

CARRBORO RECREATION & PARKS



2019 SPRING SOFTBALL PARTICIPANT HANDBOOK

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1. DEPARTMENT INFORMATION

Sponsor: Carrboro Recreation and Parks Department
Address: 100 N. Greensboro St, Carrboro, 27510
Phone: 919-918-7364
Web site: <http://www.townofcarrboro.org/349/Athletics>
Fax: 919-918-4475
Weather line: 919-918-7373

Office hours: 8:30am- 5:00pm (Monday - Friday)

2. GOALS AND PHILOSOPHY

The goal of youth athletics is to provide an opportunity for all participants by developing sport skills and creating a wholesome atmosphere. Good sportsmanship and basic fundamentals are emphasized under the leadership of volunteer coaches.

3. REGISTRATION

Spring Softball registration is accepted on an individual basis. All participants must register for each season/program.

Participants are registered into a particular league based upon their playing age. * If requested prior to team placements, a participant may "play up." For a participant to "play up" she must be in the final year of their appropriate league. The request to "play up" must be made in writing and directed to the Athletic Division.

League based upon an August 31, 2018 cut-off date.

6-8 League	6, 7, and 8 years old
9-10 League:	9 and 10 years old
11-12 League:	11 and 12 years old

** Special Request for team selection **

When a registration form is filled out for a program, any special requests such as: friends to be teammates, play for a certain coach, car-pooling, medical reasons, etc., must be written on the form in the "special information area." The Recreation and Parks Department will inform the coaches, who select the players who attend team placements, of these "special requests" prior to and during the league draft. **SPECIAL REQUESTS ARE NOT GUARANTEED. It is not mandatory for coaches to fulfill these requests; however they are encouraged to draft with them in mind.**

4. REFUND POLICY

If someone wants to cancel their registration before the season starts, they must notify the Carrboro Recreation and Parks Department in writing to be considered for a refund. A \$5 processing fee applies.

5. TEAM PLACEMENTS (N/A for 2019)

The Recreation Department will designate times for team placements. Team Placement is the process used for the formation of teams in our youth athletic programs. The goal of

team placements is to attempt to create a balance among all the teams in a specific league and to maintain interest among all participants by providing the fairest level of competition possible. Players who are new to a league, moving up in age group, or wish to be re-drafted, must attend at least one team placement session.

At team placements, the Recreation Department staff conducts a "mini Softball clinic." Each participant performs specific drills to allow each coach in their league an opportunity to evaluate talent.

After all team placements, the coach's meet to draft the teams. The following is the format of how the draft is conducted:

Pre-Draft Status

Registered participants are classified into three categories.

- Returning to an existing team
- Pre-assigned participant
- New or unassigned participants

a. **Returning** – these players are eligible to return to the same team played on last season.

Exceptions:

1. If a father / mother becomes the head coach of another team, the player has the option to switch to her parent's team. The team releasing the player would obtain the other team's second round pick in the draft.
2. If a player's parents request for the player to re-enter team placements instead of returning to the same team.
3. If the number of participants decrease in a specific age group to a point that the number of teams must be reduced, those players who would have returned to a now disbanded team must attend team placements.

b. **Pre-Assigned**: The Recreation and Parks Department has the discretion to place any player on a team prior to team placements for the following reasons:

- Sisters on the same team
- Parent becomes the HEAD coach
- Two or more players live in the same household
- Hardship or unusual circumstance approved through the Recreation and Parks Department

c. **Unassigned/New Participants**

New players to the program or league

Players from a disbanded team

Players electing to attend team placements instead of returning to the same team.

III. Draft Information:

The draft is established by the number of players listed on each team roster (Returning and Pre-Assigned).

The teams with the least number of players on their rosters (Returning and Pre-Assigned) will draft ahead of those teams with more.

When teams have the same number of players on their roster, the order of the draft will depend on the previous year's records. If a team is an expansion they will draft first, regardless of record, since they have no previous record.

IV. Draft Participants: The participants in the draft will be:

- a. Head Coach
- b. Assistant Coach (s)*
- c. Designated Staff Personnel

**Note*

- a. Parents of players participating in the team placement process are requested not to attend the draft.
- b. Parents of players attending team placements may not be recruited as an assistant coach prior to the draft.
- c. Youth participants are not eligible to "sit in" on the draft.

