Bantam C	July 6-8 Port Coquitlam
Provincial Championships Peewee C	July 6-8 Sooke
Provincial Championships Squirt C	July 6-8 Salmo
Provincial Championships Peewee B	July 13-15 Port Alberni

BOARD OF DIRECTORS

Position	Name	Phone
President	Doug Bentley	604-626-7868
Secretary & Vice President	Angie Higgs	604-925-0901
Vice President League Development	Don Baydack	604-925-0570
Vice President	Blair Peters	604-922-3412
Vice President	Carolyn Panzera	604-922-4201
Vice President	Michael Brown	604-921-6756
Vice-President	Howard McMahon	604-926-4250
Treasurer	Janine Richardson	604-921-6289

OFFICERS

Position	Name	Phone
Registrar	Mandi Brown	604-921-6756
Schedule Co-ordinator	Doug Bentley	604-626-7868
Umpire in Chief	Pierre Pelligrini	604-980-2142
Field Maintenance Manager	Don Baydack	604-925-0570
Assistant Field Maintenance Manager	Required	
Uniform Manager	Janine Richardson	604-921-6289
Assistant Uniform Manager	Required	
Equipment Manager	Required	
Rep Co-ordinator	Michael Brown	604-921-6756
Clinic Co-ordinator	Angie Higgs	604-925-0901
Webmaster	Howard MacMahon	604-926-4250
Tournament Director	Michael Brown	604-921-6756
Pitching Machine Manager	Doug Bentley	604-626-7868
Photo Co-ordinator	Alex Young	604-922-1540
Marketing Co-ordinator	Carolyn Panzera	604-922-4201
Marketing Co-ordinator	Required	
Coaching Co-ordinator	Doug Bentley	604-626-7868

WEST VANCOUVER GIRLS' SOFTBALL ASSOCIATION

COACHES AND MANAGERS - 2007

	Position	Name	Home #	Cell #	Email	Age
Mini-Mite						
1	Coach	Sharon Smyth	604-984-7505		smyth_s@shaw.ca	1998
	Coach	Tammy Towill	604-925-2413		ttowill@aol.com	
	Manager					
Mite						
3	Coach	David Smith	604-922-3412	604-512-5915	david@kadreyas.com	1997
	Ass't Coach					
	Manager					
4	Coach	Carolyn Panzera	604-922-4201	778-837-5418	cbgamom@hotmail.com	1997
	Ass't Coach					
	Manager	Tim Attridge		604-613-2359		
5	Coach	Blair Peters	604-684-2363	604-761-1473	blair@studiobproductions.com	1996
	Ass't Coach					
	Manager	Lisa Peters	604-922-0212	604-341-6614	lmerv@shaw.ca	
6	Coach	Doug Irwin	604-922-9622		ionesirwin@shaw.ca	1996
	Ass't Coach					
	Manager					
Squirt						
7	Coach	Angie Higgs	604-925-0901		anghiggs@telus.net	1995
	Ass't Coach	Reid Lundstrom	604-986-4311		dianelundstrom@hotmail.com	
	Manager					
8	Coach	Rochelle Feniak	604-921-2286	604-922-3232 W	RMFeniak@telus.net	1995
	Ass't Coach	Doug Allan	604-926-4387			
	Manager	Darlene Harrison	604-921-9406			
9	Coach	Mehrdad Rastan	604-913-0602		mrastan@sfu.ca	1994
	Ass't Coach	Michael Sanders	604-921-1023	604-728-2275	mds@mdslaw.ca	
	Ass't Coach	Brenton Spencer	604-922-1697		spenmus@aol.com	
10	Coach	Don Baydack	604-925-0570	604-506-1566	dbaydack@shaw.ca	1994
	Ass't Coach					
	Manager					
11 (Rep Team)	Coach	Mike Brown	604-921-6756	604-258-8098	michael.brown@telus.net	1994
	Ass't Coach	Gary Baker	604-926-1436		shelleybaker@shaw.ca	
	Ass't Coach	Doug Bentley	604-913-0077	604-626-7868	dougbentley@telus.net	
	Manager	Mandi Brown	604-921-6756		michael.brown@telus.net	

Peewee

11	Coach	Howard McMahon	604-926-4250		howard52@shaw.ca	1993
	Ass't Coach	Pete Cross	604-921-4865		petecross@shaw.ca	
	Manager					
12	Coach	Jim Southcott	604-925-9192		jim.southcott@tbwa-vancouver.com	1993
	Ass't Coach	Ross Bonetti	604-922-5425		ross@livingspace.com	
	Manager	Annie MacKenzie	604-922-0056		mackenzieannie@hotmail.com	
13	Coach	Rob Gritten	604-647-5063	604-220-3495	gritten@shaw.ca	92/93
	Ass't Coach	Julie Hillhouse	604-925-1533	604-789-3200	thehillhouses@telus.net	
	Manager					

Bantam

14	Coach	Bill Newland	604-926-8018	604-788-2927	bnewland@telus.net	1991
	Ass't Coach	Gordon Maynard	604-926-9198	778-883-0952		
	Ass't Coach	Greg Sunell	604-922-9860		sssmckee@yahoo.com	

Midget

15	Coach	Ralph Keefer	604-921-6477	778-837-0172	ralphkeefe@shaw.ca	89/90
	Ass't Coach	Geoff Goldsmith-Jones	604-926-8140		pgoldsmith-jones@telus.net	
	Manager					

WEST VANCOUVER GIRLS' SOFTBALL ASSOCIATION
P.O. BOX 91101
WEST VANCOUVER POSTAL OUTLET
WEST VANCOUVER, B.C.
V7K 3H2
www.wvgsa.com

INTRODUCTION

Welcome to the 2007 Season of West Vancouver Girls' Softball!

