

WOMEN'S SOFTBALL ASSOCIATION GUIDELINES

June 5, 2009

COMMITTEE MEMBERS:

Melinda Marten	455-3399	Chairperson – Women's Softball Association, and Web Information Coordinator
Kay Peterson	974-9775	Tournament & Scheduler Coordinator
Dee Coumont	444-7175	Rules and Umpire Coordinator
Nancy Dobbins	792-8993	Minutes and Distribution to Women's Softball Board Coordinator
Bev Burger	544-0449	Angels in the Outfield, Newspaper and Scorekeeping Coordinator
Erni Cultum	975-9485	New Player and Green Team Practice Coordinator

WOMEN'S SOFTBALL ASSOCIATION MISSION STATEMENT:

The Women's Softball Association exists for providing the opportunity to play senior recreational softball and at the same time maintain a reasonable degree of competitiveness. Participation is open to all qualified residents of Sun City and Sun City West. The Women's Softball Association consists of players of widely varying skill levels and age. The objective of the league is to promote safe, organized play consistent with league rules and maintain a high degree of player sportsmanship, camaraderie, and enjoyment.

WOMEN'S SOFTBALL ASSOCIATION BOARD MISSION STATEMENT:

The Women's Softball Association Board will act as spokes group for the Women's Softball Association. The Board will supervise and control activities that are only related to the Women's Softball Association, provide leadership and direction for the Association, and maintain an effective line of communication between all persons and groups that are involved in the day-to-day operations of the league.

BOARD FUNCTIONS and DUTIES:

- A. The board will be comprised of a minimum of 6 individuals who are selected by the Women's Softball Association.**
- B. Brief the Sun City West Softball Club Board of Directors.**
- C. Conduct player surveys to collect player available data.**
- D. Determine number of teams for each session and select players eligible for drafting.**
- E. Publish team rosters and schedules.**
- F. Establish, publish and enforce rules.**
- G. Define the coaches' duties and the assistant coaches' duties.**
- H. Process new player membership liability waiver and registration forms.**
- I. Maintain up to date Women's Softball Association master player information roster.**
- J. Provide information to press and Angels in the Outfield.**
- K. Schedule Coaches meetings to provide their inputs and briefings.**
- L. Review incidents of player violations, disputes, and retain records.**
- M. Act as point of contact to coordinate and select Women's Softball Teams for tournaments.**
- N. Publish and post league information on bulletin boards and web site.**
- O. In general, act as the spokes group for the Women's Softball Association.**
- P. Board members will serve a two year term.**
- Q. The Chairperson will be chosen amongst the Board members.**

WOMEN'S BOARD TEAM SELECTION PROCESS:

- A. Survey each player prior to end of the current session to determine who will be available to play at start of next session. Use the most current session team roster for the survey. Annotate roster with YES to indicate who will play and NO for players who will not play.**
- B. Post notices on bulletin boards and web site to collect names of players, who were not included in the session surveys. This is for new and returning players who are not on a current team roster. Include the name of the Green Team Coach/Coordinator Phone Numbers to contact.**

- C. Start the first (1st) of September each year collecting names for the fall Session player pool. Players are responsible for notifying the Women's Softball Association Board of their availability.**
- D. Determine number of league teams. This will be based on total number of players that are available to start the session. Prepare a list of eligible players for the draft. Set a date for team selections.**
- E. Select Team Coaches for our teams including the Green Team.**
- F. Over see drafting of players to teams using Women's Softball Association selection chart. *See Draft Procedures at end of Guidelines.**
- G. Publish team rosters.**
- H. Publish game schedules with instructions (field preparations, umpires/ Scorekeeper's responsibilities, time limits, equipment storage, courtesy runner, and substitution rules).**
- I. A Green Team will be established for new and/or existing players who want or need to work on any aspects of the game. All new players will automatically be assigned to the Green Team for evaluation. It will be the decision of the Green Team Coach to determine when that player is ready to be considered for regular league play. If regular league players wish additional practice, they may request to practice with the Green Team by going through their league team Coach.**

WOMEN'S SOFTBALL ASSOCIATION COACHES:

- A. Coaches will be chosen by the Women's Softball Association Board and will be a qualified non-player. Current Coaches may be asked at the end of each season if they would like to continue for the next season. Duties of the Coach will include, but are not limited to overall management of the team, such as; team selection, preparing lineups and determining subs, making decisions on the field, scheduling and running practices, rule interpretation, selecting assistant coaches.**

WOMEN'S SOFTBALL ASSOCIATION: COACH DUTIES:

