



SUMMER 2015 COACHES HANDBOOK



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Bartlett Park District

700 S. Bartlett Road, Bartlett IL 60103

Tel: (630) 540-4800 Fax: (630) 540-4869

www.bartlettparks.org

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Dear Coaches,

Thank you for volunteering to coach at the Bartlett Park District. Your time and effort is invaluable and the reason we are able to provide such an awesome experience for so many kids!

The information in this handbook will give you a good start to your season and will answer many questions, especially if you are new to coaching. Please read it carefully and if you have further questions you can follow up with the Park District for clarification or ask questions at the coaches meeting.

Thanks again, have a great season and have fun.

CONTACT INFORMATION

Scott Falli - Recreation Manager Tel: (630) 540-4831 E-Mail: sfalli@bartlettparks.org

Greg Kulbeda- Youth Sports Coordinator Tel: (630) 540-4845 E-Mail: gkulbeda@bartlettparks.org

For more softball information, including game schedules and all season specific documents please visit us online at www.bartlettparks.org

MISSION STATEMENT

“The Bartlett Park District provides the Girl’s Softball Program to offer youth the opportunity to learn about softball, sportsmanship, team work, and responsibility through the course of the season. We ask that staff, parents, coaches, spectators and youth help us in our effort to provide a positive and safe atmosphere for all those associated with the program.”

COACHING AND TEAM FORMATION

With between 300-350 participants in the summer softball season, we rely on approximately 50-60 volunteer coaches. A head coach can request an assistant coach and those players are assigned to the team. If you don’t have a coaching request the Park District will work to recruit and assign 2 volunteers to each team including a head coach and an assistant. In Division 1 softball, the rest of the team is randomly assigned using computer software, balancing age where possible. We cannot guarantee that each team will be balanced in terms of ability, but the nature of recreational softball is that you take the team you are assigned, focus on fun and learning and enjoy your season, no matter what the results.

New teams are always formed in the summer season using an evaluation for Division 2, 3, and 4. For those players returning to play fall softball, they are assigned to the same team as the summer with new players making up the remainder of the team.

Unfortunately, due to the size and nature of the program we **cannot** honor volunteers requests beyond the 2 assigned. We also **do not** honor requests from parents for coaches, friendships, car pools, practice locations etc.

VOLUNTEER ROLES

The following responsibilities are suggestions of how the 2 volunteers can work together. However, depending on your relationship, friendships with each other and experience the 2 volunteers can work together and decide who does what. Every team does it differently!

HEAD COACH

The head coach is responsible for:

- Selecting practice day/s, time/s and location and communicating that to the team.
- Communicating information to the team about practices and games.
- Planning and leading the practices.
- Coaching the games.
- Communicating with parents about their child and the team.
- Handling concerns with the team, opposing coaches, parents etc.

ASSISTANT COACH

The assistant coach is responsible for:

- Assisting the head coach in practices and on game days.
- Standing in when the head coach is absent or unavailable.
- Helping the head coach perform of his/her duties.

ROSTERS

Coaches will receive their team rosters at the Coaches Meeting. They are not available before. **Coaches are not allowed to trade players** and anyone found doing so will jeopardize their coaching position.

Please contact everyone on your roster before the deadline (the Park District will provide this date at the coaches meeting). Contacting players before the deadline eliminates a lot of phone calls for the Park District as parents call in a panic that they haven't been contacted. Do not rely on e-mail as your only means of initial communication as we cannot guarantee that the e-mail addresses on the roster are accurate and up to date. Please follow up with a phone call if you don't receive a response. Make your own e-mail distribution list to add second e-mails, work e-mails, both parents, etc. and then use that for the season.

If you cannot reach a family and it appears that the contact information is incorrect please contact the Park District so we can look for and provide you with alternate phone numbers/e-mails.

If you contact a family and get no response (after trying multiple numbers/e-mails) please let the Park District know. A player who does not return calls/e-mails and does not show up at all needs to be reported.

If a parent indicates their child might not play please let the Park District know so we can follow up immediately. **Do not** imply they will be refunded. Players only receive a refund if there is a player on the waitlist to replace them and there is an administrative charge. The best case scenario for everyone is if we can replace dropping players with waitlisted players and the sooner we can do this the better.

