

L I T T L E   R O C K



**Parks & Recreation**

WWW.LRPR.ORG / 501.371.4770

*"A City In A Park"*

# **2015 Adult Softball Team Manager's Guide**



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**Emergency Numbers ..... Emergency ..... Non-Emergency**

Little Rock Police Department.....	911 or 501-371-4600 .....	501-371-4617
Little Rock Fire Department.....	911 or 501-374-1212 .....	501-371-4829
MEMS (Ambulance) .....	911 or 501-375-3900 .....	501-372-3336

## **Goals and Objectives**

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### **Goal:**

The goal of the Little Rock Parks and Recreation Department's softball program is to provide the citizens of this geographical area the opportunity to engage in a recreational pursuit during their leisure hours, which will contribute to one's physical, mental, emotional, or social well-being through a sports oriented program, competitive in nature.

### **Objectives:**

1. To educate and train those individuals with a leadership role in the softball program to enable them to perform their position in a contributing manner toward the goal of this program.
2. To provide a structured, organized program, both administratively and on the field of play, which will form the foundation of fair play.
3. To promote the sport of amateur softball to meet the needs and interests of the public in their pursuit of a recreational outlet.
4. To promote the concept of good sportsmanship through participation with other players in a game of mutual interest.
5. To provide an opportunity to enjoy the fellowship of teammates, opposing players, and fans that share a like interest.
6. To provide a leisure time activity which is relatively safe to participate in, in line with the nature of the sport.

## **Policy 1 – Team Registration**

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- I. Requirements For Team Registration and Related Information
  - a. Participation in the City of Little Rock Parks and Recreation’s softball program is open to any organized amateur softball team, without regard to race, color, creed, religion, national origin or ancestry which:
    - i. Pays the team registration fee before the registration deadline for that respective division of play.
    - ii. Fully completes the team registration process.
    - iii. Provides a team name and the name of the manager.
    - iv. Provides a completed roster by the roster submission deadline.
    - v. Recognizes in good faith and abides by the league rules of team organization, conduct and play established by Parks and Recreation to promote amateur softball in good standing.
      - 1. LRPR reserves the right to disqualify any player or team which deters in any way, shape or form from the competitive recreation objective of this softball program.
        - i. Such disqualification shall be made without refund of team entry fees and all other designated fees.
    - vi. Recognizes that the responsibility of this softball program rests with the Athletic Director of Parks and Recreation, and that the Athletic Director has the right and obligation to rule on specific situations in good faith in regard to the objectives of this program.
- II. Registration Quota Policy
  - a. Parks and Recreation does not operate under a quota system. We accept registrations from all teams, which meet the deadline date of registration, and subsequently include all teams in a schedule within that respective division of play.
- III. General Provisions Outlining Receipt Of Requisitioned Checks & Personal Non-Negotiable Checks
  - a. Parks and Recreation will not include a team in a league schedule (assuming they qualify through the team registration process) unless the entry fee is received before the deadline date.
  - b. Our department cannot hold a negotiable personal or company check. Internal deposits by our department must be made daily with the City Collector’s Office.
  - c. No provisions can be made to allow a team to submit payment after the registration deadline. Payment and all registration forms must be received prior to the team registration deadline in order to secure a place in the league.
  - d. Purchase orders are not acceptable without approval of the Recreation Program Manager.

## **Policy 2 – Insurance**

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- II. Insurance coverage for players
  - a. Managers, coaches, team attendants and individual players who participate In the Parks and Recreation’s softball program are not covered by any accident or liability insurance policy held by the City of Little Rock
    - i. Teams must provide their own insurance coverage if they so desire
    - ii. Parks and Recreation will provide, upon request, information regarding a team insurance play offered through the National Softball Association.
- III. Insurance coverage of personal property
  - a. Theft, vandalism or damage to personal vehicles parked on park or public property is not subject to any coverage under the City of Little Rock insurance policy.
    - i. Players are urged not to keep anything of value in their cars while participating, as well as to lock their cars while parked at a playing site.
  - b. Glass breakage or other damage to moving vehicles on rights-of-way is not subject to any coverage

under the City of Little Rock insurance policy.

- c. Damage to vehicles parked adjacent to a playing field and struck with a ball batted out of play shall be the owner's responsibility.
- d. All participants must recognize they are participating in this softball program at their own risk to injury, and Little Rock Parks and Recreation provides no insurance protection for personal injury, liability or personal injury.
  - i. Players participating in this sports program should be aware that there are inherent risks in their participation in the sport of softball. Secured bases and plates, batted and thrown balls, bats and collisions with other players are all possible avenues, which may cause personal injury.

#### IV. On-Site security

- a. The Little Rock Parks and Recreation Department arranges park security with the LRPD.

### **Policy 3 – Official Team Rosters**

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The entire concept of this manual and the rules stated herein is to provide a basic foundation for competition and fair play with all teams having the same opportunity to win. A team roster is the basis for competition and fair play.

The team roster is for your benefit, and for the most part, the rules, which pertain to the roster, are for your team's protection. The rules, which put restrictions on who may be signed, are few, but this should not imply that you should recruit players haphazardly. Make it a point to know, or have good reference of, all of the players who you solicit to play. Thereafter, form a good solid team and acquaint all of them with the roster requirements, rules, procedures and policies relative to their participation.

Above all, get organized. Unorganized teams, especially team managers, create problems in the league and deter from the overall administration of the softball program.

We must rely on the integrity of each team manager in gathering and providing the necessary player information. We must appeal to your sense of honesty to obtain and submit this information. Collectively, the team managers are responsible for the success of this program, and we seek your leadership and cooperation.

#### I. Official Team Roster submission requirements

- a. A team's official roster must be on file with the Parks and Recreation's Athletic Director before 5:00 p.m. on the Friday prior to that team's first game and must be submitted on the official Parks and Recreation Official Team Roster Form.
- b. Rosters may not be submitted at the game site to the program or field supervisor or game officials.
- c. Rosters may not be submitted in any manner than on the official Parks and Recreation Official Team Roster Form.
- d. A team roster may not exceed 25 players

#### II. Consequences For Playing An Illegal Player

- a. Any player who does not appear on the Official Team Roster Form is considered an illegal player
- b. Any team that is determined to be playing an illegal player is subject to immediate and automatic disqualification from this softball program
- c. The program or field supervisor has full and unquestioned authority to obtain, at their discretion, eligibility information from a player(s) at any point (from the time the line-up is submitted until the team vacates the dugout after the game). Resistance encountered by the program or field supervisor by the team manager and/or player(s) in an attempt to obtain eligibility information, or refusal of a player(s) to provide requested information and signature, shall result in an immediate forfeit and team disqualification.