There are 6 league divisions based on player ages as of December 31, 2007. No exceptions to play down a division are allowed under Softball BC rules but a player may play up a division in exceptional circumstances provided the league and the coaches approve. The 6 divisions are as follows:

Minimite/Learn to play	Born 1999 and younger
Mite	1997 and 1998
Squirt	1995 and 1996
Peewee	1993 and 1994
Bantam	1991 and 1992
Midget	1998, 1989 and 1990

Minimite, Squirt and Bantam games are scheduled for Tuesdays and Thursdays and Mite, Peewee and Midget games are on Mondays and Wednesdays. All divisions do have some weekend games. There are typically 2 games per week and a practice except for Minimites/Learn to Play who only have a total of 2 games and/or practices a week. Game time is 6:30 with warmup starting from 5:30 to 5:45 depending on the coach's schedule. Practice times are determined by the coach of each team and are usually either Saturday or Sunday. Team lists are finalized in early March and you should be contacted by your coach or team manager in mid March or earlier. Game schedules come out the 1st week of April. The league officially starts April 19th and you should assume that you will be playing games on both of the nights assigned to your division that week with the park yet to be determined.

HOME FIELDS

The principal home fields for Mini-Mites/Learn to Play and Mites are the two fields behind Hollyburn Elementary and for Squirt and above home field is the 2 diamonds at Sentinel High School. There is always some set up and clean up time required and any help you can provide your coaches and managers is always appreciated.

With the growth of our league West Vancouver does not have enough suitable home fields at this point in time for all of our teams for every game. Therefore you should look very closely at the schedule to see which North Vancouver games are actually home games for your team. This is very important to take notice of as the home team has the responsibility to prepare the field for the game which means raking and dragging the infield, lining the field and placing the bases. There has been some strong criticism from North Vancouver teams in the past that we have not lived up to our obligation to do this on our home games held on North Vancouver fields. Please be very diligent to check your schedule and make sure that you perform the home team duties, not only on our West Vancouver fields but also on the North Vancouver fields when you are the home team. For home games in North Vancouver you will need keys to their storage boxes. Your equipment bag will have keys to the North Van boxes. If you are not sure

where their equipment is you can contact the coach of the team you are playing with any questions you have. If you are the away team, your duty is to cleanup after the game which includes putting the bases away and again raking the field. You should ensure that North Vancouver teams perform their duties as the away team on our fields after each game as well.

BASES AND HOME PLATE

The bases for Hollyburn fields are the standard type with spikes holding them in place. There is a twelve inch (12") nail provided in each box and the purpose of this nail is to create a hole for the base spike to be gently placed in. These are not for nailing down the plates, there are smaller nails to fix home plate. Please use the 12" spike for making a hole in the ground and then place the bag spike in the hole. Do not hammer on the stakes attached to the bases themselves as they will bend easily and the base straps get beaten up and break as well. Once you have made a hole with the 12" spike, the base spikes should go in easily. don't hammer the spikes on the bag as they will bend easily. Make sure you use the hammer supplied in the field storage box and not a bat to hammer in the bag and plate spikes. For safety reasons, please ensure home plate is buried flush with the ground to ensure players do not trip over the edge when running or sliding home.

For the Sentinel fields we have Impact bases that have an anchor system. There are ground anchors installed on each field at the appropriate distances. You will have to locate the anchor which is covered with an orange cap and you may have to remove sand from the anchor sleeve in the ground. There will be a dig-out tool provided in the box for this. The base has a post which slides into the sleeve. Make sure you pick the anchor that is the right length, there is a tape measure in the field box.

For the pitcher's plate at Hollyburn you need to measure the correct distance. At Sentinel there are ropes in the pitcher's mound area for each division. There is also a chart of the correct base and pitcher distances for each division in each field box and a tape measure.

RISK MANAGEMENT

WVGSA now requires coaches, managers and volunteers to undergo a Criminal Records check once every three years. Please attend to the West Vancouver Police Station to complete your criminal check and forward to the Registrar.

COACHES GAME PLAN – GUIDELINES TO CREATING A SAFER ENVIRONMENT

Please read the “**Coaches Game Plan – Guidelines to Creating a Safer Environment**” included in this manual. You can also go to <http://www.tsa.gov.bc.ca> and go to sport, then sport safe for this and more information. This document outlines the importance of coaching in young people's lives, and includes sections on harassment and abuse. To date, our Association has had no reported incidents of this type. However, the Executive recognizes that these things are an unfortunate part of our society.

PITCHING MACHINE

The Association has a pitching machine, which is battery operated.

The pitching machine **MUST BE BOOKED IN ADVANCE** from the Pitching Machine Manager – see phone list at front of manual. There are specific rules on picking up and returning the equipment which will be explained at the time of booking.

It should be noted that the balls used in this machine are very expensive. Please take care to ensure you return the same number of balls you were issued.

UNIFORMS

Our team jerseys were 11 years old so we have purchased new jerseys and matching shorts for the Squirt division and up with the intention of doing the same for the younger teams next year. The Mite teams will be issued both the normal long pants and shorts this year and the Minimate/Learn to Play will be issued the long pants. Please impress upon your parents and players the cost of these new uniforms and the fact their fees do not include the uniforms, we have paid for them with Government grant funds. Our losses due to **UNRETURNED** uniforms and particularly the shorts were again significant last year. Our objective this year is to get 100% return of the new uniforms including both the jerseys and shorts. Visors and socks need not be returned. This should not be that difficult if each of the coaches and managers put some effort into ensuring this. The best way to do this is to make sure that when you hand out a uniform you keep a record of the uniform number you have given to the player so that at the end of the year you know who has returned their uniform and who the delinquent players are. In the past coaches and managers have found the easiest method is to require all players to return their uniforms on their last game.