V. The Draft

- The first two rounds each team will have one draft selection per round.
- The order will be according to roster size and last year's record. * Expansion teams would draft ahead of established teams from the previous season.
- Third round and later, the team with the least number of players will draft until it reaches the team with the next fewest.
- This process will continue until all the youth attending team placements are drafted onto teams.
- If after the last complete round of the draft there exist an insufficient number of players (undrafted) for another complete round to be conducted, these players will be selected in order determined by random draw.
- The number of players on any team returning, pre-assigned, or drafted cannot exceed 7 of any specific age.

*Exception: If the remaining participants to be drafted are only of one age, then the above rule no longer applies.

VI. Post Draft Placements

- a. Any player failing to show up for team placements will be placed on a team at the Department's discretion.
- b. Late Registrants
Players signing up after the draft will be placed on teams by the Recreation Department.

*Consideration for POST DRAFT PLACEMENTS will be based on the participant's age and space in the program

*Players that would have been returning to an existing team if they signed up on time may not return to the same team if this addition causes an improper balance among the teams.

*Players are added from a generated waiting list.

Questions concerning the Team Placement Process should be directed to the Recreation Supervisor at 919-918-7364.

6. SOFTBALL HEAD COACHES

ALL coaches are volunteers! Anyone interested in becoming a head coach must submit a volunteer application to the Recreation and Parks Department as no team is guaranteed to an individual from one season to the next. The application is reviewed by the Recreation Supervisor with a decision culminating based on previous coaching and/or playing experience, a clean criminal background, as well as good standing with the Department – (i.e. has not violated departmental conduct rules or been difficult to work with in previous seasons). Once assigned as a head coach, she is asked to attend various coach training clinics. A majority of the clinical training is completed prior to working with your child on the field. Should anyone be interested in coaching a team, please contact the Carrboro Recreation and Parks Office at 919-918-7364.

The Carrboro Recreation and Parks Department appreciates the intent volunteers wish to become a Head Coach of more than 1 team either within a program or in a separately sponsored activity. However, due to programming format and probable scheduling conflicts, volunteers are selected to become a Head Coach of one team per season. The Department does reserve the right to void this policy at their discretion in situations where participation would suffer without a Head Coach.

7. ASSIGNED ASSISTANT COACH PROCESS

An approved Head Coach may request an assigned assistant coach to help him or her with running a team. A form requesting to be an assigned assistant coach must be completed by a parent, of a participating child already registered in the Softball program, but is not on a current team. The individual chosen to serve as an assigned assistant must complete and return the assigned assistant coach form accompanied with an assistant coach contract prior to team placements beginning. A background check will be conducted and upon approval, the child of the parent wishing to be an assigned assistant, will be placed on the roster of that particular team. The impact for a head coach choosing this is losing the team's first round pick in the draft.

8. PRACTICES / GAME TIMES & SITES

Practice is held primarily once during the week (Monday & Wednesday) and on Saturdays in hour and a half increments (unless indicated) during the following times and locations:

6-8 League:

During the week: Wednesdays 5:30pm (Hank Anderson Community Park #3)

Saturday: 10:30am (Hank Anderson Community Park #3)

9-10 League:

During the week: Mondays 6:00pm (Hank Anderson Community Park #3)

Saturday: 9:00am (Hank Anderson Community Park #3)

The decision to cancel practice is up to the coach.

Practice begins Saturday, March 16th

* Tentative and subject to change due to game schedule.

**** Games** are held during the following:

6-8 League:

Mon- Fri: 6:00pm, 6:15pm & 6:30pm

Hank Anderson Community Park #3 & Various Locations

Saturday: 9am, 10:30am, 12:00pm, 1:30pm & 3:00pm

Hank Anderson Community Park #3 & Various Locations

9-10 League:

Mon- Fri: 6:00pm, 6:15pm & 6:30pm

Hank Anderson Community Park #3 & Various Locations

Saturday: 9am, 10:30am, 12:00pm, 1:30pm & 3:00pm

Hank Anderson Community Park #3 & Various Locations

Games may begin April 13th and beyond.

** All days and times subject to change. Games will be played at Hank Anderson Park Field#3 and there will be away games in Parkwood (Durham), Hillsborough and Chapel Hill during the weekdays and weekends.