### III. General Player Registration Information

- a. A player may sign with only one (1) team in each division of play, which participates in this Little Rock Parks and Recreation Sports Program.
  - i. Divisions are defined as follows for the Little Rock Parks & Recreation Leagues
    1. Summer League
      - a. Men's Open Division
      - b. Men's Over 30 Division
      - c. Women's Open Division
      - d. Co-Ed Open Division
    2. Fall League
      - a. Men's Open Division
      - b. Co-Ed Open Division
- b. Any player who participates for a team without being a registered player shall be interpreted as an illegal player and shall cause that team to be disqualified.
- c. At all times, the responsibility of player eligibility shall rest with the team manager.
- d. All players participating in Parks and Recreation's softball program shall be at least 16 years of age before January 1<sup>st</sup> of the current year.
- e. A birth certificate must be presented within seven (7) days if requested by the Athletic Director on any player in question to resolve a filed protest.
- f. A female player is encouraged to participate in the Women's Open Division, but may play with a team in the Men's Open Division.
- g. Men's Open Over 30 Softball Division requirements
  - i. No team shall be allowed any players on their team who are under the age of 30, as of April 1<sup>st</sup> of the current year. Any such player found participating shall be interpreted to be an illegal player with that team being disqualified from the LRPR Softball program
  - ii. A player who participates in this league shall also be allowed to participate in one (1) team in the Men's Open Division.

### IV. Procedure for making a roster addition and applicable deadlines

- a. After the initial team roster is submitted and before the specified deadline dates for respective divisions, new players may be added to a team's roster by respective team managers, or assistants, by sending an e-mail to the Recreation Supervisor or the Assistant Recreation Supervisor with all of the required information
- b. New players become eligible upon receipt of a confirmation e-mail from the Recreation Supervisor or the Assistant Recreation Supervisor that the request for the roster addition has been received and is accepted and the new player signing the official roster form.

### V. Deadlines for making roster additions

- a. **A new player (one who has not signed with any team) may be signed to play, or a player transfer may be made, providing the transaction is properly completed by 5:00 p.m. on May 16 (or the preceding Friday if May 16 falls on a weekend) for summer softball and by Oct. 1 (or the preceding Friday if Oct. 1 falls on a weekend).**
- b. LRPR recognizes there may be situations, which may warrant a player being added after the deadline. No player shall be added unless the team manager shows evidence that the addition is necessary in order to field a team, or to have ample players available for substitution purposes.
- c. Any team desiring a roster addition after the deadline should discuss the situation with the Athletic Director and afterwards present the request in writing with the proper documentation and forms.
- d. No new player may be signed after the completion of regular season play by teams taking part in post-season league and/or division championship play.

- VI. Conditions outlining acceptable situations relative to player transfers
  - a. All open division players reserve the right to transfer to another team within the first two (2) weeks of the season, even though they may have participated in a game with their former team.
  - b. All open division players who have not participated in a game as an offensive or defensive player for one (1) pitch with their original team reserve the right to transfer to another team through May 16 (summer) or Oct. 1 (fall).
  - c. A player may, at will, participate on a team that participates in the Little Rock Parks and Recreation's softball program as well as any other league sponsored by another independent agency (example: Temple Baptist Church League).
  - d. No eligible player may transfer teams more than one (1) time during the season.
- VII. Removing a player from the official roster
  - a. The manager, assistant manager, or the player to be dropped, must send an e-mail to the Recreation Supervisor or the Assistant Recreation Supervisor requesting that the specific player be dropped from the roster.
  - b. The removal will be considered complete when a confirmation is received from the Recreation Supervisor, or the Assistant Recreation Supervisor acknowledging the action has been taken.
  - c. All requests to drop players must be done in writing. Verbal requests will not be honored.

#### **Policy 4 – Additional Players**

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- I. Little Rock Parks and Recreation receives numerous contacts from individuals who desire to play softball but have no team identification.
- II. With no process to assign these players to a team, we have adopted the following procedure
  - a. Upon receiving a contact from a prospective player, this information is posted on the [www.lrpr.org/softball](http://www.lrpr.org/softball) website under "Additional Players"
  - b. Team managers are then encouraged to use this information in filling vacancies on their teams
  - c. Additionally, if your team is looking for players, let us know this and we will put the word out, or encourage these "available players" to contact you.
  - d. Teams are asked to contact players from our listings directly.

#### **Policy 5 – Team Uniforms & Dress**

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- I. Uniforms
  - a. Complete uniforms (caps, jerseys, pants or shorts and socks) are recommended but are not required
  - b. A numbered jersey of some type must be worn by all players
  - c. Jerseys may be as elaborate as double-knit stretch nylon with a silk sewn numeral, to as simple as a white cotton T-Shirt with a hand inscribed number
  - d. Teams, which do not have screened numbers on their jerseys, should bring some type of magic marker to use in emergency situations. Tape is not an acceptable alternative
- II. Numbers
  - a. There may be no duplicate numbers on any team
  - b. Numbers must be of Arabic style
  - c. All numbers must be between 0-99
  - d. The number 00 is not recommended, but is legal. If used, however, 0 cannot be used
  - e. All numbers must be whole numbers. Fraction numbers (e.g.  $\frac{3}{4}$ ) are illegal
  - f. Should a player have an incorrect number on his jersey (which does not coincide with the number on the official scorebook), the error shall be corrected in the scorebook and play shall continue.



There is no penalty for an illegal number

- g. It is recommended that a number be worn on both the front and the back of the uniform.
  - i. If a single number is worn, it may appear on either the front or the back
  - ii. If worn on the back, it must be at least six (6) inches high
  - iii. If worn on the front, it must be at least four (4) inches high
  - iv. Custom jerseys with screen numbering or sewn numbering are exempt from the above, providing the numbers are readable.

### III. Caps, visors, and head apparel

- a. Caps are optional, but if worn, must be fashioned and worn in conventional style
  - i. Only the standard style baseball cap is permitted
  - ii. Cowboy hats, sun hat, bonnets, etc., are illegal and may not be worn
  - iii. Visors are permissible for men and women's play. Visors must be of cloth material – plastic visors are illegal
- b. The catcher may elect to wear his cap backwards while on defense
- c. Headbands are permitted, must be elastic in style, a single color and no wider than two (2) inches
  - i. Hand-tied, multi-colored bandannas are illegal
- d. A mixture of visors, caps or no head apparel is permitted

### IV. Shoes

- a. Shoes of some type must be worn
  - i. Rubber cleated soccer type shoes are recommended
  - ii. No steel spikes or cleats may be worn
  - iii. Metal-tipped plastic cleats are illegal
  - iv. Shoes of unconventional style must be approved prior to game time by the umpiring crew

### V. Penalties

- a. Any player not wearing the required dress as outlined, or wearing illegal equipment, shall be prohibited from participating, or removed from the game until his dress is corrected.
  - i. Dress corrections should be made via the substitution rule. However, the umpires may allow a player three (3) minutes to correct his dress and return to play without a substitution.
  - ii. No play or action of a player not in compliance with the outlined dress code shall be a matter of protest

## **Policy 6 – Determining Team and League Classification**

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### I. Team Classification Determination Form

- a. The team classification determination form shall be completed by all teams and be submitted with their entry fee and team application on or before the deadline date for that respective division of play.
- b. Failure to submit this form, or failure to fully complete this form, shall result in the Athletic Director inserting that team wherever a schedule balance is needed.