LEAGUE SPECIFIC INFORMATION

	Division 1	Division 2	Division 3	Division 4
# of Rostered Players	10-11	11-12	11-12	11-12
# of Players on Field	10	10	9	9
Base Distance	55'	60'	60'	60'
Pitching Distance	27'	35'	40'	43'
Duration of Game	6 innings or 90 minutes	6 innings or 2 hours	7 innings or 2.25 hours	7 innings or 2.25 hours
Softball Size	11" RIF	11" RIF	12"	12"
Umpire	One	One	One	One

LEAGUE NAMES

Each grade/league is named after a professional or college league. We encourage coaches to learn more about the league, team and players to educate, motivate and inspire their own players. There are many softball web-sites where you can learn all you need to know. Between league play, tournaments, college games, professional games, there is always softball on TV. You would be surprised how much you can learn from watching!

DIVISION 1 (2-4th Grade)

Minor League Baseball Teams

DIVISION 2 (5-6th Grade)

Illinois Colleges

DIVISION 3 (7-8th Grade)

Pac-12 Colleges

DIVISION 4 (High School)

Women's Professional League

WHO PLAYS WHO?

Divisions 1, 2, and 3 will be playing some away games at the West Chicago Park District. Depending on the number of teams, teams can play 3-4 games in West Chicago. Division 4 will only be Bartlett teams and all games will be at the Apple Orchard Complex. All leagues will play a 12 game season. There is an end-of-season playoff for Divisions 2, 3, and 4.

ADMINISTRATION

There are certain administrative tasks that need to be prioritized at the start of the season. These include the following four documents:

- ***Coaches Code of Conduct and Volunteer Waiver***

- All coaches (head and assistant) are required to read and sign a code of conduct and volunteer waiver. The code of conduct basically outlines our expectations of you as a coach. This will be discussed in detail at the coaches meeting. The Volunteer Waiver is a release of all claims and assumption of risk. This is a new form this year.
- This form can be downloaded online, completed and returned: at the coaches meeting, by fax, scan/e-mail, dropped off at BCC.

- ***Volunteer Criminal Background Check***

- All coaches (head and assistant) are required to complete and sign a Criminal Background Check. This is a requirement and the form must be submitted prior to your first practice/meeting with your team.
- Background checks are valid for 2 years so you will be required to complete one if you are new to coaching here or if yours has expired. You may have one on file from coaching another youth sport here at the Park District but other non-park district sport background checks (eg. football or baseball) are not valid.
- This form is not available online and will be e-mailed to you prior to the coaches meeting.
- This form can be returned: at the coaches meeting, by fax, scan/e-mail, dropped off at BCC.

- ***Parent Code Of Conduct***

- All parents are required to print, read and sign a code of conduct and the Disciplinary Action Guidelines for Parents & Spectators. The code of conduct basically outlines our expectations of parents with children in youth sports. The Disciplinary Action explains the consequences of inappropriate behavior.
- Do not turn these forms in to the Park District. Collect them and keep them with you at all times you are working with the team.

- ***Emergency Treatment Release***

- All parents are required to print, complete and submit an Emergency Treatment Release. This form provides you with emergency contact information and is a release if a parent cannot be reached and a child needs emergency medical care.
- Do not turn these forms in to the Park District. Collect them and keep them with you at all times you are working with the team.

There are other documents available online that I would encourage you to review including Concussion Facts, Important Dates etc. Continue to check for new updates and documents throughout the season.

EQUIPMENT BAGS

Coaches are provided with an equipment bag that contains; 4-5 batting helmets, practice softballs, 3-4 bats, catcher's gear, first aid kit, and 2 infielder's masks (1 in Div. 1,). This is available for pick up at the coaches meeting and must be returned at the conclusion of the season. Coaches cannot keep bags from Fall to Summer even if they coach both seasons. The equipment must be inventoried, cleaned, and then the bags are re-stocked and re-issued each season. We expect to lose equipment and there is obvious wear and tear, but the value of the equipment bag and its contents is approximately \$400 so please take good care of it. Please do not write your team name on the softballs or helmets. Not returning it, or returning it late, means we have less equipment for the following season, so please drop it off at the Community Center at your earliest convenience.