All uniforms, equipment and equipment bag are to be cleaned and returned at the Annual General Meeting scheduled for June 26th this year. If each coach and manager would put a little effort into making sure that both the uniforms and equipment are in the same clean condition they would expect to receive it in, it would save a great deal of effort and frustration that the uniform and equipment managers go through each year. If there is any broken equipment we would also like to know when you return everything.

All house teams are expected to wear jerseys and visors supplied by the WVGSA for all league games and tournaments. Remember softball rules require that jerseys be tucked in. Jerseys other than those handed out by the WVGSA may only be worn in tournaments that are outside of the North Shore.

SHORTS

The league converted to shorts for all teams from Squirts and up last year. It is recommended that players purchase sliding shorts, which are a Lycra under-short with some light padding, and a kneepad. The closest store to obtain these is ProStock Athletic Supply located at 4482 Juneau Street in Burnaby. It is basically on the corner of Willingdon Avenue and Juneau Street just south of the Lougheed Highway. Our shorts are blue and the league standard is a red sliding short and a red or black knee pad. We have found that the long knee pads tend to work better as they both provide more protection and do not tend to slip down like the short knee pads do.

HELMETS

Our helmet supply is getting a little tired and we have very few helmets in the smaller sizes for the younger teams. Many teams in the Lower Mainland are now requiring players to purchase their own helmet and treat it just like a glove, a personal piece of equipment. They are a one size fits all style and will last many years. We have decided to acquire new helmets for the younger age groups being Mini-Mite and Mites due to the lack of inventory and the fact the players are just starting out. Our existing helmet inventory is sufficient for the older teams but we have also obtained a "league" price if one or more of your players would like to buy their own helmet. Again, this is being offer by ProStock and a flyer is attached to show you what the league standard is which are essentially the ones we could

get at the best price for the best protection. Many leagues are also now going with face cages, so we have included a face cage option as well.

WHITING AND LINER EQUIPMENT

The whiting compound is provided at each field in the storage box. These boxes only hold a limited amount. If your box is getting short, please contact the Assistant Fields Manager to advise him. If you do not use a full bag, please try to be careful when you place it back in the storage box as the box can get very messy if it spills out. Also, please make sure you use any partial bag in the box before you start a new bag. Once you empty a bag, please help out by disposing of it. All fields have a garbage can. Also try not to leave any whiting compound in the liner equipment as it tends to cake up and jam the mechanism. If the liner equipment is getting stiff or extremely hard to use, please let the Assistant Field Manager know as well before something breaks.

CARE OF EQUIPMENT

Replacement of equipment is a major cost in the operation of our league and we request that care be taken to ensure that this cost is kept to a minimum. Your assistance in reducing this expenditure will be greatly appreciated.

UMPIRES

There is one umpire scheduler who will be responsible for scheduling the umpires for all house and rep games. Umpires will be provided for the following divisions: Squirt, Pee Wee, Bantam, Midget. For Mites generally it is up to the home team to provide a home plate umpire and the visiting team to provide a base umpire so train your parents early. Also you should check the "Umpires" section in the "Playing Rules". One area of contention is the strike zone. The best thing to do is to consult with the other coach as to whether a tight or generous strike zone is to be used. There is a bag which has umpire equipment in each field storage box. Take care of it when you use it and leave it in the condition you would like to receive it.

The coach of the home team is responsible to ensure that notification of any game cancellation is given to the Umpire Scheduler well in advance of games to allow umpires to be advised or rescheduled as necessary. The latest possible time to cancel a game on the day of the game is 5:00 p.m. Remember you may be the home team for a North Vancouver game.

Any game incidents or concerns with umpires should be reported to the Umpire in Chief and not discussed with the umpires or other team during or after a game.

This is a "No Protest" League for all games except Provincial Playdown Tournament and District playoffs. All umpire decisions are final. Any Player or Coach/Manager ejected from a game will be given an automatic one (1) game suspension which will apply to the next game being played by that team.

Umpires have been advised to report such incidents to the Umpire in Chief for review by a Disciplinary Committee consisting of the Umpire in Chief, President, and the District 4 Coordinator. Suspensions will be enforced.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

TEAM PHOTOGRAPHS

**FRIDAY, APRIL 21ST
@ RIDGEVIEW SCHOOL**

If the weather is good photos will be taken on the grass, otherwise they will be taken under cover at the back of the school at the time your team has been designated.

Please ensure that players, assistant coaches, and team manager are aware of this date so the pictures are complete. A schedule of times for photographs will be provided by the Photo Coordinator.

We have again arranged for JM Sports Wear to set up a tent and offer various baseball apparel such as sweat shirts, t-shirts and jackets. This is the same person who supplies the West Vancouver Soccer League. Please make sure all your team players and parents know that there will be some exciting clothing available. It is both good quality and great advertising for our league.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

2007 TOURNAMENTS

PROVINCIAL PLAYDOWN TOURNAMENT

- ✓ This is for Squirts and Pee-Wee. As there is only one (1) Bantam and one (1) Midget team they will automatically play in the District playdowns. There will also be a fun round-robin tournament for the Mite teams.
- ✓ Date: **Friday, May 25th to Sunday, May 27th.**
- ✓ The winning team in each division will be expected to represent the WVGSA at the District Playdowns against Squamish, North Vancouver and Lower Sunshine Coast teams, where they have teams in the Divisions.
- ✓ The tentative date for the District Playdowns is **June 10 – 11th** and will likely be played at McCartney Park in North Vancouver.
- ✓ District winners will then advance to the Provincial Championship Tournament **July 6 – 8th** for the house "C" divisions and July 13 – 15 for the Rep "B" divisions. Specific locations are noted on the Calendar of events