9. CANCELED GAMES

If games are canceled by the Recreation Department, the head coach will be contacted. He / she will be responsible for notifying all parents and players of the cancellation. A message will also be left on the weather line **919-918-7373**. If the games are not canceled, no message will be displayed. Decisions to cancel games are based on field conditions, not forecasts.

10. CONDUCT/SPORTSMANSHIP

Providing a youth athletic program with the appropriate display of sportsmanship from all involved (coaches, participants, and parents) is a major concern and goal of the Recreation Department. Competition can be a healthy part of any athletic program, but the degree of competition and emphasis must be kept in proper perspective.

Disagreements or complaints should be expressed through the proper channels and handled appropriately by all involved (parent, coach, and staff).

Control of the playing setting is necessary to maintain and ensure that the youth participants are exposed to an atmosphere positive for recreational athletics.

Parents, coaches, and players should keep in mind that the program is designed for a recreational setting where the priority is not wins and losses. Coaches and parents should provide reinforcement to all players and show support for one another.

Our coaches will be instructed to inform parents and players not to make negative comments toward opposing players and coaches.

The Department has an established Code of Conduct that governs action taken against violators of our Recreation Programs. All participants (players, coaches, and spectators) are subject to disciplinary action for any violation of these rules:

CARRBORO RECREATION AND PARKS DEPARTMENT RULES OF CONDUCT

Revised 11/88 - Adopted by Carrboro Recreation and Parks Department, May 11, 1989

The following RULES OF CONDUCT are sportsmanship guidelines utilized to maintain a positive atmosphere in recreational athletics sponsored by the Carrboro Recreation and Parks Department. These rules will be applied to all sports/athletic programs in all age groups. Each registered team will be provided with this information and it is the responsibility of the team manager/coach to inform his/her participants. Ignorance of these rules will not be considered as an acceptable excuse for violations.

GENERAL INFORMATION

- The RULES OF CONDUCT will be in effect before; during and after each game/match/practice beginning with departmental sponsored pre-season practices and continuing through the conclusion of league/tournament play. All athletic special events will be governed by these rules. These guidelines will apply to all events conducted by the department regardless of whether these events are on city owned property or rental facilities.
- Each league in each sport will have league rules to meet requirements of that particular sport. These league rules will not be considered separate from the RULES OF CONDUCT and violations of league rules can result in suspension.
- Team(s) and/or individuals suspended, as a result of infractions of the RULES OF CONDUCT will not be given refunds for team or individual fees.
- Participant - Any of the following: player, coach or assistant coach, spectator, team, team follower or an official.
- Official - Any of the following: umpire, referee, supervisor, scorekeeper, or any other Recreation and Parks Department staff person.
- Any departmental official has the authority to eject a participant from a Recreation and Parks Department event or property.
- Participants ejected from a game/match/practice must leave the facility in an expedient manner (2 minutes and less is considered expedient). Failure to do so will result in a forfeited ball game.
- Repeated violations by team(s) or individuals will result in more severe penalties being applied.
- Violations of the RULES OF CONDUCT at the conclusion of seasonal play may result in a penalty application in succeeding programs and/or seasons.
- Penalties applied for any situation or circumstance not specifically covered in these RULES OF CONDUCT will be left to the discretion of the Recreation Administrator.

RULES OF CONDUCT

1. All participants must abide by an official's decision.
2. All participants must refrain from all objectionable demonstrations of dissent at an official's decision (i.e. kicking or throwing a ball, bat or equipment, speaking loudly to an official, making any gesture toward an official, etc.)
3. During the course of a game/match, only one coach or one captain per team will be allowed to discuss decisions reached by an official with that official.
4. All participants must refrain from using unnecessary roughness against the body and person of an opposing player during the course of play.
5. All participants must refrain from using profane, obscene, or vulgar language.
6. Taunting, mocking, and/or harassment of participants or officials will not be allowed.

-----**PENALTY**-----

The participant will be ejected from the game/match and subject to the possible suspension of one (minimum) to three (maximum) games.

The length of the suspension will depend largely on: The action that warranted the ejection and the action displayed after the ejection occurred.