FIELDS

Practice fields are not assigned to teams/coaches so pick a convenient location for you and your team. You don't need to be on an actual softball field to practice, you can choose any open space that is big enough for your team. Actual softball fields are not a necessity. It is beneficial to be able to take grounders on an infield, but don't make it the sole reason you pick a location. Please also choose a space that is appropriate for your team. For example, a division 1 team should not be practicing on AO #7 since this is our biggest field. Fields are on a first come, first served basis so be flexible, share and work with other teams and coaches.

Game field locations/directions can be found online with the game schedules. See below "Online Game Schedules"

UNIFORM INFORMATION

Uniforms are purchased from "Protime Sports", a sporting goods company based in Seattle. The uniform cost is included in the registration fee. The uniforms add a great, professional look to our leagues and the kids love them. In addition to the jersey, girls are provided matching socks and a visor.

BOTH SEASONS - If for some reason a player receives a uniform that does not fit and there's no-one to exchange with on your team please instruct parents to contact Scott immediately. Replacements can be ordered if necessary, but it will take at least 10 days. You are not responsible for resolving uniform issues. All uniform issues need to be resolved prior to the second game if possible, but definitely by Picture Day so don't delay handing them out.

UMPIRES

The majority of our umpires are experienced players: recreational, travel, high school, college (many who have played in our leagues) and they all know the game. We have a **zero tolerance policy** as far as umpire abuse and we ask that you respect the umpires, let them do their job and not shout or criticize from the sidelines. Concerns should be reported to the Recreation Manager who will handle them accordingly. Remember, it might be your son or daughter out there umping one day!

ONLINE GAME SCHEDULES

Game schedules are posted online for all divisions.

To view the schedules please visit www.teamsideline.com/bartlettparkdistrict

Select the Softball tab and then scroll down to find the division. Click on the Schedule to view.

Click on your team name (ex. Panthers) to view only your team's game schedule.

Schedules will be updated throughout the season with any changes, rain outs, reschedules etc. so please continue to check and consider what is posted online to be the most accurate and up to date.

We try to avoid game conflicts for head coaches coaching more than one team so they can be at all games. We cannot guarantee it 100%, but try to make accommodations when possible.

TELEPHONE HOTLINE AND ONLINE UPDATES – WEATHER & FIELDS

Hotline: (630) 540-4891 Bartlett (331) 240-2060 West Chicago

Online: www.teamsideline.com/bartlettparkdistrict on the homepage

Call the hotline or visit the web-site for information on field closures and canceled games due to weather.

When the Park District closes fields **ALL** community sports groups are made aware of the closure and we expect, but can't guarantee, that everyone adheres. Official field closure means **ALL** practices, at all locations, regardless of whether it's a Park District softball field, are cancelled.

Coaches are responsible for contacting their team based on the Park District updates. If fields are open but you choose to cancel that is at your discretion. Make your team aware of the hotline/online but don't assume they see it. It's usually best to follow up with an e-mail too.

Coaches should try to "make up" practices missed due to bad weather but it is not always possible.

The Park District is responsible for canceling games due to weather, but coaches must still contact their team to confirm. In the event of bad weather please monitor the online updates regularly. Coaches are not permitted to cancel games without approval of the Park District.

The Park District will always try to reschedule games cancelled due to the weather, but depending on the severity of the rain throughout the season we cannot guarantee it.

THOR GUARD

The Bartlett Park District has the Thor Guard Lightning Prediction System installed at Koehler Field Complex and Apple Orchard Community Center to help protect participants, spectators, and staff from the potential danger of lightning strikes.

Thor-Guard is a lightning prediction system. The system consists of sensors that measure electrostatic charges at ground level and in the atmosphere. These electrostatic charges, invisible to the naked eye, build up in the atmosphere prior to lightning occurrences. When conditions indicate that a lightning occurrence is probable, a signal is sent to two alarm horns and strobe lights located at the Apple Orchard Golf Course Clubhouse and the Bartlett Aquatic Center. Apple Orchard Community Park, both east and west sides, is included within the range.