- A. Attend any scheduled meetings for the coaches.**
- B. Relay player concerns to Board.**
- C. Issue team jerseys at start of Session and collect them from players at end of the Session.**
- D. Make sure players wear proper uniforms and jerseys.**
- E. Make sure players do not wear jewelry except for wedding bands.**
- F. Advise new players about the list of banned bats.**

- G. Appoint an assistant in the event you are absent.**
- H. Understand the rules of league play.**
- I. Make sure those players on your team understand and abide by the rules.**
- J. Complete your team line up and obtain substitutes according to league rules.**
- K. Present line up to the scorekeeper and designate players that need a runner.**
- L. Schedule your players as necessary for umpiring and scorekeeping.**
- M. Prepare the field for the first game. (Home team)**
- N. Secure the field after the last game. (Home team)**
- O. Review score sheets after games to assure accuracy and completeness.
Document the highlights of the game.**
- P. Report all serious player injuries or hospitalizations to the Angels in the Out-Field Coordinator.**
- Q. Report to the Women's Softball Association Board any player violations or incidents worthy of disciplinary action.**
- R. Notify your team players in the event of a cancellation or schedule change.**
- S. May collect dues and turn in to SC or SCW club treasure.**
- T. Report any changes in player status to the Women's Softball Association Chairperson.**
- U. The coaches are responsible to fill out an incident report if there has been inappropriate behavior or excessive unsportsmanlike conduct on our field.**
- V. The coaches are responsible to fill out an injury report if a player sustains an injury that may require a doctor to look at it.**

WOMEN'S SOFTBALL ASSOCIATION ASSISTANT COACHES.

- A. After the Draft, Assistant Coaches are chosen by the Coach of the team and are under the direction of the Coach and approved by the Board. Assistant Coaches assist the Coach in practices, base coaching, and other duties as assigned by the Coach.**

WOMEN'S SOFTBALL COMMITTEE: CHAIRPERSON DUTIES:

- A. Schedule board and team manager meetings.**
- B. Brief the Sun Cities Joint Board of Directors on board activities if appropriate.**

- C. Insure compliance with the Women's Softball Association Board mission statements.
- D. Post information on web site and on bulletin boards.
- E. Supervise team selection process.
- F. Establish an agenda for board meetings.
- G. Generally supervise and offer direction for all league functions.
- H. Insure that the decisions and/or changes made are a board effort, not an individual effort.

WOMEN'S SOFTBALL ASSOCIATION BOARD: RULES AND UMPIRE COORDINATOR DUTIES;

- A. Spokesperson for all matters pertaining to Women's Softball Association Rules.
- B. Interpret ASA, Sun Cites league, and Women's Softball Association rules.
- C. Recommend any rule changes to the Women's Softball Association Board.
- D. Publish rules, to include posting rules on web site (azsrsoftball.com).
- E. Instruct Women's Softball coaches about the rules and the correct interpretation.
- F. Observe league play on a game-to-game basis to encourage players and Coaches follow the rules.
- G. Work with umpires on an as needed basis.
- H. Work with other Board members to help insure we stay a recreational Women's Softball Association

WOMEN'S SOFTBALL ASSOCIATION BOARD: TOURNAMENT & SCHEDULER COORDINATOR DUTIES:

- A. Receive information from other clubs or communities concerning planned tournaments.
- B. Determine teams who are participating in tournaments.
- C. Consult with the Women's Softball Association Board to decide if we will participate.
- D. Post notices on bulletin board and/or emails to determine player interest.
- E. Decide number of teams.

- F. Notify Coaches and Assistant Coaches
- G. Act as tournament coordinator and scheduling of games for Women's Softball Association.

WOMEN'S SOFTBALL ASSOCIATION BOARD: MINUTES AND DISTRIBUTION TO THE WOMEN'S SOFTBALL BOARD COORDINATOR DUTIES:

- A. Attend all Board Meetings and take minutes.
- B. Be prepared to read the minutes from the previous meeting.
- C. Email a copy of the minutes to Chairperson for review before sending it out to all of the Board members, as well as, to the women.

WOMEN'S SOFTBALL ASSOCIATION BOARD: ANGELS IN THE OUTFIELD COORDINATOR DUTIES:

- A. Notify all team Coaches about the Angels in Outfield program.
- B. Receive information from Coaches about any player with serious injuries or hospitalization.
- C. Notify Angels in Outfield.
- D. If necessary send out an appropriate card with player's signatures.

WOMEN'S SOFTBALL ASSOCIATION BOARD: NEWSPAPER COORDINATOR DUTIES:

- A. Establish line of communications with Daily-Sun News and Independent Newspapers.
- B. Work with the scorekeepers to document an accurate account of the game.
- C. Appoints team league reporter.
- D. Works with the league reporter to help get game scores and game summaries to the paper.
- E. Keeps the article up to date in the Rec Center News.

