

WOODBIDGE SOFTBALL ASSOCIATION

SQUIRT DIVISION

COACHES HANDBOOK

2006



Woodbridge Softball Association  
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# WOODBIDGE SOFTBALL ASSOCIATION

## COACHES GUIDELINES

### Objectives:

- Teach game skills and safety
- Develop character, sportsmanship and respect
- Produce an enjoyable atmosphere for all participants

### Responsibilities:

- Report accidents and/or injury to a Convenor/Executive Member within 24 hours
- Coach within Woodbridge Softball guidelines and objectives
- Communicate information from the Association to team players, parents and coaching staff in a manner that considers our objectives
- Secure team equipment and return to Equipment Manager as requested
- Record and forward team score/game stats to convenor when requested
- Represent your team at coaches meetings, games and practices by attending or by appointing a coaching staff member to attend
- Provide an equal opportunity in participation for all players
- Assist in the evaluation of players
- Coach ejection with an umpire's Concern Report results in an automatic **one game suspension** of the coach (including playoff or championship game), the executive may add games to the suspension after review of the Umpires Report.
- No foul language from any players, coaches or spectators will be tolerated. The person will be automatically ejected from the game, and from the field.
- Protest appeal is not considered for the House League games, **serious concerns** should be addressed in writing to the convenor within 48 hours.
- No smoking on the playing field or in the dugouts for coaches, parents and players.
- Banners are the responsibility of the coaches to put up, and taken down on fences.

# WOODBRIIDGE SOFTBALL ASSOCIATION CODE OF ETHICS

## Coach's Code of Ethics

### **Commitment to the Players**

1. Coaches will provide a copy of the Coach's and Player's Code of Ethics to each player on their team.
2. Coaches will put the welfare of the players above all else while maintaining professional relationships with them.
3. All games will be conducted within the communicated rules of WSA.
4. Coaches will encourage the players to maintain sportsmanship at all times.
5. Coaches will not discriminate on the basis of race, religion, sexual orientation, age, national or ethnic origin, or qualified handicapped or challenged persons.
6. Coaches will follow Association, governing body and Provincial rules regarding drug, alcohol and tobacco use.

### **Commitment to Your Program**

1. Coaches will behave in such a way that they will bring credit to themselves and pride to the Association.
2. Coaches will exhibit professionalism in their actions, words and attire.
3. Coaches will act in full accordance with the Association and Provincial Governing Body rules.
4. Coaches will immediately report any violation of league or governing body rules regardless of how minor they believe the violation to be.
5. Dissatisfaction with the implementation of Association and governing body rules will be addressed through the proper channels and not through the media and through public opinion.

### **Commitment to Other Coaches**

1. A coach has an obligation to be honest and forthright during the recruiting process. A coach must refrain from making derogatory statements about another coach or program.
2. Coaches will treat their colleagues with dignity and respect.
3. Coaches will honor all relationships with their colleagues. They will avoid conflicts of interest and exploitation of these relationships.

### **Commitment to Umpires**

1. All game umpires will be treated in a professional and respectable manner at all times.
2. Any displeasure with an umpire's actions or conduct will be addressed through the proper channels and not through the media or through public opinion.
3. Woodbridge Softball Association members will strive to develop positive working relations with the umpires.

### **Coach's Fair Play Code**

1. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests.
2. Teach your players that rules of the game are mutual agreements, which no one should ignore or break.
3. Avoid over coaching the talented players. The "just average" players need and deserve equal opportunity.
4. Remember that children play for the fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing a competition.
5. Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
6. Follow the advice of a physician when determining when an injured player is ready to play again.
7. Remember that players need a coach that they can respect. Be generous with your praise when it is deserved and set a good example.
8. Make a personal commitment to keep yourself informed on the newest coaching principles and techniques.
9. Create opportunities to teach sportsmanship.
10. Help players understand the fundamental philosophical differences between the games they play and professional games shown on TV. The professional is an entertainer and a wage earner whose play often reflects these facts.
11. Make players aware of the physical fitness values of sports and their life-long recreational value.
12. Coaches will actively use their influence to enhance sportsmanship by their spectators working closely with parents and other fans.

## **Player's Code of Ethics**

### **Fair Play Code for Athletes**

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances - those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that when I play or practice the game of softball, wherever I am, I represent my team, my city, but most of all myself.

### **Fair Play Code for Spectators**

1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that young players are not miniature professionals and cannot be judged by professional standards.
3. I will respect the official's decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, or officials or other spectators.