When certain parameters indicate that the likelihood of a lightning strike within the area is high, the Thor Guard system will activate a horn with a single fifteen-second blast, as well as a strobe light. At this time, all practices and games will immediately cease and players, participants, and staff will be required to clear the fields and stands. Practices and games will not be allowed to continue until an all clear signal is sounded, indicated by a series of three short blasts from the horn.

If lighting is seen but the Thor Guard Lightning Prediction System has not sounded then practices and games should cease immediately, regardless of how far away you might consider the lightning to be. In this case, the rule is: wait 20 minutes to see if the conditions improve. There must be a 20 minute period free of lighting before play can resume. Example: Lighting strikes, the clock starts, 15 minutes later lighting strikes again then the clock is reset and you wait another 20 minutes, and so on, before play can resume.

For those fields that do not have Thor Guard we are relying on coaches/parents/staff to be aware of conditions and cease play immediately when lightning is spotted. Again, in this case, the rule is: wait 20 minutes to see if the conditions improve. There must be a 20 minute period free of lighting before play can resume. Example: Lighting strikes, the clock starts, 15 minutes later lighting strikes again then the clock is reset and you wait another 20 minutes, and so on, before play can resume.

Officials are responsible for making decisions during games – not the coaches.

Safety is our number one priority!

PICTURE DAY *Friday May 29th*

Picture Day is scheduled each season and each team is assigned a specific time. The schedule will be posted online. Coaches will receive their picture envelopes with the uniform pick-up and these should be handed out about one week prior to the date. If you hand them out earlier parents may lose them! Players should wear their full uniform (jersey, socks, and visor) and tennis shoes. Cleats are not allowed in the gym. Instruct players to arrive 15 minutes before your scheduled time. Pictures will be handed out at the end of the season along with participation trophies. Players are not required to purchase pictures, but everyone should be encouraged to attend to be a part of the team picture.

Pictures are scheduled back to back where possible for head coach and assistant coaches coaching more than one team. If you cannot make the picture time you have been scheduled please let us know as soon as possible to reschedule the time. An alternative date will not be available.

MEDALS/TROPHIES

At the end of the season all players will receive a participation medal. These will be available for pick up before your last game and you will receive an e-mail instructing you where and when you can pick them up. Typically coaches hand out the pictures and medals together at the end of the final game or at an end of season party. Please make every effort to get all players their pictures and trophies if they miss the game or party. There are trophies for 1st/2nd place in the playoffs for Divisions 2, 3, and 4; they will not receive a medal.

TIPS FOR GETTING STARTED WITH YOUR SOFTBALL TEAM

While there is no one magic formula for being successful with your new softball team, these tips should make the process a little smoother for the players, their families and you, as a coach. The most important thing for you to remember is to make softball FUN for your players. This will guarantee that your players will come away with a good experience after the season is over.

In general, there are five keys to being an effective coach:

- Always be prepared – know what you want to accomplish and how you will do it in all practice and game situations.
- However, be flexible – if what you are doing is not working, do something else.
- Good words go a long way – be positive!
- Keep the energy level high – it's contagious.
- Keep your eyes open and get to know your team. They are a group of individuals with specific learning and communication styles.

Pre-season steps:

1. Choose a practice time and location. It need not be a softball field – any open space will work. One of the benefits of coaching is that you have the ability to choose a location and time that is convenient for you. There are a number of open area parks that are not routinely utilized for softball practices – be creative and find one – don't squeeze in with four other teams to use one softball field!
2. Schedule a pre-season parents meeting (this could be before your first practice or at a separate time). Call or e-mail all the parents to say "hello" and inform them of the date of the meeting. Direct them to the web-site to print the necessary forms so they can complete them ahead of time and bring them to the meeting. Things to cover at this meeting are:
 - a. Introduce yourself & assistant coach – tell them a few things about yourselves, your athletic history, your family, your coaching philosophy.
 - b. If you don't have one already, solicit a team coordinator.
 - c. Hand out uniforms and discuss equipment that players must have (cleats/gym shoes, mitt).
 - d. Discuss schedules for practices and games.
 - e. Encourage parents to check the web-site for schedules, weather, updates etc.
 - f. Discuss practice policies – why attendance and timeliness are important.
 - g. Set up phone tree and/or e-mail list.
 - h. Have the parents complete the necessary paperwork.
 - i. Review the Parent's Code of Conduct – have parents sign it!
 - j. Discuss your expectations for the season, i.e., practices and games are fun, everyone plays, what age-appropriate skills can be taught at specific age levels.

