



Fleetwood Fastpitch Association

Policies & Procedures

Introduction:

The object of the Policies & Procedures is to present a clearly written set of agreements about how Fleetwood Fastpitch Association, here within referred to as FFA, shall organize and run its daily affairs. These policies and procedures will identify to all executive members, players and their parents, a code of conduct and procedure to follow.

Conduct & Ethics:

This section applies to all FFA Executive members, Coaches, Managers, Players and Parents:

Integrity: We will act with integrity in performing all duties owed to athletes, to sport, to the public and to each other.

Competence: We will strive to be well prepared and current, in order that all duties in our respective positions are fulfilled with competence.

Athlete's Interest: We will act in the best interest of the athlete's development as a whole person.

Respect for Rules: We will accept both the letter and the spirit of the rules that define and govern our sport.

Respect for Officials: We will accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to established rules.

Responsibility to Each Other: Courtesy, good faith and respect will characterize our conduct towards one another.

Personal Conduct: We will maintain the highest standards of personal conduct and we will support the principles of fair play as established below.

Fair Play Agreement (house teams)

Integrity, Fairness & Respect is the principles of fair play. With them the spirit of competition thrives, fuelled by honest rivalry, courteous relations and gracious acceptance of the results.

Upon first entering the FFA program and with updates each successive year, managers, coaches, players and parents should be sure everyone is clear about expected levels of behavior in the park and on the field. "Fair play" agreements provide a clear outline of the behavior we all expect to see in the day-to-day playing of Fastpitch. Managers and coaches will review these agreements with the players and parents at a team meeting prior to the start of the regular season. This will give the managers, coaches & parents the opportunity to discuss with the players the expectations that all adults & players are to maintain high standards of behavior, not only in Fastpitch but in all sporting activities. The "Fair Play" agreement should be explained in terms that are easily understood by the age group they are being explained too. Blastball to mini mites should be explained in terms understood by 3 to 6 year olds.

Fair Play Agreement – Coaching Staff

We will help our athletes develop a positive self-image

We will promote respect for the rules, officials, their decisions and opponents

We will encourage a constructive attitude toward competition

We will develop a sense of dignity under all circumstances

We will provide an equal opportunity to learn new skills

We will provide equal playing time for all house players during league play. Tournaments, playoffs, districts and Provincials are at the coach's discretion but it is recommended to provide equal playing time

We will be reasonable in our demands on the players and parent's time, energy and enthusiasm. **We will** remember that they have other interests too

We will encourage players to continue their participation in sports

As a coach, we are on of the most influential people in a child's life. Our job is not only to teach them how to hit a ball, but also to teach how to win and loose gracefully. We must remind them that sports are meant to be fun.

Fair Play Agreement – Players

I will show respect toward my opponents, the coaches, game umpires and other officials. I will accept decisions graciously and show respect for others. If I have a complaint I will share it in a polite manner to my coach or with my parents.

I will do my best to be a true team player and I will assist other players to fully enjoy the game.

I will remember that winning games or scoring runs isn't everything. It is also important to conduct myself in a manner that I can be proud of. It is also important to make friends and have fun while working hard to improve my Fastpitch skills.

I will cheer the good plays and performances of my teammates and my opponents. After each game, I will join my teammates and coaches in recognizing the players and coaches of the opposing team and the game officials. I will do this through the use of respectful words and actions.

I will learn to be a good winner as well as a good loser.

Fair Play Agreement – Parents

I will encourage, not force, my child to play in sports and I will remember that they first and foremost play for their enjoyment and entertainment and not mine.

I will encourage my child to play by the rules and in the spirit of the game and I will encourage them to resolve conflict without resorting to hostility and violence.

I will teach my child that learning to play the game and doing one's best is more important than winning the game.

I will be present as often as possible to encourage my child, and I will encourage them to share with me (us) their feelings about playing ball and being part of a team.

I will never ridicule or yell at my child or any other child for making a mistake, and I will support all efforts to remove verbal and physical abuse from children's sports.

I will remember that children learn best by example. I will applaud the play and performance of all the players.

I will never question in a public manner, the judgment of honesty of a manager, coach or game official. I will remember that the coaches and managers are volunteers doing the best job they can. I will speak privately with the person or will take my complaint to the appropriate FFA representative.