WOMEN'S SOFTBALL ASSOCIATION BOARD: GREEN TEAM AND NEW PLAYERS COORDINATOR:

- A. Obtain players information (name, phone number, email address) and provide to the Women's Softball Association Chairperson and all Coaches within 24 hours of obtaining information, for their Active List. This will be sent out by email to all concerned at the same time.

- B. Make sure that all new players have filled out the proper forms and paid their dues for the first time only.**
- C. Monthly Discuss with Green Team Manager how the green team is progressing and report to the Board on the progress.**
- D. Notify the Women's Softball Association Board and Coaches when a player has been determined ready and willing to advance to the Sub-list or the Player Placement List.**
- E. Maintain a master list of all Women Softball Association players.**
- F. Train new players the proper way to score keep, run score board, umpire behind home plate and umpire in field.**

The Draft

- A. All players must declare to be drafted by September 1st. There are no exceptions to this rule. This applies to players that are a spouse to the sponsor, coach, or are the sponsor. Once drafted on a team, players must remain on that team. Any irresolvable situations will be brought to the attention of the Board.**
- B. If a player quits the team that she is drafted on, she needs to state in writing that she is quitting, and she will not be allowed to play the remainder of the season or sub for any team.**
- C. There will be no rating system based on the level of skill.**
- D. The maximum team roster will be 12. However, it will be the Coaches discretion to draft less. The coaches may have 12 players ready to play (including subs), and it will be their discretion as to how many are in the lineup.**
- E. There will be a coin flip between the two coaches to see who drafts first. There is no guarantee that all declared players will be drafted. The Coaches and Assistant Coaches will decide the player's position. (Note: A player disclosing, in writing, prior to the Draft that she may be unavailable for play during 3 or more consecutive games may be considered for drafting).**

The Substitution List/Player Placement Pool

- A. The Substitution List and Player Placement Pool will be players with ability and experience to play immediately as determined by the Green Team Coaches. Players who were not drafted and were determined ready to play will be placed in the Player Placement Pool. Players that did not declare themselves for the draft may go to the Substitution List.**
- B. Coaches and Assistant Coaches may select a game player from the Substitution List, Player Placement Pool, or from our other Sun Cities women's team. Should there be no players available from these sources; the Coaches can select a sub from another team in the West Valley League.**
- C. Each team can have up to 12 players, including subs, on their game roster.**
- D. Players from the Substitution List or from the Player Placement Pool will only be allowed to sub once a month for each team. These players will be required to wear that Team's jersey if one is available.**
- E. Players from any team in the West Valley League may only sub once a month for each team and will wear their own team uniform. This will allow more opportunity for other players to be asked to play.**
- F. A player who misses three consecutive games due to an injury, long-term absence, or an emergency may be replaced by a player in the Player Placement Pool. This decision is up to the Coaches. If the player is replaced and the absentee player returns, every effort will be made to place the player back on her original team.**
- G. The first team that has less than 12 players on their roster has first choice from the Player Placement Pool. If they choose not to pick a player, they may continue using substitute players. If the other team is in need of players, that same list is then offered to them. As the list changes, both Coaches must be notified and again asked if they wish to choose a player. First choice will again go to the first team that had less than 12 players. **If all the teams come away from the draft with an equal amount of players, the team who picked first will get the first choice from the Player Placement List.****

The Green Team and Practices

- A. All new players, no matter what their experience, must report to the Green Team for evaluation before being placed in the Player Placement Pool.**
- B. All Players that have sat out a year must report to the Green Team for reevaluation.**
- C. Coaches of league teams may submit a list of players requiring additional practice so they may be included in Green Team practices.**

- D. New players do not have to join their respective softball clubs to play on the Green Team. Once the player is released from the Green Team to play on our league teams, they MUST join their respective club before playing their first game.**
- E. All new players must sign a waiver the first time they practice with any women's team.**
- F. A player that was not drafted will have an opportunity to play on the Green team to develop their skills and prepare them for competitive play.**
- G. The coaches have the option to invite the Green Team Players to their practices.**
- H. All players from the Substitution List and Player Placement Pool are encouraged to play on the Green Team to continue developing their skills for competitive play.**
- I. The Green Team Coaches will determine when all criteria are met. Criteria used for Player eligibility for advancement for league play:
 - a) Ability to throw the ball from second to first.**
 - b) Ability to routinely field fly balls.**
 - c) Ability to run bases**
 - d) Know the softball rules.**
 - e) Provide your own equipment.**
 - f) Able to routinely make contact with the ball.**
 - g) Good sportsmanship and a team player.****

Any changes made to the Women's Softball Association Guidelines must be approved by a majority vote of the women's general membership.

The end of the Guidelines. 9-10-09