PROVINCIAL TOURNAMENTS

Provincial Championships Midget C	July 6-8 Kamloops
Provincial Championships Bantam C	July 6-8 Port Coquitlam
Provincial Championships Pee wee C	July 6-8 Sooke
Provincial Championships Squirt C	July 6-8 Salmo
Provincial Championships Pee wee B	July 13-15 Port Alberni

INVITATIONAL TOURNAMENTS

If you go to the Softball B.C. website, www.softball.bc.ca and look at the 2007 tournament tab you will see all the tournaments available for your team to play in. These weekend tournaments are a lot of fun, a great experience for your players and will really improve their game. The exposure to other teams and their skills is very helpful and inspires your players to improve and work together. The league strongly encourages each team to go to at least one of these tournaments each year. The little bit of organization is worth all the fun the girls have.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

PLAYING RULES

C.A.S.A. RULE BOOK TO GOVERN

- ✓ Ground rules will be discussed and agreed upon by both umpires and both coaches before the start of the game.

UMPIRES

- ✓ The plate umpire shall be supplied by the home team (unless provided by the League).
- ✓ The base umpire shall be supplied by the visiting team (unless provided by League).
- ✓ The plate umpires decisions are final regarding condition of fields, weather and team readiness as of official game time.

GAMES

- ✓ All games will start at the time, date, and place indicated on the schedule. Unless there is prior agreement by both coaches and the plate umpire, the game will finish one hour and forty-five minutes (1 ¾ hours) from the scheduled start time, no new inning will start after one hour and forty-five minutes (1 ¾ hours) after the ACTUAL start of the game. The umpires' decision on the start time will be the official time.
- ✓ If game is tied at time of suspension of play due to darkness or other reasons, game will be officially declared a tie.
- ✓ The reasons for cancellation of games are restricted to weather conditions, school functions or conflicting tournaments unless there is agreement between coaches to play the game BEFORE the schedule date.
- ✓ Any player who arrives after line up has been turned in shall be added to the bottom of line up.
- ✓ Wet grounds — The home team coach will examine the playing field at least forty-five minutes (45 minutes) before game time and notify the opposing coach if the grounds are unplayable.
- ✓ All cancelled games are to be played as soon as possible before the completion of the regular schedule or forfeited. If an agreeable date cannot be reached between coaches the division coordinator will reschedule the game, and failure of either team to appear will result in a forfeit forth at team.
- ✓ Any team not abiding by the two (2) inning rule for each player shall lose the game by default.
- ✓ Sickness or injury during the game is the only exception to two (2) inning rule.
- ✓ This is a no protest league – all umpire decisions will be final.

PLAYERS

- ✓ Players not listed on the C.A.S.A. forms are not covered by insurance.
- ✓ All players who attend a game will be listed on the score sheet and the names given to the opposing team.
- ✓ All players must be registered with the WVGSA and appear on the team roster forty-eight (48) hours prior to her first game.
- ✓ Coaches who have just cause may sit out a player for one complete game with the prior consent of the Division Coordinator (this is intended to be used in cases of attendance and/or discipline problems).
- ✓ **NO SMOKING** will be allowed by players, coaches or umpires on the playing field.

- ✓ Helmets are to be worn by all players when batting. They will not be removed until the player has left the field. When running bases, no player will throw off her helmet. Chin straps are to be **SECURELY FASTENED** under the chin.
- ✓ Catchers must wear a face mask, helmet, chest protector, shin guards and throat protectors that have been approved by the association. Any player, coach or parent must wear a face mask even when warming up a pitcher on the field or in practice on the sidelines.
- ✓ All players must wear running shoes or **APPROVED RUBBER CLEATS**.
- ✓ All equipment will be the responsibility of the coach. It will be their responsibility to see it is kept in good condition and returned at the time and place indicated. (I.e. not using bats to nail base spikes in the ground).
- ✓ **Softball B.C. states that all minor (Mite to Junior ladies) catchers must wear pelvic protection (i.e. Jill Straps) at all times. Failure to comply may result in the immediate removal of the player from the position.**

INJURIES

- ✓ All accidents must be reported to Risk Manager or President within forty-eight (48) hours of the accident in order to comply with the insurance company regulations.
- ✓ Use your discretion when reporting accidents. It is not necessary to report on minor accidents not requiring a doctor, however, care must be taken and parents notified.
- ✓ Parents must be contacted immediately should it be necessary to take a child to a doctor or an emergency ward.
- ✓ Get a written statement from the umpire and a witness from each team, preferably adult spectators.
- ✓ The completed Softball Accident Report Form must be submitted to your Risk Manager within forty-eight (48) hours.
- ✓ Accident Claim Forms should be given to parents of any player who required professional medical treatment. A set of these forms can be found at the back of this manual. Please copy as many as you need.

FIELDS

- ✓ Please be aware of the garbage that can accumulate during a game. Both teams are requested to ensure the field, dugouts and spectators area are cleaned up of debris. Most fields have a garbage barrel adjacent and it will just take a few moments if everyone contributes to this task.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

MINI MITE DIVISION

THESE RULES ARE BEING REVISED FOR 2007 TO INCLUDE THE LEARN TO PLAY SYSTEM, THE PURPOSE OF WHICH IS TO PROVIDE THE BASIC SKILLS IN A MORE FUN AND ENGAGING MANNER. ONCE FINALIZED THE NEW RULES WILL BE POSTED.

THE OLD RULES ARE:

NOTE:

The batting tee provided can be used for batting practice as an excellent teaching tool.

THREE-PITCH

Three pitchers shall be played for the first (4) games:

- Coach (or designated parent) pitches with player stationed next to him.
- "Three pitch" means there must be three good pitches in the strike zone to hit – NO WALKS – umpire to call strikes only.
- Foul ball on third strike, the batter is out.

NOTE:

Eleven (11) players on the field, according to general rules.