During the season:

Plan your practices. Don't try and "wing" it – do your homework and practices will be much more fun and useful. Spending 15-20 minutes planning your practice will pay off. Have REALISTIC expectations of what children can learn at different ages and don't expect too much too soon.

Practices should follow a logical, consistent pattern. A suggested sequence of activities would be:

- a. Warm up activity
- b. Skill Introduction – demonstrate – try – demonstrate – try
- c. Game/activity to reinforce skill
- d. Scrimmage – "let the game teach the game"
- e. Wrap Up

Plan more activities than you think you will need. If an activity does not seem to be working, move to the next activity.

Try to keep your instruction to a minimum. Learning will be reinforced naturally as the player masters a skill. A few comments between activities are all that most children will absorb. Again, remember to keep your directions age-appropriate.

Remember to keep it positive!

Plan your game day:

1. Make sure that parents know to arrive to a game early. 20-30 minutes ahead of the scheduled game time.
2. Determine which responsibilities will be taken by coaches and asst. coaches.
3. Plan your line-up, but be flexible. Be sure to incorporate substitutions.
4. Keep sideline direction to a minimum. Coaching is done 95% during practice sessions. Let the players play and don't commentate.
5. Focus on small victories – "nice pitch", "great hit" rather than runs.
6. After the game, conclude with a few positive feedback points and things to think about for the next practice or game.

GIRLS SUMMER SOFTBALL RULES

GENERAL GAME INFORMATION

1. Games will be played during the week beginning at 6pm. Div. 3 and 4 will have some games played at 8:30pm on AO #7 after the school year is completed.
- ❖ New in 2015, some away games are scheduled in Divisions 1, 2, and 3 with the West Chicago Park District. These games will be played at the Reed Keppler Park (129 W. National Street) and Pioneer Park (479 W. Forest Ave.). This will be noted on the schedules and have directions to the specific field.
2. The home team bats last and uses the third base dugout. Official score is kept by the home team, but coaches will confirm the score after each half inning. Game ball will be given to the Home team.
3. Rain outs: Coaches should check the Athletic Field Hotline (this will be updated by 8am on weekends and 3pm on weekdays) and website. They will in turn call their players.

SPORTSMANSHIP

1. **Harassment of the umpires by coaches, parents and spectators will not be tolerated.** Coaches may only approach the umpire for an interpretation of the rule in question. If no umpire is available coaches will share umpire duties.
2. Positive chatter is fine, but harassing or negative chatter or cheers are forbidden.
3. **No spectators are allowed to stand or sit behind the backstop.**
4. No smoking on the field or in dugout by coaches.
5. No coaches or spectators are allowed to stand/sit in front of dugout fence with the exception of base coaches.

EQUIPMENT

1. Players must wear team jersey, visors, softball pants, and gym shoes with laces tied or multipurpose rubber cleats (no metal spikes).
2. Catcher must wear a mask, helmet, chest protector, and shin guards.
3. All batters and base runners must wear a batting helmet. Intentional removal of the helmet by the base runner shall result in a warning for the player and if it occurs again, an automatic out for that runner.
4. Girls who are playing 3rd base and pitching must wear the provided infielder mask (Pitcher only in Div. 1).