### II. Proposed levels of competition

- a. The number of levels of competition shall be dependent upon the number of teams entered in a particular division of play as a result of team registration.

### III. Criteria for placement and general provisions

- a. Parks and Recreation will classify participating teams into a level of competition based on the following:
  - i. Team information stated on the Team Classification Determination Form

- ii. How your team fared in league play last season, if a repeat team
- iii. Team's preference in participating in a specific class of play
- iv. Knowledge of the Athletic Director regarding registered teams
- v. Classification format
- vi. Number of teams requesting to play in a specific division
  - 1. The format outlined is a guide for placing teams in a competitive league. Our aim is to place those teams whose ability is about equal in the same league, which will provide interesting competition. As a result, we rely on all of those factors stated above to insert teams into an appropriate class of play.
  - 2. Proposed names of tentative classes of play are labels used to differentiate levels of competition. Placement of teams in classes is relative to those teams which enter, and in no way should be related to their titles as they pertain to other softball organizations (example: ASA Class A to the Men's Open Division Class Red)
- b. Points of emphasis regarding team classification
  - i. This process is very subjective with a number of variables involved, most notably the number of new teams which have entered the league and also the number of teams which request to play in the most competitive league.
  - ii. The Team Classification Determination Form asks the team manager to provide a realistic assessment of his team's ability. Managers are encouraged to rate their teams objectively and not use this form as a means to achieve the placement of a lower classification of play
  - iii. Parks and Recreation reserves the right to place all teams in a class of competition which will facilitate league balance, scheduling or for any administrative reason.
  - iv. Any team which enters a division of play as a new team and is placed in a lower classification of competition, and subsequently is discovered to have six (6) or more players (including roster additions) on its roster who participated the preceding year, shall forfeit its right to compete for any title within that league or division
  - v. New teams which enter the Parks and Recreation's softball program for the first time have absolutely no seniority relative to competing in their desired level of competition
    - 1. Placement of any new team into any other classification except the league designed for new teams will be determined by a draw, or knowledge of the team's ability by the Athletic Director
    - 2. Any team (new or repeat) may request to play in the most competitive league regardless of formal team classification, provided slots are available
- c. Definition of a New Team
  - i. A new team shall be interpreted as one that did not compete by name in the Parks and Recreation's softball program the preceding year, or ...
  - ii. One that enters the league with five (5) players or less who participated on the same team the previous year or who participated on any other team from the previous season

#### IV. Guidelines for placing teams in the proposed levels of competition are as follows

- a. The Upper Division (formerly Red/White) shall be comprised of those teams which finished toward the top in class Red/White the previous year and return, as well as those teams which finished toward the top in class Blue/Yellow the previous year and return in this year's program.
  - i. New teams desiring to play in the most competitive league will also be placed in the Upper Division, provided slots are available.
- b. The Lower Division shall be comprised of those teams which finished toward the bottom of class Red/White the previous year and return, as well as those middle finishers in class Blue/Yellow.

#### V. Restriction of participation

- a. No player who participates on a tournament team with a classification of Open or A, or appears on the NSA Championship Roster of such a team, shall be allowed to participate on any team other than one which participates in the highest classification in the open division.

- VI. Final comments regarding team classification
  - a. It is the policy of Parks and Recreation to inform all teams of their classification at the same time (when schedules are distributed). As a result, team managers will not be informed as to their classification or scheduled dates prior to the date schedules are distributed. Please do not call Parks and Recreation inquiring about team classification between the deadline for registration and the distribution dates of the schedules.
  - b. Once teams are classified and schedules are prepared, ALL TEAM PLACEMENT IN VARIOUS LEAGUES IS FINAL. Team managers may not negotiate with other team managers to change from one class of play to another. Any and all requests for change in classification will be denied.
  - c. Your team's Team Application and Registration only guarantees your team a placement in a league of competition. We cannot guarantee your team will be playing in a particular class of play.

### **Policy 7 – League Schedule**

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- I. Scheduling Policy
  - a. Teams will be held accountable for playing their season schedule on those dates and times as stated in the distributed league schedule
  - b. No game dates or times will be shifted or altered to accommodate individual teams' outside interests or activities
  - c. No game shall be rescheduled for any other reason than rain, wet grounds, electrical failure, or any other act of God, which would cause games not to be played as they are initially scheduled
  - d. Playing times are assigned at random by the computer scheduling system used by Parks and Recreation; therefore it is not possible to give each team an equal number of games at each starting time.
  - e. The determining factor for the number of games played is the number of teams in a particular division of play. The general practice of the department has been to play between 15-20 games per season
  - f. Little Rock Parks & Recreation reserves the right to alter the length of the season in order to reach a conclusion to the season in a timely manner.

### **Policy 8 – Rescheduling Games**

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- I. Parks and Recreation reserves the right to schedule any and all make-up games at their discretion in order to complete the entire schedule
  - a. These games may be made up on days that are not traditional playing days for the specific league (i.e. – Wednesday nights)
  - b. There may be instances where circumstances do not allow for all games to be made up. This decision will be made by the Little Rock Parks & Recreation staff based on the good of the entire league
- II. Parks and Recreation shall reschedule all make-up games in good faith with regard to commonly recognized religious worship times
- III. As soon as a make-up schedule has been decided upon, team managers will be contacted via e-mail. The schedule will also be posted on the [www.lrpr.org/softball](http://www.lrpr.org/softball) website. Other manners of social media will also be used, when possible, to widely distribute the information

## **Policy 9 – Field Assignments**

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- I. Assigning fields for play
  - a. Parks and Recreation reserves all rights in assigning teams to respective fields of play in order to facilitate league scheduling
  - b. Two parks will be utilized in the programming of the softball leagues
    - i. Interstate Park (6 Fields) located at I-30 and Arch Street
      - 1. Fields Nos. 1, 2 and 3 are located at the north complex
      - 2. Fields Nos. 4, 5 and 6 are located at the south complex
    - ii. Reservoir Park (1 Field) located at Hwy 10 and Jackson Reservoir
  - c. Team managers should recognize their entry fee and Team Application and Registration into a specific division of play in no way guarantees that team placement on a designated field
  - d. The Men's – Over 30 Division will play at Reservoir Park