For the balance of the season, the standard divisional rules apply in addition to the following special rules printed in bold:

- **After four games with the coach pitching, players are encouraged to pitch.**
 - **For each at bat, the pitcher will throw the first two pitches. The coach will then pitch to the batter until the "at bat" is complete. This will continue for each batter until the inning is completed. "Balls" and "Strikes" will be called.**
 - **There will be a new pitcher for each inning. All girls on the team are encouraged to have an opportunity to pitch.**
1. Six (6) innings shall constitute a game and a legal game shall be four (4) innings or one hour and fifteen minutes (1 ¼ hours).
 2. No inning shall start after 7:45 p.m. on a scheduled 6:30 p.m. start.
 3. All players who attend a game must be listed on a score sheet and must play at least two (2) complete innings and no player may sit on the sidelines for more than two (2) consecutive innings.
 4. Eleven (11) players will be used on the field instead of nine (9) with an extra short stop between first (1st) and second (2nd) base and an extra outfielder.
 5. There shall be unlimited substitution in the field at any time. It is hoped that coaches will ensure that players gain the experience of playing a variety of positions over the course of the year.
 6. Rotational batting. All players shall bat as listed on the score sheet.
 7. Runs shall be limited to five (5) runs per inning.
 8. On balls that are hit into the field of play there shall be no advance beyond the base the runners are going to on any over throws whether the ball stays in fair or foul territory or goes out of bounds.

9. On balls hit to the outfield, the batter/base runner and all other base runners shall only advance to the base they were going to when the ball enters or goes through the infield if they are not put out.

NOTE:

It is not necessary that an infielder catch or have control of the ball thrown or brought in from the outfield.

10. Catchers must wear helmet and mask during game and warm up. Any person or player warming up any pitcher before or during a game or practice **MUST** wear at least a protective mask.
11. The pitching distance is twenty-five (25) feet.
12. The baselines are forty (40) feet.
13. No infielder shall be positioned closer than thirty (30) feet from home plate.

PENALTY: Stop play make player move back.

14. No stealing – PERIOD – therefore no lead offs.
15. There is no infield fly rule.
16. Two coaches on the defensive team may be on the field but at no time can they physically participate in the game. (By physically participating we mean touching any player on the field or the ball during a play).

PENALTY: Player called safe — repeat infractions, forfeit game. One defensive coach shall set up next to pitcher and direct infield – other coach sets up in outfield. Two coaches on the offensive team may be used. One at first (1st) base and one at second (2nd) base. One shall handle setting and adjusting team.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

MITE DIVISION

1. Seven (7) innings shall constitute a game and a legal game shall be five (5) innings or one hour and forty-five minutes (1 ¾ hours) whichever occurs first.
2. With agreement of both coaches, no inning shall start after 8:00 p.m. on a scheduled 6:30 p.m. start, otherwise no inning shall start after one hour thirty minutes (1 ½ hours) from the actual starting time.
3. All players who attend the game must be listed on the score sheet and no player may sit on the sidelines for more than two (2) consecutive innings and a maximum of three (3) innings in the game.
4. There shall be unlimited substitution of players in the field at any time that time has been requested and given.
5. Each team member shall bat as listed on the score sheet whether playing defensively or not.
6. Ten (10) players may be used on the field instead of nine (9) with an extra short stop between first (1st) and second (2nd) at the discretion of either coach. In any game the number of players on the field may be 10 or 9 and need not be the same for both teams.
7. Runs shall be limited to five (5) runs per inning. There is no "Mercy Rule" for league games.
8. A pitcher shall be limited to pitch for a maximum of three (3) innings per game. **ONE PITCH IS TAKEN AS AN INNING.**
9. The conference rule for pitchers is waived.
10. The infield fly rule is **NOT** in effect.
11. Catchers must wear helmet and mask during game and warm up. Any person or player warming up any pitcher before or during a game or practice **MUST** wear at least a protective mask.
12. Pitching distance is thirty (30) feet.
13. Baselines are to be forty-five (45) feet.
14. Eleven (11) inch ball.
15. If the batter is awarded first base as a result of having four balls called, the batter is not allowed to advance beyond **FIRST** base on the walk.
16. **STEALING BASES:**
Base runners may leave their base and advance only when the ball has **CROSSED THE PLATE**. A runner may advance (stealing base) only 1 base from the base she is occupying at the time of the pitch. This applies regardless of how many over throws occur. **WHEN THE CATCHER THROWS THE BALL TO THE PITCHER THE RUNNER CANNOT STEAL BASES, INCLUDING OVER THROWS TO THE PITCHER.**
Clarification: This rule does not apply on a hit ball. All runners on a hit ball may advance as many bases as they wish until they are put out or the ball has been returned to the pitcher in the pitchers circle.
17. The batter is out on a dropped third strike, but the ball is alive.
18. Home to second is sixty-three feet, eight inches (63' 8").

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

SQUIRT DIVISION

1. Seven (7) innings shall constitute a game and a legal game shall be five (5) innings or one hour and forty-five minutes (1 $\frac{3}{4}$ hours).
2. With agreement of both coaches, no inning shall start after 8:15 p.m. on a scheduled 6:30 p.m., start otherwise no inning shall start after one hour forty-five minutes (1 $\frac{3}{4}$ hours) from the actual starting time.
3. All players who attend the game must be listed on the score sheet and no player may sit on the sidelines for more than two (2), consecutive innings and a maximum of three (3) innings in the game.
4. There shall be unlimited substitution of players in the field at any time that time has been requested and given.
5. Each team member shall bat as listed on the score sheet whether playing defensively or not.
6. Runs shall be limited to five (5) runs per inning. There is no "mercy Rule" for league games.
7. A pitcher shall be limited to pitch for a maximum of three (3) innings per game. **ONE PITCH IS TAKEN AS AN INNING.**
8. The conference rule for pitchers is waived.
9. The infield fly rule is in effect.
10. Catchers must wear helmet and mask during game and warm up. Any person or player warming up any pitcher before or during a game or practice **MUST** wear at least a protective mask.
11. Pitching distance is thirty-five (35) feet.
12. Baselines are to be fifty-five (55) feet.
13. Eleven (11) inch ball.
14. The batter is out on a dropped third strike, but the ball is alive.
15. Home to second is seventy-seven feet, nine and one-quarter inches (77 – 9 $\frac{1}{4}$ ").