## **Official's Code of Ethics**

### **Fair Play Code**

1. WSA has entrusted us to assist them in the development of our youth through athletics. The proper operation of such a process requires that officials will be independent, impartial and responsible to people they serve.
2. An official must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and credible service in a fair and unbiased manner.
3. An official must work with fellow officials and the Association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.
4. An official must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.
5. An official must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the athletes, coaches administrators, colleagues, and the public, to be a worthy example to the athletes under one's jurisdiction.
6. An official will be prepared both physically and mentally, dress according to expectations and maintain a proper appearance that is befitting the importance of the game and Softball Canada's expectations.
7. Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.

### **Commitment to Players and Coaches**

1. I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any player either by word or action. I will not tolerate unacceptable conduct toward officials, other players, spectators or myself.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I accept my role as a teacher and role model for fair play, especially with young participants.
7. I will remain open to constructive criticism and show respect and consideration for different points of view.

# WOODBIDGE SOFTBALL ASSOCIATION

## DRAFT GUIDELINES

- CONVENORS:** list challenged players  
male players listed by rating group and year born  
female players listed by rating and year born  
note pitchers & catchers  
note protected players  
note medical concerns
- COACHES:** assigned team with sponsor  
pick numbers for turn to draft  
decide on protecting players or trading at the end of the draft
- DRAFT:** pick challenged players first  
Draft boys groups highest rated down starting with oldest  
Draft girls grouped from highest rated

## PROTECTED PLAYERS House League Program

### Purpose:

- To create equal opportunity and an enjoyable atmosphere in competition

### Guidelines:

- **CHALLENGED** players will play on a level & team suggested by their parent(s) and approved by their parent(s) and the Woodbridge Softball Executive
- **FEMALE** players will be allowed to play one year age level below present age level
- **COACH & CHILD** will be assigned same team if the player is the correct age for the Division
- **SPONSOR & CHILD** will be assigned same team if the player is the correct age for the Division
- **COACH ASSIGNED A CHALLENGED PLAYER** will be awarded first pick of two players in higher evaluation level

# WOODBIDGE SOFTBALL GENERAL RULES

## Uniforms

1. All players must wear official Woodbridge Softball house league uniforms (sweater, pants, hat). No alterations will be allowed. There will be no exceptions.
2. Any person not following this dress code will not be allowed to play that game.
3. All coaches are encouraged to wear their sweaters and hats. At least one coach must wear their sweater.
4. No baseball or softball shoes with detachable cleats are allowed. No metal cleats, spikes, or shoes with detachable cleats that could leave an exposed fastener, are allowed.

## Helmets

1. All helmets must remain on the players head, with the chinstrap done up, from when they go to the on deck circle, until they have returned to the dugout.
2. First offense when a player removes their helmet will be a team warning.
3. Second offense, will be a team out.

## Jewellery

1. All jewellery must be removed. This includes hair barrettes, wristwatches, bracelets, neck chains, or any other item judged dangerous by the umpire.
2. Ear studs must be removed or taped. Other pierced jewellery (i.e. studs or rings in the nose, lips, or tongue) must be removed.
3. Medical alert bracelets or neck chains are allowed. They are not to be removed or taped.
4. Any player that comes to bat with jewellery on will be an automatic out.
5. Warnings will be given at home plate conference prior to the start of the game.

## Protective Cup

1. Athletic protectors while not mandatory are recommended and are the responsibility of each player/parents.

## **THE PLAYING FIELD WITH A SAFETY BASE THE FOLLOWING RULES APPLY TO THE DOUBLE BASE**

1. Half the rectangle base is white and should be securely fastened in position over fair territory and half is orange and should be securely fastened in position in foul territory.
2. A batted ball hitting the white portion is declared fair and batted ball hitting the orange portion is declared foul.
3. If a pitched ball is hit or the batter runs on a dropped third strike and the batter-runner fails to use the orange portion of the base on this first attempt at 1<sup>st</sup> base, and if a play is made, the batter-runner is out.
4. A defensive player must use ONLY the white portion of the base at all times.
5. After over running the base, the batter-runner must return to the white portion.
6. Should the batter-runner round the base on a hit through the infield or to the outfield, he must return to the white portion.
7. When tagging up on a fly ball, the white portion must be used.
8. On an attempted pick-off play, the runner must return to the white portion.

**NOTE:** Once a runner returns to the white portion, should he stand on the orange only, it is considered not in contact with the base and the runner shall be called out if he; a) is tagged with the ball or b) leads off from the orange on a pitched ball.