SOFTBALLS

The following softballs will be used in each designated league:

1. Divisions 1 & 2 will use an 11" RIF Softball.
2. Divisions 3 & 4 will use a 12" Softball

FIELD DIMENSIONS

The following field dimensions will be used in each designated league:

1. Division 1 will have a pitching mound at 27 feet and the bases will be 55 feet apart.
2. Division 2 will have a pitching mound at 35 feet and the bases will be 60 feet apart.
3. Division 3 will have a pitching mound at 40 feet and the bases will be 60 feet apart.
4. Division 4 will have a pitching mound at 43 feet and the bases will be 60 feet apart.

GAME LENGTH

1. An official game is that of 4 complete innings or 3 ½ if the home team is winning. If a game is called before it has become a regulation game, but after 1 or more innings have been played, it shall be resumed exactly where it left off. For safety reasons any game starting at 6:00 no pitch will be thrown after 8:20. For games starting at 8:30 no pitch will be thrown after 10:45. If a game is called in the 5th or 6th inning, the final score will be that of the last complete inning (unless the home team is winning).
2. The following provisions will apply for each division in regards to the length of the game:
 - a. Division 1 games will play 6 innings. No new inning may start after 90 minutes.
 - b. Division 2 games will play 6 innings. No new inning may start after 2 hours.
 - c. Division 3 games will play 7 innings. No new inning may start after 2 hours and 15 minutes.
 - a. For games being played in May, Division 3 games will play 6 innings with no new inning after 2 hours.
 - d. Division 4 games will play 7 innings. No new inning may start after 2 hours and 15 minutes.

GENERAL GAME RULES

1. Every girl must play at least three (3) full innings.
2. No jewelry may be worn during practices or games. This is for your own protection. Medic alert brackets are allowed as long as they are taped to the skin.
3. Batting order should be continuous and cannot be changed once the game begins.
4. Intentional walks are not allowed.
5. Collision Rule— In order to prevent injury and protect the defensive player attempting to make a play on a runner, the runner will be called out if she does not avoid contact with a fielder who has the ball and is making a play on the runner. To prevent this, the runner must slide or give herself up.
6. If a batter is hit by a pitch she will be awarded first base unless in the judgment of the umpire she did not attempt to get out of the way of the pitch. If a ball hits the ground first and then the batter she will be awarded first base. NOTE: In Division 1, this will be considered a ball and no base will be awarded.
7. A player will receive a warning for throwing her bat.
8. If a batted ball hits a runner, the runner is out.
9. The infield fly rule will not be called in any division.
10. Dropped 3rd strike will not be enforced in any division.

FIELDING

1. The following number of players will be used in each designated league:
 - a. In Divisions 1 and 2, teams will field 10 players. The extra position will be short center field.
 - b. In Division 3 and 4, teams will field 9 players.
2. Teams must have a minimum of 8 players in order to begin a game. If a team is going to be short players, they must notify the recreation supervisor 48 hours before the game. Teams may get permission to bring a player from another team to sub on their team in order to reach the minimum needed. Any player brought in as a sub must bat last in the line-up and only play in the outfield for the game.

SCORING

1. The following scoring regulations will apply:

a. Division 1 teams: There will be a maximum of (4) runs per team per inning for the first 5 innings even if 3 outs are not recorded or one rotation through the batting line-up without 3 outs. The 6th inning will consist of 3 outs with no limitations on the number of runs scored.

b. Division 2 teams: There will be a maximum of (5) runs per team per inning for the first 5 innings even if 3 outs are not recorded. The 6th inning will consist of 3 outs with no limitations on the number of runs scored.

c. Division 3 teams: There will be a maximum of (5) runs per team per inning for the first six innings even if 3 outs are not recorded. The 7th inning will consist of 3 outs with no limitations on the number of runs scored. If the winning team is leading by 12 or more runs after 5 completed innings or 10 or more runs after 6 completed innings, the game will be declared over.

d. Division 4 teams: There are no limits on runs. If the winning team is leading by 12 or more runs after 5 completed innings or 10 or more runs after 6 completed innings, the game will be declared over.

2. It is the coaches' responsibility to know that no inning can start after the time limit for that division has been reached. The umpire will inform them of the starting time of the game and thus the time when no inning can be started will be determined.

