



# FALL 2014 PARENT HANDBOOK



**Bartlett Park District**

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Dear Parents,

Welcome to Fall Softball at the Bartlett Park District. Whether you're new to softball or a seasoned softball mom or dad, we hope that this booklet provides some useful information and will answer some of your important questions. If you still have questions please don't hesitate to contact us. We hope your softball player has fun this season. Good luck!

### **CONTACT INFORMATION**



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**For more softball information please visit [www.bartlettparks.org](http://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."

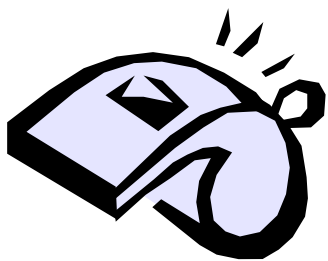
### **PARENT EXPECTATIONS**

As a parent with a child in our softball program we have high expectations. Don't be surprised if your coach asks you to read and sign a Code of Conduct outlining our expectations but in addition please note the following:

Parents are responsible for:

- Getting the kids to practice and games.
- Communicating with the coach if you can't attend practice or games.
- Respecting the coach, and allowing them to coach.
- Respecting the officials and allowing them to umpire.
- Cheering, not coaching, from the sidelines and creating a positive environment for all the players.

## COACHING AND TEAM FORMATION



With between 125-175 participants we rely on approximately 20-30 volunteer coaches each fall season. Coaches are primarily responsible for scheduling and holding practices and coaching on game days. Coaches select where and when practices will be held and typically practice once or twice a week for 1-1.5 hours depending on the age of the team. Additionally, they should communicate information throughout the season regarding the team's events and activities. A head coach can request an assistant coach for the season.

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 coach, carpool, practice day or location or friendship requests and we appreciate your understanding. Please do not ask!

## UMPIRES

The majority of our umpires are experienced players, (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 ask that you respect the umpires, let them do their job and not shout or criticize from the sidelines. Remember, just like us, umpires are human and may make a mistake. Concerns should be reported to your coach who will forward them to the appropriate person. Remember, it might be your son or daughter out there umpiring one day!



## UNIFORM INFORMATION



Uniforms are purchased from "Score Sports", a sporting goods company based in California. 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.

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 review the online document regarding exchanges and contact Scott immediately. Replacements can be ordered if necessary, but it will take at least one week. Coaches 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 in contacting us.



## **PICTURE DAY**

*Wednesday September 17<sup>th</sup>*

Your team coach will let you know when your teams scheduled time for pictures is and you can also check the schedule online. Your child should wear their full uniform and gym shoes (no cleats are allowed in the gym). You will receive ordering information from your coach prior to the date, but extra packets are available on the night of pictures. Pictures will be handed out at the end of the season along with participation trophies.

## **ONLINE GAME SCHEDULES**

Game schedules are posted online for all divisions.

To view the schedules please visit [www.teamsideline.com/bartletparkdistrict](http://www.teamsideline.com/bartletparkdistrict)

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

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



## **TELEPHONE HOTLINE AND ONLINE UPDATES**

Hotline: (630) 540-4891

Online: Visit [www.teamsideline.com/bartletparkdistrict](http://www.teamsideline.com/bartletparkdistrict) homepage

Call the hotline or visit the web-site for updated information on field closures and canceled games. Your coach is responsible for canceling practices (unless the Park District closes fields) and the Park District is responsible for canceling games. Please contact your coach if you're unsure.

We 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.

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.

## **What is Thor-Guard?**

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.

A **Warning Signal** is one long 15-second horn blast. This means a potentially dangerous weather situation exists and all patrons must leave the park and take shelter. Patrons should avoid using trees as a shelter and should keep away from metal objects. The pavilions are recommended shelters.

The **All Clear Signal** is three short horn blasts. After the All Clear Signal sounds and strobe lights deactivate, park patrons may resume their activities.