I will respect and show appreciation for the volunteer coaches and managers who give their time to teaching my child.

I will show the utmost respect towards all game officials.

I will do my best to have my child at practices and game at the requested times.

Complaints

If there is a complaint concerning behavior, as might be, but not restricted to the Code of Conduct or Fair Play Agreement or over interpretation or application of the rules, the complaint may be taken to the manager or coach of the team concerned or may be referred to the Director of the Division in which the team plays. If there is a serious breach, or if the matter of conduct is of continuing concern, it shall be reported to the Director. Such complaints shall be made in writing; however, nothing precludes a person from making a verbal complaint to the Director or to an Executive member and seeking direction on how to proceed.

Umpire in Charge

Managers, coaches, players, parents and fans should clearly understand and accept that the umpire is in charge of the game. The umpire is most often a young player who is learning the trade and should be treated with respect by all concerned. If any manager, coach, player, parent or fan is behaving in a manner that is in conflict with the Fair Play Agreements, they will be warned and then asked to leave the park. In the event that a person is asked to leave the park, the Director of that division should be notified.

Adults involved in the game should be acutely aware of the inherent power differential between themselves and the young umpire and should therefore avoid pressuring the umpire to change a call to suit their point of view.

The rules do provide room within reason, to question what is believed to be the wrong application of the rules; however, there is no room for debate when it comes to judgment calls.

In the event that an umpire does not show up for a game within fifteen minutes of game time, the home team shall appoint a person to umpire the game. Notification, in writing should be sent to the UIC and to FFA.

In the event that a coach, player, manager or parent has an altercation with an umpire and the umpire feels threatened, the foresaid person will be given a written warning by FFA. If further altercations arise, they will be terminated from FFA.

Player Equipment

FFA does not supply personal equipment for players, such as helmets, cleats and gloves. Team members must wear full and proper uniforms (shirts tucked in) and equipment for each game. Helmets must be worn with chinstraps properly fastened from dugout to dugout. An umpire can call a player out if he is still on the playing field when he/she removes their helmet. Players are not allowed to wear jewelry (including watches) to any game or practice. A medic alert bracelet can be worn but must be taped. No jewelry can be taped including earrings. Jocks and jills are recommended but are a personal decision.

Player Divisions

The FFA programs have been developed to provide a gradual transition in skill and playing intensity as children move from entry level:

- Blastball age 3-4
- Learn To Play age 5
- Mini Mite age 6 & 7
- Mite age 8 & 9
- Squirt age 10 & 11
- Pee Wee age 12 & 13
- Bantam age 14 & 15
- Midget age 16 & 17
- Juniors age 18 – 23
- Senior age 23 +

All players will play in their appropriate age group. In the event that either a parent or coach feels that a player is not challenged enough at their level or for personal reasons and they wish to have the player moved up (no child can play below the designated age level) the parent may apply in writing to the President of FFA. The letter stating the reasons for the level change must be submitted to the President before evaluations, and all players from Mite to Pee Wee must attend the evaluations in order to be considered for a change in level. The Director of the higher level and the Coaching Coordinator will work with the Registrar and the President or Vice President and will determine if the player can be moved. This decision will be based on the following:

- The skill level of the player –they must be in the 50% of skill level for that division
- The social maturity level of the player
- Space availability, FFA will not approve a player/parent request to move a child if that means a registered child in that age level will be denied playing because of the numbers of players or if moving the player up leaves the division they are moving from, short players i.e. pitchers.

Registration

Registration will take place in January or February of each year. There will be registration booths set up for two consecutive weekends. Registration forms can also be mailed to Fleetwood Fastpitch Association: PO Box 73026, Evergreen Postal Station, Surrey B.C. V3R 0J2 or Emailed to: **registrar@fleetwoodfastpitch.com**. Notification to all players registered in FFA in the prior year will be in the form of a newsletter, telephone call, emailed or school flyer. The registration fee will increase a date set several weeks after the designated registration weekends. A Softball BC number is required for all players and coaches Squirt level and above. A lifetime fee of \$10.00 will be charge for this membership and is payable to Softball BC. Softball BC membership registration forms are available from FFA.