## **Policy 10 – Field Reservations**

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- I. Conditions Of Reservations
  - a. All reservations will be made on a first come, first serve basis after any Parks and Recreation related activities have been established.
  - b. The parks and ball fields are available for reservations between February 1<sup>st</sup> and October 31<sup>st</sup> of each year. Reservations will be taken beginning January 2<sup>nd</sup>.
  - c. By city ordinance, all parks are closed and must be vacated between 12:00 midnight and 6:00 a.m. Any activity in progress at 12:00 midnight must be suspended.
  - d. Insurance of players, spectators, etc., and personal property must be carried by the reserving party, if desired. The City of Little Rock will not be held responsible for any personal injury or property damage.
  - e. Any one party securing a reservation shall be prohibited from sub-leasing (or transferring) any or all parts of the premises to another party.
  - f. The reserving party agrees to abide by all park regulations and local ordinances regarding use of public park property. These regulations are posted in the Parks and Recreation administrative offices to assist you in becoming familiar with current regulations. A copy of these regulations may also be obtained from the athletic director.
  - g. The reserving party assumes financial accountability of rented premises in the event of out of the ordinary damage occurs to the park or ball field during the time of the reservation.

## **Policy 11 – Status of Playing Conditions**

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- I. Decision Regarding Games Scheduled
  - a. Every attempt is made to make a decision regarding the status of games scheduled prior to 4:00 p.m., in order to notify team managers via e-mail, text, game-status hotline and via social media
  - b. If no message is received, teams should assume that the games will be played as scheduled
  - c. In the event inclement weather conditions exist and the first game of a date is not played, succeeding games will never be played
    - i. Managers should make sure that the first game has been canceled and not merely delayed before making this assumption.
    - ii. When games have been cancelled, there will be no use of the fields allowed for any purpose.

## **Policy 12 – Officials**

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- I. Qualifications of umpires
  - a. All umpires officiating in the Little Rock Parks and Recreation’s softball program are required to register with the United States Specialty Sports Association (USSSA). The USSSA is the national association that the Little Rock Parks & Recreation league is affiliated with.
- II. Number of umpires, rotation and identification
  - a. Two (2) umpires will be assigned for all league games. In the event an emergency situation, only one (1) umpire may be used.
    - i. This event shall not warrant a grounds for protest
  - b. Usually during each night’s play, umpires switch their positions so that the plate umpire for the first game becomes the base umpire for the second game. Umpires again rotate their positions for the succeeding two (2) games
- III. Authority of umpires
  - a. Designated umpires shall have the responsibility to administer all rules accordingly as outlined in this policy manual, or in the Official Softball Rule Book as stated in RULE 10 outlining their official jurisdiction.
  - b. Officials representing Parks and Recreation shall not umpire a practice game after a scheduled game has been declared a forfeit.
  - c. All rules will be enforced using this manual and the official 2014 USSSA Rulebook. In any conflict between the two books, the LRPR Team Manager’s Guide will overrule the 2014 USSSA Rulebook.
- IV. Assignment of umpires
  - a. The program supervisor has the responsibility to make all assignment of umpires for all scheduled games
    - i. Official assignments are usually made on a week-to-week basis.
    - ii. Team managers do not maintain the option to have certain officials to either work or not work their games.
      - 1. In the event a team manager becomes frustrated with an umpire during the administration of his/her game, the outlined protest procedure should be used in dealing with a misapplication or a misinterpretation of a playing rule or any policy stated herein.
      - 2. Judgment calls are not grounds for a protest.

## **Policy 13 – Conduct**

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- I. Conduct Relative To Program Objectives
  - a. A player in violation of any misconduct outlined in this policy is subject to suspension or disqualification as a result of their breach of these provisions
- II. General Provisions Of Physical And Verbal Misconduct
  - a. A participant (manager, coach, player, team attendant, etc.) may be ejected from a game at the discretion of an umpire for:
    - i. Fighting
    - ii. Displaying abusive language or gesture toward an opposing player or official
    - iii. Displaying unnecessary roughness
    - iv. Any flagrant act of misconduct which deters from the competitive recreation of the league
      - 1. Flagrant is defined as “offenses or errors so bad that they cannot escape notice or be condoned”.

- b. Any participant ejected must leave the field through his own team area
- c. Any participant ejected as a result of Policy 13 – II – a., shall be barred from that team’s next game
  - i. Next game shall be interpreted as the game which is played immediately after the ejection, and may or may not be the next game scheduled
  - ii. A canceled game, which has been rescheduled, may be the next game, rather than the next game, which appears on the schedule.
  - iii. The ejected participant must sit out a game that is actually played. A game, which is declared a forfeit, does not count as a suspension period.
- d. An ejected participant will serve a minimum of a one (1) game suspension. If the act is rated as serious or flagrant, and the length of the suspension will be greater than one (1) game, the length of the suspension will be communicated to the team manager.
- e. Any participant ejected as a result of Policy 13 – II – a on two (2) occasions shall be disqualified for the balance of the season, including post-season play.
- f. No participant may be actively involved with their respective team while under suspension
  - i. The participant may, if so desired, attend their team’s game while under suspension, but must assume the role of a spectator during this time
  - ii. The player may not sit in the dugout or be on the field as a coach while under suspension
  - iii. In the event this participant is ejected from the park as a spectator while under suspension, they shall be disqualified for the balance of the season.
- g. Severe acts of misconduct will be dealt with severely and immediately
  - i. A participant who physically touches an official shall be disqualified for the season
    - 1. If damage to the official’s uniform occurs, participant will be disqualified and not eligible for reinstatement until restitution is made
  - ii. Any ejected participant who is instructed to leave the game and thereafter causes a disturbance of any nature shall be ordered by the umpire to leave the park area
    - 1. The participant will have one (1) minute to comply before the game is ruled a forfeit.
    - 2. An ejected participant ordered to leave the park shall show an obvious attempt to comply with the order to prevent further penalties from being assessed.
  - iii. Act of players which are retaliatory in nature shall be penalized and evaluated on the degree to which that player’s actions intensified the situation at hand
  - iv. Any manager, coach or player who enters the field of play (inside the foul lines), who was outside the foul lines prior to the play, to question or argue with an umpire’s decision, without time being called and recognized shall warrant an automatic ejection.
  - v. The program supervisor’s jurisdiction shall be extended to provide for assessment of penalties of misconduct either before, during or after a game played.
  - vi. The umpire’s jurisdiction shall be extended to provide for assessment of penalties of misconduct either before, during or after a game, while the umpire remains on the field of play (enclosed in the fenced playing field) even though the manager, coach, player, etc., may be outside the fenced area.
  - vii. Any manager, coach, player, etc., who performs any act which is deemed by the officials to make a travesty of the game shall be ejected.
  - viii. Any player who intentionally throws a bat in disgust shall be automatically ejected and suspended for a minimum of three (3) games. If injury results to a player or fan as a result of the act, the length of the suspension may be longer. The umpires working the game shall have the final judgment in determining whether the act was intentional or accidental. Bats, which slip from the batter’s grasp, shall not be penalized.