7. Profane, obscene, or vulgar language used maliciously towards another participant or official will not be allowed.
8. Verbal abuse and/or harassment of participants or officials will not be allowed.
9. Participants must refrain from pushing, shoving, striking, laying a hand on, or threatening any of these actions to another participant or official.
10. The drinking or possession of alcoholic beverages or illegal drugs will not be allowed at Carrboro Recreation and Parks Department events or property.
11. Participants must refrain from any form of physical attack as an aggressor upon another participant or official.
12. Firearms, knives, or other weapons are not allowed at Carrboro Parks and Recreation Department's events or property.

-----**PENALTY**-----

The participant will be ejected from the game/match and suspended for the remainder of the season, or if circumstances warrant, be suspended from any further competitive programs offered by the Carrboro Recreation and Parks Department. For violations of the above laws, legal authorities will be contacted.

APPLICATION OF THE RULES OF CONDUCT

- Upon receipt of a written report describing a violation, the Athletic Program Supervisor or designee will investigate the report and will in turn apply the appropriate penalty in compliance with the RULES OF CONDUCT.
- The violator will be mailed a form letter describing the violation and appropriate penalty. Additional copies of this letter will be issued to the team coach/manager, league supervisor, officials, etc. as needed. Parent/guardian will be mailed this letter for youth violators.
- Penalties will begin immediately following the determination/notification of the penalty.
- Participants suspended from a program are suspended from attending any game/match (same program) sponsored by the Carrboro Recreation and Parks Department during the period of suspension. Same program is defined by major program category such as youth athletic programs, adult softball, etc. For example, a parent suspended because of actions at a pee wee Softball game would be allowed to participate in adult softball, but could not attend a mite Softball game or any other program in the youth athletic league for the duration of the suspension.

APPEAL OF SUSPENSIONS

A formal appeal process is available for those desiring a review of any sanctions issued.

11. UNIFORM DISTRIBUTION

Carrboro Recreation and Parks Department issues Softball Jerseys to all youth Softball participants. These jerseys are distributed to the teams prior to the first game of the season.

The coach will coordinate with the team members the purchase of Softball leggings, and possibly Softball pants. The coach through an area sporting goods dealer usually executes the purchase.

Participants should wear their jersey to all league games; but not to the regular team practices.

Participants may keep the Softball jersey upon completion of the season.

12. EQUIPMENT

The Carrboro Recreation and Parks Department provides each team with the necessary equipment for all practices and games (bats, balls, etc.).

Participants are responsible for providing their own ball glove (except catcher's mitts).

Over the past several years, we have received several questions concerning Softball equipment. The following is a summary of the most requested information and recommendations for proper fit and use of each.

Glove Size:

1. A youth participant's glove should be a size that properly fits the player's hand.

Breaking in a new glove or keeping one in proper condition:

A bucket of water, shaving cream or saddle soap can be used to break a stiff leather glove in or to maintain a leather glove in good condition. Tying a ball in the center of a glove helps to create the proper shape.

Call for detailed information. When breaking in a new glove, one must be careful of the material used. Some items used can leave a greasy residue on the glove.

Bats:

2. Bat Rules

- a. Only metal or composite softball bats with a maximum barrel diameter of 2.25 inches are permitted for use. No other limitations for bat length or weight are mandated. Wood bats are not allowed to be used by players in either game or practice settings.
 - b. Only approved bats should be present in the dugout.
 - c. If a player is caught using a non-approved bat before they bat, the bat will be immediately removed from the game.
 - d. If a player is caught using a non-approved bat during or after their at-bat, the batter will be called out, and any runners that advanced during the at-bat will return to the bases they occupied at the beginning of the at-bat. The bat will be immediately removed from the game.
3. If a bat requires the replacement of a new grip, use a proper rubber bat grip, or grip tape. Slick tape such as electrical tape is illegal because of the texture that could cause the player to lose control of the bat during a swing.

Cleats:

4. The Recreation and Parks Department recommends, but does not require, participants wear a cleat-style shoe. The cleat shoe provides more traction (footing) than tennis shoes. No cleats should have metal spikes.

13. SAFETY EQUIPMENT

The Carrboro Recreation and Parks Department strives to offer the safest environment possible for its participants. The use of safety approved equipment is one method of reducing some of the potential injuries that may occur during a Softball season.

