



2024

**NEWBURY PARK GIRLS SOFTBALL
Operational Policies and Procedures**

NPGS Operational Policies and Procedures

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This NPGS league Operating Policies and Procedures document was originally approved by the NPGS Corporation Board of Directors on December 6, 2004 and will remain in effect ad infinitum. Revisions will be made on an annual basis.

Failure to comply with these Policies and Procedures could result in disciplinary action, up to and including expulsion from the league.

Mission Statement: Newbury Park Girls Softball (NPGS) is dedicated to providing a safe and positive environment for girls to learn and participate in the game of fast pitch softball. It is our intent and desire that each player will have fun, make long-lasting friendships, develop self-confidence, and learn the importance of teamwork, commitment, and most of all, good sportsmanship, while developing and improving the skills necessary to play the game.

Article 1 Softball Organization

Section 1.1 Governing Authority: The Newbury Park Girls Softball Program is governed by the Articles of Incorporation and the Bylaws dated December 8, 2003, and by these Operating Policies and Procedures.

Section 1.2 League Organization: Our softball program, depending upon the number and ages of the girls who register for participation, offers spring ball play in the following divisions:

Division	Age Group
T-Ball	5-6 years old
8 & Under (8U)	7-8 years old
10 & Under (10U)	9-10 years old
12 & Under (12U)	11-12 years old
14 & Under (14U)	13-14 years old
16 & Under (16U)	15-16 years old

The division in which the girls will participate is determined by the player's age on January 1st of the upcoming playing season. In order to reduce actual or possible conflicts of interest, no Executive Board Member shall participate in an Executive Board discussion or vote regarding matters involving themselves, family members, or members of their NPGS team, proposed team, or their spouse's team. In the event that Executive Board member(s) are recused from a discussion or vote, or are absent from a meeting for any reason, the order of rank is President, Vice-President, Treasurer, Secretary, and Player Agent. Division Commissioners may not have a daughter in the Division that they represent, either by age or by "play-up" (does not apply to "pull-up," see Section 6.1 Pull-up Rule).

The Corporation will make an effort to accommodate players 15 to 16 years of age through the establishment of a 16U division. If there are an insufficient number of players to form a 16U division, the Corporation may accommodate players through the development of an interleague team(s) to compete against teams in the same age division from other interleague teams in the area. The Corporation has the option of refunding the registration fee of players 15-16 years of age if such accommodation cannot be made. The Corporation also has the option of placing the 15 and 16 year olds in the 14U division; however, in such a case, these players shall not be eligible for the 14U All Star tournament team consideration.

Winter Ball activities will be administered following the Winter Ball team formation process ([Appendix Y](#)).

Section 1.3 Actions Taken in the Name of the Corporation: Any actions taken in the name of the Corporation or any of its teams must be approved in advance by the Board of Directors. Any money solicited or accepted by any member of the organization is money of the league. No promises expressed or implied may be given to any donor or sponsor without the Board of Directors approval. Any fund-raising conducted by an individual team must be approved in advanced by the Board of Directors.

Section 1.4 League Size: The number of teams in each age level will be determined each year by the Board of Directors, based on the number of players registered in each division. If more girls register than can be carried by the number of available teams, they will be placed on a waiting list and will be assigned to a team when a vacancy occurs, each in order of signup. Fees will not be collected if an application is submitted for waiting list purposes until the player is placed on a team. A player may not be added from the waiting list after the mid-point of the season. If a player is added after the draft process, team placement will be at the discretion of the Executive Board so as to keep teams fair and balanced.

Section 1.5 Roster Size: For the 6U Division, in order to encourage more individualized player development, the number of players on each team may vary from no less than seven (6) players, up to a maximum of twelve (12) players, at the time of formation. However, as there is no rule as to the number of players on the field at one time, a 6U team may play with less than 7. For all other divisions, the number of players on each team may vary from no less than nine (6) players, up to a maximum of twelve (12) players, at the time of team formation. See Modified Rules for details regarding team size. ([Appendix O](#))

Section 1.6 6U Team Formation (Draw): At the time of registration, parents will have the opportunity to identify any special requests they might have on behalf of the girls (i.e. playing with friends, carpooling, etc.). Subsequent to registration, the Player Agent and Division Commissioner will form 6U teams at a Team Draw Meeting, attempting to satisfy those requests while ensuring that girls who live in the same areas or go to the same schools are on the same teams. It is the intent of the league that the 6U girls have a fun experience, while making the transition into a team environment easy for both the girls and their parents. Some request might not be honored in order to keep teams equal for competition reason. All Star experience is something the league is required to know and coaches have the right to refuse request to ensure balanced teams.

Prior to the date of the team draw, the Rules Committee shall submit to the Board of Directors the method and policies which shall govern the team draw process for Board of Director adoption. ([Appendix B](#)).

Section 1.7 Player Evaluation Process (8U through 16U): Prior to the scheduled team draft, NPGS will conduct a player evaluation for 8U, 10U, 12U, 14U, and 16U players. Each Division Commissioner, with the help of the Player Agent, shall coordinate those activities needed to administer the evaluations. Under the direction of the Director of Coaches, Managers & Head Coach candidates, and a group of independent evaluators (if applicable) shall work independently to evaluate each athlete's skills. Independent Evaluators cannot have a daughter or relative in the division. Players will be evaluated on their athletic skills including--but not limited to--throwing, catching, fielding, hitting, bunting, base-running and pitching. All completed evaluation forms from qualified evaluators will be collected and collated by the Player Agent. Qualified evaluators must attend all scheduled evaluations within their division to be considered in the overall scoring of each athlete. The highest and lowest cumulative evaluation numbers (of prospective Managers and Coaches) for each player will be dropped.

Independent evaluators' scores will not be considered when determining the high and low scores to be dropped. (All of the independent evaluators scores will count in the overall scoring for each individual evaluated) ([Appendix A](#) and [A.1](#)). Refer to [Article 4](#) for players seeking to play outside of their "age appropriate" division.

Section 1.8 Team Draft Process (8U through 16U): Prior to the team draft, the Rules Committee shall submit to the Board of Directors the method and policies that shall govern the team draft process for Board adoption. It shall be the objective of the adopted method and policies to ensure equal distribution of talent between the teams in each division. Following the player evaluations, a draft shall be conducted in these divisions of play. If available, years played, pitching experience, catching experience, winter ball experience, All Star experience and the average point scores may be reported on the Draft Roster Form ([Appendix C.1](#)). The Player Agent and respective Division Commissioner shall preside over the team draft for each division. Only Managers and/or Head Coaches are allowed to attend and their presence is required at the draft for their respective age divisions ([Appendix C](#)).

Section 1.9 Game/Practice Schedules: The official practice and game schedules shall be posted on the NPGS website. The posted schedules shall be identified with the date that it was posted. The Board of Directors and Managers will be kept informed via e-mail when schedules are issued and for all subsequent updates, including changes due to weather or for other reasons (see also Section 5.7 Criteria for Reschedule or Cancellation of Games).

Article 2 League Registration

Section 2.1 Registration Schedule: Registration will begin at least two (2) months prior to opening day.

Section 2.2 Registration Form: Every parent or guardian must completely fill out all information on the standard league registration form (application) at league registration or through online registration. The parent will fill out the medical aid consent portion. It must include:

1. Emergency and/or home phone numbers
2. Drugs or treatment to which the player is allergic
3. Any known physical limitations (Players with physical/medical limitations must have a doctor's permission in writing to participate in the league program.)
4. Permission to administer medical treatment in case of emergency
5. Insurance information
6. Parent's signature

Upon registration, the parent of first year players of NPGS League must present a birth certificate or other form of acceptable documentation as to the player's age at registration or evaluations. Any and all documents provided to the league shall be confidential ([Appendix D](#)).

Section 2.3 Parents Code of Conduct: Every parent or guardian must completely fill out the parents "Code of Conduct" contract at registration or evaluation ([Appendix E](#))

Section 2.4 Special Teaming Requests: Any request to either play with, or not play with, a specific Manager, Coach or other player, other than family members, is considered a Special Request. **Special Requests are considered but not guaranteed.** Special Requests will only be considered in the 6U and 8U Divisions. Special requests ([Appendix C.2](#)) must be submitted in writing to the league at the time of registration and no later than the start of evaluations. Special request will be reviewed by the Division Commissioner and elevated to the Executive Board as needed.

NOTE: Special request may not be considered if the number of teams in the division is 3 or less. This will be at the Division Commissioners discretion.

Section 2.4.1 6U Special Requests: Special request are considered for the 6U division. All efforts will be made to grant special requests keeping with the goal of balanced teams

Section 2.4.2 8U Special Requests: Special requests in the 8U division will only be considered for players that are not within the 1st and 2nd round as slotted by the evaluation score. The focus must remain on the creation of balanced teams.

Section 2.4.3 10U-16U Special Requests: Special requests in 10U-16U are highly discouraged due to the tendency to create imbalanced teams.

Section 2.5 Financial Commitment: A registration fee is required for a child to participate in the league program at the time of registration unless prior arrangements have been made with the Executive Board. Late sign-ups must be paid for at the time of registration, subject to space available in the respective age division. Player is responsible for any additional cost associated with uniform make-up and/or delivery as a result of late sign-up. Players who register late and are placed on a waiting list do not have to pay at the time of registration, but must pay within two weeks upon notification of placement on a team.

Section 2.5.1 Snack Shack Volunteer Deposit: All teams will be required to fill volunteer spots for the snack shack or no pictures will be distributed to that team. ([Appendix CC](#))

Section 2.6 Requests for Scholarship Aid: Requests for scholarship aid to cover registration fees should be made in writing at the time of registration, in accordance with Article 7 of the ByLaws of NPGS, and will not be accepted any later than the date of the first draft ([Appendix F](#)).

Section 2.7 Refund Policy: This policy is included on the NPGS website under the “Registration” tab and states that all refunds must be submitted in writing to the Player Agent using the Player Refund/Drop form ([Appendix G](#)) and must be received prior to the player draft/team formation date, which is determined by the NPGS Board and posted on the league website calendar. No refund will be granted as of the player draft/team formation date unless there is a special circumstance which the executive board will consider on a case by case request.

Article 3 Team Management

Section 3.1 Manager / Coach / Chaperone Selection Process:

Section 3.1.1 Candidate Selection: The registration form has a section devoted to Manager / Coach / Chaperone / Team Parent volunteerism. Candidates may select the position for which they wish to volunteer. After league registration is complete, in the event there are not enough Managers/Coaches/Chaperones for each team, Division Commissioners for each respective age division will solicit candidates who are interested in managing, coaching, or chaperoning. Any interested candidate may submit an application for consideration for a Manager/Head Coach/Chaperone position ([Appendix I](#)) to the Division Commissioner for a particular age group. The Division Commissioners will then forward the applications to the Safety Coordinator, who will ensure that an USA background check is completed on each candidate.

Section 3.1.2 Manager/Head Coach Selection: Individuals will not be considered nor approved for the position of Manager/Head Coach unless they have submitted a Manager/Coach application, an USA background check form, and payment to cover the cost of the background check. Managers wishing to pair with a specific Head Coach must notate it prior to the selection process. Managers and Head Coaches will be selected and approved by the Executive Board. The Executive Board shall consider the previous experience and league history (i.e. participation, previous behavior) of the Manager and Head Coach when approving candidates. ([Appendix I](#)).

Section 3.1.3 Manager/Head Coach Pairing: Once all paired Managers and Head Coaches have been approved, any remaining unpaired Managers must submit their Head Coach request to the Division Commissioner at least seven (7) days prior to the draft. The Executive Board will review the request for Manager/Head Coach pairing and approve or deny the request at least 72 hours prior to the draft but after all evaluations have been completed. Managers and Head Coaches who have been paired are eligible to attend the draft

Section 3.1.4 Assistant Coach: After teams have been formed and players have been assigned to their respective teams, the Team Managers will select their Assistant Coaches. NPGS highly recommends

selection of an Assistant Coach. Assistant Coaches must submit an application ([Appendix H](#)), an USA

background form ([Appendix S](#)), payment to cover the cost of the USA background check and are subject to an USA approved background check and approval by the Executive Board.

Section 3.1.5 Chaperone: Team Chaperones are required. Chaperones must be female and at least 18 years of age. Chaperones must submit an application ([Appendix H](#)), payment to cover the cost of the USA background check and are subject to an USA approved background check and approval by the Executive Board.

Section 3.2 Manager/Head Coach Responsibilities: Manager and Head Coach responsibilities are detailed in the Managers and Head Coaches Handbook and the Manager/Head Coach Agreement ([Appendix K](#)).

Section 3.3 Chaperone Responsibilities: Chaperones must be a female and shall assist the Manager in the dugout area, maintain the batting order, assure readiness for each inning, promote harmony among the team players, and perform other team responsibilities as required or as delegated by the Manager. It is up to the Chaperone to insure that only 4 staff members and the girls listed on the roster are in the dugout, field or combination thereof during the game. The Chaperone shall also share the responsibility with the Manager to insure that team cheers are in good taste and are directed only at the teams' own players.

A Chaperone or other designated female adult will be present at all practices and games to insure the welfare of the players. She must remain with players after practices and games until an adult picks them up. Players will not be left unattended by the Chaperone. Managers are ultimately responsible for insuring this rule is adhered to. If a parent continually has a problem being able to pick up a player on a timely basis, the Manager will report the situation to the Player Agent. Any Manager in violation of this rule will have a hearing before the Executive Board, which is empowered to take any corrective action against the Manager, including suspension.

Section 3.4 Score Keeper Responsibilities: Each team is responsible for soliciting and appointing two scorekeepers from their team, which may include parents, siblings, etc. Both team scorekeepers must attend the scorekeepers' clinic/training. The NPGS Head Scorekeeper is responsible for training all scorekeepers. The home team scorekeeper is responsible for the accurate upkeep of the master scorebook. Both teams are responsible for reporting the final score to the NPGS Head Scorekeeper within 48 hours. ([Appendix J](#)).

Section 3.5 Team Parent Responsibilities: The primary responsibility is one of providing administrative support to the Manager, obtain/make a banner, collect team fees, ensure Opening and Closing Day activities are properly planned, convey information on practice and game schedules, following through on picture day, etc., as identified in the Team Parent Handbook.

Section 3.6 Dugout Support: Team staff in the dugout shall be limited to the Manager, Head Coach, Assistant Coach, and no more than one Chaperone for a maximum of four (4) adults. During league games, either the Manager or Head Coach shall handle all business of the team on the field. Any member of the team staff may act as a base coach. If there is a shortage of team staff for a game, a parent of one of the players of the team may substitute as a base coach for that game as long as they are USA Background Checked.

Section 3.7 Team Administration:

Section 3.7.1 Team Administration Responsibilities: Managers shall have the primary responsibility for administration of the team, including contact with the parent(s), dissemination of league information, scheduling of team events, distribution of team uniforms and equipment, and league-sponsored fundraising efforts. Coaches shall have the primary responsibility to coach the players in support of the Manager. Managers and Head Coaches for each team shall work cooperatively to teach the game of fast pitch softball.

Section 3.7.2 Player Issues: It is the Manager's duty to report any of the following situations to the Division Commissioner and to the Player Agent: poor attendance of a player, benching, (inappropriate behavior, disrespect of a player towards another player, disrespect of a coach, disrespect of a Volunteer), or apparent

ending of participation from the team so that the Board of Directors may take appropriate action. The Manager shall inform the respective Division Commissioner of any injuries within twenty-four (24) hours of the accident.

Section 3.7.3 League Rules: Managers must contact the respective Division Commissioner or the Director of Umpires concerning questions about league rules. Any other matters that a Manager would like brought to the attention of the Board of Directors must be reported to the respective Division Commissioner, who is responsible for notification of the President or Secretary of the need to discuss the issue at the next Board of Director's meeting, and to lead the discussion of the issue at that meeting. Managers have the ability to make necessary game time decisions/changes to ensure a game is played. Both Managers must agree in order for the game to count.

Section 3.7.4 Team Staff Conduct: Team staff must maintain appropriate conduct at all times. If a report of misconduct is submitted to the respective Division Commissioner concerning team staff, the Executive Board must act upon the report within seven (7) days. Any team staff member determined to be in violation of the Operating Policies and Procedures (OPPs) or USA policies is subject to suspension or removal from the league.

Section 3.7.5 Unsportsmanlike Conduct: Managers are responsible for the action of their staff, players and spectators. At no time before, during, or after a game, will we permit abusive language or profanity directed at any player, parent, Manager, Coach, umpire, or other league official. Anyone in violation of this rule will be subject to USA Governing Body rules for discipline, and is subject to a two (2) game suspension from the league. NPGS executive board has the right to suspend a coach for up to a year based on the findings of the ejection. During a game, continued abuse by any of the above-mentioned individuals towards a game official, the other team, or spectators of the other team, will be grounds for the umpire to declare a forfeit against the offending team.

Section 3.7.6 Grievance Policy: This grievance procedure and protocol is designed to resolve conflicts and grievances between individuals associated with NPGS through due diligence and due process. All members of NPGS are to be treated fairly and with respect in an effort to provide a safe, positive and enriching experience for everyone associated with the all-volunteer, non-profit youth league. Grievances against coaches/NPGS volunteers will be evaluated by the executive board which may result in disciplinary action to include permanent dismissal of all duties with the league.

Procedures

1. Identify complaint or grievance and communicate concerns—Contact the offending individual (i.e. Manager, Head Coach, Assistant Coach, parent, etc.) and privately discuss your concerns with him/her in an effort to seek a reasonable resolution for all parties concerned.
2. If unresolved, complainant should file a Grievance Report ([Appendix EE](#)) with appropriate Division Commissioner.
3. If unresolved, the Division Commissioner will meet with both parties in an effort to mitigate the issue and seek a reasonable resolution for all parties concerned.
4. If unresolved, the President will appoint two members of the Executive Board to join the Division Commissioner and act as a Grievance Committee. After the three-person committee has heard from both parties concerned, committee will suggest steps for resolution and make a recommendation to pursue further action or dismiss the grievance.
5. If unresolved and warranted, Grievance Committee will bring grievance to the Executive Board for

exclusive discussion and further review.

6. If unresolved and warranted, Executive Board confers in session with all parties concerned. Complainant and alleged offending individual will be excused from the session while the Executive Board decides whether further action is warranted. Both parties will be immediately notified of the Executive Board's decision.

Appeals Process

1. If suspension or expulsion is confirmed, affected party has 48 hours to appeal decision. A written appeal must be filed with the President, Vice President or Secretary of NPGS prior to individual (i.e. Team Staff member, player) rejoining the team. Suspension may be lifted until the appeal can be heard.

Section 3.8 Management Training: All Managers must complete the designated ACE Certification online and/or onsite at their own expense. Managers and Head Coaches must attend and participate in training programs conducted by the league for their Division. Failure to participate in coach certification and/ or league sponsored training may result in Manager/ Head Coach being removed from duties by The Board of Directors. All Managers who wish to coach All Stars must complete the ACE Certification prior to District Tournament play.

Section 3.9 Manager/Head Coach Replacement: In the event that a Manager or Head Coach resigns or is replaced, the Division Commissioner will solicit a candidate replacement subject to the Executive Board approval.

Section 3.10 Manager/Head Coach Agreement: All Managers and Head Coaches must read and sign the Manager/Head Coach Agreement ([Appendix K](#)).

Section 3.11 Disciplining of Player: Physical or verbal abuse of players is forbidden. Benching is permitted for a player's failure to meet team standards for not making practices, unsportsmanlike conduct, or other action by the player not in the best interest of the team. Such benching must be reported in writing to the parents and Player Agent prior to its imposition or verbally to the parents and NPGS Duty Officer prior to impositions if due to a situation on game day (written report to Player Agent is REQUIRED within 48 hours). Benching may NOT be used to defeat the intent of the minimum playing requirements of the modified rules ([Appendix O](#)). Repeated failure to meet team standards for making practices, unsportsmanlike conduct, or other action by the player not in the best interest of the team may result in the suspension or removal of the player from the league by the Executive Board.

Section 3.12 Field Maintenance Responsibilities: The Facility and Field Maintenance Coordinator is responsible to train all Managers/Coaches in field maintenance techniques. Field maintenance in support of games is the responsibility of the team Managers and Coaches. It is recommended that they solicit team parents to help perform this duty. Refer to [Appendix L](#) which identifies the USA/NPGS standards that game fields should meet.

Section 3.13 Equipment Distribution and Return: The Equipment Coordinator will distribute equipment prior to the start of the season to the team Managers. All equipment, regardless of condition, issued to team officials or players, except those designated as "give away" must be returned to the league upon request or at the end of each season (Spring, All Star, or Winter),. A \$150.00 team deposit and signed Equipment Check-Out Form ([Appendix AA](#)), will be required from each Manager at distribution of equipment. If equipment is missing at the equipment check in, the Equipment Check Out form will be forwarded to the NPGS President. The Board of Directors will decide if the deposit will be returned. (Losses due to wear and tear and normal attrition will be considered). Any player or Manager failing to return such items valued above the deposit or failing to adequately make restitution to the league for those items, may be suspended as a member of the organization or have legal action taken against him/her.