### III. Participant Conduct Appeals Committee

- a. Little Rock Parks and Recreation shall form a Player Conduct Appeals Committee to deal specifically with any player who is disqualified as a result of flagrant misconduct.
  - i. Any player who is disqualified for only a flagrant act shall be entitled to this appeal procedure.

- ii. This committee shall be comprised of the Recreation Program Manager, Athletic Director and the Assistant Recreation Supervisor of Parks and Recreation.
  - iii. A request for review by the appeals committee must be made in writing within 24 hours after notification of disqualification.
- IV. Tobacco, Alcohol And Drugs
  - a. Smoking on the field, in the dugouts, or in the park shall not be permitted by players, coaches, managers or team followers.
  - b. No alcoholic beverages shall be permitted inside the playing fields or team areas (dugout).
  - c. No player, manager or team attendant shall be allowed to participate while under the influence of alcohol or drugs.
    - i. The umpire or program supervisor shall have the right to withhold or eject any player who, in their judgment, is under the influence of alcohol or drugs.
- V. Team Responsibilities
  - a. Little Rock Parks & Recreation reserves the right to disqualify any team, which displays or exhibits any type of behavior, which deters from the competitive recreation objective of this league.
    - i. Any such disqualification shall be made without refund of team registration fees or deposits
  - b. Each team, and more specifically the team manager, shall have the ultimate responsibility in controlling their fans and team followers
    - i. All players of each team have the responsibility to keep their equipment inside the team area
    - ii. In the event reprimand procedures are necessary to control the actions of a fan, the umpire shall provide the team manager with one (1) warning relative to the conduct of the fan.
- VI. Profanity
  - a. Profanity in this softball program is emphatically discouraged.

## **Policy 14 – Protests**

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- I. Nature of Protests
  - a. The only protests that will be considered concern matters of the following:
    - i. A policy violation stated herein governing the administration of the league
    - ii. Misinterpretation of a playing rule by an umpire
    - iii. Misapplication of a playing rule by an umpire
    - iv. Failure of an umpire to apply a correct rule to a given situation
    - v. Failure to impose the correct penalty for a given violation
  - b. Plays involving accuracy of judgment are not valid grounds for a protest
    - i. Determining a pitched ball to be a ball or strike, a base runner safe or out, or a batted ball to be fair or foul are judgment areas and not considered to be valid grounds for protest
- II. Statement of Intent To Protest
  - a. All protests, regardless of nature, will not be considered unless the umpire is notified that the game is being played under protest at the time of incident
    - i. This is regarded as the statement of protest
    - ii. Time of incident shall be any time prior to the next pitch. No game can be protested after the next pitch has been thrown
    - iii. Immediately following the game, the manager of the protesting team, who has made a valid statement of intent to protest, shall be required to sign the official scorebook.
      - 1. Failure to do so will void that manager's right to file an official protest in writing prior to 5:00 p.m. the next working date after the game was played
      - 2. In signing the scorebook, the manager is stating the outlined protest procedure will

be carried through, including an official protest form completed in writing and submitted with the required protest deposit fee of \$30.00.

### III. Filing A Protest

- a. The protest must be officially filed in writing with the Athletic Director prior to 5:00 p.m. the next working day after the game was played
  - i. Usual non-working days are Saturday, Sunday and holidays
  - ii. Only the manager may file a protest
  - iii. A \$30.00 protest fee must accompany each protest
    1. The protest fee must be submitted to the Athletic Director and not to the program supervisor or the official scorer.
- b. The formal protest must contain the following to be considered complete:
  - i. The time, date and place of the game
  - ii. The names of the officials and the official scorer
  - iii. The rule and section of the officials rules or policy under which the protest is being made
  - iv. The decision and the conditions surrounding the making of the decision
    1. This section refers to what you feel to be the error in the administration of the game
      - a. Players names and numbers are an essential part of this section
  - v. All essential facts involved in the matter protested
    1. This section refers to the game itself: inning, score, batter's name and number, position of base runners, etc.
- c. An incomplete protest shall automatically be ruled invalid with the protest fee being returned to the team manager
  - i. The team manager shall waive his/her right to resubmit the protest if the protest is returned as being incomplete
- d. The decision on the protest will be made by a three (3)-member panel composed of the Recreation Program Manager, Athletic Director and the Assistant Recreation Supervisor of Parks and Recreation.
  - i. If the protest is upheld, the protest deposit fee will be returned to the team manager
  - ii. If the protest is not upheld, the protest deposit fee will be retained by the Parks and Recreation Department
- e. A decision relative to the protest will be made within 72 hours after the game
- f. Both teams involved will receive a written explanation of the decision as well as the protest.

### IV. Valid Protests

- a. Any protest deemed valid shall result in an automatic win for the offended team or the game in question being resumed for completion
  - i. The Athletic Director shall determine at what point a game will be resumed for completion
  - ii. Under normal circumstances, the game will be resumed from the point of protest.
- b. In the event a win is awarded to the offended team, in all probability the protest will be founded on the basis of an illegal player.
  - i. Protest decisions deemed valid based on participation of an illegal player will also be subject to penalties described in Policy 3 (Official Team Rosters)
  - ii. In the event a win is awarded to a losing team as a result of an ineligible player, the score of the game shall be 7-0.

### V. Rescheduling Or Resuming Play Of A Protested Game

- a. Parks and Recreation will have final authority in determining a date and time when a protested game will be rescheduled for completion.
- b. When a protested game is resumed, each team will be restricted to the same number of players who appeared in the Official Line-Up on the original game date, or who were eligible players at the point of protest.



- c. When a protested game is resumed, both teams will be entitled to use any player listed on their official team roster, even though they may not have been present on the original date.
- d. The official scorebook kept on the original game date shall be used in posting any line-up changes when the game is resumed for play.
- e. A player must be eligible to play by rule (nor frozen by the substitution rule) to participate when the game is resumed.