**NOTE:** The lines that define an area are part of that area.

## SQUIRT DIVISION GUIDELINES

Teams will be compiled after tryouts through a Draft, which coaches, and Division Vice President will be present. The first three games of the season for each team are exhibition games and are deemed "developmental". After the 2-3 exhibition games are played, coaches must reconvene with the Division Vice President and discuss the teams so that players may be moved accordingly to help teams become more equal. Woodbridge Softball Executive reserves the right to rebalance the teams after exhibition play.

The remainder of the season will be head-to-head play, with the following rules in place.

\* Protests appeals are not considered for the House League games, serious concerns should be addressed to the convener within 48 hours

### Diamond Set Up:

1. Home team is responsible for diamond setup and tear down (see schedule).
2. Bases are 55 feet apart; home plate to the pitcher's mound is 35 feet.
3. Squirts use 11" ball.

### Rules of Play:

1. Players must be on batting order and listed with other team.
2. Minimum of seven players to play a game (umpire to start when 7 are there). If there are less than 7 players the game is forfeited and a friendly game may be played.
3. Starts at 6:30pm (umpire awarded grace is 15 min). Coaches to meet with umpire at home plate.
4. 5 innings maximum (no new inning to start after 8:05pm by umpires watch). Curfew is 8:30pm. (partial inning not completed by 8:30, game reverts to last completed inning for final outcome)
5. **5 runs maximum for first three innings, 4<sup>th</sup> and 5<sup>th</sup> innings are open.**
6. Minimum 3 innings will be considered a game. (2 ½ if home team is winning).
7. The plate umpire has discretion to stop play at any time.
8. Pitchers may pitch up to 3 innings a game but never more than two consecutive innings. If a pitcher enters into any inning, this is considered one of their innings pitched.
9. A balk will be called if a pitcher is purposely deceiving the batter and only after they have received 1 warning.
10. Dropped third strike in effect, batter is out, base runner can advance at his own risk
11. Safety base will be used at 1st base. On a play at 1st base, the runner must use the orange half of the base; otherwise they will be ruled out. The First baseman must tag white half to force the runner out.
12. Base stealing is allowed. Runners may lead off when pitched ball passes home plate.
13. A batted ball hitting home plate and bouncing fair is a fair ball. Any batted ball that rolls into fair territory before passing 1<sup>st</sup> or 3<sup>rd</sup> base is a fair ball.
14. Play is stopped when batted ball is thrown back to the pitcher.
15. One base allowed on overthrow beyond playing field.
16. Infield fly rule does not apply.
17. Softball Ontario Rules except as outlined herein.

# SQUIRT DIVISION GUIDELINES CONTINUED

## Scores:

1. Home team is the official scorekeeper. It is suggested that score is kept by both teams.
2. Winning team must call in or email scores to convener.

## Defensive Team (fielders):

1. Field 10 players (four outfielders, four infielders, catcher, pitcher). All outfielders must begin play on grass until after ball is put in play. Infielders must begin play on skinned portion of the diamond. Catchers must wear full equipment.
2. ***Players can only sit on the bench for one inning at a time and cannot be benched again until all other players have sat at least one inning each.***
3. A fielder must not block the baseline in the path of a base runner unless fielding the ball.
4. WSA suggests to rotate all players to develop character, sportsmanship and respect to teach skills and to have an enjoyable atmosphere for all participants
5. Any person warming up a pitcher must wear a catcher's mask.