Section 3.14 Parents Evaluation of Manager/Head Coach: An evaluation of the manager and head coach will be performed twice (mid season and end of year) during the regular season and at the end of the all star season. The Player Agent will distribute the manager/head coach evaluation form ([Appendix M](#)) to the registered parents and will be collected by the Player Agent, reviewed by the Director of Coaches, Division Commissioners, and the

President, and will be kept confidential by the secretary (for the all star season, the evaluation forms will be sent directly to the parents of the all star team players). Division commissioners will then discuss feedback with their respective managers and head coaches in their said divisions at mid-season and end of the year. Completed evaluation forms will be provided to the President, Vice President and Secretary for use in discussions during considerations of applicants for Managers and Head Coaches for subsequent seasons. **THE EVALUATIONS AND ANY DISCUSSIONS REGARDING THEM ARE STRICTLY CONFIDENTIAL.** Circumstances may dictate use of a revised form to best address the areas of concern in that particular year.

NOTE: An electronic survey method may be used instead of the “hard copy” method. If so, [Appendix M](#) will be used only as a template to establish the survey

Section 3.15 Manager/Head Coach Evaluation of League Performance: The Managers and Head Coaches will be requested to provide feedback on the performance of the League, including good points and bad, throughout the season. It is the intent of the League that those concerns/issues be discussed with the Division Commissioners. ([Appendix N](#)).

Section 3.16 Manager/Head Coach Handbook: The Manager/Head Coaches Handbook will be updated yearly to provide supplemental information to all Managers and Head Coaches that will help them in the performance of their duties. The Director of Coaches will release the Handbook prior to the start of the practice season. The Handbook shall address manager responsibilities, coaching responsibilities, fundraising support, special league events, parent meeting preparedness, publicity, post-season tournaments, field use permits, insurance requirements as well as Manager/Head Coach teaching techniques. A checklist of priority actions to assist the Manager/Head Coach will be included. The Handbook will emphasize the need to comply with USA and NPGS Policies and Procedures while teaching the youth of Newbury Park the fundamentals of softball. Above all, it emphasizes the need to instill in the youth the lifelong values gained in competition – citizenship, friendship, good sportsmanship and teamwork. Suggestions for improvement must be provided to the respective Division Commissioner for each division. Prior to 1st practice, each adult on the field must have submitted a complete USA Background Check form to Safety and Security Coordinator

Section 3.17 Manager/Head Coach Meetings: NPGS should hold mandatory Manager/Head Coach meetings prior to the beginning of each season, to be coordinated and conducted by the Director of Coaches. The first meeting should be held prior to the player evaluation and draft to familiarize the Managers and Head Coach Candidates with the process. A second meeting should be held after all team Managers/Head Coaches have been identified to familiarize them with the Operating Policies and Procedures and the Manager/Head Coach Handbook. If practical, a third Managers/Head Coaches meeting should be held within two weeks of season completion to review the season’s activities and to identify/make operational recommendations to be carried to the appropriate Board Member and to the President for action in support of the following season.

Article 4 Eligibility Criteria

Section 4.1 Legal Player: All players will be registered with NPGS and officially assigned or drafted to a team roster as recorded by the league. A player may not be placed on a team without first being evaluated by the evaluation process or by Board of Directors approval. An evaluation score will be assigned using the Evaluation Process and Evaluation Form ([Appendix A](#) and [A.1](#)).

Section 4.2 Players Wishing to Play Down: (FOR SAFETY CONCERNS ONLY) A player wishing to play down an age division must notify the Player Agent at the time of registration. Said player will be required to be evaluated in her own age division so that the Player Agent, the Division Commissioner representing the player's division, and the Division Commissioner for the division to which the player would like to move, can evaluate the player's ability and capabilities of competing at her level. The Player Agent and respective Division Commissioners must reasonably believe that the child would be in danger of injury in her own division to grant a player authorization to play down a division.

NOTE: If player is evaluated and determined to be eligible to play down in a lower division, said player is forfeiting the right to play in the All Star season

Section 4.3 Player Wishing to Play Up: A player wishing to play up an age division must notify the Player Agent at the time of registration. ***In addition to being evaluated in her proper age division, the player wishing to move up will also be required to attend a player evaluation in the division in which she would like to play.*** In making a determination, the Player Agent and Division Commissioner **will consider the following factors when evaluating if the player will be allowed to play up (not the only criteria for decision):**

- The player must be evaluated in her appropriate age division and meet the following criteria:
 - 6U – No evaluations
 - 8U 10U, 12U and 14U - top 25%

AND

- The player must be evaluated in the division that they want to play in and meet the following criteria:
 - 6U – top 50% of the 8U division
 - 8U - top 50% of the 10U division
 - 10U – top 50% of the 12U division
 - 12U – top 50% of the 14U division
 - 14U – top 50% of the 16U division

Section 4.4 Unauthorized Player: Teams may not use an unauthorized player. An unauthorized player is one who has not been officially assigned to a team, has not registered with NPGS, been evaluated, or one who has falsified her application.

Article 5 Softball Rules of Play

Section 5.1 USA and NPGS Rules: All teams playing in NPGS will be governed by the fast pitch rules of the Amateur Softball Association (USA). NPGS supplemental playing rules will take precedence and are specific to each age division ([Appendix O](#)). The NPGS supplemental rules will be re-evaluated by the Rules Committee each year to determine continuing applicability.

Section 5.2 Team Uniforms: All players are required to wear full conventional uniforms. A full uniform consists of the following:

1. Jerseys - NPGS will provide jerseys consistent with team colors. All uniforms will have a number and name on the back. All teams are required to wear NPGS provided uniforms. No individual may modify the jersey or number provided with the exception of appropriate nicknames.
2. Solid colored undershirts (sweatshirts, turtlenecks, tee shirts, etc.) may be worn underneath the jersey. No patterned undershirts may be worn. Pitchers may not wear sleeves that could deceive the batter. Same color sleeves are not required for the entire team.
3. Socks - Socks will be provided by NPGS.
4. Shorts/Pants - Players must provide their own shorts/pants. At its discretion, the Board of Directors may decide to include shorts or pants as part of the yearly uniforms.
5. Shoes – Cleats must be worn for safety purposes. No metal cleats are allowed.
6. Miscellaneous - All other equipment (i.e. sliding shorts, sliding pads, etc.) is the responsibility of the players. Sliding pads/shorts are recommended to be worn for all divisions.

Any deviation from the above uniform must be approved by the Board of Directors.

Section 5.3 Team Colors: Team colors will be chosen at the Team Draw/Draft.

Section 5.4 Team Names: Team names will be submitted to the Division Commissioners and are subject to approval of the Board of Directors. Team names will be selected prior to the start of the season. During a season, no duplicate team names in the same division will be approved.

Section 5.5 Pre-Game and Pitching Lane Use: Team pre-game preparations will be conducted off line from other games in progress. Permitted teams have priority in the pitching areas at Borchard and Peppertree over non-permitted teams and individuals, per Conejo Recreation and Parks District (CRPD). The following will have priority in the pitching lanes, in the order listed: 1) Teams with games in progress; 2) Teams in pre-game practice; 3) Permitted NPGS practicing teams; 4) Non-permitted NPGS practicing teams. Each team is entitled to one pitching lane, unless other pitching lanes at that field are unoccupied.

Section 5.6 Game and Inning Length Requirements: Defined in [Appendix O](#).

Section 5.7 Rescheduling Games: Games in the 10U, 12U and 14U will be rescheduled within all efforts possible. Time and schedule permitting, every reasonable effort will be made to reschedule 6U and 8U rained out games. All other requests for rescheduling of games are to be directed to the respective Division Commissioner. Managers and Head Coaches are expected to consult with their team and to be aware of any conflicts well in advance of the actual conflict.

A game may be rescheduled for the following reasons: School conflicts - (ie. Outdoor school) if the number of unavailable players causes the number of remaining players to be less than 8. "Remaining players" includes the rest of the team, including players not available due to illness, injury, and discretionary activities such as vacations, other sports, Girls Scouts, family obligations, etc.

Any Manager wishing to reschedule a game for reasons other than reasons listed above, must submit a written request to the respective Division Commissioner for presentation to the Executive Board. The Executive Board will evaluate the request and determine if the game should be rescheduled. It is the responsibility of the Division Commissioner and NPGS Scheduler to coordinate the reschedule date with the Managers. Upon schedule change approval, the NPGS Scheduler will send confirmation to NPGS Board Members of the reflected schedule changes.

For any other situation where a team is only able to field 8 players (or less), see OPP's Section 6.1.

Section 5.8 Determination of League Standings: There will be no league standings for the 6U and 8U divisions. In the 10U and 12U divisions, a win will count as a win, a loss will count as a loss, and a tie will count as a ½ win and a ½ loss. A forfeit will count as a 1-0 win or a 0-1 loss. A game that cannot be made up shall be registered as a 0-0 tie. Overall league standings will be determined based on the following criteria: win/loss record of regular season games based on overall winning percentage (i.e.: 7 wins and 3 losses equals 70%). League standing tiebreakers will be determined in the following order: head to head record, overall runs allowed during entire regular season, and overall runs scored during entire regular season. If a tie still remains, the two teams will be determined to be co-champions of the league. No second place award will be given in this instance and third place will receive an award for third. 4th place and below will receive participation trophies.

Section 5.9 Pitching Limitations: Refer to [Appendix O](#) for rules specific to each division. If a pitcher pitches one pitch in an inning, this counts as an inning towards the pitching limitations. In the case of an incomplete, suspended, or postponed game and the resumption thereof, the limitations that were in effect at the time of game suspension shall apply.

Section 5.10 Umpire Responsibility/Availability: Prior to game start, should adverse weather conditions exist, it shall be the decision of the umpire in charge, in conjunction with the two Managers, to determine whether or not the game shall be played. If the CRPD has determined the fields to be unplayable (and the fields are closed), the game shall be postponed. During game play, should a setting sun or weather conditions present a hazard to the players, the umpire in charge shall have the authority to stop play until the condition no longer presents a hazard. The amount of time that the game is suspended shall be added to the game's scheduled ending time.

Section 5.11 Umpire Selection and Evaluation: It shall be the policy of NPGS that we will utilize a professional umpire service for the 10U and above divisions. Qualified youth umpires 14 years of age or older will be used in 8U games. The Managers and Head Coaches may evaluate umpire performance after each game using the Umpire Evaluation Form ([Appendix P](#)), which should be turned into the Director of Umpires.

Article 6 Playing Requirements

Section 6.1 Pull-up Rule: Managers and/or Head Coaches will be asked by the Player Agent and/or Division Commissioner to produce a list of players wishing to be on the pull-up roster. Any player wishing to play up for a team who may be short players must, with parental permission, notify their Division Commissioners. Division Commissioners will notify the Player Agent and together they will assess the player's ability to play up. The Player Agent and Division Commissioners will maintain a list of eligible players for teams occasionally needing additional players. The eligible players will be randomly placed on the "Pull-up List". The list will follow a rotation process. The player must remain a member of their assigned team.

Teams shall be limited to fielding only nine players (allow for a maximum of 9 players based on registrants). If the team is unable to field nine players for a game (allow for a maximum of 9 players based on registrants), then that team is permitted to select up to two additional players (not to exceed a total of nine players for that game (allow for a maximum of 9 players based on registrants) from a younger age division. Any pull-up player must meet proper age requirements, be registered to NPGS, be assigned to a proper division league team, and be a member of good standing within their appropriate team.

The pull-up player(s) participation will not interfere with that player's assigned team's games or practices. The pull-up player's Manager, both involved Division Commissioners, parent/guardian, and Player Agent must give prior approval for said player to participate as a pull-up player. Every reasonable effort should be made to assure that said pull-up player is of equal playing ability to the player for whom she is being substituted. Violation of this or any part of this rule will result in said pull-up player(s) being classified as an "Ineligible Player." In the event that a Pull-up player is required, every effort will be made to contact the Player Agent or Division Commissioner for listed players. The Duty Officer has the authority to approve the pull-up player(s) in the absence of the Player Agent or Division Commissioner.

Pull-up player(s) will only be allowed to play an outfield position or the catcher position (only if the team does not have a qualified catcher available for that game). The 14U division and 12U Interleague above are exempt from the "outfield/catcher only" requirement. If all managers in the 12U division agree intraleague games can be exempt on a game by game basis with the Commissioner approval. Pull-up player(s) must be placed at the bottom position of the batting order. If two players are selected, they will occupy the bottom two positions in the batting order. 14U and 12U can borrow players in the same division if agreed upon by all managers in that division with the commissioner approval. The commissioner will evaluate the request of borrowed players to ensure fairness and has absolute veto power over the agreement between managers. These players will be allowed to pitch or catch if there is no other option on the team and will bat at the bottom of the order unless the team already has 9 batters at which case they will not bat.

The only recourse for teams that are short players in the 6 U thru 10u due to illness, injury, and/or discretionary activities is player pull-up in the 6 U thru 10U (see Section 5.7 Criteria for Postponement or Cancellation of Games). Such games cannot be rescheduled if the team is unable or unwilling to field a minimum team of 8 players. 12 U and 14U teams have options of borrowing from other same division teams.

Section 6.2 Round Robin Batting: Round Robin batting will apply and all players in attendance will be in the batting order. A player who misses her turn at bat due to injury or illness will not be recorded as an out. She may re-enter the game into her batting position. A player that leaves early will not be recorded as an out.

If a regular roster player shows up to the game late, she may enter the game without penalty. The late player is entered at the bottom of the line-up.

Section 6.3 Substitutions: Free substitutions are allowed defensively except for the pitcher ([Appendix O](#)).

Article 7 Protests

Section 7.1 Why/When to Protest: All protests must be made in accordance with the current USA rulebook and/or league rules approved by the Board of Directors for the current year. The intent to protest must be made immediately following the play and prior to the next pitch. Once a pitch is made, the Manager has forfeited his or her opportunity to protest the play. A protest related to a player's eligibility can be made at any time during the season.

Section 7.2 Umpires Judgment: An umpire's judgment cannot be protested. A protest can only be directed toward an umpire's misinterpretation of a rule or misapplication of a rule.

Section 7.3 Protest Form: The Manager must submit a written protest to the NPGS applicable Division Commissioner, Director of Umpires, or the President within forty-eight (48) hours of the game under protest. The protest must be written on the NPGS Protest Form ([Appendix Q](#)). Said written protest must clearly describe the incident being protested as well as citing the rule to which the play pertains. A \$50 protest fee must accompany the written protest. If the protest is found to be valid, the protest fee will be refunded. If the protest is found to be invalid, the league shall retain the fee.

Section 7.4 Protest Evaluation: The Protest Committee shall conduct a meeting within five (5) days of receipt of a properly submitted protest. The Director of Umpires is responsible to call the meeting and to provide written statements from the umpire in charge of the game, the Manager of the opposing team, and any other individuals necessary, to obtain a clear understanding of the situation. Additionally, the Director of Umpires shall obtain the official scorebook of the game and provide it to the Committee, as listed in the Bylaws.

Article 8 Safety and Security

Section 8.1 Safety Operational Rules: Any person having knowledge of infractions of any rule, regulation, or policy of the league is responsible to report such infraction to the Board of Directors as soon as possible ([Appendix R](#)).

It is the policy of the Board of Directors that NPGS will provide a safe environment for those participating in the league program. It is the responsibility of every member of the organization to ensure that the facilities used, equipment issued, and conduct of the game are as safe as possible. Any individual who has knowledge of an unsafe condition has an obligation to report the situation to the Board of Directors immediately.

It is the policy of the Board of Directors that NPGS will provide a healthy environment for those participating in the league program. It is the responsibility of every member of the organization to ensure that league participants and spectators are free from second-hand smoke from the use of tobacco products.

No alcoholic beverages or controlled substances are allowed in the vicinity of the playing or practice fields, including parking areas. Use of, or being under the influence of alcohol, drugs, or other similar substances, is strictly forbidden during games or practices, or at any time when children are present during league activities. Violation of this rule may result in ejection of the offender from the game or practice site, and/or possible suspension for the season.

Section 8.2 Submission of Written Incident Report: In the event of an injury that requires treatment by a medical professional (i.e., physician, paramedic, etc.) or the identification of a potential safety issue, the Manager of the team is responsible to provide an incident report within three (3) days by hand delivery to the Safety and Security Coordinator, or any member of the Executive Board who must forward it in a timely manner to the Safety and Security Coordinator. Additional incident reports will be accepted from any witness or family member of an injured individual who wishes to submit one. If the injured individual is in any way associated with NPGS

activities but is not associated with a specific team, NPGS members should convey the information to the NPGS President, who will be responsible for submission of an incident report to the Safety and Security Coordinator. Players must obtain a doctor's release to continue participation ([Appendix R.1](#)).

Section 8.3 Security Screening: All Managers, Head Coaches, Assistant Coaches, Chaperones, Team Parent and any other individual that may have direct contact with players, must be USA background check and approved by the Board of Directors. ([Appendix S](#))

Article 9 CRPD and CVUSD Information and Policies

NPGS utilizes facilities and fields controlled by the Conejo Recreation and Park District (CRPD) and the Conejo Valley Unified School District (CVUSD). As a user of their facilities, we must comply with their rules and policies.

Section 9.1 CRPD and CVUSD Facility and Field Use Policies: [Appendix L](#) contains information and policies governing the use of CRPD and CVUSD facilities.

Section 9.2 CRPD Field Use Permits: Field permits will, in all cases, be obtained by the League Schedule Coordinator.

Section 9.3 CRPD Field Condition Phone Number: CRPD's website maintains an active Field Condition phone number. Please refer to their appropriate website.

Article 10 Awards

Section 10.1 Participation Trophies/Recognition Awards: Trophies will be given at the conclusion of the regular season, according to the following age divisions:

- 6U and 8U Divisions– Participation trophies.
- 10U and 12U Divisions – First, second, and third place trophies will be awarded based on final standings, provided there are more than two teams in that division. All other players will receive participation trophies.
- 14U Division (Same for upper division if applicable) – All players will receive participation awards, unless there are at least three teams in the division, then first, second, and third place trophies will be awarded based on final standings.
- A 'Sportsmanship' and 'Most Improved' trophy will be awarded to those players on each team and within each age division. Managers and Head Coaches will provide player names for these awards to their respective Division Commissioner prior to closing ceremonies.
- A "Dedication Award" will be awarded to players in the 12U division or higher that have 7 continuous years of dedication to Newbury Park Girls Softball. This is a one-time award.

NOTE: All team debts owed to NPGS must be settled before the conclusion of season; otherwise, awards will be withheld.

Section 10.2 Special Recognition Awards: At the conclusion of the regular season, a special recognition award may be given to a deserving individual or group at the discretion of the Board of Directors.

Section 10.3 Academic Student-Athlete Awards: The Team Parent Coordinator will collect report cards from parents for the current school year grading period and turn them, along with a completed Academic Student-Athlete Award form, into the Player Agent. The Player Agent will hand out awards to players whose report cards meet the criteria. Refer to [Appendix DD](#) for the qualification criteria necessary to receive an Academic Award

Article 11 All-Star Tournament Team Rules/Guidelines

Mission Statement: The NPGS All-Star program strives to provide eligible participants with an opportunity to participate in the highly competitive postseason tournament softball environment. It shall be recognized that these All-Star team(s), Manager(s), Coach(es), player(s), and parent(s) are representing the NPGS program. Although a higher level of competition and winning will be more evident than in regular season activities, teamwork, sportsmanship, and fair play shall be stressed as the core values for all participants and their families. The USA remains the governing Board over all NPGS activity. Therefore, USA National Code of Conduct and the Official USA Rule Book shall take precedence regarding any omitted or conflicting guidelines stated herein.

Section 11.1 General All-Star Rules:

1. All All-Star activities are self-funded by the teams. Members or participants are strictly volunteers, and shall not be paid for their services. Further, no member shall profit in any way from products or services sold to the league or through business conduct through or for the All-Star program unless their bid is approved by the Board of Directors.
2. A Board approved member of NPGS shall be present and supervise all activities at applicable events.
3. All persons, players, parents, fans, and spectators are required to follow NPGS Operational Policies and Procedures and USA Code of Conduct.
4. No alcoholic beverages are allowed at tournament events, including parking areas. Use of or being under the influence of alcohol, drugs, or other similar substances is strictly forbidden at tournament complexes, during games or practices, or at any time when children are present during league activities.
5. Smoking or use of any tobacco product on the playing field or when in direct supervision of the players is strictly forbidden. Smoking at a tournament complex, in general, will be permitted as designated by the tournament facility.
6. Any person or player engaging in unsportsmanlike conduct, fighting, publicly audible foul or abusive language, violent display of temper, or any other action or conduct which is otherwise considered to be detrimental to the best interest of the League shall be removed from the complex and is subject to additional disciplinary action and penalty by the NPGS Board.
7. All persons, players, parents, fans, and spectators are asked to support their team and are welcome to cheer. Jeering, chanting, or noise making in an effort to distract the pitcher, batter, or other players from the other team, which is deemed excessive by the umpire, shall not be permitted.
8. Complaints or problem solving during the All-Star season shall be handled in the following manner:
 - a. First – The issue will be brought directly to the applicable Manager. If not resolved,
 - b. Second – The issue will be brought directly to the applicable Division Commissioner or his/her representative. If not resolved,

c. Third – The issue will be brought to the Executive Board.