## **Policy 15 – Team Forfeits**

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### **I. Reasons Warranting A Forfeit**

- a. Teams shall be assessed and penalized for any forfeit resulting from:
  - i. Disciplinary action taken during the course of a game
  - ii. Failure to submit their starting line-up in timely manner
  - iii. A team being unable to field an eligible complete team
  - iv. Administrative action pursued to monitor roster violations of player eligibility
  - v. Administrative action taken in response to protests, roster violations, conduct, etc.

### **II. Team And Player Status Of Accrued Forfeits**

- a. A team shall be terminated from league play in the event they accumulate five (5) forfeits
- b. No rostered player having participated on a disqualified team resulting from five (5) forfeits may sign with another team
- c. A team disqualified as a result of forfeits shall not be eligible to receive any league award for recognition of outstanding play
- d. A team disqualified as a result of forfeits shall not be eligible to participate in any league-related post-season play
- e. A team disqualified as a result of forfeits, which does not obtain reinstatement, shall be placed in order at the bottom of the final team standings based on their won-loss record, winning percentage and number of forfeits

### **III. Notification Of Future Opponents**

- a. All remaining future opponents of a disqualified team will be notified and will receive an automatic win against that team. The score of all games against a disqualified team shall be 7-0.
- b. A team with a scheduled game against a disqualified team will not be required to appear at the game site in order to receive a win after being notified.
- c. A team which has a game remaining with an opponent which has forfeited from the league may use their originally scheduled game time as a practice period, under the following provisions:
  - i. No team shall be permitted to scrimmage another team not affiliated with LRPR Softball
  - ii. No assigned umpires will be used during a practice, practice game or scrimmage
  - iii. A team shall be entitled their original game time for practice, but must be off the field 10 minutes prior to the start of the next game scheduled
  - iv. If the forfeited game slot is the last game time on any given day and lights are being used to accommodate play, that team may use their respective field lights providing another game is in progress on an adjacent field.
    - 1. If no other game is in progress, lights will not remain on to accommodate a team's practice session
  - v. The program supervisor may prohibit a team from practicing when inclement weather conditions exist and foot traffic will be detrimental to the lasting conditions of the field
  - vi. Little Rock Parks and Recreation reserves the right to schedule the game time in question for a make-up game of any previously canceled game and cancel that team's practice time.

## **Policy 16 – Playing Rules and Modifications**

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- I. Knowledge Of Rules
  - a. It is the responsibility of the team manager or coach to make sure all team members read and are knowledgeable of all playing rules, administrative policies and procedures
- II. Ground Rules
  - a. Openings In Fencing
    - i. Each of our parks has an opening in the perimeter fence in either left field or right field corner to permit access to the respective field for maintenance purposes
      - 1. A batted ball, which goes directly out of play through this opening, shall be an automatic double with the ball being ruled dead. All previous runners shall advance two (2) bases
      - 2. A thrown ball, which goes directly out of play through this opening, shall cause the ball to become dead with all runners advancing as outlined in the official softball rules book.
        - a. This rule clarifies the thrown ball coming from an infielder or outfielder, whether it is the first or succeeding throw and the number of bases awarded depending on the previous position(s) of the runner(s).
- III. Base Runners
  - a. A base runner who, in the umpire's judgment, attempts to run over a defensive player who has possession of the ball with the intent to dislodge the ball from the defensive player's hand(s) shall be ejected and suspended for one (1) game unless deemed to be flagrant by the umpire. Acts which are deemed to be flagrant shall carry a greater than one (1) game suspension in addition to the ejection.
- IV. Batting Out Of Order
  - a. Upon submission of the line-up from the team manager, the official scorer will assume, but may ask, if all players listed are present. If confirmed, players will be listed in the official scorebook exactly the way it is presented by the team manager.
    - i. In the event the manager indicates a player listed is not present prior to the line-up being recorded, the manager shall have the option to immediately insert another player in the vacant position in the line-up, or instruct the official scorer to move all remaining players up in the batting order and place an available tenth player at the bottom of the line-up.
    - ii. When a team appears to bat, an automatic out will be called on the unoccupied position in the batting order. No appeal is necessary by the offended team.
    - iii. In the event a player is listed on the initial line-up and is not present, but the team has nine (9) players on hand to begin the game, the player who is not present may assume his offensive or defensive position upon arrival.
  - b. Status of a withdrawn injured player when his/her turn in the batting order occurs
    - i. In the event a player is injured, removed from the game with no substitutes available, that player's name shall not be stricken from the batting order and that team will be guilty of batting out of order when this player is scheduled to bat
    - ii. In the event a base runner is injured and removed from the game with no substitutes available, that player shall be called out. His name shall not be stricken from the batting order and will have the opportunity to bat at his next appearance.
      - 1. In the event he/she misses the next turn at bat, he/she may not re-enter for the remainder of the game and the team will be guilty of batting out of order as the game progresses.
- V. Beginning Play
  - a. Number of players required for participation
    - i. A regulation team consists of 10 eligible players, with an option to use the extra player rule.

- ii. Parks & Recreation local league rules permit a team to begin play with nine (9) players. However, the absence of the tenth player is treated as an automatic out in the batting order.
- iii. A team cannot begin with fewer than nine (9) eligible players. A forfeit will be declared in the event a team cannot field a minimum of nine (9) players.

#### VI. Determining Home/Visitor

- a. The visiting team shall be listed first on the schedule and the home team listed second
- b. It is the responsibility of the home team manager to make sure that his team assumes the correct dugout assignment and takes the field first
- c. In the event the team manager fails to recognize that his team is the home team and the visiting team takes the field first, the following will apply:
  - i. If the mistake is discovered prior to the first pitch to the batter, the team assignments will be reversed and the error corrected.
  - ii. If the mistake is discovered after the first pitch to the batter, the team assignments will not be reversed and the scheduled home team will become the visiting team and the scheduled visiting team will become the home team.
  - iii. The designations for succeeding games between the same opponents will not be changed to compensate for the mistake of the home team manager in a previous game.
- d. Dugout assignments
  - i. The home team will occupy the third base dugout
  - ii. The visiting team will occupy the first base dugout
  - iii. If a team is playing back-to-back games on the same field, they have the option of staying in the dugout they occupy during the first game for the second game.

#### VII. Extra Player Rule

- a. Little Rock Parks & Recreation will follow the USSSA guidelines in regards to extra players (Rule 5, Section 6 – page 32) which allows up to 12 players in the batting line-up. Please refer to the rule book for the specifics of this rule.