## **GIRLS FALL SOFTBALL RULES**

### **GENERAL GAME INFORMATION**

1. Games will be played on Saturdays beginning at 10am. Weeknight games will be played (if necessary) at 6pm on Tuesdays.
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 3<sup>rd</sup> 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. Pixie Division will use an 11" Incrediball Softball
2. Divisions 1 & 2 will use an 11" RIF Softball.
3. Divisions 3 & 4 will use a 12" Softball

### **FIELD DIMENSIONS**

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

1. Pixies will have a pitching mound at 27 feet and the bases will be 45 feet apart.
2. Division 1 will have a pitching mound at 27 feet and the bases will be 55 feet apart.
3. Division 2 will have a pitching mound at 35 feet and the bases will be 60 feet apart.
4. Division 3 will have a pitching mound at 40 feet and the bases will be 60 feet apart.
5. 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. 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. Pixie games will play 5 innings. No new inning may start after 75 minutes.
  - b. Division 1 games will play 6 innings. No new inning may start after 90 minutes.
  - c. Division 2 games will play 6 innings. No new inning may start after 2 hours.
  - d. Division 3 games will play 7 innings. No new inning may start after 2 hours and 15 minutes.
  - e. 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 3<sup>rd</sup> strike will not be enforced in any division.

## FIELDING

1. The following number of players will be used in each designated league:
  - a. In Pixies, teams will field 6 players in the infield.
  - b. In Divisions 1 and 2, teams will field 10 players. The extra position will be short center field.
  - c. 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 (4) 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. \*New in Fall 2014\*

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.

## **PIXIES SPECIFIC RULES**

1. Players must change positions every other inning.

2. Batters will hit from a tee for the first 4 games, coaches will pitch the last 4 games. If both coaches would like to coach pitch earlier than the 5<sup>th</sup> game, they can discuss this at the start of the game.

3. No walks or strikeouts will occur, the batter will continue to swing until she hits a fair ball.

4. Each player will bat each inning. Bat by uniform numbers, starting with a new number each game.

5. Runners may not leave a base until a ball has been hit by a batter.

6. Batters and base runners can advance one base per hit. When the ball is in the infield, the runners may not advance, the play is dead.

7. Stealing is not allowed.

8. Bunting is not allowed.

9. In order to teach the skill of throwing to the correct base, only the fielder at the base should make a putout. Fielders from other positions should not field the ball and run to the nearest base for a putout. They should throw the ball to the fielder playing the base. Also, players should be encouraged to make a normal throw to a base, not bounce or roll it. A runner may not advance on an overthrow.

## **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. \*NEW in 2014\*
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 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 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.

## **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 PARENTS/SPECTATORS**

Bartlett Park District strives to instill sportsmanship in all of its players: it also expects good sportsmanship and appropriate conduct from the parents/spectators. Unfortunately, there are times when inappropriate behavior occurs. With this in mind, we have established the following guidelines for parents/spectators. 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 parent and file a written complaint.
- 2) The Park District may receive a signed, written complaint from a parent describing inappropriate behavior by another parent.
- 3) A written complaint may be received from an official about a parents conduct during a game.
- 4) A coach involved in a program may file a written complaint about a parent's action.
- 5) A written complaint may be received from a member of a Park District Youth Sports Board regarding a parent's actions.

### **Informing the Parent of the Situation:**

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

- 1) The parent in question will be notified by phone and in writing about the situation and informed about the nature of the complaint regarding their behavior. This notice will include the alleged actions that occurred, the date and time of the actions and why the actions will not be tolerated.
- 2) The parent 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.
- 3) If the parent chooses to respond to the complaint, the parent will meet with the Recreation Supervisor responsible for the program and the Superintendent of Recreation.
- 4) Following the meeting it will be determined whether the parent should receive disciplinary action as well as determine which level of disciplinary action will be imposed.
- 5) The parent 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 and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the parent's removal.

**Probation:** The term “Probation” refers to a notice being given to the Parent that their behavior was inappropriate and that future breaches of the Parent’s Code of Conduct might result in suspension or dismissal. The grounds for the disciplinary action, “Probation”, may include, but shall not be limited to the following:

- 1) The use of profanity of vulgar language while attending practices or games.
- 2) Failure to treat coaches, players, fans and officials with respect.
- 3) Failure to adhere to the Parent Code of Conduct.
- 4) Causing a game to be forfeited by an official due to conduct.
- 5) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in probation.

**Suspension:** The term “Suspension” refers to the temporary banning of a parent from a specific number of games or practices. 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 parent.
- 2) Intentionally threatening a fan, player, coach or official.
- 3) Attending a practice or game under the influence of alcohol or drugs.
- 4) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in suspension.

**Dismissal:** The term “Dismissal” refers to the banning of a parent from practices and games for the remainder of the season. The grounds for the disciplinary action, “Dismissal”, may include, but shall not be limited to the following:

- 1) Intentionally striking, pushing or laying hands on a fan, player, coach or official in a harmful manner.
- 2) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in dismissal.