Section 11.2 All-Star Teams: NPGS All-Stars are competitive tournament teams comprised of players within the appropriate Divisions of 6U, 8U, 10U, 12U, 14U, and 16U girls.

The softball All-Star season typically runs from Memorial Day weekend through end of July

All-Star teams will be limited to a 13 girl roster in 6U, 8U divisions and a 12 girl roster for 10U, 12U and 14U divisions in the fairness of playing time. In the event an All-Star team advances to State or National Championship tournaments the All-Star Manager for that team may add at his discretion an additional 3 players to the roster as per USA guidelines.

NPGS traditionally sanctions a minimum of one team per division; however, for player development purposes, the league may field Gold, Silver and Bronze teams in an age division.

Section 11.3 Tournament Funding: The number of tournaments to be funded by NPGS will be at the discretion of the Board of Directors. NPGS will pay for one (1) tournament fee for 6U, and District and State Fees for 8U, 10U, 12U and 14U. For any additional tournaments beyond those that NPGS has agreed to fund for that year, the applicable All-Star Manager is responsible to arrange payment. If the entry fees for a NPGS hosted tournament are not funded by NPGS, the All-Star Manager is responsible to arrange payment for that tournament. Failure to meet such financial responsibilities may prevent that individual from being a Manager, Head Coach, Board Member, or Executive Board Member in the future.

Section 11.4 All-Star Team Formation Process (6U to 14U): Prior to January 1st, the Board of Directors shall adopt the policies and method of electing All-Stars for league tournament teams. Selection of All-Star positions (players and staff) shall be organized by division. Voting shall be the responsibility of the Manager and Head Coach of each team within that division, the Division Commissioner for that division and the Executive Board. Information on this process shall be provided to all participants requesting such information and will be available on the NPGS website. ([Appendix T](#))

Section 11.5 All-Star Team Formation Process (16U & 18U): Refer to [Appendix T.1](#) for the All-Star team formation process.

Section 11.6 All-Star Selections: Per USA rules, no tournament team shall be selected prior to May 3 of the current season. Teams selected to participate in tournament play will meet the policies of Southern California USA “B” or “C” Championship Play.

Section 11.7 Player Eligibility: Any player selected for the All-Star team must have participated in at least 75% of her team’s games unless the player has a documented injury.

Section 11.8 All-Star Staff: Per USA requirements, All-Star Manager Candidates must have completed an ACE online Coaching Clinic prior to May 3rd of the calendar year. It is also strongly recommended that they attend the USA Coaching Clinic within the current playing season. Qualified Manager Candidates will be approved by the Board of Directors based upon the NPGS Manager selection criteria in [Appendix T](#). Approved Managers of any tournament team will be chosen in conjunction with the selection of All-Star players. To the greatest extent possible, Managers, Coaches, and Chaperones must be registered Managers, Coaches, or Chaperones of a team for the current year within the division being considered. Any member of the All-Star staff who did not participate in the current season is subject to an USA approved background check at their expense and approval by the Board of Directors.

Section 11.9 All-Star Player Commitment: All 6U, 8U, 10U, 12U, and 14U players must sign a commitment agreement to be eligible for the All-Star Team ([Appendix U.1](#)). For 16U and 18U players. ([Appendix U.2](#)).

Section 11.10 Team Staff Commitment: Team staff must sign a commitment agreement to be eligible for the All-Star Team ([Appendix V](#)).

Section 11.11 All-Star Manager Responsibility: Managers shall make every effort to play each player in her position of greatest strength and benefit to the All-Star team. However, playing time is at the discretion of the Managers and Coaching staff of the respective teams, keeping in mind the minimum play standards ([Appendix U.1, U.2](#)).

It should be understood and communicated to the players and parents that they may be required to participate in positions unfamiliar to them due to the skill level of other participants. All-Star Managers should discuss team needs and player skills to best meet team, parental, and player goals and expectations.

The league, along with the Manager, should hold the appropriate team meeting at the earliest convenience after final selection of the team. At that meeting, they should discuss and define financial responsibilities, time commitments, and possible practice days. Players in the 6U division must have at least two days off, and may practice no more than 1½ hours a day. Players in the 8U division must have at least one day off every week, and may practice no more than 2 hours a day.

All-Star Teams are required to compile an All-Star notebook, to be available at all team activities and must include the following:

1. A team roster including team Manager, Head Coaches, team parent, and other appropriate contacts
2. Copies of certified birth certificates for all players until receipt of USA picture registration cards. No USA picture registration cards will be provided for Silver or Bronze Teams.
3. Individual player pictures
4. Copy of signed All-Star commitment form for each roster player and team staff
5. Proof of league insurance (mandatory) and claim forms (if available)
6. Signed medical release or applicable (NPGS) registration form for each player

Each Manager is responsible for providing to the League Treasurer and All-Star Parents (as requested) an accounting of financial activity associated with their particular All-Star team within 3 weeks from the final game of that respective team, including:

1. Sponsor name/address/contact and amount donated
2. Expenses accounting for all donated moneys
3. Parental fees charged and reimbursement (if applicable)

Even if this duty is delegated to a team parent, the Manager holds the ultimate responsibility for making sure an accurate accounting is provided to the league. Any Manager failing to provide such an accounting to the league at the end of the All-Star season may be considered ineligible to manage the following regular and/or All-Star season. Use [Appendix AA](#) for financial reporting.

Section 11.12 All-Star Financing/Fundraising Activities: All-Star Teams will be financially responsible for all expenses including tournament entry fees, uniforms, travel, lodging, meals, and entertainment while participating in tournaments, which are to be paid by parents and/or All-Star team sponsors. Each All-Star team is encouraged to obtain a team sponsor(s) in order to offset the cost of tournaments. Any pre-paid tournament fees will be reimbursed by the appropriate All-Star Teams **prior to the first registered tournament**. Any sponsorship received during All-Stars is to benefit the entire team and is not to benefit specific individuals.

Each All-Star team is required to provide at one (1) sponsor for a \$250 contribution to cover League incurred all star expenses

League Sponsored All-Star fundraisers can be used to help defray the costs imposed to All-Star teams. Proceeds from these fundraisers will be evenly distributed to participating Newbury Park Girls Softball All-Star teams.

Thank You's and acknowledgments should be sent out IMMEDIATELY by the receiving team with a copy of the acknowledgment to the NPGS league secretary. While a letter is sufficient in most cases, plaques, team photos, or some other "keepsake" is suggested for major contributors. **Any cost associated with this process is to be paid by that All-Star team.**

Refer to [Section 12.2](#) for specifics regarding sponsor donation reimbursement requests.

Article 12 Fundraising

Section 12.1 Fundraising Programs:

The Fundraising/Special Events Committee shall have the responsibility of coordinating fundraising events implemented. The committee shall provide an initial budget preceding the event, to be approved by the Board of Directors. The committee shall be responsible to the Treasurer for a full accounting of each event, submitted in writing, along with any deposit of funds, as soon as available after each event.

Section 12.2 Sponsors:

Team Sponsor Program - For regular season play, each team is required to provide at least one (1) sponsor for a \$250 league contribution ([Appendix X](#)). The sponsor form and check is exchanged for uniforms at a designated time and place determined by the Division Commissioner. **NO UNIFORMS WILL BE DISTRIBUTED WITHOUT A TEAM SPONSOR FORM AND FEE.** All sponsor donations will be made payable to NPGS. At no time shall a team representative accept a sponsor donation made payable to anyone other than NPGS. Sponsor monies in excess of the required Team Sponsor contribution ([Appendix X](#)) may be requested for items to benefit the team.

All sponsor donation requests for reimbursement must be accompanied by receipts and must be submitted to the Treasurer for review and approval. Any equipment purchased is to be approved by the Board of Directors and shall be reported by the Board of Directors to the Equipment Coordinator and must be subject to return to NPGS at the end of the season. The maximum sponsor reimbursement (in excess of the required Team Sponsor contribution) is up to 75% for regular season teams and 100% for the All-Star season teams. Regular season teams have up to 2 weeks after closing day to submit request for sponsor money reimbursement. All-Star teams have until 3 weeks after their final game or August 31st whichever is earlier, to submit requests for sponsor money reimbursement. Any funds not requested for reimbursement after these dates shall be kept in the NPGS general fund. No request will be granted after this timeframe without the approval of the Board of Directors.

League Sponsor Program - League sponsors can provide support for the league as a whole ([Appendix X.1](#)). Consideration and recognition for league sponsors is handled on a case-by-case basis.

Sponsor Recognition - Regular season sponsors should be recognized during the season in several ways and should include the following:

- Provided with a plaque and team picture
- Listed on Team banner
- Listed on NPGS Website

Section 12.3 Snack Shack:

The Snack Shack will be managed by the Snack Shack Coordinator. Policies governing the operation of the Snack Shack, staffing, supply, opening and closing, accounting and cash flow, and health and safety will be published separately as NPGS Snack Shack Control Procedures. At the Board of Director's discretion, the daily operations of the Snack Shack may be contracted to a professional party, who will report directly to the Snack Shack Coordinator and/or Treasurer.

Section 12.4 Post-Season Tournaments

When the situation presents itself, NPGS and the Board of Directors may choose to sponsor Post-Season Tournaments as a fund-raising venture to support the All Star funding. Parent or any family member (18 and over), are required to donate five (5) hours towards postseason tournaments (i.e. Check-in, Snack Shack, Field Crew) OR pay \$200 to opt out.

Article 13 Operational Support

Section 13.1 Duty Officer: NPGS shall have one representative of the Board of Directors present at the Borchard field(s) to provide management support for all scheduled games ([Appendix W](#)).

Article 14 Amendments to the Operational Policies and Procedures

Section 14.1 Amendments: The Board at the regularly scheduled December Board Meeting, shall adopt or approve for revision the Operational Policies and Procedures from the preceding season. A Corporate Management meeting will then be conducted not later than December 31st at which time the Corporate Management membership may adopt or propose changes to the Board recommendation. Corporate Management approval to adopt or to change the recommendation of the Board will require approval of at least 50% of the existing members of Corporate Management present at the Corporate Management meeting.

Tim Carr, President

Eric Danklefs, Secretary

Appendix A

Player Evaluation Process

Player Evaluation will be performed by Division (8U, 10U, 12U, 14U, and 16U). The Evaluation Process is divided into two separate phases, the Planning and Documentation Phase and the Evaluation Phase.

1.) The Planning and Documentation phase:

This task is the responsibility of the Player Agent and Director of Coaches and involves the following steps:

- a. Establishing Evaluation dates and times for each division
- b. Coordinate with the Scheduler to obtain field permits
- c. Publicizing the evaluations dates
- d. Building a master list in alphabetical order for each age division, which identifies all girls registered and identifies the areas to be evaluated (based on input from the Director of Coaches). If an evaluation was performed for the player in the previous year in the same division, the value and the player ranking will be listed
- e. Notifying the girls of their evaluation dates and times.
- f. Obtain a minimum of 2 independent evaluators in addition to prospective Managers and Head Coaches for each division's evaluations. Individual evaluators must have knowledge and skills set to properly evaluate players and could be subject to Board approval.

This task is the responsibility of the Player Agent and involves the following steps:

- a. Checking the prospective Managers & Head Coaches, and Independent Evaluators in and supplying each with a master evaluation sheet/form. After this step, the prospective Managers & Head Coaches, and Independent Evaluators will be turned over to the Director of Coaches who will explain the evaluation process.
- b. Checking the girls in and assigning a number to them (number on clothing or other tracking mechanism).
- c. Explaining the evaluation approach to them prior to releasing them in small groups of 7 to 10 to the Director of Coaches and his/her team of Evaluators. The prospective Managers & Head Coaches, and Independent Evaluators of that said division will be provided a master sheet with a tracking number of each girl.
- d. After the evaluations have been completed, each prospective Manager & Head Coach, and Independent Evaluator will turn in a totaled evaluation sheet that reflects an evaluation of the girls' ability in each category (as identified by the criteria developed by the Director of Coaches and approved by the Board) to the Player Agent. In addition, the prospective Managers, Player Agent, Independent Evaluators and Division Commissioner for each age division shall meet to determine the ranking of the top level pitchers and catchers equal to the number of teams in said division.
- e. The evaluation statistics will be compiled separately for each division by the Player Agent only. Evaluation results will not be shared with prospective Manager and Head Coaches until the actual player draft meeting of that said division. If the Player Agent has a child in that said division, the evaluation results will be compiled by the Division Commissioner of said Division.
- f. The highest and lowest cumulative evaluation numbers of prospective Managers and Coaches for each player will be dropped. Independent evaluators' scores will not be considered when determining the high and low scores to be dropped. All of the independent evaluators scores will count in the overall scoring for each individual evaluated.
- g. The remaining evaluation numbers will be totaled and averaged in each category on the master division sheet. These numbers are confidential to the selected Managers, Head Coaches, Division Commissioner, and Player Agent only.
- h. The final evaluation number/score will be the number used in accomplishing the Draft for 8U through 16U teams.

2.) The second phase is the Evaluation Phase:

This task is the responsibility of the Director of Coaches and Division Commissioners. In advance of the evaluation, he/she must establish his/her evaluation team of prospective Managers/Coaches/ Independent Evaluators and must explain the evaluation approach. His/her responsibilities on the evaluation day(s) are:

- a. To accumulate the necessary equipment (bats, balls, etc.)
- b. Establish a small team of people, preferably Managers and Coaches from Divisions not being evaluated, who will actually process each girl through the selected skills while the evaluators are scoring her performance.
- c. Set up and line the fields (set up pitching machines, if required)
- d. Set up microphone system (if required)
- e. Ensure all prospective Managers and Head Coaches and independent evaluators attend player evaluations
- f. Establish the baseline criteria for rating the players and communicate to the prospective Managers & Head Coaches and Independent Evaluators each said division.
- g. Explain the evaluation process to all evaluators and supporters after they check in.
- h. Process each girl through a series of selected softball skills while the evaluation team scores her performance.

This process may include:

- a. A warm-up prior to evaluation
- b. Throwing, catching, fielding, hitting, bunting, base running and fly balls
- c. Pitching/Catching

Appendix A.1

PLAYER EVALUATION FORM Template

Manager:			Score 1 - 10 (1 is the lowest)									
	Evaluation #	DOB	Hit	Bunt	Infield	Outfield	Throw	Run	Total	Comments	Pitching	Catching
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												

Appendix B
Team Draw Process (6U)

6U Process

This Division will be organized by the Player Agent and the 6U Division Commissioner, using school and special requests as a guide. It is the intent of the league to ensure no waiting list and that all registered players are put on a team while trying to accommodate all special requests. In order to ensure one team is not too dominate All Star participation from previous years will be discussed and could supecede the special requests. Coaches must be in agreement if one teams has more All Star playes than others.

Appendix C

Team Draft Process

Applicability

Applies to player selection in the 8U, 10U, 12U, 14U, and 16U Divisions only.

Pre-Draft Procedures:

1. The Board of Directors has appointed Managers.
2. The appointed Managers or Manager's designate must attend player evaluations. Each team must be represented. Head Coach Candidates are welcomed and encouraged.
3. Managers must have requested and received approval of their proposed Head Coach pairing in advance of the draft.
4. There will be no Manager/Coach pairings that involve (i.e. frozen) two top ranked pitchers.
5. At the conclusion of the last scheduled evaluation, the Managers/Head Coaches will agree on, by majority vote, and based on average evaluation scores, the identity and ranking of the pitchers in the Pitchers Pool, and catcher in the Catchers Pool, if applicable to ensure that each team has an equal opportunity to draft a top pitcher and catcher.
6. Information collected at the evaluations will be supplied to the Player Agent who will compile the Division Draft Roster.
 - a. The Division Draft Roster lists all players, all evaluation scores, and an Average Evaluation Score (average less the high and low evaluation scores) to two decimal places (e.g., 24.33) for each player.
 - b. The Division Draft Roster shall rank the players in descending order based on the Average Evaluation Score.
 - c. For any players that were not evaluated during the scheduled evaluations, the Managers/Coaches shall score such players prior to the day of the Draft, if possible, or immediately prior to the Draft. Such players must be inserted to the Division Draft List based on the assigned score. If a player is unable to attend the evaluation or the make-up date, her score will be decided upon by the Coaches and Managers that observed her play in the previous year. The evaluation score shall be no lower than the preceding year's score if remaining in the same division.
 - d. 8U and 10U Divisions – The number of teams in each Division will be based on the target of 12 players per team (no less than 11 on any 8U team and 10 on any 10U team).
 - e. 12U and 14U Divisions – The number of teams in the Division will be based on the target of 11 players per team (no less than 10 on any team).
 - f. The number of teams will then be used to define each draft round on the Division Draft Roster.
 - g. If you pitched in the previous All Star season, you will be evaluated as pitcher in the following season.
7. The Player Agent will create a list of all players ranked by Pitcher Evaluation Score, and Catcher Evaluation Score, if applicable.
8. Player Agent will compile the special request list per section 2.4

Appendix C

Team Draft Process (cont'd)

Draft Night

1. Only approved Managers and/or Head Coaches will be in attendance at the draft.
2. 8U Division will attempt to identify the catchers. 10U and above division will rank the Top Level Catchers from one through the number of teams in the division. Identify additional catchers to be placed in the Catcher's Pool. - If there is a lack of qualified catchers, at the Division Commissioner's discretion, there may not be an individual catcher's draft in that division.
3. Identify additional pitchers to be placed in the Pitcher's Pool. (Note: All pitchers who pitched in all stars last year must be included in the pitcher rankings)
4. All Managers/ Head Coaches will come to a consensus that the player ranking is acceptable prior to proceeding with the Draft.
5. "Frozen" players are those players whose team is pre-assigned (i.e. Manager/Coach daughters and sisters who will play on the same team).
6. Frozen players shall be frozen in their scored rounds as they appear on the Division Draft Roster. If both the Manager's and the Head Coach's daughters (or other frozen players) are ranked in the same round, one daughter will roll down to the next round.
7. Sisters are frozen to the team that chooses the first sister, if the parent(s) have previously indicated they must play together.
8. As previously stated, there will be no Manager/Coach pairings that involve (i.e. frozen) two first level pitchers. If this situation does occur, it may be approved if all managers of said division agree with pairing.
9. No team can enter the draft with more than three 'frozen' players. If sisters are remaining at the beginning of the last 3 complete rounds, the Division Commissioner and Player Agent will agree as to how the sisters will accrue to the teams. If consensus cannot be reached, Division Commissioner and Player Agent have the authority to require the team with the last pick of the next to last complete round to take the sister pair, if the sisters have not been picked by that time. NOTE: Managers should be advised of this possibility at the beginning of the last 3 complete rounds.

Draft Process

1. The Player Agent will present the Division Draft Roster ([Appendix C.1](#)) and review the number of teams, the Pitcher's Pool, the Top Level Pitcher's List, the Catcher's Pool, if applicable, the Top Level Catcher's List, if applicable, and any identified catchers. The size of the Top Level Pitcher's and Catcher's List will be equal to twice the size of the Division, if applicable
2. Each Manager will randomly select a team number. The Managers will pick uniform color by ascending team number.
3. Those Managers that do not have a Top Level Pitcher (P1) frozen to their team will choose a pitcher from the Top Level Pitcher's List. The Pick Order will be determined on the basis of the single highest Average Evaluation Score of players frozen to those teams, from lowest to highest. First picks must be from the Top Level Pitcher's List for those Managers who do not have a pitcher frozen from the Top Level Pitcher's List.
4. Those Managers that do not have a Top Level Catcher frozen to their team will choose a catcher from the Top Level Catcher's List, if applicable. The Pick Order will be determined on the basis of the Top Level Pitchers Average Evaluation Score, from lowest to highest. Second picks must be from the Top Level Catcher's List for those managers who do not have a catcher frozen from the Top Level Catcher's List.
5. Once Top Level pitchers and catchers have been drafted, a Manager may pick any unfrozen player upon his/her subsequent turns. The 1st Round Pick Order will be determined on the basis of the lowest to highest Pitcher/Catcher accumulated evaluation score.
6. Players frozen in the 1st Round accrue to their respective teams. The remaining Managers pick players of their choice from the Division Draft Roster according to the 1st Round Pick Order.