#### VIII. First Base

- a. Little Rock Parks & Recreation has adopted a double-size first base which measures 30"x15"x4" in lieu of the conventional first base which measures 15"x15"x4". This two-colored base (orange and white) is used only at first base and only applies to the batter/runner advancing from home plate.
- b. The white half of the base is placed on the inside of the playing field for use by the defensive first baseman, and the orange half is placed on the outside of the playing field for use by the offensive batter/runner.
  - i. On a force play at first base, the runner will be called safe if the defensive player is not in contact with the white portion of the base.
  - ii. On a force play at first base, the runner must touch the orange portion of the base.
- c. After the offensive batter/runner advances safely to first base, the orange portion of the base has no significance.
  - i. After a runner has legally advanced to first base, the base runner must assume his/her position on the white portion of the base in preparation to advance to second base on the next play.
  - ii. A player who positions himself on the orange portion of first base in preparation to advance to second base on the next play, in reality is not in contact with first base. He shall be interpreted to be in foul territory and not in contact with first base. On the delivery of the next pitch, this base runner shall be called out for failing to keep contact with the base when the pitch leaves the pitcher's hand
- d. A batter/runner advancing on an extra base hit may touch the white (inside) portion of first base.

IX. Game Balls & Legal Bats

- a. Teams are required to use only equipment (softballs and bats) that has been approved by USSSA
  - i. Little Rock Parks & Recreation will use only Classic M (for men) and Classic W (for women) ball with a USSSA stamp.
- b. Each team must provide one (1) new softball to the umpire prior to the start of each game
  - i. In the Co-Ed Division, each team must provide one (1) new women's softball (11 inch) and one (1) new men's softball (12 inch).
- c. Each team should have two (2) slightly used softballs on hand to be used as alternate balls during the game
- d. Before submitting their game ball(s), all balls should be marked with their team name.
- e. In the event a team fails to provide a new softball prior to the start of a game, a forfeit shall be declared against the offending team
- f. Retrieving foul balls
  - i. Retrieving foul balls or home runs takes a cooperative effort by both teams
- g. Classic M & Classic W balls will be on sale at Interstate Park during the season

X. Grace Time

- a. Grace time shall only be afforded to those teams which are scheduled to play the first game on any game date
  - i. If the first game of the night is not played for any reason (forfeit, etc.), there shall be no grace time afforded to any teams, which are scheduled to play after the first game.
- b. The grace period shall be restricted to 10 minutes or less beyond the scheduled time
- c. Any team which fails to field nine (9) eligible players within the 10-minute grace period shall forfeit that game
- d. The timepiece of the umpire-in-chief, or his designated timepiece, shall be the official timepiece in determining when play may legally begin and end

XI. Home Run Rule

- a. The following chart indicates the number of over the fence home runs allowed per team in each division of play
  - i. Men's Open Division
    1. Upper.....5
    2. Lower.....1
  - ii. Men's Open Over 30 Division
    1. Over 30.....5
  - iii. Women's Open Division
    1. All Classes .....Unlimited
  - iv. Co-Ed Open Division
    1. Upper.....5
    2. Lower.....3
- b. All over-the-fence home runs will be "hit and sit". No player (batter or any runners on base) is required to advance and touch the next base. Once a home run has been declared by the umpire, all offensive players may retreat directly to the dugout.
- c. Any fair fly ball touched by a defensive player which then goes over the fence in fair territory will be declared a four-base award and is not to be included in the total of over the fence home runs

XII. Length Of Games

- a. All games are scheduled as regulation games consisting of seven (7) innings
- b. All games shall be subject to abbreviation by implementation of a one (1) hour time limit
- c. No inning may begin after one (1) hour of play
- d. The umpire-in-chief shall be the sole judge in allowing more than five (5) minutes to tend to an injured player if he feels additional time is necessary.

- i. Time consumed beyond the five (5) minutes shall be added to the one (1) hour time limit
- e. Length of games affected by the run rule
  - i. If after two and one half (2 ½) innings of play and the home team is leading (or after three (3) innings of play and the visiting team is leading) by 15 runs or more, the game shall be over
  - ii. If after four and one half (4 ½) innings of play and the home team is leading (or after five (5) innings of play and the visiting team is leading) by 10 runs or more, the game shall be over
- f. Tie games and suspended games
  - i. An incomplete game (less the 4 ½ or 5 innings of play and not affected by the run rule), which is abbreviated due to weather, will be rescheduled and replayed in its entirety.
    - 1. The game is not resumed from the point of suspension.
  - ii. Games tied after seven (7) innings, or at the end of one (1) hour of play shall be exempt from all time restrictions and shall be continued until a winner is determined
  - iii. Any game, which is tied after 4 ½ or 5 innings of play and is suspended shall be resumed at the exact point of suspension and played until a winner is determined.
  - vii. The game shall be declared official if more than 4 ½ or 5 innings have been played and one team is in the lead.

### XIII. Playing Rules

- a. Those playing rules written and established by USSSA shall govern all league play conducted by Little Rock Parks & Recreation with the exception of any adopted local league policy stated herein
- b. All teams, which participate in the Little Rock Parks & Recreation's softball program, are registered with USSSA. As a result, all teams will receive a free copy of the Official Softball Playing Rules prior to the beginning of season play.

### XIV. Pre-Game Infield Practice

- a. No infield practice or on field batting practice shall be taken by either team prior to scheduled game time
  - i. Teams playing at Interstate Park shall not be permitted to use non-scheduled adjacent fields to take pre-game infield or practice prior to their game

### XV. Starting Line-Up

- a. All line-ups must be presented to the Official Scorer on the Little Rock Parks & Recreation Official Line-up Card
  - i. Other line-up cards are not acceptable
  - ii. All available substitutes should be listed in the designated place by their last name, first name and uniform number
  - iii. Eligible roster members may be added to the available substitute list at any time during the game
  - iv. The official line-up card will yield two (2) carbon copies in addition to the original. The official scorer will distribute in the following manner
    - 1. White (Original) – Official Scorer
    - 2. Yellow – Opposing manager
    - 3. Pink – Manager of team on line-up card
- b. It is strongly recommended that the line-up cards be submitted to the official scorer a minimum of 10 minutes prior to the start of the game
- c. The official line-up card must be presented to the official scorer prior to the umpire announcing the official starting time.
  - i. In the event scheduled games are running on time, a forfeit will be declared at scheduled game time when no line-up has been received
  - ii. In the event scheduled games are running behind, succeeding teams have until the last out of the game in progress to submit their line-up. If the line-up is not submitted before the last

out, a forfeit shall be called immediately. This shall apply to any game, which extends beyond the announced scheduled starting time for the next game.

- d. In the event a player's name is submitted on a team's line-up card to the official scorer and that player fails to show, his replacement shall be considered a substitute
  - i. That substitute, as well as the player he substituted for, will thereafter be playing under the rules governing substitutions.