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

PEE WEE DIVISION

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

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

BANTAM DIVISION

1. Seven (7) innings shall constitute a game and a legal game shall be five (5) innings or one hour and forty-five minutes (1 ¾ hours) whichever occurs first.
2. With agreement of both coaches, no inning shall start after 8:15 p.m. on a scheduled 6:30 p.m. start, otherwise no inning shall start after one hour forty-five minutes (1 ¾ hours) from the actual starting time.
3. All players who attend the game must be listed on the score sheet and no player may sit on the sidelines for more than two (2) consecutive innings and a maximum of three (3) innings in the game.
4. There shall be unlimited substitution of players in the field at any time that time has been requested and given.
5. Each team member shall bat as listed on the score sheet whether playing defensively or not.
6. Runs shall be limited to five (5) runs per inning. There is no "Mercy Rule" for league games.
7. A pitcher shall be limited to pitch for a maximum of four (4) innings per game. **ONE PITCH IS TAKEN AS AN INNING.**
8. The conference rule for pitchers is in effect except that the pitcher shall remain in the batting order and may play any other position.
9. Base running, infield fly, and dropped third strike rules are in effect.
10. Catchers must wear helmet and mask during game and warm up. Any person or player warming up any pitcher before or during a game or practice **MUST** wear at least a protective mask.
11. Pitching distance is forty (40) feet.
12. Baselines are to be sixty (60) feet.
13. Twelve (12) inch ball.
14. Distance from home plate to second base is eighty-four feet and ten and one-quarter inches (84' 10 ¼").

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

MIDGET DIVISION

1. Seven (7) innings shall constitute a game and a legal game shall be five (5) innings or one hour and forty-five minutes (1 ¾ hours) whichever occurs first.
2. With agreement of both coaches, no inning shall start after 8:15 p.m. on a scheduled 6:30 p.m. start, otherwise no inning shall start after one hour forty-five minutes (1 ¾ hours) from the actual starting time.
3. All players who attend the game must be listed on the score sheet and no player may sit on the sidelines for more than two (2) consecutive innings and a maximum of three (3) innings in the game.
4. There shall be unlimited substitution of players in the field at any time that time has been requested and given.
5. Rotational Batting – each team member shall bat as listed on score sheet.
6. Runs shall be limited to five (5) runs per inning. There is no "Mercy Rule" for league games.
7. Conference rule applies to pitchers **EXCEPT** that pitcher remains in batting order and may play another position.
8. Base running, infield fly, and dropped third strike rules **ARE** in effect.
9. Catchers **MUST** wear helmets including warm-ups.
10. Catchers must wear helmet and mask during game and warm up. Any person or player warming up any pitcher before or during a game or practice **MUST** wear at least a protective mask.
11. Pitching distance is forty (40) feet.
12. Baselines are sixty (60) feet.
13. Home plate to second base is eighty-four feet ten one-quarter inches (84' 10 ¼").
14. Twelve (12) inch ball.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION
PROVINCIAL PLAYDOWN TOURNAMENT RULES
SQUIRT, PEE WEE, BANTAM, MIDGET AND JUNIOR LADIES DIVISIONS

The tournament is a double knock out format including the final game (subject to weather and tournament directors ruling).

1. Home team to be established by a coin toss done at plate conference by umpire five minutes before game time.
2. Games shall be seven innings, or until time runs out, with unlimited runs per inning except for Squirt and Pee Wee which will have a five (5) run/inning limit.
3. No new inning to start after one hour and fifteen minutes. No time limit in final game(s). With no exceptions, when the home team is leading after 4 ½, 5 ½, or 6 ½ innings after the time limit has expired, the game is over and the score reverts back to the last complete inning. If time has not expired, the home team will be allowed to bat until time has expired (all runs, bases touched, etc. will count up to the expiration of time).
4. If tied after seven (7) innings or when time runs out, one inning of overtime shall be played. If still tied, the winner shall be the team that was leading at the end of the last untied inning. If the game is still unresolved continue to play until tie is broken. No International tie breaker rule shall be used.
5. "Mercy Rule" to apply:
 - o 15 runs after 2 ½, 3 ½ or 4 complete innings.
 - o 7 runs or more after 4 ½ or 5, 5 ½ or 6 innings.
6. Line up cards per Softball B.C. rules. For example, only nine (9) play at bat with subs as per Softball B.C. rules. Starting lineup to be given to the scorekeepers at ten (10) minutes, and to the umpire at the plate conference five (5) minutes before start of the game.
7. Re-entry rule shall apply but will be waived in event of injury when all subs have been used.
8. The replacement runner may be used for a catcher when there are two outs. This is not a substitution.
9. Conference rule (Pee Wee & up), infield fly rule, and the pitching rule shall be in effect.
10. There shall be no limit on the number of innings pitched by any pitcher.
11. Pitcher shall be allowed five (5) warm-up pitches in the first inning and three (3) pitches thereafter between innings. A new pitcher shall be allowed five (5) warm-up pitches initially.
12. No infield practice and no practice balls allowed on the field between innings.
13. The designated player rule applies to the Bantam, Midget and Junior Ladies divisions.
14. Helmets must be worn, done up from dugout to dugout, including the on-deck batter.
15. Players must wear **FULL UNIFORMS. NO JEWELLRY, PERIOD.**
16. Fields to be lined by both coaches.
17. The official time will be kept by the umpire.
18. This is a contestable tournament and the protest process will be followed.
19. Cell phones are not permitted on the field of play, dugouts or players benches.
20. Winners of West Vancouver Girls' Softball Association Provincial Playdown tournament will play in District Playdowns against other District 4 Minor Softball Associations' winners.