All registration forms must include three cheques (uniform, volunteer & registration.). All cheques **MUST** have the child's full name on the cheque (either front or back). Registration will be deemed complete unless all cheques have been enclosed.

Volunteer Deposits

A post dated "volunteer" cheque is required for each player at time/date of registration. The date and amount of cheque will be indicated on the registration form. Each parent/guardian is required to volunteer four hours per child registered in Fleetwood Fastpitch Association. This is over and above all volunteer hours the parents will dedicate to their children's individual teams.

You must schedule your volunteer time for FFA through the Volunteer Coordinator. "Volunteer" deposit cheques will be returned upon completion of the time required that has been scheduled and deemed complete by the Volunteer Coordinator.

Uniform Deposits

A post dated "uniform cheque" is required for each player at the time/date of registration. The date and amount of cheque will be indicated on the registration form. These cheques will not be cashed unless the player's uniform (shirt, pants/shorts) has not been returned. If the uniform is returned, the cheque will be destroyed. FFA does not return uniform deposit cheques.

Requests by Players

Requests for players to play with other players or on a certain coach's team are taken for Blastball, Learn To Play and Mini Mite only. These requests are taken into consideration only if both sets of parents submit the same request. Requests are not likely to be granted if you ask to be with more than one player, so please decide before you make the request. All players, from Mite to Midget will go into the general draft, and will abide by the draft rules and format. FFA endeavors to have evenly matched teams in each level.

Refund Policy

FFA will refund registration, volunteer and uniform monies PRIOR to the season commencing, for the following reasons: medical reasons or if family moves out of the district or if you have registered and are not wishing to play anymore. No refunds for any reason after the season has commenced.

Players Evaluations

All house players from Mite to Pee Wee must attend an evaluation session. The evaluations are conducted in order to enhance our draft process. All players are put through basic drills, and then evaluated by members of FFA executive and coaches. No evaluator may evaluate his or her own child. Coaches that have put their application to coach may be present at the evaluations – no parent is allowed in the gym unless they are a coach. The evaluations give the “Directors” of each division a basis from which to have coaches draft their team. The evaluations aid FFA towards fielding as evenly matched teams as possible. If there is only one team at a level, evaluations are not required.

All players must attend evaluations. Failure to attend would mean this child cannot be protected by any coach, and would go into the general draft pool. If a player is unable to attend the evaluations, arrangements must be made by contacting the “Division Director”.

Coach Selection

All coaches must apply for a team using FFA standard coach’s application. Priority will be given to coaches who have coached in the previous years. All FFA coaches and assistant coaches must have a “Criminal Record Check” completed before they coach for FFA. This check must be completed no later than two weeks before season starts. We encourage all coaches to take a coaching course. Priority will be given to individuals that have completed coaching courses.

Coach’s Evaluations

All coach’s evaluations submitted are held in complete confidence and should be submitted to the President, Vice President or the Coaching Director. In the event a player or parent has a complaint or a concern regarding a particular coach, we request that the complaint include your name and phone number (which will be kept confidential). In the event we receive negative comments, either the Director, Coaching Director, President or Vice President will contact you to discuss the concern in more detail. We will investigate the complaint before we speak to the coach or manager involved. FFA will work with the player, parent, coach or manager to resolve the issue. In the event the coach or manager has received negative comments and refuses to address the issue, their coaching application will not be asked back to coach the next year.

All coaches must realize the huge responsibility that they have accepted. A coach has a vast amount of influence on the players. If this influence is positive the rewards are seen for years. If this influence is negative the effects usually have longer lasting results. We need with ball experience and knowledge of the game but just as importantly with patience, tolerance, understanding and a cool temperament. Remember children reflect what they see much more often than what they are told.

Casa Forms

All teams registered in FFA will be required to fill out and submit a team CASA form. It is strongly recommended that you include all coaches on the form. The forms must be completed by the date given to you by the association. In the event that your team goes to the Provincial, Western or National Championships, only the people named on the original team CASA form are eligible to enter the playing field (except for pick ups). All base coaches must be on the original form. The form **MUST** be completed in alphabetical order with all information complete. (Name, middle initial, address, postal code, phone number, birth date and signature of player or parent/guardian.)