#### XVI. Substitutions

- a. Substitution shall be permitted in all league play conducted by Little Rock Parks & Recreation in accordance with USSSA substitution rule
- b. Team managers are specifically instructed to report all offensive and defensive substitutions to the plate umpire and not directly to the official scorer
- c. Restrictions of starters and substitutes
  - i. Any member of a team's starting line-up may be withdrawn from the game and thereafter re-enter a second time
    - 1. A starting player withdrawn from the game a second time shall re-enter
  - ii. Any member of a team who does not start the game may be inserted as a substitute, be withdrawn and re-enter a second time if withdrawn afterwards.

### **Policy 17 –Co-Ed Softball Specific Specifications**

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#### I. General Information

- a. All policies of the Little Rock Parks & Recreation Team Manager's Guide shall be in effect for the Co-Ed Division with the exception of those specific areas covered in this section

#### II. Team Rosters

- a. Male players may participate in both the Men's Open Division and the Co-Ed Open Division
  - i. Team managers are asked to be aware that no special scheduling accommodations will be made so that player will be available to both teams on a given night. Please arrange your roster accordingly.

#### III. Game Ball

- a. Male players will hit the 12-inch ball and female players will hit the 11-inch ball.
- b. Little Rock Parks & Recreation will use only Classic M (for men) and Classic W (for women) ball with a USSSA stamp
- c. Each team must provide one (1) new softball, of each size, per game. Failure to do so will result in an automatic forfeit.

#### IV. Batting Order

- a. Five (5) men and five (5) women will constitute a regulation team. A forfeit will be declared if a team cannot field at least nine (9) eligible players
- b. The batting order must rotate male, female, male, female, etc.
  - i. The order may start with either a male or female, but will rotate gender
  - ii. A team may begin play with nine (9) players (five men and four women or vice versa)
    - 1. The official line-up must begin with the gender of the greatest number of players
    - 2. Batters number 1 and 9 will always be the same gender
    - 3. The unoccupied position in the batting order will automatically be called out. No appeal is necessary from the opposing team.
    - 4. A team will be allowed to add to their line-up at any point during a game in order to field a regulation team of 10 players, providing the addition is of the correct gender. The player added will always assume the tenth position in the batting order.

- V. Defensive Position Of Players
- a. The pitching battery must consist of one (1) male player and one (1) female player.
    - i. Female players may pitch, providing a male player catches
  - b. Co-ed defensive positions shall include the following:
    - i. Two (2) male players and two (2) female players in the infield
    - ii. Two (2) male players and two (2) female players in the outfield
    - iii. If a team begins with nine (9) players the pitching rotation and the infield rules will not change, but the outfield will consist of two (2) males and one (1) female or two (2) females and one (1) male.
    - iv. All outfielders, including the rover, may not move into the infield until the ball is hit
      1. Penalty: Ball is dead. Batter/runner receives an automatic double and all runners advance two (2) bases
    - v. Male and female infielders may move onto the outfield grass before the ball is pitched, if they so elect
      1. In the event an infielder moves into the outfield grass, all outfielders must be positioned behind that infielder.
- VI. Substitutions
- a. Substitutions may be made during the ball game, but must be made by gender.
    - i. All rules regarding substitutions shall apply to starting players and re-entry of players.
- VII. Base On Balls
- a. On any base on balls to a male player (intentional or not), the next batter, a female, has her choice of either walking or batting
    - i. This decision can be made up until the time the pitcher starts his/her delivery to home plate.
- VIII. Extra Player Rule
- a. If a Co-Ed team opts to use the Extra Player Rule, six (6) of the players must be male and six (6) must be female.
  - b. A team cannot start with 11 players.
  - c. The two extra players (one (1) male and one (1) female) will be on offense only

## **Policy 18 – Tie-Breaking System**

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- I. Determining Final Order Of Finish
- a. At the conclusion of regular season play, determination of order in league standings will be based on final winning percentage
  - b. The official records maintained by Little Rock Parks & Recreation shall be official over independent teams' records
    - i. Little Rock Parks & Recreation shall pursue, at their option, any individual records that they deem necessary in resolving any disputed game scores.
- II. Tie-Breaking Format
- a. In the event the final winning percentage is the same for two (2) or more teams tied for a position advancing to tournament play, the following methods will be used to determine the final order:
    - i. First Method: The team with the lesser number of season forfeits shall be placed in the higher position
    - ii. Second Method: Head-to-head results
    - iii. Third Method: Record against team that finish first in the league, if tie remains continue down the standings, i.e. record against team that finished second, etc.
    - iv. Fourth Method: One-game playoff

1. In the event an odd number of teams (example: 3 teams) is tied for an advancing position and a playoff is necessary, a draw will be held among those teams to determine which team will receive a playoff bye
  - a. The remaining teams will play a one-game playoff. The winner will advance to face the team that received the bye. The winner of that game will be the higher seed
  - b. If a draw for a bye is necessary, as a result of an odd number of teams being tied for an advancing position, the draw will be conducted at 9:00 a.m. in the Athletic Director's office the day after a playoff is evident. Team managers may represent themselves or leave the drawing procedures up to the Athletic Director and the Assistant Recreation Supervisor.

III. Determining The Final Order When Team Forfeits Out

- a. A team which forfeits out (five (5) forfeits) shall be placed at the bottom of the league standings and organized in order, based on their final winning percentage and the number of forfeits

## **Policy 19 – Game Results & League Standings**

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I. Game Results

- a. Game results will be posted on the [www.lrpr.org/softball](http://www.lrpr.org/softball) website as soon as possible following each night's games
- b. The Ball field Reservations Office may also be called after 12:00 noon the following day to check scores. The phone number to call is 501-372-3285.
- c. In case an error in a game score is detected, please contact the Adult Athletics offices at City Hall

II. League Standings

- a. Updated league standings will be posted on the [www.lrpr.org/softball](http://www.lrpr.org/softball) website at least once a week, more often if possible.
- b. In case an error in the league standings is detected, please contact the Adult Athletics offices at City Hall.

## **Policy 20 – Post Season Championship Tournament**

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I. Number Of Qualifying Teams

- a. The number of qualifying teams from each division (i.e. Upper, Lower, Over 30) within each league (i.e. Men's, Women's, Co-Ed) will be announced at the beginning of the season.
- b. A representative number of teams from each division will be included in the tournament

II. Type Of Tournament

- a. The tournament will be a single-elimination bracket
- b. The top seed from each division will be given preferential placement within the bracket, as a result of their success in the regular season.
- c. The top seeds from each division will be placed as far away from each other as possible to prevent top seed from facing each other until as late as possible within the bracket.