SOFTBALL BC RULES TO APPLY, EXCEPT WHERE NOTED ABOVE.



WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

PROVINCIAL PLAYDOWN TOURNAMENT FORM OF INTENT

DIVISION: _____

NAME OF COACH: _____

This form is to certify the following:

(Please check appropriate boxes)

I have spoken to the players and parents on my team and clearly informed them of the differences between Provincial Playdown Tournament Rules and House Rules.

- I have informed the players and parents on team of my policy regarding the use of substitute players during the Provincial Playdown Tournament.
- I would like my team entered into the WVGSA Playdown Tournament running from Friday, May 25th to Sunday, May 27th and if successful we will continue with the District tournament and the Provincials if we qualify.

COACH'S SIGNATURE: _____

PLEASE NOTE:

To be eligible for the Provincial Playdown Tournament this form must be completed, signed and returned to your Divisional Coordinator no later than **Saturday, April 29th**.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

COACH'S CODE

1. Be reasonable in your demands on the young players' time, energy, and enthusiasm. Remember that they have other interests.
2. Teach your players that rules of the game are mutual agreements which no one should evade or break.
3. Group players according to age, height, skill, and physical maturity whenever possible.
4. Avoid over-playing the talented players. The "just-average" players need and deserve equal time.
5. Remember that children play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the children for making mistakes or losing a competition.
6. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
7. The scheduling and length of practice times and games should take into consideration the maturity level of the children.
8. Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
9. Follow the advice of a physician when determining when an injured player is ready to play again.

REMEMBER:

Children need a coach they can respect. Be generous with your praise when it is deserved, and set a good example.

Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development of children.

The successful coach invests more in the well being and interests of the players than in their win-loss record.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

TEAM MANAGER

It is the coach's responsibility to appoint a Team Manager. Under the rules of Softball B.C. one member of each team's executive must be of the same gender as players. This is often the Team Manager. The Team Manager should be responsible for the off field activities of the team.

Responsibilities of the Team Manager:

- ✓ Prepare a team list showing names/telephone numbers of players and parents.
- ✓ Organize parents for volunteer activities such as: scorekeeping, field lining, car pooling, telephoning and umpires (where required).
- ✓ Ensure team support for league activities and for attendance at the team photograph session.
- ✓ Ensure all documentation is returned to the Association by the required due dates.
- ✓ Complete all the Softball B.C. Forms.
- ✓ Ensure all uniforms and equipment are collected following the team's last game, cleaned and returned to the League.
- ✓ Ensure uniforms and paperwork are in good order to obtain the team photographs.
- ✓ Encourage parents and coaches to attend the Annual General Meeting on Wednesday, June 28th at 7:00 p.m. at the West Vancouver Legion.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

PARENTS CODE

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the officials' judgment and never their honesty.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

PLAYER'S CODE

1. Play for the "fun of it", not just to please your parents or coach.
2. Play by the rules.
3. Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
4. Control your temper – no "mouthing off", throwing bats or other equipment.
5. Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
6. Be a good sport. Cheer all good plays, whether your team's or your opponents'.
7. Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
8. Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most runs.
9. Cooperate with your coach, teammates and opponents, for without them you don't have a game.

REMEMBER:

"It isn't whether you win or lose but how you play the game!" (from Grantland Rice)

WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

INJURY PREVENTION PROGRAM

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

- ✓ Ensure players develop their flexibility, endurance and strength.
- ✓ Take care of minor injuries quickly so they don't become major ones – carry a first aid kit and take a first aid course so you can properly care for minor injuries.
- ✓ Don't let injured players return to activity too soon.
- ✓ Check equipment to see that it is in good repair and fits properly.
- ✓ Anticipate problems in the practice or competitive environment – for example, check out the playing field before the practice or game begins to ensure no safety hazards exist.

FIRST AID KIT

Coaches should provide their own team with first aid supplies for all games and practices. A number of first aid kits are available at department and drug stores or teams should make their own to treat minor scrapes and bruises.

EMERGENCY ACTION PLAN

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

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

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

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

THE RESPONSIBILITIES OF THE CALL PERSON ARE AS FOLLOWS:

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



WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

VOLUNTEER APPLICATION

DATE OF APPLICATION: _____

SURNAME: _____ FIRST NAME: _____

HOME ADDRESS: _____

POSTAL CODE: _____ HOME PHONE: _____ WORK: _____

FAX: _____ E-MAIL: _____

OCCUPATION AND EMPLOYER: _____ HOW LONG: _____

VOLUNTEER EXPERIENCE: _____ HOW LONG: _____

INTERESTS/HOBBIES: _____

SPECIAL SKILLS/LANGUAGES: _____

COACHING EXPERIENCE & CERTIFICATIONS: _____

Have you ever been charged with a criminal offence? YES NO

Yes, please list charges, dates, places where offences occurred and dispositions on back of form.

Names and phone numbers of other references:

Former players/parents: _____

Professional: _____

Employment: _____

Family and/or friend: _____

The undersigned, understand that the information provided to the questions above is required to ensure that I am a qualified coach/manager/volunteer and that any false statement will invalidate my application. I understand that a Criminal Record Check and Reference Checks are conditions of volunteering as a team official with the West Vancouver Girls Softball Association.