Along with the use of safety equipment, the possibility of injuries can be reduced through the attentiveness and cooperation of each participant. The two sections below discuss equipment that may contribute to a safer environment:

Face mask- The use of these face mask will be optional to anyone **not playing** 1st base, 3rd base or pitcher. The department will supply a couple of face mask to each equipment bag. If a parent/guardian is interested in obtaining a face mask, most sporting goods dealers have them in stock. If someone needs additional information please contact the Recreation and Parks Department.

Protective Vests- Protective vests are permitted to be worn by any participant in the Carrboro Fall Softball program. These vests may be purchased from most sporting good dealers. If you need any information or potential cost of such a purchase, please contact the Recreation and Parks Department. It is **not mandatory** for players to purchase or wear the protective vests.

Softball Hats/Visors- Softball hats and/or visors are considered part of the uniform and are expected to be worn during all games. The hat should also be considered a safety item for the player. The hat/visor was designed to protect the player from the sunlight, heat, and shade the eyes during an attempt to catch a thrown or batted ball. Please refer to the Uniform Distribution section on the process used by the Carrboro Recreation and Parks Department.

Mouthpieces- A participant may wear a mouthpiece during practices or games. If a participant elects to wear a mouthpiece, proper steps should be taken to ensure that the item fits properly in the player's mouth.

Catchers- All catchers should wear a mask with a throat guard, chest protector, shin guards and protective headgear when catching behind home plate. Any player serving as a catcher while a pitcher warms up shall wear a mask, whether the pitcher is warming up from the mound, bullpen, or elsewhere.

The Recreation and Parks Department will provide the basic catching equipment (mask, throat guard, chest protector, shin guards, and protective headgear).

Softballs- the Carrboro Recreation and Parks Department uses an 11" ASA Softball in its Pee Wee league and Mite League. There are several "safety" designed Softballs on the market for youth participants. If a parent/guardian is interested in obtaining a "safety" designed Softball for home use, most sporting goods dealers have them in stock. If someone needs additional information on the various Softballs available, please contact the Recreation and Parks Department.

Participant Assistance

Attentiveness- Players should always be attentive while on a Softball field. Many injuries occur in the dugout when a player picks up a bat and swings while disregarding other players in the area. Sometimes a player will walk into a bat being swung by another player. Foul balls sometimes hit the "on-deck" batter during a practice or game setting. Anyone standing on deck should be attentive and should be wearing a batting helmet. Other injuries occur during warm-ups when someone stands or walks between or directly behind two players who are throwing a Softball. Players should observe others before throwing a Softball.

Jewelry- All forms of jewelry (watches, earrings, necklaces, rings, etc.) should not be worn during practices or games. In certain situations, these items may injure the participant wearing the piece of jewelry or someone else. Umpires will request players to remove jewelry prior to participating in games.

Clothing- During the season, many players wear shorts to practices. The Recreation and Parks Department recommends long pants (Softball pants or sweat pants) to be worn. Long pants protect the players' legs if she falls down, dives for a thrown or batted ball, or slides into a base. If a player wears shorts to a practice, the player may need to bring a pair of longer pants to put on if needed.

Any participant or parent who has questions or comments regarding safety should contact the Carrboro Recreation Department.

The athletic staff in the Recreation and Parks Department will be happy to discuss any of the safety equipment used in the program or available on the market.

14. AWARDS

The Carrboro Recreation and Parks Department will award individual trophies to the league champion(s). No playoff games will be played to determine a single champion. Co-champions may exist.

15. POST SEASON TOURNAMENT PLAY

The Carrboro Recreation and Parks Department may be a co-host for a post-season tournament for all teams if time allows us to conduct a tournament without the high probability of player absenteeism due to summer vacations. The purpose of the tournament is to allow players to participate in a few extra games after the season is complete.

16. COMMONLY ASKED QUESTIONS / DEPARTMENTAL RESPONSE

Over the years, the Carrboro Recreation and Parks Department has been asked to provide reasoning to some commonly asked questions. Below is an attempt to provide answers to some of those questions people may have:

1) What are some benefits of being the Volunteer Head Coach?

Being the volunteer head coach allows him/her to have the flexibility in selection of players, availability of team practices, and organization/direction of the team.

2) What is the role of the assistant coach?

The role of the assistant coach is just as important as the head coach. The assistant coach may need to fill in or take over for the head coach during an activity for a variety of reasons (head coach out of town, etc...).