Draft Procedures

All house teams from Mite to Midget are selected through a draft format. All returning “Head Coaches” only can, (at their discretion) protect players. These players must have played on their team in the prior year within FFA. The coach must protect his/her own child and must protect one assistant coaches child and these players must be included in the number of protects allowed. The “Division Director” must receive a list of “the Protects” at least 48 hours prior to the draft. The event that a parent/player does not wish to be protected by that coach the player’s name will be added to the general draft and will abide by the draft rules and procedures. The only comment that will be considered is if a player does not want to play with another player or for a certain coach. FFA’s goal is to even out the talent on all the teams in each division. This is done to ensure that all the players have a positive experience.

All coaches in each division will meet at a designated time and place specified by the Division Director for the draft. All protects will be identified at the beginning of the drafts. In the event that one or more of the coaches do not have five protects, either because they are not eligible or chose not to protect five players; these coaches will draw a standard playing card to see who chooses first (highest card goes first). These coaches will draft, one player at a time, until all coaches have the same number of players. When all coaches have the same number of players, each coach will again draw a card, high card will have first pick, than next highest card will chose etc. until the lowest card has chosen a player. The coach with the lowest card will then choose again and the process will continue to the highest card. This process will continue to all players have been chosen.

Number of Protects:

Mite	4 players
Squirt	5 players
Pee Wee	6 players
Bantam	7 players
Midget	8 players

Pitchers

The protected and the unprotected pitchers will be identified at the start of the draft. The unprotected pitchers will be placed separate from the general draft forms. The Division Director will endeavor to ensure that each team has at least one adequate pitcher. This will be done prior to the general draft commencing. In the event that a coach does not have protects and they do not have a pitcher, they will be eligible to draft from the pitcher draft forms. A coach that already has a pitcher cannot draft from the pitcher draft forms until all the coaches have at least one pitcher. In order to ensure that we are putting as equally competitive teams on the field as possible, it is imperative that the pitching talent is divided between the teams.

STANDING RULES

Chapter

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These rules apply to teams playing in our House Leagues. These rules over rule the B.C.A.S.A. (Softball BC) rules, which in turn over rule the current Softball Canada Rulebooks, in cases where there is a conflict.

Remember: We are in this association to be fair and honest to the players on both teams.

1. **Starting times:** All league games at NON lighted parks to start at 6:30 p.m. or earlier if the teams are ready. Games shall be a maximum of 7 innings. No new inning to start after 8:00 p.m., regardless of start time of game. Game is over at 8:30 p.m. unless too dark to play.
 - a. If these times are different from the District 7 interlock rules – the District 7 interlock rules will prevail.
2. **Late starts:** The league allows a 15 minute grace period. If the second team does not show up within this 15 minute time period or refuses to start game, then the game is forfeited to no-offending team. Minimum 8 players are needed to play. Game is still deemed to have started when field booked after.
3. **Runs per inning:** There will be a 5 run maximum per inning allowed for innings 1 through 6. The 7th inning will be an open no run limit.
 - a. If this is different from the District 7 interlock rules – the District 7 interlock rules will prevail.
4. **Seven run rule:** This applies to ALL LEAGUE GAMES – if after 5 completed innings, one team is leading by seven (7) runs, this team shall be declared the winner.
5. **Home team is responsible for:**
 - a. Supplying game balls. The association supplies each team with brand new balls. You must provide a new or almost new game ball for each home game. **DO NOT USE GAME BALLS FOR PRACTISE**
 - b. Mark out diamond 15 minutes BEFORE game time with lime supplied by the association. Markings include the 8 foot pitching (16 feet diameter) circle, batters boxes, fair/foul lines and on deck circles. Please see either Softball Canada rulebook or Softball BC book or coaches manual for the diagram and details.
 - c. Bases, pitching mound and home plate to be put out in appropriate spots and returned to equipment box after game.
 - d. Providing a minimum of a plate umpire for game. Age of umpire should be at least one division higher than the divisions of the players.
6. **Special Field Conditions:** Ground rules or special rules establishing the limits of the playing field because of fences, goalposts, stands, vehicles, hills, spectators, holes in the back stop or any other

obstacles that can hinder the game, must be declared at start of the game. These rules will be established between the umpires and both coaches at home plate conference before the game starts.