Signature of Volunteer Applicant: _____ Date: _____

WVGSA USE ONLY

Date Application Received: _____ Criminal Record Check Received: Reference Checked:



WEST VANCOUVER GIRLS SOFTBALL ASSOCIATION

MEDICAL HISTORY

Player Name: _____

Address: _____

Age: _____ Sex: _____ Birthdate: _____

Medical Insurance Number: _____

Parent/Guardian Name: _____

Address: _____

Home Phone Number: _____ Alternate Phone Number: _____

Emergency Contact: _____ Phone Number: _____

Record of Illness: Check those which have occurred at any time.

Asthma _____ Diabetes _____ Heart Disease _____

Please specify any serious illness that has occurred in the past five years:

Injuries (please specify) _____

Physician's Name: _____ Phone Number: _____

Year of last tetanus shot: _____

List allergies and/or regular medication:

The information on this form is strictly confidential.



SOFTBALL ACCIDENT REPORT

Date: _____

Location: _____

Teams: (1) _____ (2) _____

Division: _____

Injured Person's Name: _____

Address: _____

Phone Number: _____

Type of Injury: _____

Description of Accident: _____

Umpire: _____

Witness Name: _____

Address: _____

Phone Number: _____

Name of Person completing this form: _____

Address: _____

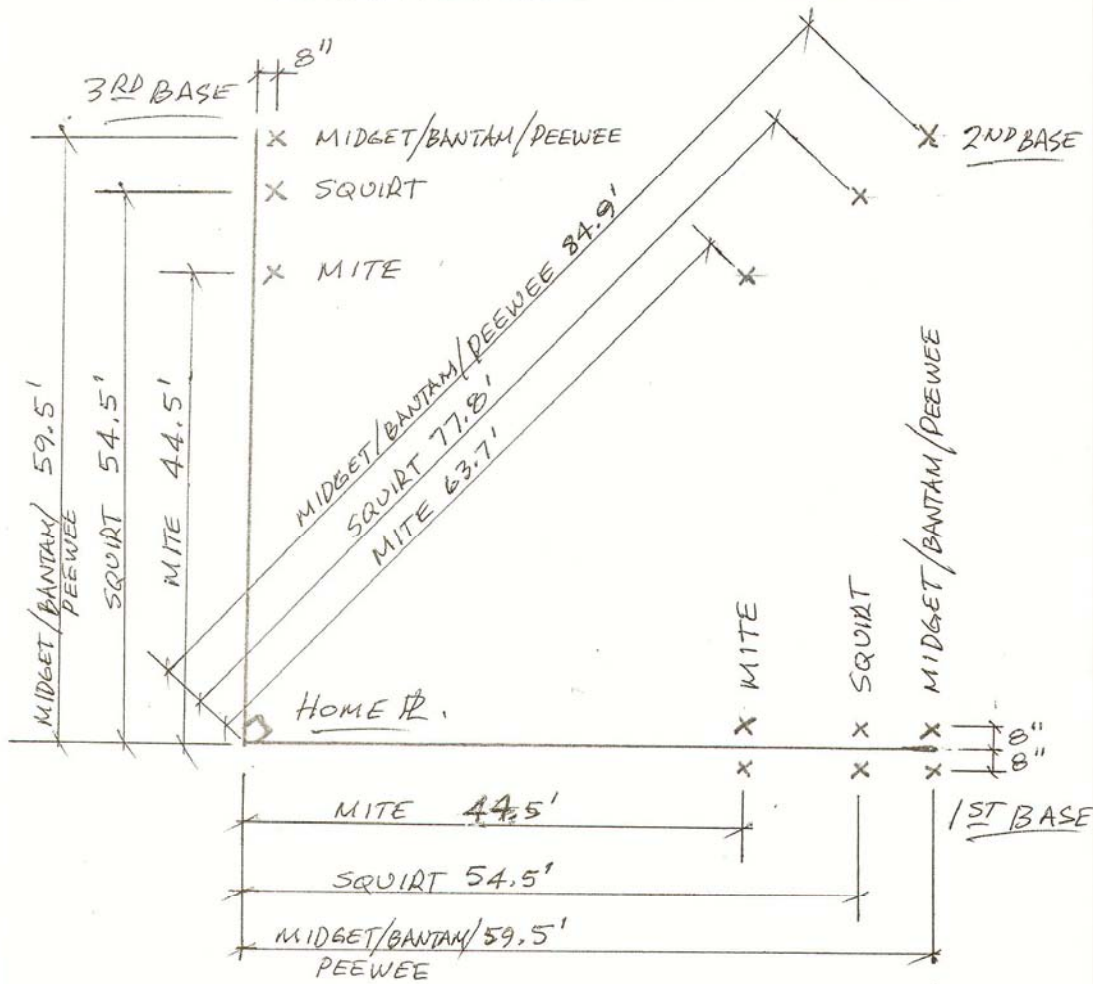
Phone Number: _____

Position: _____

*Return form to: President
P.O. Box 91101
West Vancouver Postal Outlet
West Vancouver, B.C. V7K 3H2*

- ✓ This is not an insurance claim form
- ✓ Claim forms are at the back of the WVGSA Handbook.

SENTINEL FIELD LOCATION OF BASE ANCHORS



WEST VANCOUVER TIGERS

BATTING ORDER

INNING

PLAYER	Sweater #	1	2	3	4	5	6
	36						
	34						
	37						
	43						
	42						
	38						
	41						
	33						
	32						
	44						
	39						
	31						
	40						

WEST VANCOUVER TIGERS

GAME LINE-UP

Inning	Catcher	Pitcher	1st Base	2nd Base	Shortstop 2nd - 3rd	3rd Base	Left Field	Centre Field	Right Field	Bench
1										
2										
3										
4										
5										
6										
7										