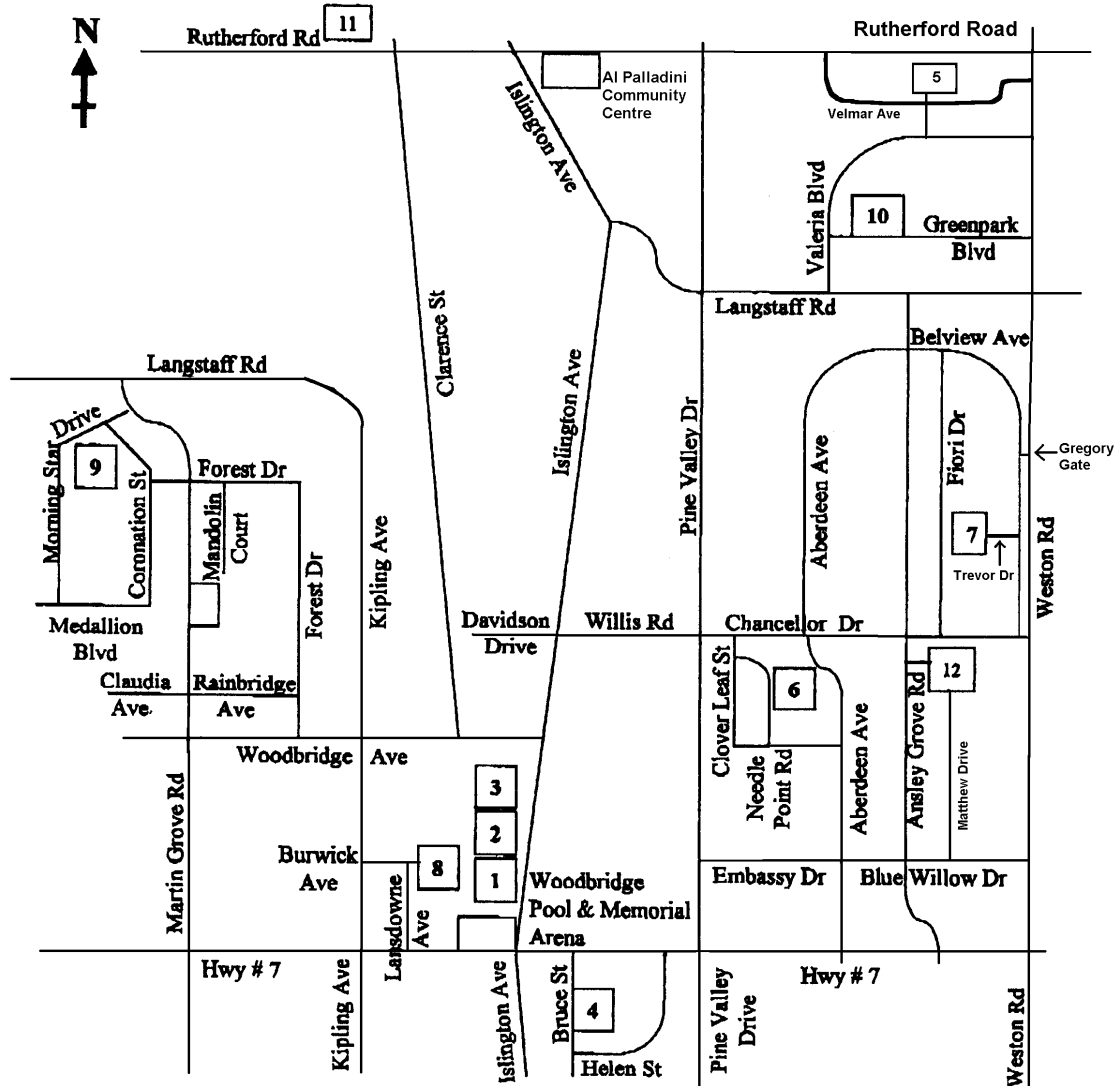
## Offensive Team (batters):

1. All players bat entire game (continuous batting). Late players may be added at the end of the batting order if no other player has batted more than one time.
2. Players must sit on the bench when their team is at bat and when they are not playing. Only players, coaches and scorekeepers allowed on bench.
3. If a bat is thrown, batter is out. (1 warning issued by umpire)
4. Batters and base runners must wear helmets, secured by chinstraps. Players will be called out if either is deliberately removed (1 warning per team).

## Playoffs & Championship:

1. Playoff will be head-to-head play.
2. If the division consists of 4 teams at the end of the playoff round. 1<sup>st</sup> and 2<sup>nd</sup> place teams will play in the Championship Game, 3<sup>rd</sup> and 4<sup>th</sup> place teams will be play in the Consolation Game.
3. Championship and Consolation Games are 5 innings (4 ½ if home team is winning) winners declared.

# Map of Woodbridge Softball Diamonds



**Legend:**

- |                                  |                                |
|----------------------------------|--------------------------------|
| [ 1 ] Nort Johnson # 1           | [ 7 ] Belair Way               |
| [ 2 ] Nort Johnson # 2           | [ 8 ] Woodbridge Public School |
| [ 3 ] Nort Johnson # 3           | [ 9 ] San Marco School         |
| [ 4 ] Woodbridge College         | [ 10 ] St. Gregory the Great   |
| [ 5 ] Blue Coin Park (St. Clair) | [ 11 ] Nappa Valley            |
| [ 6 ] Immaculate Conception      | [ 12 ] Giovanni Cabot          |

# End of Season

## Woodbridge Softball Association

### Players Evaluation Form

- 5 – Superior Ability
- 4 – Above Average Ability
- 3 – Average Ability for Division
- 2 – Below Average Ability
- 1 – Poor Ability

Division: \_\_\_\_\_

Team: \_\_\_\_\_ Coach: \_\_\_\_\_

Player	Year Born	Throwing Ability	Catching Ability	Hitting Ability	Softball Sense	Overall Rating

Please return to your convenor at the end of the season, before championship day.