7. **Called Games:** If a game is called because of rain or darkness, the score shall be reverted back to the last completed inning if the home team is losing. The minimum number of completed innings or time played to constitute a legal game would be 4 innings or 1 hour of playing time. In case of a lightning storm, call the game immediately. Teams then must go to their cars (do not sit in the dugouts) and wait to see if they can continue with the game.
8. **Umpires:**
 - a. Umpires are scheduled for games and are told to show up at the park unless they are phoned and told the games are canceled. *****HOME TEAM TO PHONE TO CANCEL GAME!!!***** before 5:30 so umpires can be contacted. Failure to (not) call the umpire allocator will result in team paying for the umpire out of their funds.
 - b. If umpires do not show up for game, please phone UIC to let him know.
 - c. Rained out or postponed games are to be played within 14 days maximum, subject to weather and field availability. Home team coach is to suggest two dates and if the visiting team cannot play on either of these dates, then the game is forfeited to the home team. If the home team makes no effort to reschedule as stated above, then the game is forfeited to the visiting team. Please be cooperative in this matter. Division managers – please note the forfeited games are scored as being 7-0 in favor of the team not being at fault. Disputes to be resolved by Division Managers.
9. **Field Maintenance:** All diamonds and surrounding areas must be left clean after each game. Please take along a litterbag and have your players help CLEAN UP after each game. The dugout MUST be cleaned out completely after each game – please check oppositions dug out too.
10. **NO LIQUOR** is allowed on or around the playing field for spectators, players, and coaches, etc. If there is any problem with this *****PLEASE CONTACT THE EXECUTIVE*****
11. **Late Entries:** To ensure that every player plays, they must be entered into the game by the Start of the third (3rd) inning. Coaches have a responsibility to ensure equal playing time (in house ball).
12. **Pitchers:** if a pitcher pitches one pitch in any inning, they are considered to have pitched one full inning.
13. **Reentry rule:** does not apply to house games. Free substitutions.
14. **Injury:** in case of injury only: the batter must safely reach first base, when the play has stopped; the last batter to be put out may be used as a courtesy runner, with permission of the home plate umpire. District substitution rules to apply and CSA substitution rules apply.
15. **Illegal Players:** Any team carrying overage or unregistered players will be subject to disqualification from the league.
16. **There is no smoking:** on the playing field or in the dugout (bench) by anybody – players, coaches, parents or umpires.
17. **Jewelry:** Exposed jewelry such as wristwatches, hair barrettes, bobbles, bracelets, any type of earrings, neck chains or any other item judged dangerous by the umpire, are not to be worn during the game. MEDICAL ALERT bracelets or necklace are not considered jewelry. No jewelry can be taped it must be removed.
18. **Insurance:** This association does not carry a non-owned automobile insurance policy. Remember: you should only drive as many people as you have seat belts for. Please make sure you have a maximum amount of liability insurance. YOU PARK YOUR CAR AT YOUR OWN RISK.

19. **Registration:** All players who sign on a SBC CASA form are registered and insured through Softball B.C.

20. **Protests:** Any protest must be in writing to the Association and brought to the Umpire In Chief, within 48 hours of the game being protested. See Softball Canada re: proper protest procedure.

21. **Ejections:** Any player ejected from a game will result in a one game suspension automatically. The ejection of the player is to be served sitting a full game on the bench in uniform; he/she is considered an ineligible player. Player may not play until penalty served. Division Managers to be notified of circumstances and further action may result.

Players Equipment:

1. Full protection type helmets, including ear protectors, with chinstraps secure under the chin must be worn. Helmets to be worn from dug out to dug out while on the offense. The catchers and umpires mask must have a throat protector. An extended wire protection attached to the mask can be worn in lieu of a throat protector. This applies to all divisions, girls and boys. All catchers and umpires must wear athletic protection (boys and girls) squirt division and up.