DIVISION 1 SPECIFIC RULES

1. On an overthrow out of bounds, runners may not advance. This will help keep the score down.

2. If a foul ball is caught, the runner may not advance.

3. If a pitched ball hits a batter it is considered a ball. If a batter is struck twice in an at-bat, she will receive 1st base as long as she is trying to get out of the way of the pitch.

4. When the ball is in the infield, the runners may not advance, the play is dead. Baiting of the defensive player is not allowed.

5. Stealing is not allowed.

6. Bunting is not allowed.

7. Leadoffs are not allowed. The runner may leave the base only after the ball is hit. Leaving early will result in the runner being allowed to advance only 1 base on a batted ball.

PITCHING

1. No pitcher may pitch more than two (2) innings. A player has pitched a complete inning as soon as she throws one (1) pitch during an inning. If more than one pitcher is used in a single inning, each pitcher will be considered to have pitched that complete inning.

2. The batting team's coach will pitch to their team in the second, fourth and sixth inning.

3. If a youth pitcher walks (4) four batters in an inning, the coach may finish out the inning to help keep the game moving. However, the girls should still start pitching in the first, third and fifth innings.

4. A player removed from pitching is allowed to return to pitching.

DIVISION 2 SPECIFIC RULES

1. No stealing or leading off allowed; runner may advance once the ball is hit. Leaving early will result in the runner being allowed to advance only 1 base on a batted ball.
2. Bunting is not allowed.
3. On an overthrow out of bounds, runners may advance one base.
4. If a foul ball is caught, the runners may advance at their own risk, after tagging up.
5. If a batter is hit by a pitch, she will be awarded first base as long as the batter makes an attempt to get out of the way of the pitch. This includes a pitch that hits the ground first.
6. When the ball is in the area of the pitchers' mound, the runners may not advance, the play is dead. Baiting of the defensive player is not allowed.

PITCHING

1. No pitcher may pitch more than three (3) innings. A player has pitched a complete inning as soon as she throws one (1) pitch during an inning. If more than one pitcher is used in a single inning, each pitcher will be considered to have pitched that complete inning.
2. Girls must use windmill style pitching and must start with both feet on the mound. However, once started on the mound, she can take one step backward as long as her other foot stays on the mound. Forward movement is always acceptable.
3. A player removed from pitching is allowed to return to pitching.

DIVISION 3 SPECIFIC RULES

1. Bunting is allowed.
2. If a foul ball is caught, the runners may advance at their own risk, after tagging up.
3. Stealing is allowed after the ball crosses home plate. Leaving early will result in the runner being allowed to advance only 1 base on a batted ball. If the ball is not put in to play the runner returns to the base that she started at. Stealing of home is allowed.
4. On an overthrow that goes out of play, 2 bases are awarded. If it is the first play by a fielder, awarding of bases shall be governed by the position of the runners at the time of the pitch. In all other cases the award will be given based on the position of the runners at the time of the throw.
5. When the ball is in the area of the pitchers' mound, the runners may not advance, the play is dead. Baiting of the defensive player is not allowed.

PITCHING

1. No pitcher may pitch more than five (5) innings. A player has pitched a complete inning as soon as she throws one (1) pitch during an inning. If more than one pitcher is used in a single inning, each pitcher will be considered to have pitched that complete inning.
2. Girls must use windmill style pitching and must start with both feet on the mound. However, once started on the mound, she can take one step backward as long as her other foot stays on the mound. Forward movement is always acceptable.
3. A player removed from pitching is allowed to return to pitching.

DIVISION 4 SPECIFIC RULES

1. Bunting is allowed.
2. If a foul ball is caught, the runners may advance at their own risk, after tagging up.
3. Stealing is allowed once the ball leaves the pitchers hand. Leaving early will result in the runner being

allowed to advance only 1 base on a batted ball. If the ball is not put in to play the runner returns to the base that she started at.

4. On an overthrow that goes out of play, 2 bases are awarded. If it is the first play by a fielder, awarding of bases shall be governed by the position of the runners at the time of the pitch. In all other cases the award will be given based of the position of the runners at the time of the throw.

5. When the ball is in the area of the pitcher's mound, the runners may not advance, the play is dead. Baiting of the defensive player is not allowed.