Under the direction of the head coach, the assistant coach must be able to assume responsibilities such as, communication, organization of practices, game day preparation and management. All assistant coaches need to have the same team philosophy as the head coach.

3) Why can't all special requests be granted?

Our department receives a variety of special requests, each of which is very important in their own way. Being able to accommodate all the requests would prove quite difficult given the number we receive and how our placement of players (draft order) takes place. All requests are listed and are kept in mind through the player selection process.

4) Who handles field preparations and what goes into making a decision to cancel games based on field conditions?

The Carrboro Recreation and Parks Department requests, through the town Public Works Department, that all fields be dragged for practices as well as dragged and lined for games. The fields should be maintained on a consistent basis.

On fields where different age groups may be practicing on the same night, bases are set for the first team practicing that evening and base plugs are located at the distance for access by another age group.

When it is raining outside and the condition of the field deteriorates, the decision to cancel games is fairly easy, but when it has rained and the weather has improved, a decision to cancel games is now a more difficult process. There are 3 factors necessary for fields to dry out quickly; they are sun, warm temperatures, and wind. During the week, when conditions of the field are a concern, Recreation staff consults with Public Works to see if repairs can be made in order to play the games that evening.

These consultations are made in the morning as well as early afternoon. If standing water is on the field, attempts are made to remove the water with a pump then mix a drying agent into the wet areas. On weekend games, when Public Works staff is unavailable, the decision as to whether Recreation staff can fix the field is made at least 2 hours before the first game when possible. If it is decided, based on the conditions, that work cannot improve the field conditions by game time then the games are canceled. If work can be done, we make the efforts necessary to prepare the field in safe playing condition by game time.

Any decisions to cancel are made based on 2 conservative criteria: 1- safety of the participant and 2- liability of playing conditions. No games may be played if the field is in poor condition.

5) Is there any flexibility in the requesting of scheduling and rescheduling of game times/dates/locations?

The Carrboro Recreation and Parks Department would like to be flexible in order to accommodate all requests concerning scheduling conflicts that coaches or participants have with regard to our game schedules. However, such a goal is difficult to achieve with so many coaches, participants, and other factors involved. In our Spring Softball program scheduling and rescheduling is by far the most difficult task because of the "tight" time frame under which we operate.

The cold weather prevents starting the program any earlier, while the completion of the public school year (in early June) and people leaving for summer vacations prevent the program from continuing much longer into June. We have limited space and are very dependent upon good weather.

We have found too that parents rely on the game schedule and our experience is that they become frustrated if changes occur frequently OR if something is unclear. If we make changes, or if teams make changes, after a schedule has been distributed, the communication and knowledge of who is expected to show when and where becomes unclear.

6) Why are games scheduled during the week of EOG testing?

EOG testing in general, according to the school calendar, is held the last full week of May leading into the Memorial Day holiday. Retesting is held into the early part of the following week. To be consistent and considerate to all the EOG testing may involve, we would basically have to cancel games for a week and a half. The cancellation of these dates, plus the fact that no games are scheduled during the four days of Memorial Day (Friday-Monday) would then "push" the season past the last day of the public school year. The result is that we would see a major decline in participation at that point.

7) Why do practice and games start so late during the week?

In order to allow as many participants as our fields and program format can provide, we have to utilize Softball practice and game times that may begin at or after 6:30pm during the week. We do our best to balance out these times so that it affects all teams as evenly as possible in a specific age grouping (league) and not just a few. We do ask and appreciate your flexibility and patience as, without it, the program would not have the participant numbers and popularity it currently enjoys.

17. LIABILITY

Sanctioned practices, games, and other activities are coordinated, scheduled, and endorsed by the Carrboro Recreation and Parks Department. Activities such as non-approved team practices or games, participation in other events such as group/team attendance to a college or professional game, holiday parade, meeting at privately-owned facilities may not be authorized by the Carrboro Recreation and Parks Department.

While we recognize and appreciate the intention of volunteers or parents to initiate and conduct activities to build and foster relationships beyond what is offered through the Town, please understand individuals who participate in such activities may be doing so at their own risk or with the responsibility of liability being placed on someone other than the Carrboro Recreation and Parks Department.

Parents are encouraged to inquire about whether an activity is coordinated and/or endorsed by the Carrboro Recreation and Parks Department prior to participation.