A. Fleetwood Fastpitch Association does not supply helmets due to health reason.

2. Footwear: All divisional ball players must wear running shoes or cleats.

Definitions of Divisions General Information:

- Practices are scheduled at the coach's discretion.
- All players to have their own helmets.
- Mite to PeeWee are evaluated and drafted.
- Blastball, Learn to Play, Pee Wee and Midget (house) play on Monday and Wednesday.
- Mini-Mite, Squirt and Bantam play on Tuesday and Thursday.
- Juniors play on set days by league
- Rep play on set days by league
- All play days are subject to District set days

BLASTBALL

Blastball is for children 3 & 4 years of age. There will be 4 to 6 children per team. All equipment is supplied by FFA. This division plays with one base that honks. A one night coaches and players clinic will be held prior to the season starting, on the rules of this game. This is a division for the younger ones to get a feel for the ball, tee and have fun on the field. Coaches are given lesson plans from FFA. Teams are mixed boys and girls.

LEARN TO PLAY

Learn to Play is the grassroots of fastpitch for 5 year olds. Coaches are given weekly lesson plans to help instruct the children (at their level) how to play the game. They play against teams from Fleetwood on the all weather fields and in local area. The teams will have one half hour of instruction by their coach and then will play a game for the remaining half hour. The game will use the district mini – mite rules. Teams are mixed boys and girls.

MINI – MITE

Mini-Mite is for players in grade 1 and 2. Teams are formed by requests and school that the child attends but are not co-ed. The excitement in this level is that the children will be pitched to from their coach and is what we call “friendly pitch” for a set number of pitches. Then, one of the players
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will pitch the other set number of pitches. (District rules apply) This helps encourage the children to hit when pitched to and experience “the thrill of the hit”. The focus is still on learning the basic skills, teamwork, sportsmanship and having fun. The children are allowed to run more than one base at a time.

Mini – Mite teams play games on Tuesday and Thursdays at 6:30 p.m.

MITE

Mite is for players in grade 3 & 4. All games are played at various school fields in Fleetwood. Players are drafted after the evaluations. Teams are separated by gender.

It is in this division that teams advance from the coach pitching to players from opposing teams doing the pitching. Pitching is either underhand (orthodox) or windmill fastpitch. Pitching clinics are available for players to learn or continue their pitching during the off season. Adding to the excitement, stealing bases and home plate is allowed. There is a season ending playoff within the Association. The playoff will be double knock out format with the winner going on to the District Finals. (District finals are usually only in the girls divisions)

Each season there is a chance that a Super Mite team for both boys and girls is formed. These teams are chosen by a tryout and will compete in a tournament in July. This is not a provincially sanctioned tournament but is recognized by most districts and is well attended. There is no rep division at this level.

GENERAL INFORMATION FOR SQUIRT – MIDGET

All of our Fleetwood Teams Squirt to Midget has a play off within their division to determine the representing team for the District Finals. The district winner then will represent our district at the Provincial Championships. The second place team in FFA’s play offs, will go to the regional’s. We are part of District 7, Surrey, competing usually against teams from: Newton, Guildford, Cloverdale, Whalley and South Surrey White Rock. Depending on the number of teams, the teams may play against each other within Fleetwood or go outside of District 7, for example: Richmond or Langley.

SQUIRT

- Squirt is for players in grade 5 & 6. All games are played at various school or park fields throughout Fleetwood.
- The girls and boys play on Tuesday and Thursday nights. The season runs from the first week in April to the end of June.
- Players are evaluated and drafted by a coach to form teams.
- All players in this division, who are playing house, must attend the evaluations.
- Tournaments may be entered throughout the season. This depends on your individual coach.
- Boys may play anywhere between Richmond and Abbotsford.

PEE WEE

- Pee Wee is for players in grade 7 & 8.
- All games are played at various parks and schools throughout Surrey.
- The boys and girls play on Monday and Wednesday.

- Players are evaluated and teams are determined by a draft.
- Tournaments may be entered throughout the season. This depends on your individual coach.
- Boys may play anywhere between Richmond and Abbotsford.

BANTAM

- Bantam is a competitive fastpitch league for players in grade 9 & 10.
- The girls and boys play on Tuesdays and Thursdays.
- Players are put on teams through a draft system.
- Boys may play anywhere between Richmond and Abbotsford.
- Tournaments may be entered throughout the season. This depends on your individual coach.

MIDGET

- Midget is for players in grade 11 & 12 and is very competitive.
- Girls and boys play on Mondays and Wednesdays
- Players are put on teams through a draft system.
- Boys may play anywhere between Richmond and Abbotsford.

Tournaments may be entered throughout the season. This depends on your individual coach.

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