Appendix C

Team Draft Process (cont'd)

7. The 2nd Round, and subsequent, Pick Orders will be determined on the basis of the lowest to highest cumulative Team Scores. The cumulative Team Score is the round-by-round sum of accrued players' Average Evaluation Scores. Frozen players accrue to their team's round-by-round. Managers pick as above, and repeat until the Round in which there are fewer remaining players than the number of teams.
8. For the last Round, teams with the lowest cumulative Team Scores are excused from picking a player. For example, in a Division with seven teams with five remaining players, the two teams with the lowest cumulative Team Scores are excused from picking during the last Round.

Post Draft

1. Upon completion of the draft, Managers may trade drafted players before leaving the draft room with the approval of both the appropriate Division Commissioner and the Player's Agent.
2. The Division Commissioner and Player Agent will develop a roster for all of the teams and will distribute those rosters within 48 hours of draft completion.
3. Players not identified at the time of the draft will be assigned by the Player Agent and respective Division Commissioner with the goal of balancing the teams as best they can without re-assigning any players to other teams.

Exceptions

If the situations of a particular year create an unanticipated issue, the NPGS Board of Directors may agree, by vote, on specific modifications to this procedure for that particular year.

Appendix C.1
Draft Roster Example

	Player Number	Designation	Mgr 1	Mgr 2	Mgr 3	Mgr 4	Mgr 5	Mgr 6	Mgr 7	Average
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
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29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47										
48										
49										
50										

Appendix C.2
NPGS Special Request Form

Any request to either play with, or not play with, a specific Manager, Coach or other player, other than family members, is considered a Special Request. **Special Requests are considered but not guaranteed.** Special Requests will only be considered in 6U and 8U Divisions. Special requests must be submitted in writing to the league at the time of registration and no later than the start of evaluations. Special request will be reviewed by the Division Commissioner and elevated to the Executive Board as needed.

NOTE: Special request may not be considered if the number of teams in the division is 3 or less. This will be at the Division Commissioners discretion.

Section 2.4.1 6U Special Requests: Special request are considered for the 6U division. All efforts will be made to grant special requests keeping with the goal of balanced teams

Section 2.4.2 8U Special Requests: Special requests in the 8U division will only be considered for players that are not within the 1st and 2nd round as slotted by the evaluation score. The focus must remain on the creation of balanced teams.

Section 2.4.3 10U-16U Special Requests: Special request in 10U-16U are highly discouraged due to the tendency to created imbalanced teams.

Player's Name: _____ Division: _____


Parent/Guardian: _____

Special Request: _____

Reason for Special Request (**Be very specific**): _____

Parent/Guardian Signature: _____

Appendix D

Appendix D									
		<h3 style="margin: 0;">NEWBURY PARK GIRLS SOFTBALL SEASON REGISTRATION</h3> <p style="margin: 0;">107 N. Reino Road #354, Newbury Park, CA 91320 www.newburyparkgirlssoftball.org</p> <p style="margin: 0; color: red; font-weight: bold;">Please read carefully. Other than signature, please <u>print</u> all information in blue or black ink.</p>							
Legal Name - Last, First, MI (Participant):			Date of Birth:		School:		Age as of 1/1/19:		
Address:			Home Phone:		Division Registering in:				
			Cell Phone:		Evaluating to Play in Upper Division? Yes <input type="checkbox"/> No <input type="checkbox"/>				
City, Zip:			E-mail:						
			Emergency Contact:			Emergency Phone:			
Mother's Name:		Wk Phone:		Cell Phone:		Email:			
Father's Name:		Wk Phone:		Cell Phone:		Email:			
Although sizes cannot be guaranteed, please indicate which JERSEY SIZE best describes your child. Circle one:			Y-XSm	Y-Sm	Y-Med	Y-Lg	Y-XL	Ad-Sm	Ad-Med
			Ad-Lg	Ad-XL	Ad-2XL	Ad-3XL			
Although sizes cannot be guaranteed, please indicate which PANT SIZE best describes your child. Circle one:			Y-XSm	Y-Sm	Y-Med	Y-Lg	Y-XL	Ad-Sm	Ad-Med
			Ad-Lg	Ad-XL	Ad-2XL	Ad-3XL			
Although neither Jersey Name nor Jersey # can be guaranteed, please indicate first and second choice for each. These will be finalized by Team Parent after teams have been formed. No duplication will be allowed.				Name 1:		Number 1:			
				Name 2:		Number 2:			
Number of years played: _____		Does player have experience as:		Pitcher Yes <input type="checkbox"/> No <input type="checkbox"/>		Catcher Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is sibling also registered? Yes <input type="checkbox"/> No <input type="checkbox"/>		If player is nominated for 2019 All Star team, would she be interested in participating? Yes <input type="checkbox"/> No <input type="checkbox"/>							
Please check if you would like to be considered for any of the following positions. A separate application may be required.									
Manager <input type="checkbox"/>		Head Coach <input type="checkbox"/>		Asst Coach <input type="checkbox"/>		Chaperone <input type="checkbox"/>		Team Scorekeeper <input type="checkbox"/>	
Team Parent <input type="checkbox"/>		Umpire <input type="checkbox"/>		Team Sponsor <input type="checkbox"/> \$250.00 (Name) _____					
<p>Friend Referral Program:</p> <p>For every NEW (having never played with NPGS) player you refer to the league for the upcoming Spring season, you will receive a \$15 credit to the NPGS Snack Shack at Borchard Park. The new player must pay full registration fees and must remain registered past the refund date for the Spring season. Please list the full name of any friends you are referring:</p> <p>_____</p>									

Appendix E
PARENTS CODE OF CONDUCT CONTRACT

It is the objective of Newbury Park Girls Softball (NPGS) to provide your children with a wholesome atmosphere in which to engage in healthy athletic competition. Our primary goal is to build character in our children. Because of the excitement and high emotion of some of our games, we thought it important to express some guidelines regarding what we expect from you, the parents, and your children. Please know that the league encourages cheering, excitement, and exuberance, but please be careful and always express this in a positive manner.

1. We will not tolerate any behavior on the playing field or in the stands that would hinder the spirit of sportsmanship and cooperation that we are trying to encourage.
2. **DO NOT COACH YOUR CHILD FROM THE STANDS.** The Coach and player on the field may have specific signs, or prearranged scenarios for play. Do not interfere with that Coach's instructions. If you would like to help Coach, talk to the Manager of your daughter's team to volunteer your time.
3. At no time, and in particular, before, during, or after any league sponsored event or activity, will we permit abusive language or conduct, or profanity. This includes, but is not limited to, abusive language and profanity directed at any player, parent, spectator, Manager, Coach, umpire, or league and softball officials. Anyone in violation of this rule will be subject to USA Governing Body rules for discipline.
4. At no time, and in particular, before, during, or after any league sponsored event or activity, will we permit inappropriate behavior by a player, disrespect of a player towards another player, disrespect of a player towards a parent, disrespect of a Coach, disrespect of Any Volunteer.
5. No alcoholic beverages are permitted in the vicinity of the NPGS playing fields or tournament fields.
6. NO TOBACCO USE of any kind on the fields of play or around players at anytime.
7. No dogs, of any size (with the exception of service dogs) are permitted in the vicinity of the NPGS playing field during games or practices.
8. The speed limit in the parking lot is 5 mph. Please always use extreme caution.
9. Conduct of any guests is the responsibility of the parent/guardian whose child participates in the league.
10. This is a volunteer program. We expect that you will do your part to keep our facility clean.

Failure to comply with these rules may result in a player, parent, or guest being asked to leave our premises, and could result in forfeiture of the game. Serious or repeated offenses could result in expulsion from the league.

Fund Raising: Registration covers only a portion of the cost of league operation. Parents will be asked to participate in a fundraising drive during the season. Your support will allow us to improve the quality of our facility while at the same time holding down the cost of registration.

Payment of Registration Fee: Payment in full of the registration fee is required at the time of registration for a child to participate in the league program unless prior arrangements have been made with the NPGS Executive Board.

Refunds: All refunds must be submitted in writing to the Player Agent using the Player Refund/Drop form and prior to the player draft/team formation date, which is determined by the NPGS Board and posted on the league website calendar. No refund will be granted as of the player draft/team formation date, no exceptions.

Special Team Request:

Any request to either play with, or not play with, a specific Manager, Coach or other player, other than family members, is considered a Special Request. Special Requests are **CONSIDERED** in 6U and 8U Divisions. **Special Requests are considered but not guaranteed.** Special requests must be submitted in writing to the league at the time of registration and no later than the start of evaluations. At the request of the Player Agent and Division Commissioners, Special Requests will be brought to the Executive Board for approval. ([Appendix C.2](#))

As Parent or Guardian of: _____
(Child's Name)

I certify that by signing this Parents "Code of Conduct" Contract, I agree to abide by and adhere to all Newbury Park Girls Softball rules, policies, and procedures for my daughter's play.

Signature _____ Date: _____

Appendix F
NPGS Scholarship Aid Request Form

Scholarships are for registration cost only. It is expected that families receiving fee assistance will perform a certain number of volunteer hours, as defined in the financial aid offer, at NPGS events

ALL APPLICATIONS ARE HELD IN STRICT CONFIDENCE

Player's Name: _____ Birth date: _____

Address: _____ City: _____ Zip: _____

Parent/Guardian: _____ Phone: _____

Email: _____ Cell: _____

Have you received scholarship assistance in previous years? If so, please state year and amount: _____

Requested Scholarship Amount

Parital (amount: \$ _____)

Full (amount: \$ _____)

Requested Scholarship Percentage and Required Volunteer Hours

Note: Circle requested % and associated volunteer hours

Requested Scholarship Percentage	Volunteer Hours
25%	5 Hours
50%	10 Hours
75%	15 Hours
100%	20 Hours

Reason for Request (Be very Specific)

Signature of Parent/Guardian _____

_____ Date

Scholarship Aid Forms shall be directed to the attention of the Player Agent or the President.

Appendix G



NEWBURY PARK GIRLS SOFTBALL

Request for Player Drop / Refund

No Refunds as of Team Formation -- No Exceptions

Please see our complete refund policy at:

<http://www.newburyparkgirlssoftball.org/content/383/Refund-Policy>

Dear Player Agent,

The following registered player will not be able to participate in the **20__** Spring NPGS softball season. Please drop her name from your records. We understand that if we decide to re-register, we will be placed at the bottom of the waiting lists and may not be able to be placed on a team if there is no space available.

Player's Full Registered Name: _____

Division: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Parent's Full Name: _____

Home Phone: _____ Mobile Phone: _____

Reason for Drop: _____

Signature: _____ Today's Date: _____

Email this completed and signed form to:

playeragent@newburyparkgirlssoftball.org

Please allow 2-4 weeks for receipt of refund.

*****For Office Use Only*****

President: _____

Player Agent: _____

Treasurer: _____

Appendix H

Application for Manager, Coach, Assistant Coach and Chaperone

The Executive Board for Newbury Park Girls Softball is required to utilize this form to carefully select the best available adult leadership for the positions of Manager, Head Coach, Assistant Coach and Chaperone in the league to benefit all registered players. Managers, Coaches and Assistant Coaches do not need to have experience, just a desire to lead and Coach by example and in a positive manner. This form is a vital part of our league's screening procedures.

Position (check all that apply):	MANAGER	HEAD COACH	ASST COACH	CHAPERONE	VOLUNTEER
Age level applying for (please check one)	6U	8U	10U	12U	14U
Last Name: _____	First Name: _____			Age: _____	
Address: _____	City: _____			Zip: _____	
Home: _____	Work: _____		Cell: _____		
Background check authorization attached:	Yes	No	Copy of Drivers License attached*	Yes	No
E-mail Address: _____					
List previous youth leadership experience (ex: sports, scouts, school, etc): _____					
Have you ever been suspended or denied leadership from any youth programs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____					
Have you ever been registered for any offense under 290 C.P.C.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain and give dates: _____ _____					
References (provide at least 3):					
Name: _____		Phone: _____			
Name: _____		Phone: _____			
Name: _____		Phone: _____			
Do you have daughter(s) registered in this program? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Daughter(s) name(s): _____					
NPGS sponsors mandatory meetings and Players Clinics for Managers and Coaches prior to start of season, during season, and post-season. NPGS requires that ALL Managers and Coaches attend an ACE online course Clinic presented by the USA at their own cost AND required to attend at least one (1) NPGS Clinic. It is strongly recommended that Coaches and Asst. Coaches also attend the ACE Clinic. If selected as a Manager or Coach, do you agree to attend these meetings? Yes No					

CAREFULLY READ, SIGN, DATE AND RETURN TO NPGS

I give permission for Newbury Park Girls Softball League to conduct a background check on me as required by USA which may include a review of criminal and child abuse records maintained by governmental agencies. I understand that if appointed, my position is conditional upon Newbury Park Girls Softball League receiving no inappropriate information on my background. I hereby release and agree to hold harmless from liability Newbury Park Girls Softball League, the officers, employees and volunteers thereof, or any other person or organization that may provide such information. If appointed I understand that, prior to the expiration of my term, I am subject to suspension and removal by the Board of Directors.

Signature

Date

Please submit this completed form with photocopy of driver license and check payable to NPGS for \$20.00 to cover USA background check processing fees.

Appendix I

Manager/ Head Coach Selection Process

The performance of all Managers and Head Coaches will be evaluated upon the completion of each season's activities by the players' and parents. This information will be considered confidential by the NPGS Executive Board and will be utilized while evaluating candidates for team staff positions in subsequent years.

All persons desiring to manage or to Coach a team must submit a Manager/Coach application form and may be subject to an interview by the Executive Board.

Once the final cut off date for applications has occurred, a final list of candidates will be compiled for consideration and approval.

The results of the background checks will be provided to the President by the Safety & Security Coordinator. Failed background checks will be provided ONLY to the President.

The Player Agent will provide the Manager and Head Coach applications and the parent evaluations for each applicant, to the Division Commissioner and the Director of Coaches. For the Manager applicants, the Division Commissioners and Director of Coaches will review the provided material, conduct interviews, as needed, to determine history and knowledge of applicant, and bring his/her recommendation for the upcoming season's Managers to the Executive Board for review, selection and approval.

If the number of applicants for Manager exceeds the projected number of teams for an age division, the combined recommendation of the Director of Coaches and Division Commissioner will be considered by the Executive Board to determine the individuals who will be assigned as Team Managers. The NPGS Executive Board has the authority to accept or revise that recommendation. The recommendation and decision will be made using, but not necessarily limited to, the following criteria:

1. Past experience with potential Manager, including past success, problems, parental complaints, following the rules, etc
2. The potential Manager's display of sportsmanship.
3. Softball knowledge and teaching ability.
4. Softball education (Coaching classes, umpiring, USA affiliation, etc.)...
5. The potential Manager's past support of the league (fundraisers, etc).
6. If the NPGS Executive Board determines that more than one candidate is equally qualified to manage under the above criteria, the following items, in order, will be used as the "tiebreakers":
 - Returning listed Manager.
 - Returning first listed Coach.
 - Has a participating daughter in the division in which he/she wishes to manage/Coach.
 - Ability to relate and work with children AND softball knowledge and experience.

The list of approved Managers will be reported in the minutes of the first Board Meeting of the calendar year. Qualified individuals not selected as Managers due to the limited number of teams will receive alternate status, in rank order (eg 1st alternate, 2nd alternate, etc). A Manager Candidate may waive his approval status or his alternate ranking in favor of another only if he/she chooses to do so.

Subsequent to Executive Board approval, the Board of Directors must either affirm or disapprove the list of selected Managers/alternates and Head Coaches candidates as presented. The Board of Directors vote shall be for the lists of Manager and Head Coach Candidates by Division as approved and presented by the Executive Board. If any list is disapproved, the Executive Board will request the confidential input of Board of Directors regarding their concerns. The lists of Managers approved at the Board meeting following the Executive Board meeting will be posted on the website within one week of that Meeting.

Managers and Head Coaches must sign and abide by the Managers Agreement ([Appendix J](#)).

Appendix J
Manager/Head Coach Agreement

Managers and Head Coaches, regardless of season, shall abide by the Rules and Regulations of the NPGS League, Southern California USA, USA National Code, and the USA Official Guide & Rulebook. Managers and Head Coaches must understand they are responsible for the actions and financial obligations of their team. As a Manager or Head Coach, you hereby agree to abide by the following:

1. I understand that my failure to meet the obligations and responsibilities of a Manager or Head Coach could result in my removal from my current position and in ensuing years, subject to a hearing before the NPGS Board.
2. I will not recruit players to leave NPGS membership to play on any team not endorsed by the NPGS Board.
3. I will not be guilty of, or allow any member of my team to be guilty of, unsportsmanlike conduct or acts contrary to the objectives and purposes of NPGS and USA.
4. I understand that I must provide all players on my team with adequate playing time without regard to talent and ability with player safety being my only other consideration (each division will be bound to respective supplemental rules).
5. I will maintain control of all team personnel and fans while participating in NPGS events.
6. I will discourage team personnel, players, parents or fans from being abusive towards or otherwise publicly criticizing other team members, opposing teams, Managers, Head Coaches, spectators, umpires, NPGS or USA officials.
7. I understand that if an umpire disqualifies me during a game, I will immediately leave the field and complex and am subject to a two (2) game suspension. If so desired, the suspension may be appealed to a one (1) game suspension subject to a hearing presented to the NPGS Board of Directors.
8. If I am a Manager, I understand that item #7 also applies to my teams' Coaches and I agree to enforce the rule should a Coach from my team be disqualified.
9. I understand that I am required to be in attendance at all team functions (practices, games, etc.) or I must ensure that these functions are being properly supervised and conducted by an official member of my team's Coaching staff.
10. I understand that my Coaching staff and I are responsible for all team members at team events until they are under the actual supervision of a parent or legal guardian.
11. I understand that my Coaches and I are responsible for properly preparing the players on our team, through practice and Coaching, to be ready to play safely and competitively in the League.
12. I understand that it is my responsibility to have a team representative in attendance at all NPGS Corporate Management meetings, and if unable to be in attendance, to contact my division commissioner to remain updated on league issues, schedule changes, etc.
13. I understand that NPGS is a recreational softball league and agree not to recruit players specifically for my team or to conduct any other activities that would have a negative effect on maintaining a fair balance of talent among the teams in my division.
14. I understand that it is my responsibility to see that all financial and league obligations of my team are met within prescribed deadlines, including but not limited to; sponsorship, fundraisers, etc. If I am unable to do so, I will immediately contact my division commissioner for assistance.
15. I will not intentionally destroy or damage any equipment issued to me from the league, or that of the NPGS facility.
16. I will return all equipment and keys issued to me on the date(s) announced by the league.
17. I agree to fulfill my obligation to field maintenance activities.
18. I understand that equipment and game uniforms will not be issued until I have identified the Team Scorekeeper, Team Parent, and Dugout Chaperone and provided a sponsor check with completed sponsor information form to my Division Commissioner.
19. I understand that team staff including the Manager, Head Coach, Assistant Coach, Dugout Chaperone and any others that could have direct contact with players is required to submit to and pass the required USA background check.
20. I understand that as Manager I must attend the mandatory training/clinic or may be subject to removal.
21. As head Coach I understand that training/clinics are strongly recommended.

Print Name: _____ Signature: _____

Date: _____ Division: _____ Player Rep/League Official: _____

Appendix K Scorekeeping

The home team is the official scorekeeper for that game. Each team will provide their own scorekeeper and scorebook for each game. There will be a Scorekeepers Clinic scheduled before each season. This clinic is a must-attend for each teams score keeper.

Each team is responsible for keeping its batting order straight. It is courteous to give the other team your batting order, with players' numbers, at least five minutes before the game time. Few things are more hectic than a Coach trying to get his/her team on the field, or ready to bat, and also having to write down the opposing team's batting order in the scorebook while the pitcher is warming up. The following is a simple system that is used for recording game occurrences:

Each fielder has a number:

Pitcher	1	Shortstop	6
Catcher	2	Left Fielder	7
First Base	3	Center Fielder	8
Second Base	4	Right Fielder	9
Third Base	5	Rover	10 (10U and down only)

Use letters or abbreviations to describe game occurrences:

BB	base on balls	SB	stolen base
K	strike out swinging (Backwards "K" is a strikeout looking)	DP	double play
HP	hit by pitch	PB	passed ball
E	error	RBI	run batted in
1B	single	SF	sacrifice fly ball
2B	double	BU	batter unassisted
3B	triple	RU	runner unassisted
CI	catcher interference	HR	home run
INF	infield fly	WP	wild pitch
FC	fielders choice	SAC	sacrifice bunt
		F	fly ball
		PU	pop up

Combining the numbers and the letters tells a lot about each play. For example, E-4 means that the second base person made an error, or PU-1 means ball was a pop-up and caught by Pitcher.

Mark a batter's progress around the base paths by drawing a line from base to base on the template printed in your scorebook (NPGS will provide the score book). If a batter reaches home safely and scores, lightly color the diamond in. Why lightly? Otherwise, you may obscure information written inside the diamond.