PITCHING

1. No pitcher may pitch more than four (4) innings. A player has pitched a complete inning as soon as she throws one (1) pitch during an inning. If more than one pitcher is used in a single inning, each pitcher will be considered to have pitched that complete inning.

2. Girls must use windmill style pitching and must start with both feet on the mound. However, once started on the mound, she can take one step backward as long as her other foot stays on the mound. Forward movement is always acceptable.

3. A player removed from pitching is allowed to return to pitching.

DISCIPLINARY ACTION GUIDELINES FOR VOLUNTEERS

Bartlett Park District strives to instill sportsmanship in all of its players; it also expects good sportsmanship and appropriate conduct from its volunteers. Unfortunately, there are times when inappropriate behavior occurs. With this in mind, we have established the following guidelines for volunteers. For these guidelines, inappropriate behavior is defined as conduct that is contrary to the philosophy and goals of the program and the Bartlett Park District. If inappropriate behavior occurs, the following guidelines will be followed:

Reporting of Inappropriate Behavior:

The Park District may receive reports of inappropriate behavior in many ways. A few examples are as follows:

- 1) A full-time or designated part-time employee of the Bartlett Park District may personally observe actions taken by a volunteer.
- 2) The Park District may receive written correspondence describing actions taken by a volunteer.
- 3) A complaint may be received from an official about a volunteer's conduct during a game.
- 4) A parent whose child is involved in a program may file a written or verbal complaint about a volunteer's actions.
- 5) A complaint may be received from a member of a Park District Youth Sports Board.

Informing the Volunteer of the Situation:

The following steps will be taken to inform the volunteer of any reports of inappropriate behavior:

- 1) The volunteer in question will be notified by phone about the situation and informed about the steps that will be taken.
- 2) If deemed appropriate, the volunteer will also receive a written notice from the Bartlett Park District. This notice will include the alleged actions that occurred, the date and time of the actions and why the actions will not be tolerated.
- 3) The volunteer will further be informed that he/she will be given one week to respond to the complaint. If he/she chooses not to respond, he/she will receive the appropriate disciplinary action.
- 4) If the volunteer chooses to respond to the complaint, the volunteer will meet with the Recreation Supervisor responsible for the program and the Superintendent of Recreation.
- 5) Following this meeting it will be determined whether the volunteer should receive disciplinary action as well as determine which level of disciplinary action will be imposed.
- 6) The volunteer will then be notified in writing of the decision.

Levels of Discipline:

The Park District will follow a progressive form of discipline as outlined below, if deemed appropriate. However, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the volunteer's dismissal.

Probation: The grounds for the disciplinary action, "Probation", may include, but shall not be limited to the following:

- 1) Not following mandated playing time rules for all players.
- 2) The use of profanity or vulgar language while conducting or attending practices or games.
- 3) Failing to conduct at least one team practice every two weeks.
- 4) Conducting more practices than the allotted amount as designated in the rules.
- 5) Being ejected from a game while coaching.
- 6) Failure to develop knowledge of, or follow the rules.
- 7) Failure to treat coaches, players, fans and officials with respect.
- 8) Leaving a field or facility before a parent has picked up all players.
- 9) Failure to coach in accordance with Coaches Code of Conduct.
- 10) Causing a game to be forfeited by an official due to conduct.
- 11) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in probation.

Suspension: The grounds for the disciplinary action, "Suspension", may include, but shall not be limited to the following:

(The length of the suspension will be determined by the severity of the action)

- 1) Continuing actions that originally led to the probation of a volunteer.
- 2) Intentionally threatening a fan, player, coach or official.
- 3) Being ejected from two games while coaching any park district related team within a one-year time period.
- 4) Attending a practice or game under the influence of alcohol or drugs.
- 5) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in suspension.

Dismissal: The grounds for the disciplinary action, "Dismissal", may include, but shall not be limited to the following:

- 1) If, while suspended, a volunteer performs any actions which can result in either probation or suspension.
- 2) Intentionally striking, pushing or laying hands on a fan, player, coach or official in a harmful manner.
- 3) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in dismissal.