You must record the outs (first out=1, second out=2, and third out=3) and then circle the out number so that you can easily keep track of the outs.

A scorebook provides the basic data you need to keep a set of statistics for your team. Stats are handy in making decisions for your batting order, and they reflect developing players and their batting/fielding abilities on your team. These stats also reflect your pitchers' capabilities/limitations. Wild pitches are charged to the pitcher, as well as strikeouts. Be sure to indicate clearly in the scorebook when pitchers are relieved

Appendix L

Field Maintenance and Responsibility

General Field Layout, as per USA rules, is included in [Figure 1](#).

Field Layout Details, as per USA rules, is included in [Figure 2](#).

Field Dimensions and Base Definition to be utilized [Figure 3](#).

Maintenance Equipment to be Utilized [Figure 4](#).

Field Timing: Fields must be ready to support games 10 minutes prior to the scheduled game time. It is recommended you allow 20 minutes to ready the fields and have at least 2 adults support the efforts.

It is the Home Teams responsibility to set up the fields prior to game time.

Field set up Procedures and Responsibility

1. Before the First Game

- a. Drag the infield and rake the base lines (away from the grass, in toward the center of the field) prior to setting up (if necessary). Raking and leveling the pitching mound and batter's box areas.
- b. Set bases and pitchers rubbers per figure 3, check for correct pitching distances, chalking batter's box, Coaches box, baselines, pitchers circle, on-deck circle.
- c. Installing the helmet racks in each dugout.
- d. Installing the manual scoreboards.

Note: A safety walk down of the entire field should be performed at which time any deep holes/ruts should be filled and verification made that all valve box covers have been properly installed (infield and outfield).

2. After the Final Game of the Day, **Visiting Team is responsible for breaking down field.**

- a. Return helmet racks to maintenance shed.
- b. Return all bases and maintenance equipment to maintenance shed (see figure 4).
- c. Verify that all base peg covers have been properly installed.
- d. Advise field duty officer when final game is complete on assigned field to turn off lights. Field duty officer will call CRPD from number in the equipment shed.

FAILURE TO FOLLOW THESE PROCEDURES WILL REDUCE PRACTICE TIME ON FIELD.

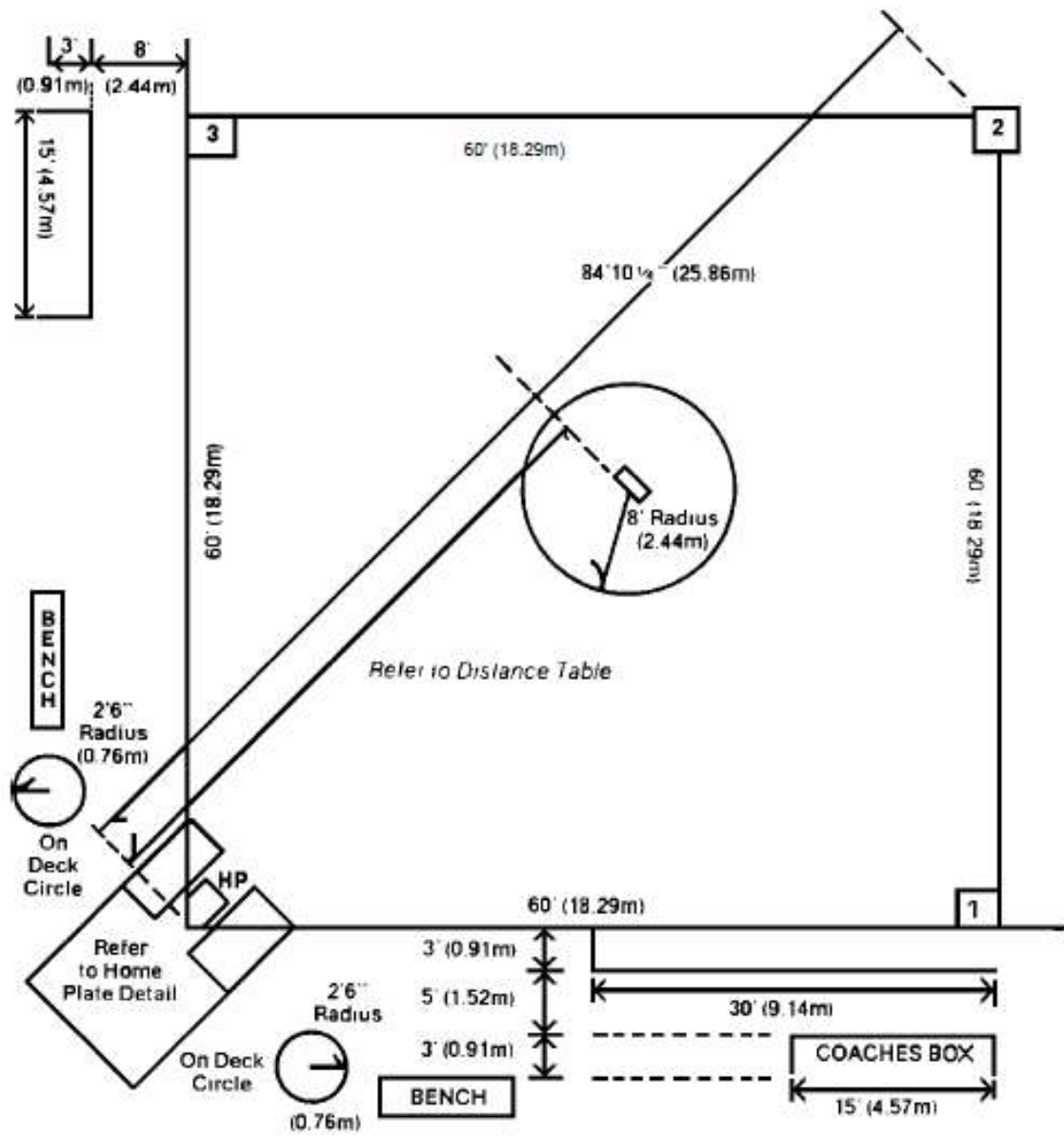
Parents, Managers, Coaches Responsibilities:

Please maintain the stands and dugouts clean. Pick up all trash around the grandstand and dugout area.

DUGOUTS SHOULD BE CLEANED AND FREE OF TRASH AT THE END OF EACH GAME.

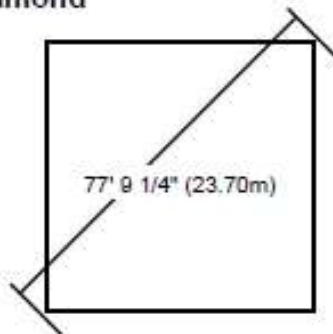
FAILURE TO FOLLOW THESE PROCEDURES WILL REDUCE PRACTICE TIME ON FIELD.

Figure 1: General Field Layout



(For base distances, pitching distances and fence distances, see Rule 2, Section 1)

55-Foot Diamond



65-Foot Diamond

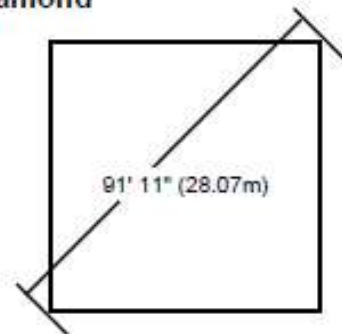


Figure 2: Field Layout Details

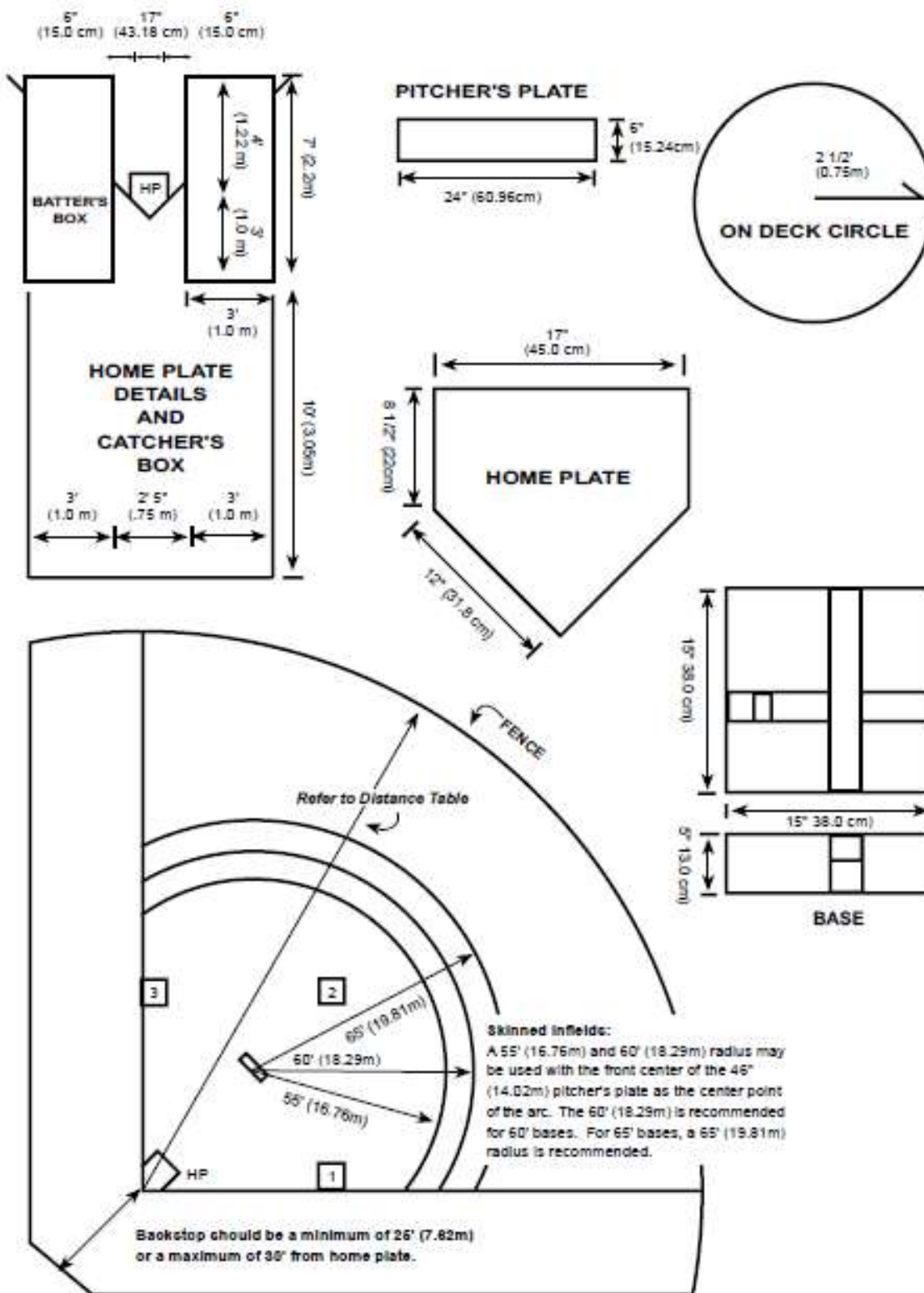


Figure 3: Field Dimensions

Age	Pitching Distance	Distance between bases	Ball Size
6U	30'	60'	10"
8U	30'	60'	10"
10U	35'	60'	11"
12U	40'	60'	12"
14U	43'	60'	12"
16U	43'	60'	12"

Type of Bases-for 10U, 12U, 14U and 16U

1st	2nd	3rd
Orange White Double Safety Base (Orange side is the foul side)	Slide over Safety Base	Slide over Safety Base

Figure 4: Maintenance Equipment to be Utilized

All maintenance equipment, bases, pitching rubbers, small scoreboards, and helmet racks are stored in the maintenance shed. The Duty Officer of the Day will open the shed 30 minutes prior to game time. The visiting team will close and lock the shed after field clean up from the last game of the day/night has been completed.

It is the responsibility of the Team Managers to maintain the maintenance shed in top-notch cleanliness condition. Maintenance equipment stored in the maintenance shed may include:

- A powered machine for dragging the field
- A “dragger”
- Bases
- Pitching plate rubbers (with nails to hold the rubbers) for 6U, 8U, and 10U games.
- Helmet racks
- Chalk
- Chalking Machine
- Tape Measure
- Rope – used to lay out all long lengths of chalk lines (foul lines, run through lines)
- Batter’s box lining tool
- Spare valve box cover plates
- Manual scoreboards

Appendix M

Manager/Coach Performance Evaluation - Example

NOTE: Specific questions and format may vary

Template may be printed or used to establish an electronic means of gather feedback

They will be collected by the Secretary or Division Commissioner and will be kept confidential.

Thank you for completing and returning this form.

Manager's Name: _____ Team #: _____ Division: _____
 Coach's Name: _____ Team Name: _____
 Your Name (optional): _____ Year: _____

Please fill out the following form to rank your team staff on their effectiveness in the following areas

1-Poor 3-Good 5-Excellent

Personal. How was the manager's/coach's:

Manager					Coach				
1	2	3	4	5	1	2	3	4	5

1. Attitude towards players.
2. Attitude towards parents.
3. Attitude towards opposing managers.
4. Promptness.
5. Dependability.

The Sport. How well did your manager/coach:

Manager					Coach				
1	2	3	4	5	1	2	3	4	5

1. Know the sport?
2. Teach the sport?
3. Organize and prepare for practices?
4. Organize and prepare for games?
5. Show proper leadership on and off the field?
6. Improve your child's skills over the season?

Communication. How well did your manager/coach:

Manager					Coach				
1	2	3	4	5	1	2	3	4	5

- | | | | | | | | | | |
|---|-----|----|-----|----|--|--|--|--|--|
| 1. Communicate with the players? | | | | | | | | | |
| 2. Communicate with the parents? | | | | | | | | | |
| 3. Demonstrate and teach proper respect towards umpires? | | | | | | | | | |
| 4. Would you want your child to play for him/her again? | Yes | No | Yes | No | | | | | |
| 5. Would you recommend this person to other parents as a manager/coach? | Yes | No | Yes | No | | | | | |
| 6. Did the manager/coach player treat his/her own child better than the others? | Yes | No | Yes | No | | | | | |
| 7. Was the manager fair with the other players? | Yes | No | Yes | No | | | | | |

Comments:

Appendix N

Manager & Head Coach Evaluation of the League - Example

NOTE: Specific questions and format may vary

Template may be printed or used to establish an electronic means of gather feedback

Please rate your level of agreement for each of the following statements:

Strongly Agree Agree Disagree Strongly Disagree N/A

1. I believe Managers

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
1. I believe Managers and Coaches are properly selected					
2. I believe Managers and Coaches are properly trained					
3. I believe Managers and Coaches are adequately made aware of their responsibilities.					
4. The current draft process in 8U-14U is fair and balanced.					
5. The current draft process in 8U14U generally results in teams that have equal talent.					
6. The equipment provided to teams by NPGS is functional and adequate.					
7. The adult (Gold Coast) umpires are well trained and call a good game.					
8. The youth umpires in 6U and 8U are well trained and call a good game.					
9. The NPGS supplemental rules for each age division are clear and fair.					
10. The NPGS supplemental rules for each age division result in better play in each division.					
11. NPGS is a safety conscious league.					
12. The NPGS Board of Directors provides a positive learning environment for young players.					
13. I will be volunteering to be a Manager or Coach next season for NPGS.					

What other comments or suggestions do you have to make the league stringer in the future?

Appendix O
Modified/Supplemental Playing Rule 6U

(Current USA rules apply with these modifications)

Page 1 of 2

General Rules:

1. All players are required to have and use a batting helmet with a face cage, and shoes with plastic cleats (no metal cleats permitted); Recommended, but not required equipment includes: face mask, slider shorts, wraps and protective shin/knee pads (aka sliders).
2. Official ball is a new 10 inch Worth Reduced Injury Factor (RIF) Level 1 softball in optic yellow. If necessary, an alternate ball of the same size may be used if deemed equivalent by the Division Commissioner. The home team will retain one (1) game ball to supply their ball bucket.
3. A formal practice shall consist of five or more players. Each girl may practice up to two hours per week before opening day, and one hour per week once official games have begun.
4. Players are not permitted to wear jewelry (including watches) except Medic Alert bracelets. (See [Appendix Q](#) for more details)
5. All players will keep their shirts tucked in.
6. All players must wear socks that cover the ankle. **“Peds” are not permitted.**
7. Profanity, intoxicants of any kind, and tobacco use of any kind are not permitted.
8. Throwing of equipment is not permitted.
9. Parents, fans and Team Staff will refrain from any type of sarcasm, verbal abuse, physical abuse, intimidation, or other unsportsmanlike acts directed towards players, other parents, fans, Team Staff, umpires or NPGS Board Volunteers.
10. It is the responsibility of the Manager to adhere to and enforce all General Rules. Failure to comply will result in one or more of the following: a) team warning; b) player is out; c) disqualification of Manager and/or conflicting player(s) for said game; d) next game suspension of Manager and/or conflicting player(s). All actions under Rule 10, except a) or b), must be reported to the Division Commissioner, who will report it to the NPGS Executive Board.

Game Play Rules:

11. There is no infield fly rule.
12. The dropped third strike rule is not in effect.
13. There is no stealing of bases.
14. The ball is dead if, when being thrown to the pitcher, the ball crosses the plane of the pitching circle.
15. All players shall play defensively in all innings. There shall only be six infielders with all remaining players in the outfield playing 10' behind the baseline.

Appendix O
Modified/Supplemental Playing Rule 6U (cont'd)

(Current USA rules apply with these modifications)

Page 2 of 2

16. During the first half of the season, each team will bat through their roster (up to a maximum of 8 batters) each inning. If a batter is put out on the bases, she will return to the dugout, however, the inning will continue until the team roster (up to a maximum of 8 batters) has had the opportunity to hit. Halfway through the Season, date TBD by Commissioner, a team is restricted to a maximum of 4 runs per inning or 3 outs per inning. No "continuation" runs beyond the 4-run limit will be allowed. The game will last for 1 hour and 15 minutes (drop dead)
17. Outs will be called by on-field Coaches. Players, who are put out, must return to the dugout.
18. The player will receive four Coach pitches. If the player does not put the ball in play by the fourth pitch, they get to hit off the tee.
19. During the first half of the season, if an infielder, while in control of the ball, makes an attempt on a runner by throwing to a teammate covering a base, that runner may not advance on an overthrow. Halfway through the Season, date TBD by Commissioner, on an overthrow, the runner may advance up to one base, at her own risk. This one base limit also applies to all runners on the bases.
20. During the first half of the season, base running will be limited to one base per hit. Halfway through the Season, date TBD by Commissioner, girls are allowed to run unlimited bases until the ball crosses the pitching circle or the players has attempted to throw the ball in the direction of the circle. The player must be half way to the next base prior to the ball being thrown toward the pitching circle in order to advance to the next base.
21. There will be no score kept or team standings.

Appendix O
Modified/Supplemental Playing Rule 8U
(Current USA rules apply with these modifications)
Page 1 of 3

General Rules:

1. All players are required to have and use a batting helmet with a face cage, and shoes with plastic cleats (no metal cleats permitted); Recommended, but not required equipment includes: slider shorts, facemasks, wraps and protective shin/knee pads (aka sliders).
2. Official ball is a new 10 inch Worth Reduced Injury Factor (RIF) Level 1 softball in optic yellow. If necessary, an alternate ball of the same size may be used if deemed equivalent by the Division Commissioner, UIC, or game umpire. The home team will retain one (1) game ball to supply their ball bucket.
3. A practice shall consist of five or more players. Each Girl may practice **five hours per week** prior to opening day. Each girl may practice a maximum of five hours per week, including games, after opening day. (Each game will be considered one and one half hours.)
4. Any player catching for a pitcher at any time must wear full catcher's gear.
5. Players are not permitted to wear jewelry (including watches) except Medic Alert bracelets. (See [Appendix Q](#) for more details)
6. All players will keep their shirts tucked in.
7. All players must wear socks that cover the ankle. "Peds" are not permitted.
8. Profanity, intoxicants of any kind, and tobacco use of any kind are not permitted.
9. Throwing of equipment is not permitted.
10. Base Coaches on offense will remain in the Coaching box at all times, unless there is a time-out.
11. Parents, fans and Team Staff will refrain from any type of sarcasm, verbal abuse, physical abuse, intimidation, or other unsportsmanlike acts directed towards players, other parents, fans, Team Staff, umpires or NPGS Board Volunteers.
12. It is the responsibility of the Manager to adhere to and enforce all General Rules. Failure to comply will result in one or more of the following: a) team warning; b) player is ejected; c) disqualification of Manager and/or conflicting player(s) for said game; d) forfeiture of said game; e) next game suspension of Manager and/or conflicting player(s). All actions under Rule 12 must be reported to the Division Commissioner, who will report it to the NPGS Executive Board.

Appendix O
Modified/Supplemental Playing Rule 8U (cont'd)

(Current USA rules apply with these modifications)

Page 2 of 3

GAME PLAY RULES

13. There is no infield fly rule.
14. The dropped third strike rule is not in effect – a batter runner cannot advance to first base on a dropped third strike.
15. Stealing of all bases is allowed with the exception of home. The player will be allowed to advance one base per pitch. A warm plate is in effect. If a play is made on any runner, the runner on third (if occupied) cannot advance home unless the play is on the third base runner with the liability of being put out. The player may not advance on an overthrow.
16. Continuation on a walk is NOT allowed.
17. The ball is dead if, when being thrown to the pitcher, the ball crosses the plane of the pitching circle.
18. On an overthrow of a ball put in play, the runner may advance up to one base, at her own risk. This one base limit also applies to all runners on the bases.
19. All weekday games, will be 1 hr. & 30 minutes “drop dead”. The game will be stopped in the middle of an inning. The Umpire should announce last batter prior to calling the game due to “drop dead” time. On Saturday, any inning started prior to 1 hr. & 30 minutes will be completed. If six innings are completed prior to the expiration of time, the game shall end.
20. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game shall be added to the end of the batting order. A player who leaves the game early will be skipped, and will not be recorded as an out.
21. There will be 10 defensive players on the field: 6 infielders and 4 outfielders. Outfielders must be at least 10 feet behind the baseline until the ball is hit (baseline is the direct line between two bases). A team must have a minimum of 8 defensive players to start a game (unless agreed upon by both managers). When playing “shorthanded” with 8 players, an out will not be charged when the 9th or 10th batting position is scheduled to come to the plate.
22. A girl may not sit out more than once until all other players have sat out at least one time.
23. All players will play at least one inning in the infield per game.
24. A team is restricted to a maximum of four runs per inning. No “continuation” runs beyond the 4 run limit will be allowed.

Appendix O
Modified/Supplemental Playing Rule 8U (cont'd)

(Current USA rules apply with these modifications)

Page 3 of 3

25. A Coach pitcher will replace a girl-pitcher after four called balls or batter hit by pitch. If hit by pitch we need to ask the batter if she wants to keep swinging and encourage her to do so. If the answer is yes, same count applies and the pitch that hit the player is counted as a ball. If the answer is no suggest coach pitch with the inherited count, if the answer is still no the batter is awarded first.
- a. The Coach-pitcher must pitch from the pitching rubber.
 - b. The Coach-pitcher assumes the batter's strike count, and the ball count will be ignored.
 - c. The batter is out when three strikes are accumulated (Coach-pitcher strikes must be swinging strikes) or after the 4th Coach pitch is thrown, whichever comes first (except for foul balls after 2 strikes or batter struck by Coach pitch it is not counted as a pitch).
 - d. If the Coach-pitcher throws a strike and the batter does not swing, it will not count towards the strike count.
 - e. No bunting or stealing shall be allowed off a Coach-pitcher.
 - f. While the Coach-pitcher is pitching, the girl-pitcher must stay within the pitching circle, even with or behind the pitching plate.
 - g. If a batted ball hits the Coach-pitcher, the ball will be considered a live ball.
26. For developmental purposes, any pitcher is restricted to pitching a maximum of 2 out of the first 4 innings per game. No pitcher can pitch four consecutive innings. A player who elects not to be evaluated as a pitcher during the formal evaluation process can pitch a maximum of 1 inning per game until ½ way through the season at which time a pitcher who is not evaluated will be able to pitch a maximum of 4 innings per game, but not 4 consecutive innings in a row. One pitch thrown constitutes an inning pitched. When violated, the pitcher is removed from the pitching position and cannot return to the pitching position for the remainder of the game.
27. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook as well as the Manager's Scorebook.

Appendix O
Modified/Supplemental Playing Rule 10U
(Current USA rules apply with these modifications)
Page 1 of 2

General Rules:

1. All players are required to have and use a batting helmet with a face cage, and shoes with plastic cleats (no metal cleats permitted); Recommended, but not required equipment includes: slider shorts, facemask, wraps and protective shin/knee pads (aka sliders).
2. Official game ball is a new 11 inch Worth Mid-Seam Reduced Injury Factor (RIF) Level 1 softball in optic yellow. If necessary, an alternate ball of the same size may be used if deemed equivalent by the Division Commissioner, UIC, or game umpire. The home team will retain one (1) game ball to supply their ball bucket.
3. A practice shall consist of 5 or more players. Each girl may practice **five hours per week** prior to opening day. Each girl may practice a maximum of six hours per week including games, after opening day. (Each game will be considered 1 1/2 hours.) Non-compliance with this rule shall be reported to the Division Commissioner.
4. Any player catching for a pitcher at any time must wear full catcher's gear.
5. Players are not permitted to wear jewelry (including watches) except Medic Alert bracelets. See [Appendix Q](#) for more details.
6. All players will keep their shirts tucked in.
7. All players must wear socks that cover the ankle. "Peds" are not permitted.
8. Profanity, intoxicants of any kind, and tobacco use of any kind are not permitted.
9. Throwing of equipment is not permitted.
10. Base Coaches on offense will remain in the Coaching box at all times, unless there is a time-out.
11. Parents, Fans and Team Staff will refrain from any type of sarcasm, verbal abuse, physical abuse, intimidation, or other unsportsmanlike acts directed towards players, other parents, fans, Team Staff, umpires or NPGS Board Volunteers.
12. It is the responsibility of the Manager to adhere to and enforce all General Rules. Failure to comply will result in one or more of the following: a) team warning; b) player is ejected; c) disqualification of Manager and/or conflicting player(s) for said game; d) forfeiture of said game; e) next game suspension of Manager and/or conflicting player(s). All actions under Rule 12 must be reported to the Division Commissioner, who will report it to the NPGS Executive Board.

Game Play Rules

13. The infield fly rule is in effect.
14. The dropped third strike rule is in effect. A batter runner may advance to first base on a dropped third strike.

Appendix O
Modified/Supplemental Playing Rule 10U (cont'd)

(Current USA rules apply with these modifications)

Page 2 of 2

15. Stealing of all bases is allowed, and home plate is hot. The runner will be allowed to advance 1 base per pitch. A runner attempting to advance illegally under this rule is liable to be put out while the ball is alive and in play. A base runner in sole possession of an illegally stolen base shall be returned to the correct base without liability to be put out when the ball becomes dead (i.e. a base runner may not be tagged out while standing on the base alone). Continuation on a walk is allowed at the runner's own risk.
16. All weekday games, excluding Friday and Saturday, will be 1 hour and 30 minutes "drop dead". The game will be stopped, regardless of inning. The score at the "drop dead" time will revert back to the last completed inning. On Friday's and Saturday's, a game will be 1 hr. & 30 minutes, with no new inning beginning after this time. Any inning started prior to the 1 hr. & 30 minute game time shall be completed. A game shall be deemed complete at the end of the described time limit or upon completion of 7 innings or, in the event the home team is leading, at the end of 6 ½ innings. In the event it becomes necessary to discontinue a game, it shall be official at the end of 4 innings or, in the event the home team is leading, at the end of 3 ½ innings.
17. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game shall be added to the batting lineup at the end of the batting order. A player who leaves the game early will be skipped, and will not be recorded as an out.
18. Based on team sizes, the Player Agent and Division Commissioner will determine whether teams will play with 9 or 10 defensive players. Outfielders must be on outfield grass or approximately 15 feet behind the base line, until the ball is pitched. A team must have a minimum of 8 defensive players to start a game. When playing "shorthanded" with 8 players, an out will not be charged when the 9th or 10th batting position is scheduled to come to the plate.
19. A girl cannot sit out more than one inning until all other players have sat out at least one inning.
20. A team is restricted to a maximum of 4 runs per inning through the 4th inning. No "continuation" runs beyond the 4 run limit will be allowed. Beginning with the 5th inning, there is no run limit per inning.
21. A pitcher is restricted to pitching a maximum of 4 innings per game, but not four consecutive innings. A player who elects not to be evaluated as a pitcher during the formal evaluation process can pitch a maximum of 1 inning per game until ½ way through the season at which time a pitcher who is not evaluated will be able to pitch a maximum of 4 innings per game, but not 4 consecutive innings in a row. One pitch thrown constitutes an inning pitched. When violated, the pitcher is removed from the pitching position and cannot return to the pitching position for the remainder of the game. A forfeit occurs; however, the game will continue until official game end time. Exceptions to this rule are subject to NPGS Executive Board review and approval.
22. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook as well as the Manager's Scorebook.
23. Any interleague play will follow USA Official Rules. Except with NPGS Rules, there will be no mercy rule in effect.
24. All players will play at least one (1) inning in the infield per game.

Appendix O
Modified/Supplemental Playing Rule 12U

(Current USA rules apply with these modifications)

Page 1 of 2

General Rules:

1. All players are required to have and use a batting helmet with a face cage while on offense, and shoes with plastic cleats (no metal cleats permitted); Recommended, but not required equipment includes: slider shorts, corset, wraps and protective shin/knee pads (aka sliders).
2. Official game ball is a new 12 inch Worth Hot Seam softball in optic yellow. If necessary, an alternate ball of the same size may be used if deemed equivalent by the Division Commissioner, UIC, or game umpire. The home team will retain one (1) game ball to supply their ball bucket.
3. A practice shall consist of 5 or more players. Each girl may practice no more than 6 hours per week prior to opening day. Each girl may practice no more than 7 hours per week, including games and pre-game, after opening day. (Each game will be considered 1 hour and 30 minutes.) Non-compliance with this rule shall be reported to the Division Commissioner.
4. Any player catching for a pitcher at any time must wear full catcher's gear.
5. Players are not permitted to wear jewelry (including watches) except Medic Alert bracelets. ([Appendix Q](#)).
6. All players will keep their shirts tucked in.
7. All players must wear socks that cover the ankle. "Peds" are not permitted.
8. Profanity, intoxicants of any kind, and tobacco use of any kind are not permitted.
9. Throwing of equipment is not permitted.
10. Base Coaches on offense will remain in the Coaching box at all times, unless there is a time-out.
11. Parents, fans and Team Staff will refrain from any type of sarcasm, verbal abuse, physical abuse, intimidation, or other unsportsmanlike acts directed towards players, other parents, fans, Team Staff, umpires or NPGS Board volunteers.
12. It is the responsibility of the Manager to adhere to and enforce all General Rules. Failure to comply will result in one or more of the following: a) team warning; b) player is out; c) disqualification of Manager and/or conflicting player(s) for said game; d) forfeiture of said game; e) next game suspension of Manager and/or conflicting player(s). All actions under Rule 12, except a) or b), must be reported to the Division Commissioner, who will report it to the NPGS Executive Board.

Appendix O
Modified/Supplemental Playing Rule 12U
(Current USA rules apply with these modifications)
Page 2 of 2

Game Play Rules:

13. **(Intraleague only)** All weekday games, excluding Friday and Saturday, will be 1 hour and 30 minutes “drop dead”. The game will be stopped, regardless of inning. The score at the “drop dead” time will revert back to the last completed inning. On Friday’s and Saturday’s, a game will be 1 hr. & 30 minutes, with no new inning beginning after this time. All innings started must be finished. If 7 innings are completed prior to the expiration of time, the game shall end, unless the score is tied, in which case the game will continue for the complete time period. A game shall be considered official after 5 complete innings, unless the score is tied, in which case it would continue for the complete time period by international tie breaker rule. All **Interleague** week day games at home will be 1 hour and 30 minutes drop dead, Friday Saturday games will be an 1hr & 30 minutes no new. If 7 innings are completed prior to the expiration of time, the game shall end, unless the score is tied, in which case the game will continue for the completed time period. A game shall be considered official after 5 complete innings, unless the score is tied, in which case it would continue for the complete time period by international tie breaker rules. All **Interleague** games bypass pitcher/catcher/play up rules.
14. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game shall be added to the batting line up at the end of the batting order. A player who leaves the game early will be skipped, and will not be recorded as an out.
15. A team must have a minimum of 8 defensive players to start a game. When playing “shorthanded” with 8 players, an out will not be charged when the 9th batting position is scheduled to come to the plate.
16. A girl may not sit out more than once until all other players have sat out at least one time. All players will play at least one (1) inning in the infield per game.
17. A team is restricted to a maximum of 4 runs per inning through the completion of the 4th inning. Unlimited runs begin in the 5th inning.
18. A player who elects not to be evaluated as a pitcher during the formal evaluation process can pitch a maximum of 1 inning per game until ½ way through the season at which time a pitcher who was not evaluated will be able to pitch without restrictions. If a team does not have another pitching option in 12U/14U this rule can be overruled with commissioner and all manager in that division approval. One pitch thrown constitutes an inning pitched. When violated, the pitcher is removed from the pitching position and cannot return to the pitching position for the remainder of the game. A forfeit occurs; however, the game will continue until official game end time Exceptions to this rule are subject to NPGS Executive Board review and approval.
19. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook as well as the Manager’s Scorebook.
20. Any interleague play will follow USA Official Rules with a 4 run rule in effect.

Appendix O
Modified/Supplemental Playing Rule 14U
(Current USA rules apply with these modifications)
Page 1 of 2

General Rules:

1. All players are required to have and use a batting helmet with face cage while on offense. Recommended but not required equipment includes: slider shorts, corset, wraps and protective shin/knee pads (aka sliders).
2. Official game ball is a new 12 inch Worth Dream Seam softball in optic yellow. If necessary, an alternate ball of the same size may be used if deemed equivalent by the Division Commissioner, UIC, or game umpire. The home team will retain one (1) game ball to supply their ball bucket.
3. Any player catching for a pitcher at any time must wear full catcher's gear.
4. Players are not permitted to wear jewelry (including watches) except Medic Alert bracelets. ([Appendix Q](#))
5. All players will keep their shirts tucked in.
6. All players must wear socks that cover the ankle. "Peds" are not permitted.
7. Profanity, intoxicants of any kind, and tobacco use of any kind are not permitted.
8. Throwing of equipment is not permitted.
9. Base Coaches on offense will remain in the Coaching box at all times, unless there is a time-out. If a player is used as a base Coach, she must wear a helmet.
10. Parents, fans and Team Staff will refrain from any type of sarcasm, verbal abuse, physical abuse, intimidation, or other unsportsmanlike acts directed towards players, other parents, fans, Team Staff, umpires or NPGS Board volunteers.
11. It is the responsibility of the Manager to adhere to and enforce all General Rules. Failure to comply will result in one or more of the following: a) team warning; b) player is out; c) disqualification of Manager and/or conflicting player(s) for said game; d) forfeiture of said game; e) next game suspension of Manager and/or conflicting player(s). All actions under Rule 11, except a) or b), must be reported to the Division Commissioner, who will report it to the NPGS Executive Board.

Game Play Rules:

12. League games will be 1 hr. and 30 minutes, with no new inning starting after this time. However, all innings started must be finished. If 7 innings are completed prior to the time limit, then the game shall end at that time, unless the score is tied, in which case it would continue for the complete time period by international tie breaker rule. (Last batter out in the lineup will start off on 2nd base). A game is official after 5 innings have been completed.
13. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game must bat at the end of the order. A player who leaves the game early will be skipped, and will not be recorded as an out.

Appendix O
Modified/Supplemental Playing Rule 14U (cont'd)

(Current USA rules apply with these modifications)

Page 2 of 2

14. A team must have a minimum of 8 defensive players to start a game. When playing “shorthanded” with 8 players, an out will not be charged when the 9th batting position is scheduled to come to the plate.
15. A player must enter the game no later than the 3rd inning and must play at least 2 consecutive innings.
16. A team is restricted to a maximum of 6 runs per inning through the completion of the 4th inning. Unlimited runs begin in the 5th inning.
17. An official team roster will be provided with all eligible players.
18. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook as well as the Manager’s Scorebook. At the end of the game, both Managers must sign the Official Scorebook.
19. Any interleague play will follow USA Official Rules. Except with NPGS Rules, there will be no mercy rule in effect.
20. All players will play at least one (1) inning in the infield per game.

Appendix P Umpire Evaluation Form

Umpire Name: _____ Date: _____

Indicate Umpire position (circle one): PLATE BASES

Division: _____ Game Time: _____ Field: _____

Visiting Team: _____ Score: _____

Home Team: _____ Score: _____

Visiting Team Managers comments: _____

(Signature)

Home Team Managers comments: _____

(Signature)

.....
Umpires comments: _____

HOME TEAM Sportsmanship

VISITING TEAM Sportsmanship

	Excellent	Good	Poor
Players			
Spectators			
Coaches			

	Excellent	Good	Poor
Players			
Spectators			
Coaches			

Note: If the game is under Protest identify the violation and the situation.

(Signature)

Appendix Q NPGS Protest Form

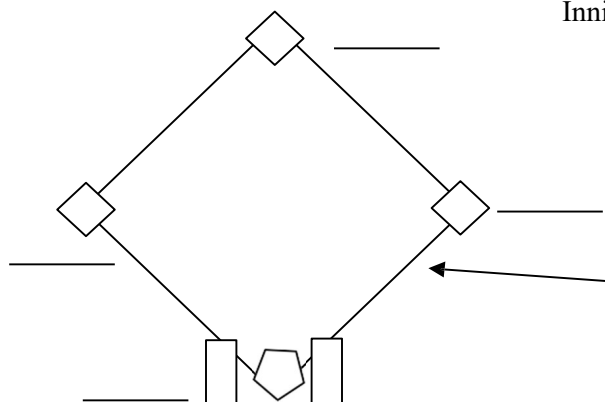
PLEASE NOTE: The protest fee is \$50.00, to be turned in with the Protest form, and is refundable on reversal only. No protest will be considered until the protest fee AND this completed form is turned in to the NPGS Umpire-in-Chief, respective Division Commissioner, or League President (within 48 hours of the protested situation occurrence). Protests will be judged by the Protest Committee of NPGS. It is recommended that the person completing this form and/or filing the protest review the completed protest form with the league UIC for a preliminary content assessment.

Protests decisions will be decided by the 2nd board meeting following the protest date.

COMPLETELY describe the following at the time of the protested situation.

Date: _____ Protesting Team: _____
 Game Time: _____ Opposing Team: _____
 Protest Time: _____ Plate Umpire's Name: _____

Inning #: _____ Balls: _____
 Strikes: _____ Outs: _____



Show the current number(s) and position of runners and current batter on the diagram to the left.

Reason for protest (describe in detail): _____

(continue on back if necessary)

 (Signature)

Protest upheld: _____ Protest denied: _____

Reason: _____

Protest Payment Receipt: received \$50.00 from _____ (Manager's Name) in the protest filed on behalf of _____ (Team Name) in Division _____ & under.

KEEP THIS RECEIPT! If your protest is upheld, the \$50.00 fee will be refunded to you upon presentation of this receipt at the next board meeting.

 Signature of League Official receiving Protest (indicate UIC, Commissioner, President)

Appendix R

General Safety Rules

General Rules for All Games, Scrimmages, and Practices

1. Emergency Release Forms. The players' registration forms with the Emergency Release Form must be present at all games, practices, scrimmages and other team functions.
2. First Aid Kit. The League will provide each team with a first aid kit or make available a large first aid kit located at each field. If sports cold packs are used, review with all Team Adults (Manager, Assistant Manager, Coach, Assistant Coach, and Chaperone) how they work by actually activating a cold pack. Cold packs are no good if you rip them (ruin them) while activating them.
3. Injuries. In the event of an injury, obtain necessary treatment IMMEDIATELY. If the injury is serious, or there is a reasonable possibility that the injury may be serious, contact 911 for IMMEDIATE transport to an emergency facility. If there is any possibility that the injury involves the spine or the injury is very serious, DO NOT MOVE the injured individual and dial 911 and wait for qualified personnel (911 paramedics, firemen, police, etc). The usual medical facility for NPGS is the Los Robles Medical Center.

Notification of Family and League Officials of Injuries

In the event of an injury that requires medical treatment, the Manager of the team for the injured individual is responsible for notification as soon as possible to the parents of an injured player (or the appropriate contact for an adult) and the Safety and Security Officer. The Manager shall notify the Safety & Security Coordinator as well as the respective Division Commissioner no later than 24 hours from the occurrence of the injury. If injured individual is a player, the Manager shall also notify the Player Agent within 24 hours of the injury.

4. Safety Equipment

The following is required:

- a. Catching gear (Players). Any player catching for a pitcher must wear full catcher's gear.
- b. Batting helmets. Offensive players will wear batting helmets with NOCSAE approved face masks at all times when on the field (not in the dugout). This includes at bat, base runners, on-deck, batgirls, and player-base Coaches. An USA-approved chinstrap must secure all helmets. Chinstraps must be secured to the helmet on both ends, and may not hang loose. All helmets must be equipped with an USA-approved face protector / cage.
- c. Cleats. All players are required to wear shoes equipped with plastic cleats. Metal cleats are not permitted.
- d. Only USA-approved bats.

The following are recommended:

- a. Face masks (Team Adults). Errant pitches with fast pitch softballs can cause serious injury. It is highly recommended that non-players working with a pitcher wear the League-provided facemask. Team Adults or parents who warm up pitchers without a facemask do so at their own risk.
- b. Sliders / shin pads. All players are recommended to wear protective shin/knee pads (either long or short style) on both legs while playing offense. In the interest of time and safety, it is recommended that players also wear them on defense.
- c. Slider shorts. All players are recommended to wear slider shorts, corset, or wraps while on offense.

Appendix R

General Safety Rules (cont'd)

5. **Other Clothing and Equipment.** The following is required.
 - a. **Jewelry.** Players are not permitted to wear jewelry (including watches) except Medic Alert bracelets. Medic Alert bracelets should be taped to the skin to secure them. Do not obscure the Medic Alert tag on the bracelet. All piercing jewelry of any sort (earrings, etc) must be removed. No exceptions are allowed for any piercing jewelry, including new piercing. Non-metallic bracelets (woven, etc) should be removed. If they cannot be removed, they can be taped.
 - b. **Shirts.** All players will keep their shirts tucked in, no exceptions.
 - c. **Socks.** All players must wear socks that cover the ankles. No “peds” permitted.
 - d. **Hair decorations.** Players may not use hair decorations other than fabric or elastic ties, or color sprays. Long hair must be pulled back, and secured away from the face. No barrettes or hairpins are permitted.
6. **Chaperones.** Chaperones must be a female 18 or older, and a chaperone must be present at all games, practices, scrimmages, or other team activities.
7. **Field Inspection.** Team Manager or Head Coach from each team shall inspect each field prior to use for broken glass, rocks, open sprinkler boxes, etc. Do not play on wet or muddy fields.
8. **Organized dugout.** Keep equipment in the dugout organized and out of the way when not in use. Designate appropriate areas for gloves, visors, jackets, and bags. When game is over, dugout should be cleared of all trash and player equipment.
9. **Pets.** For the safety of the players, adults, pets are not permitted at or around games, practices, and scrimmages. Don't lock pets in cars.
10. **Food.** Food of any sort is discouraged while in the dugout, unless medically indicated. No nuts of any kind are permitted in the dugouts (due to nut allergies). NOTE: Sunflower seeds are not a nut
11. **Drinks.** Drinks should be in closed containers, e.g., water bottles or sport drink bottles. No open containers. Sharing of water bottles is discouraged.
12. **Intoxicants.** Consumption of alcohol, intoxicants, or illegal drugs (“intoxicants”) is not permitted immediately before or during games, scrimmages, or practices. Team adults are not permitted to be under the influence of intoxicants while at any game, practice, or scrimmage.
13. **Tobacco.** Use of tobacco products of any kind is not permitted
14. **Profanity.** Profanity is not permitted.

League Game Play Safety Rules

15. **Base Coaches:** During game play, base Coaches will remain in the Coaching box at all times, unless there is a time-out.
16. **First base:** The designated orange-white double safety base must be used. The white side (field side) is the defensive side, and the orange side (foul side) is the base runner side.
17. **Second and third base:** “Slide-over” safety bases must be used for all divisions.
18. **Throwing of equipment:** No throwing of bats, helmets, or equipment.

Appendix R.1

Newbury Park Girls Softball Incident & Accident Report

Date received by NPGS Safety & Security Coordinator: _____

Use this form to report any personal injuries, near misses, dangerous occurrences or cases of related incidents or injuries that occur on the premises of any NPGS event, or elsewhere if in connection with NPGS activities.

- Hand deliver the completed form to the NPGS Safety & Security Coordinator within 24 hours.
- Any major injuries and dangerous occurrences must be reported to the NPGS Safety & Security Coordinator immediately by telephone.
- It is the responsibility of the team Manager to complete this form. If no team is attributed to this incident or accident, it becomes the responsibility of the NPGS President to insure this form is completed, upon being reported.

DETAILS OF THE ACCIDENT/INCIDENT

Date: _____ Time: _____ Location: (field name & # /park/area) _____

What was the injury or incident? _____

What happened? How did it happen? _____

Were there any witnesses? If so, please give their contact details:

Name: _____ Tel: _____

Home address: _____

Name: _____ Tel: _____

Home address: _____

WAS ANYONE INJURED? Give their relevant contact details:

Name: _____ D.O.B. _____ Age: _____ M F Tel: _____

_____ Team associated with this person: (if applicable) _____

Home address: _____

Are they? (please circle)	player	team staff member
	parent	league representative (umpire / scorekeeper / board member)
	guest	other member of the public: (describe)

TREATMENT DETAILS

None First Aid Occupational Health or Medical Center Advised to see own GP Hospital

Hospital stay? No Yes How many nights? _____ Public emergency service called

Any other treatment details: _____

ACTION: What action has been taken to prevent reoccurrence? _____

YOUR NAME: Name of person completing form: _____

Tel: _____ (CONTINUE ON BACK IF NEEDED)

Appendix S

Security Screening

All Volunteer staff for each team will be subject to identity verification and USA required background checks at their own expense. A Manager or Head Coach, plus a female adult chaperone, will supervise every team activity.

To demonstrate identity, each applicant will provide a copy of his or her current driver's license. The actual driver's license will be inspected against the provided copy.

As needed, The Safety and Security Coordinator may request further information in support of identify verification (i.e., applicant addresses do not match, driver's license photo is not an adequate resemblance, or any other reason). The applicant will also fill out an USA background check form and submit it to the Safety & Security Coordinator. The Safety and Security Coordinator will provide all information to USA.

Results of the screening will be known only to the NPGS President and, at his/her discretion, necessary NPGS Executive Board Members. Upon notification by USA to the President of a failed background check, the President will immediately contact the individual and advise him/her that they are no longer approved to be NPGS Team Staff. Applicants who fail an USA background check will not be considered for a Staff or Board position

**AMATEUR SOFTBALL ASSOCIATION - NOTICE OF BACKGROUND CHECK AND CONSENT
IMPORTANT –PLEASE READ CAREFULLY BEFORE SIGNING BELOW**

The Amateur Softball Association of America and/or its local associations (collectively, "ASA") are volunteer driven not-for-profit organizations. One of ASA's objectives is to promote proper safeguards in accordance with the spirit of true sportsmanship and establish principles for ethical behavior in the sport of softball. You are already working with ASA or you have expressed an interest in becoming a volunteer with ASA. Consistent with promoting wholesome and safe competition, ASA may perform criminal background and/or motor vehicle record (or "driving record") checks on you pursuant to your written consent and instructions below. Accordingly, ASA may obtain reports on your criminal background and/or driving history from a "consumer reporting agency." The report may include information gathered from county, federal, statewide or other record searches, as guided by personal identifier information obtained through a Social Security Number trace, name address or other information. You may refuse to provide your consent to a background check, however, your refusal may affect your ability to participate in ASA programs. NOTE: Conducting a Social Security Trace does NOT access the subject's credit history nor affects the subject's credit score or credit rating. ASA has contracted with ChoicePoint, a consumer reporting agency, to provide the consumer reports. ChoicePoint may be contacted by mail at ChoicePoint, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. Please note that ASA does not discriminate on the basis of race, color, creed, religion, sex, sexual orientation, national origin or ancestry. The types of information that may be obtained include but are not limited to social security number verification, sex offender registry checks, criminal records checks, inmate records searches, motor vehicle records, and court records checks. The information contained in these consumer reports may be obtained by ChoicePoint from public record sources. The consumer reports will not include credit record checks. The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to ChoicePoint at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are attached to this form.

By signing below you are authorizing and instructing ASA to immediately obtain criminal background and driving record reports from a third party (utilizing a social security number trace or other information such as your name, address or driver's license number) as ASA deems necessary and appropriate. Moreover, you are allowing and instructing ASA to obtain those reports from a third party on an ongoing basis without any additional notice or consent for as long as you are a volunteer or otherwise associated with ASA. You may revoke this consent at any time by providing ASA with a written notice of revocation.

AUTHORIZATION, CONSENT AND INSTRUCTION

I acknowledge receipt of the Notice of Background Check and certify that I have read and understand that notice. I hereby voluntarily consent to ASA obtaining a background check on me and I authorize and instruct ASA to obtain criminal background and/or driving record reports from a third party (utilizing a social security number trace or other information such as my name, address or driver's license number) as ASA deems necessary and appropriate. This authorization and instruction will take immediate effect when I sign below, and will last throughout the duration of my involvement with ASA. Accordingly, ASA may obtain additional criminal background and/or driving record reports from a third party on an ongoing basis (i.e. annually or semi-annually) throughout my association with ASA without any further notice or additional warning. To this end, I hereby authorize without reservation any law enforcement agency, administrator, local, state or federal agency, information service bureau and/or the Social Security Administration to furnish any and all background information (including criminal history and/or driving records but not credit history) requested by any third party "consumer reporting agency", another outside organization acting on behalf of ASA, and/or ASA itself. I understand that if ASA makes a preliminary determination not to accept my application or to revoke my affiliation based on information contained in a consumer report, I will be notified and provided an opportunity to respond. I agree that a facsimile ("fax") or photographic copy of this Authorization and Instruction shall be as valid as the original.

Include a Legible Photo Copy of your Driver's License Attached to this document.

<hr/>		<small>[SSN is not yet needed but may be requested and required at a later time]</small>
Printed Name (Full Legal Name)		Social Security Number
Signature	Date	Date of Birth (for identification purposes only)
All other names or aliases used within the past ten years		Driver's License No. and State
Residence, Street Address		Prior Residence Address within last 5 years (Street Address)
Residence, City, State and Zip		Prior Residence Address within last 5 years (City, State, Zip)

v.1.03 Rev 2009_02

ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAHOMA, AND NEW YORK APPLICANTS

California

Under California law, the consumer reports described above that we will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application to serve as a volunteer, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The reports may include information on your character, general reputation, personal characteristics, and mode of living.

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by ChoicePoint, during normal business hours and with proper identification. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication, by appearing at ChoicePoint's offices in person, during normal business hours and on reasonable notice, or by certified mail upon making a written request. You may also receive a summary of the information contained in this file by telephone. ChoicePoint will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information. This written explanation will be provided whenever a file is provided to you for visual inspection. If you appear in person, you may be accompanied by one other person of your choosing, who must furnish reasonable identification.

For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you would like to receive a copy of the background check information obtained on you please indicate by checking the following box and signing below.

- Yes, I would like to be provided with a copy of the background check information and request that you forward the information to me at the following address:

Street Address

City, State, Zip

Signature

Date

***In the event you elect to receive a copy of your information, you are required (on an ongoing basis) to keep ASA informed of any address changes so that your background check information is not forwarded to an old address.

New York

As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your service with us. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was request, of the name and address of the consumer reporting agency that furnished the report.

My signature below indicates that I have read, understand, and accept the accompanying disclosures and notices.

Signature

All-Star Team Formation Process – 6U to 14U

Confidentiality:

It is essential for the good of the league, the coaches, parents, and the girls who participate that the confidentiality of player ballots and any discussions that occur as a result of the selection day process are protected. Any violations of this policy will result in immediate dismissal of the involved person from their position in the Newbury Park Girls Softball Organization.

1. USA Guidelines: All USA Guidelines shall take precedence over NPGS to ensure eligibility.
2. Eligibility: For a player to be eligible to play on the All-Star Team, she must have participated in at least 75% of her team's games unless she has a documented injury. Players who have participated on a softball team other than their NPGS recreation league teams after March 31 of the current season are NOT eligible (i.e. a player shall not participate with any other league All Star or travel type team, including USA and non-USA, after March 31 or as specified by USA guidelines).
3. Player Review: Managers, Head Coaches and Division Commissioners are required to preview all players during the regular season. Managers, Head Coaches and Division Commissioners are expected to preview players at games. Managers and Head Coaches should be familiar with the players prior to the All Star selection process. To aid in the preview process, the Player Agent will provide a current player interest roster for each team in a respective division by USA policy to each manager. Said roster shall include team names, ALL interested player names in alphabetical order and player numbers. Player Agent will also include on a separate form all players playing in an upper division. Please remember: The goal is to field the best possible teams to represent our league. In addition to having the best skills, the players must have a positive attitude, should demonstrate good sportsmanship, be a team player and be committed to working hard.
4. Letters of Participation ([Appendix S.2](#)) forms shall be distributed by team managers to all players in divisions that are eligible for All Star play no later than April 1st of the current season. Letters of Participation shall be signed and returned to the Player Agent (via team managers) prior to the All Star draft by interested players to be selected for All Star play no later than April 10th of the current season.
5. Player Nominations: Each Manager (in consultation with Head Coaches) can nominate 1 to 5 players (maximum of 5) from his/her team. If a division has 3 teams or less, the Board of Directors has the option to modify the nomination quantity per team. Each Manager has the option of nominating up to 3 additional players total from the remaining teams in his/her division. (All players that meet USA eligibility requirements in divisions 6U, 8U, 10U, 12U, 14U and 16U are eligible for All Stars). Manager nominations are to be turned in to the Player Agent no sooner than 12:00 am on **May 1st** and no later than 12:00 p.m. **May 1st**, in a sealed envelope or email format.

NOTE: For players that have “played up”, the player must declare which All Stars division they want to be considered for. This must be completed prior to May 1st.
6. All Star Manager Nominations: Any regular season Manager and Head Coach who meets eligibility requirements may apply for All Star Manager and will be subject to approval by the Executive Board. All interested candidates must submit a written request to the Division Commissioner or Player Agent prior to 12:00 pm on April 27th to be placed on the ballot. Prior to voting, each Manager will be given the opportunity to explain his/her qualifications and to field questions.
7. All Star Manager Selection: The Player Agent will distribute ballots to the Executive Board, Managers and Head Coaches of said division. Any voting member not able to attend may request from the Player Agent a ballot form. The completed ballot must be clearly marked with his/her name in a sealed envelope or via email

and submitted to the Player Agent and/or Division Commissioner prior to the All Star Manager Selection meeting. Player Agent and Division Commissioner will tally ballots, announce results and direct tie breakers, as necessary. In the event of a tie, the voting member in attendance will re-vote on the tied applicants. A signed All-Star Season Staff Commitment ([Appendix U](#)) will be required from all All-Star Staff. NO EXCEPTIONS. The All Star Manager will select a Head Coach subject to Executive Board approval.

8. All-Star Selection:

All players nominated will be placed on the All Star ballot, which will be distributed at the All-Star Meeting on a date determined by the Player Agent. Managers and Head Coaches vote for up to 12 nominees in the 6U and 8U Division and up to 11 nominees in the 10U, 12U, 14U and 16U divisions. Managers or Head Coaches not able to attend may request a ballot form from the Player Agent. The completed ballot must be clearly marked with his/her name in a sealed envelope or via email and submitted to the Player Agent and/or Division Commissioner prior to the All Star Player Selection meeting. Player Agent and Division Commissioner will tally ballots, announce results and direct tie breakers, as necessary. In the event of a tie, the Managers and Head Coaches in attendance will re-vote on the tied players.

- The selection process will be in the following order:
 - All Star Manager will be selected April 27th
 - All star players will be selected May 1st

9. All Star Team Format: To comprise the All-Star team, the 10 players for 6U and 8U Divisions and the 9 players for 10U, 12U, 14U and 16U Divisions that receive the highest cumulative scores will be automatically placed on the All-Star roster. The All-Star Manager will then be given the opportunity to select 2 additional players from the remaining nominated All Star players (said selections may be subject to Division Commissioner and Player Agent approval) from their respective Division. If more than four girls are selected from a single regular season team, approval must be granted from the Division Commissioner and Player Agent, unless all the players were voted for and elected to the All-Star team. In the event that the Manager in the 6U and 8U Division chooses to, he/she may add a 13th player. This player will be chosen from the remaining All Star nominees and from their respective division. In the 10U, 12U, 14U and 16U Division, the Manager may add a 12th player. This player will be chosen from the remaining All Star nominees and from their respective division. If a Manager must add players after the All-Star team has been selected, they must choose from the balloted list in order of rank. The added players must be approved by the Division Commissioner and the Player Agent.

10. All-Star Player Notification: The All Star Manager for the respective division will then notify the players within 24 hours of the All Star selection meeting that they have been selected to represent Newbury Park Girls Softball for the All-Star season. In the event no All Star Manager has been selected the Division Commissioner for the respective division will notify the players. The parents/guardians and player will have 48 hours to make a commitment as per the All-Star Season Player Commitment ([Appendix T](#)). If the parents/guardian or player cannot make a commitment the All Star Manager or Division Commissioner will notify the next girl eligible on the balloted list. A signed All-Star Season Player Commitment ([Appendix T](#)) will be required from all All-Star participants. NO EXCEPTIONS.

11. All-Star Silver and Bronze Teams: In order to become more competitive and to strengthen our league, NPGS may form a Gold, Silver and/or Bronze team in each division if possible. The Silver and Bronze teams will be selected after the Gold team has been confirmed. Managers and Head Coaches may submit in writing to the Player Agent additional nominations for a Silver team within 24 hours of the Gold team selection meeting. The Player Agent will determine the date for the Silver team All-Star selection meeting. All Managers and Coaches will be required to attend the Silver All Star selection meeting. The Silver team selection process will follow the Guidelines of the Gold Team selection process. The Bronze team, if applicable, will follow the same guidelines as the Gold and Silver Teams. The Player Agent will determine the date for the Bronze team All-Star selection meeting.

12. Tournaments: The number of tournaments the All-Star Team will participate in will be no less than 3 and will be determined by the All-Star Manager. In order to play on the All-Star team, a player must be available for all

of the mandatory tournaments. All Gold level teams must participate in the District Tournament. In the event that the team is successful and is offered a berth at the State Championships and/or Nationals Championship attendance will be mandatory. For Silver and Bronze teams, the number of tournaments they participate in will be no less than three. Additional tournaments may be added, at the discretion of the manager, but are not mandatory.

13. Time is of the essence: The above process must take place on or as close to May 3rd as possible to ensure the Silver and Bronze teams, if applicable, have as much time as possible to create a team.
14. Issue Resolution: If the situation of a particular year creates an unanticipated issue or a special request is submitted, the NPGS Executive Board of Directors may review the situation and agree by vote on specific modifications to this procedure for that particular year.

Appendix T.1

All-Star Team Formation Process- 16U & 18U

NPGS does not usually have enough age-eligible players to form a "high school" level recreational team. However, if there is sufficient interest for developing a high school All-Star team in any given year, the following rules apply:

1. Any player who is 15 years of age or older as of January 1st of the current season and is currently playing on a 14U team must be allowed to play on the high school All-Star team.
2. NPGS will only sanction one (1) team in 16U or 18U division or a combination thereof,
3. Team must be registered by June 1st.
4. Teams will be composed of players meeting all player eligibility requirements as written by USA
5. Teams will not have any players who have participated on a travel-type team after March 31".
6. Teams will not have more than 4 players who have played travel-type ball at any time after January 1" of the current year.
7. Players who have played on a high school team after March 31 of the current season are eligible to play if all other eligibility guidelines are followed.
8. Players will be attending a high school during the calendar year of the current season (or be a high school freshman in the upcoming fall semester).
9. No more than 4 high schools players shall be represented on any one team.
10. Pick-up players may be used as long as they are no longer eligible for Championship competition. This includes any player from an All-Star 14U team who has the experience to play up with a high school team.

The above rules are USA eligibility requirements and cannot be modified. For more USA policies and procedures governing 16U/18U teams, please see "USA Junior Olympic Rules and Regulations"

The following applies to a 16U or 18U All-Star team representing NPGS:

- a. Any player not currently registered with NPGS will pay a \$25.00 support fee to NPGS. This fee is used to cover each player for insurance purposes.
- b. A prospective Manager must petition the Board of Directors for approval to support a high school team; the Board of Directors also approves the Manager who will select his/her coaching staff.
- c. For NPGS purposes, anyone selected for 14U All-Stars, whether they decline to play or not CANNOT play for the high school All-Star team. However, ANY player may be picked up after end of Championship play.
- d. High school level All-Star teams automatically are invited to participate in the State Championships.
- e. The Manager/All-Star team is responsible for finding their own sponsors and conducting fund-raising events; NPGS is under no obligation to pay entry fees for any tournaments the All-Star team decides to enter. At the end of season the Manager will submit a detailed expenditures report to the Board of Directors and the All-Star parents.
- f. The Manager can request monetary support from NPGS: however, the Board of Directors will decide if there are enough funds available to help offset the various costs of running the All-Star team.

Appendix T.2

All Star Participation Form

The Newbury Park Girls Softball Association will soon be selecting the All Star Tournament Teams. There will be “Gold” teams selected for each division and some divisions may have a “Silver” and “Bronze” team as well.

The “Gold” team will participate in the USA Championship Tournaments and other selected tournaments. The “Silver” and “Bronze” teams may not play the same schedule as the “Gold” team. All teams will be selected by vote of the Managers and Head Coaches in that division. Managers and Head Coaches can also nominate players not currently on their team. ([Appendix S](#)).

All teams will participate in weekend tournaments (Friday through Sunday) through USA Championship Play, as well as some additional tournaments through **the end of July** (dates are approximate). Some tournaments may involve overnight travel. Parental supervision and support are required.

Practice will begin around May 4th and can be held every day at the Team Manager’s discretion. However, regular season team participation (practice & games) is the priority and will supersede All-Star practices. **The goal of the league and the coaching staff is for the “Gold” teams to win. The goal of the “Silver” and “Bronze” teams is to develop the skills and knowledge necessary to compete as future gold team players.** Managers will provide opportunities for player development. Managers do have sole discretion as to position selection. Please refer to Appendix T for minimum playing requirements set forth for all managers to comply with during the All Star season.

While participation on a tournament team is a major commitment, it is an honor to be selected and have the opportunity to have fun and increase your daughter’s abilities.

Please read the following before agreeing to participate:

1. If you are selected for the “Gold” team, you cannot decline and play for the “Silver or “Bronze” team, unless approved by the Executive Board. (Special written request must be submitted in writing – see below).
2. If you are selected to the “Silver” team, you may be playing against “Gold” teams in selected tournaments.
3. You are required to attend all practices and games. Please note below if there are any dates that you will be unavailable. This information will be used to help select the All Star Team.
4. Names of selected players will be announced no sooner than May 3rd

Please complete the following and return to your manager no later than April 10th of the current season.

Player’s Name: _____ Division: _____ Phone: _____

____ Yes, I am interested in being considered

I am unavailable the following dates (please provide reason also):

____ No, I am not interested in being considered

Special Request (to be submitted to Executive Board for approval):

Signature

Date

Appendix U

All-Star Season Player Commitment - 6U through 14U

Congratulations to all players who have been elected to the All-Star teams!

I, _____, parent or legal guardian of _____, do hereby consent to the participation of said child in the All-Star program for Newbury Park Girls Softball. In granting consent, I hereby certify that said child has NOT taken part in a practice, practice game, scheduled game, or tournament with a travel type softball team on or after April 1st. A player, who has participated with a travel type team on or after April 1st, is not eligible for the All-Star team.

The Newbury Park Girls Softball League has established minimum play standards for the All-Star season. The goal established for the team staffs is to make every effort to provide as much play time as possible for all players in every game, while maintaining the competitive objectives of the teams. The minimum play standards are as follows:

- In the Western District Championship Tournament, all players shall complete at least three innings of play for every two games. For example, this may consist of:
 1. Three innings in Game #1 and no innings in Game #2,
 2. No innings in Game #1 and three innings in Game #2, or
 3. Other combinations of innings for every two games adding to a minimum of three offensive and/or defensive innings.
- In the State Qualifier, the State Championship and the Western National Tournament, all players shall make at least three “appearances” for every two games (e.g. Games 1 & 2, Games 3 & 4, etc.). “Appearances” are defined as a defensive inning, an at-bat, or a pinch run. For example, this may consist of:
 1. Three ‘appearances’ in Game #1 and no ‘appearances’ in Game #2
 2. No ‘appearances’ in Game #1 and three ‘appearances’ in Game #2, or
 3. Other combinations of ‘appearances’ for every two games adding to a minimum of three ‘appearances’.
- In all other scheduled games and tournaments, all players shall complete at least two offensive or two defensive innings per game, or one offensive and one defensive inning, as long as the offensive inning includes a plate appearance.

Appendix U

All-Star Season Player Commitment - 6U through 14U (cont'd)

In accepting a position on behalf of your child on the All-Star team, the Newbury Park Girls Softball League is requiring parents or guardians to read and sign the attached acceptance.

As parent(s) or guardian(s) of an All-Star player, I/we are accepting the following responsibilities:

1. The All-Star team will have complete participation of my daughter at ALL practices and games that involve the All-Star team from May 4th through the completion of USA Championship play. If we choose to stop our participation after the completion of USA championship play, then our financial commitment to the All-Star team ends there. All tournaments that we have committed to, we will be financially responsible for.
2. My daughter will be on time to all games and practices.
3. Acceptable exceptions for missing practices or games; previous commitments to league games and practices, short-term illnesses, injury, school, church functions or participation in weddings. Any planned or previous schedule event MUST be brought to the attention of the Division Commissioner prior to signing this agreement. Please provide below:

Date

Prior Commitment (Reason for Absence)

4. Participation on an All-Star team is an important honor for the girls and shall be their first priority. 8U thru 14U is highly competitive.
5. All parent(s) or guardian(s) of participating All-Stars will be expected to participate and work (2 or more shifts) at any All-Star tournament, including the Western District Championship Tournament, being hosted by NPGS. This commitment will be required throughout the All-Star season.
6. I understand that while the Manager shall make every effort to play each player in her position of greatest strength and benefit to the All-Star team, my daughter may be required to participate in a position unfamiliar to her due to the skill level of other participants. I also understand that playing time of each player is at the discretion of the Manager, notwithstanding minimum playing standards above.
7. I have read and understand Article 11.1, General All-Star Rules.

I hereby acknowledge receipt, and I understand and agree to all information contained above. Failure to comply with this signed agreement may cause the player to forfeit her position on this All-Star team for both the current season and in ensuing years.

Signature Parent/Guardian

Date

Signature Player

Date

Appendix U.1

All-Star Season Player Commitment – 16U & 18U

Congratulations to all players who have been selected to the
Newbury Park Girls Softball 16U or 18U All-Star Team!

I, _____, parent or legal guardian of _____, do hereby consent to the participation of said child in the All-Star program for Newbury Park Girls Softball. In granting consent, I hereby certify that said child has NOT taken part (i.e. participated) in a practice, practice game, scheduled game, or tournament with a travel type softball team on or after April 1st. A player, who has participated with a travel type team on or after April 1st, is not eligible for the All-Star team (A single try-out with a travel type team is not considered participation, however multiple try-outs are considered participation).

The 16U or 18U division is a highly competitive type division, therefore certain aspects of a younger age All-Star Team may not apply. These division may utilize the following: DEFO (defensive player only), DP (designate player), Courtesy Runners (for pitcher & catcher) along with pinch runners & pinch batters (who will be entered as substitutes). In order to be competitive at this level, there may be some occasions that your daughter will not be entered during a game. In order to provide fairness to all participants on this team we have instituted a “minimum play” standard, which is as follows:

Each participating player will make the minimum required one (1) offensive appearance per 14 innings of play AND one (1) defensive appearance per 14 innings of play AND will make a minimum of three (3) appearances per tournament. This is based on the player attending all games. If the player is sat out for disciplinary reasons, illness or injury, the above “minimum play” standard will NOT apply.

In accepting a position a position on behalf of your daughter on the 16U or 18U All-Star team, the Newbury Park Girls Softball League is requiring parents or guardians to read and sign the attached acceptance.

Appendix U.1

All-Star Season Player Commitment - 16U & 18U (cont'd)

As parent(s) or guardian(s) of an All-Star player, I/we are accepting the following responsibilities:

1. The All-Star team will have complete participation of my daughter at all practices, get-togethers and games that involve the All-Star team.
2. My daughter will be on time and will not miss any practices. I will assure that my daughter will be picked up from practice on time.
3. Exceptions for missing practices or games; previous commitments to league games and practices, short-term illnesses, injury, participation in weddings, school, church, etc.
4. From May 13th (or after the high school softball season is complete), through the end of the USA 16U & 18U "B" State Championships, players are not allowed to miss practices or games due to vacation without prior written consent of the team manager.
5. Participation on an All-Star team is an important honor for the girls and shall be considered one of their highest priorities. (Remember their teammates and staff are depending on your daughter to be as much committed to them as they are to her).
6. All parent(s) or guardian(s) of participating All-Stars may be required to participate and work as needed at the request of the team manager at tournaments hosted by NPGS.
7. All parent(s) or guardian(s) of participating All-Stars are required to help out the team as needed, whether field set-up, carpooling, chaperoning, fundraising, etc. at the direction of the team manager.
8. All parent(s) or guardian(s) of participating All-Stars are required to pay team fees when due as outlined in the managers team budget. Remember the 16U & 18U All-Star team is self-sufficient.
9. I shall refrain from attempting to help coach the team from the stands during games; likewise I will refrain from attempting to help the umpire with his calls during the game.
10. I shall refrain from any type of conduct that could be construed as poor sportsmanship. I shall keep all negative comments regarding any players or staff members to myself (negative comments among parents can only lead to negative experiences for your daughter).

I hereby acknowledge receipt, and I understand and agree to all information contained above. Failure to comply with this signed agreement may cause the player to forfeit her position on this All-Star team for both the current season and for ensuing years.

Signature Parent/Guardian

Date

Signature Player

Date

Appendix V

All-Star Season Staff Commitment - 6U through 14U

Congratulations to all staff members who have been elected to the All-Star teams!

In accepting a position on the staff of the All-Star team, the Newbury Park Girls Softball League requires Managers/Head Coaches to read and sign the following acceptance.

As a Manager, Coach, or chaperone of an All-Star team, I am accepting the following responsibilities:

- The All-Star team will have my complete participation at ALL practices and games that involve the All-Star team.
- I will be on time and not miss any practices.
- Exceptions for missing practices or games: previous commitments to league games and practices, short term illnesses, participation in weddings, work, and planned or previous scheduled event must be brought to the attention of the Division Commissioner prior to signing this agreement.
- From May 1st through the end of the Championship play, the Manager and Coaches are not to miss practices or games because of vacations.
- I have read and understand Article 11.1, General All-Star Rules.
- I understand the minimum play standards for players.
 - In the Western District Championship Tournament, all players shall complete at least three innings of play for every two games. For example, this may consist of
 1. Three innings in Game #1 and no innings in Game #2,
 2. No innings in Game #1 and three innings in Game #2, or
 3. Other combinations of innings for every two games adding to a minimum of three offensive and/or defensive innings.
 - In the State Qualifier, the State Championship and the Western National Tournament, all players shall make at least three ‘appearances’ for every two games (e.g. Games 1 & 2, Games 3 & 4, etc.). ‘Appearances’ are defined as defensive innings, an at-bat, or a pinch run. For example, this may consist of:
 1. Three ‘appearances’ in Game #1 and no ‘appearances’ in Game #2,
 2. No ‘appearances’ in Games #1 and three ‘appearances’ in Game #2; or
 3. Other combinations of ‘appearances’ for every two games adding to a minimum of three ‘appearances’.
 - In all other scheduled games and tournaments, all players shall complete at least two offensive or two defensive innings per game, or one offensive and one defensive inning, as long as the offensive inning includes a plate appearance.

I hereby understand, certify and agree to all information contained herein.

Failure to comply with this signed agreement will cause the Manager/head Coach to forfeit his/her position on the All-Star staff for the current season and for ensuing years.

Signature

Date

Appendix W

NPGS Duty Officer Responsibilities

A member of the NPGS Board of Directors will be assigned the responsibility to represent the Board of Directors and to monitor ALL NPGS games played on Borchard Fields 1, 2, or 3 or those rescheduled games that occur at Peppertree or Rancho Conejo Parks.

On weekdays, the assigned representative shall be available in the immediate field area from 4:45 pm until completion of the evening games and until it has been verified that the snack shack has been properly closed and locked, and that all game support and field maintenance equipment has been retrieved, stored, and locked up in the appropriate maintenance lockers or maintenance shed.

On weekends the assigned representative shall be available 30 minutes prior to the start of the first game and until the final game has been completed. He/she shall remain until all game support and field maintenance equipment has been stored and locked up in the appropriate maintenance lockers and maintenance shed and until the snack shack has been properly closed and locked.

The specific responsibilities of the Duty Officer include, but are not limited to, the following:

1. Have the lights turned off on Borchard fields after the last night game.
2. Verify that the snack shack has support personnel available. If not, notify the snack shack coordinator so that he/she may obtain the appropriate support.
3. Verify that the assigned home team field maintenance personnel are present and available and that the fields will be ready 15 minutes prior to schedule game time (see game schedule). Verify that the equipment shed is available (open) 30 minutes prior to game time.
4. Verify that the assigned umpires are available 10 to 15 minutes prior to scheduled game time (see umpires schedule). If not, call the Chief umpire or negotiate with the Managers for use of substitute umpires.
5. Provide game balls and umpire equipment (if needed) from the equipment shed to the umpires prior to the start of each game.
6. In the event of inclement weather at game time, ensure that the umpires/Managers make a timely decision regarding game continuation or cancellation and that CRPD field restrictions, if any, are being met (call CRPD Field Condition line 381-1236).
7. Verify that there are no more than 4 volunteers in the dugouts. For safety reasons, no siblings or friends from other teams should be in the dugouts at any time.
8. Monitor the games and adjacent fan stand area to ensure that the games are conducted in a safe manner and that the safety of families and friends monitoring the games are not jeopardized (i.e., by boisterous, unruly fans or by the use of bikes, skateboards, scooters in areas where fan/child traffic may be heavy).
9. Monitor the scorebook area behind home plate to ensure that scorekeepers are the ONLY personnel in the area. If not, have the area cleared of extraneous personnel.

Appendix W
NPGS Duty Officer Responsibilities (cont'd)

12. In the event that a team requires a pull-up player, the Duty Officer has the authority to identify that player only if the Player Agent is not available.
13. The Board Duty Officer is responsible to verify that umpire equipment, field maintenance equipment (chalkers, bases, pitching rubbers, batter's box liner, hammer, plumb line, tape measure etc.) and all supporting equipment (scorebooks, helmet holders etc) have been returned to and locked in the appropriate maintenance bin or shed locker by the visiting team Manager.

NOTE: If any equipment is found to be broken or missing, enter it into the duty logbook and notify the applicable equipment Manager.

14. If, during the conduct of any game, a youth is injured, ensure that appropriate medical attention is provided to that child, and if the parent/guardian of the child is not present, notify them of the incident. He/she will ensure that an incident/accident report has been initiated.
15. After everything has been closed and locked up, walk down the facility area to ensure that no Manager/Coach, player, or spectator has inadvertently left something behind. If anything is found, make a note in the logbook and lock it up in the snack shack prior to leaving.

Initiation and maintenance of the Duty Logbook is the responsibility of the Vice-President. The proposed contents of the Duty Logbook are as follows:

1. Duty Officer assignment schedule
2. Board Members phone number listing
3. Manager/Coach phone numbers
4. Game Schedule
5. Umpire's schedule
6. Phone numbers of Umpire's or Umpire in Chief
7. Keys/Combinations
 - a. Equipment shed
 - b. Maintenance bin/locker
8. Field Maintenance Policies (see Operations Policies)
9. USA Rule Book and a copy of league modified rules
10. Copy of league Bylaws and Operational Policies and Procedures.
11. List of Pull-Up Players/Parents phone numbers
12. CRPD hotline phone number

Appendix X

Newbury Park Girls Softball – Recreational Team Sponsor Form

- Team Sponsorship ~ Donation of \$250 (Required)
 - Sponsor receives a plaque from the team, name on team banner and sponsor page of the NPGS website.
 - Amount Submitted \$ _____

- Team Benefit Sponsorship ~ Donation (\$100 minimum, no maximum) is deposited in the NPGS general fund and may be reimbursed to the team for approved team use purposes for up to 75% of contribution.
 - Sponsor receives a plaque from the team, name on team banner and sponsor page of the NPGS website.
 - Amount Submitted \$ _____

Sponsor Name: _____

Website Address: _____

Contact Person: _____

Phone # _____ E-mail # _____

Please make checks payable to: NPGS
 All donations are tax deductible. Our Federal Tax ID # 77-0482999
 For more information, please refer to our website.

Appendix X.1

Newbury Park Girls Softball – League Sponsor Form



Our Mission at

Newbury Park Girls Softball is...

...dedicated to providing a safe and positive environment for girls to learn and participate in the game of fast pitch softball. It is our intent and desire that each player will have fun, make long-lasting friendships, develop self-confidence, and learn the importance of teamwork, commitment, and most of all, good sportsmanship, while developing and improving the skills necessary to play the game.

Newbury Park Girls Softball (operated as a 501(c)3 Non-Profit Charity) is sanctioned by Amateur Softball Association (USA), a volunteer driven, not-for-profit organization based in Oklahoma City, OK, was founded in 1933 and has evolved into the strongest softball organization in the country. Our programs include a coach pitch / T-Ball for all players ages 4 ½ - 6, and girl fast pitch / coach pitch (ages 7-8), combined with Girls Fast Pitch Softball (ages 9 and over). Newbury Park Girls Softball provides an excellent opportunity for over 200 girls between the ages of 4 and 16 to play in upwards of 30 softball games a year between our spring and fall programs.

To provide funds for such expenses as equipment, uniforms, umpires, out-of-town games, and upkeep of the facilities, Newbury Park Girls Softball must turn to corporate and community sponsorship for much of our financial support. Our fund raising efforts range from parent-player activities to team sponsorships, fence sign advertising, and tax deductible donations. We encourage and appreciate your involvement in our program, just as we encourage all of the families involved with Newbury Park Girls Softball to patronize our sponsors, where appropriate.

Home Run Sponsor: \$500

- Your choice of a graphic or text (color or black & white) 3' x 5' sponsor recognition banner on the outfield fence during opening day ceremonies, closing day ceremonies, spring season and during the All Star Tournament.
- Ad and link on front page of website on a rotating basis with other Home Run Sponsors.
- Company or individual name and link and/or contact information listed on league web-site.
- Full page ad in yearbook

Triple Play Sponsor: \$300

- Your choice of a graphic or text (color or black & white) 3' x 5' sponsor recognition banner on the outfield fence during opening day ceremonies, closing day ceremonies, spring season and during the All Star Tournament.
- Company or individual name and link and/or contact information listed on league web-site.
- ½ page ad in yearbook

Double Play Sponsor: \$200

- Your choice of a graphic or text (color or black & white) 3' x 5' sponsor recognition banner on the outfield fence during opening day ceremonies, closing day ceremonies, spring season and during the All Star Tournament.
- Company or individual name and link and/or contact information listed on league web-site.
- ¼ page ad in yearbook

Single Sponsorship: \$100 to \$199

- Company or individual name and link and/or contact information listed on league web-site.

Sponsor Name: _____

Website Address: _____

Contact Person: _____

Phone # _____ E-mail # _____

Please make checks payable to: NPGS

All donations are tax deductible. Our Federal Tax ID #77-0482999
For more information, please refer to our website.

Appendix X.2
Newbury Park Girls Softball – All-Star Sponsor Form

➤ **Team Benefit Sponsor ~ Amount Submitted \$ _____**
Any amount greater than \$250, the Sponsor receives a plaque from the team.

Team Name: _____ Division _____

Sponsor Name: _____

Address: _____

Website Address: _____

Contact Person: _____

Phone # _____ Cell # _____

Please make checks payable to: NPGS
All donations are tax deductible. Our Federal Tax ID # 77-0482999
For more information, please refer to our website.

Appendix Y
Winter Ball Team Formation Process

1. In the interest of giving all players an opportunity to continue their development in the game of softball, NPGS will support the formation of Winter Ball teams under the following guidelines. The intent of the league is to ensure that every player wishing to play winter ball is assigned to a team.
 - a. Winter Ball Managers and Coaches must have participated in the current year's recreational league season and have passed the Managers and Coaches approval process set forth in the OPP's. Managers must complete a team staff application ([Appendix G](#)) and submit this to the Winter Ball coordinator. An USA background check shall be completed on all Winter Ball team staff during the playing year. Winter Ball team staff is subject to final approval by the Executive Board at the June board meeting.
 - b. The Winter Ball coordinator will form a list of NPGS girls interested in playing Winter Ball and make the list available to all Managers prior to the meeting. Recreational Division Managers will draw all girls from the winter ball list prior to recruiting players outside the league. Should there be 3 or more Recreational teams in any one division, Managers will be allowed to freeze no more than 4 players. The Winter Ball Coordinator will distribute the remaining players equally based on evaluation score from the preceding season. The Winter Ball Coordinator has the discretion to assign players to teams, on an as needed basis, to ensure there is no waiting list.
 - c. Winter Ball Managers who choose to play in all star divisions must notify the Winter Ball Coordinator and provide the complete roster, in order to exclude these players from the recreational league player list. All star division teams (10U, 12U, 14U) are typically chosen by the manager and are not part of the recreational team draft process.
 - d. Managers and Coaches will attend a mandatory meeting to discuss the teams. Managers will bring their roster to the meeting and give a copy to the Winter Ball coordinator. The coordinator and Managers will work to place all girls on the interest list on teams. The coordinator will schedule the meeting.
 - e. Managers shall make every effort to form teams giving priority to NPGS players.
 - f. Thousand Oaks Girls Softball (TOGS) runs the local winter ball league. The TOGS Winter Ball league runs from September through October. There are other Winter Ball leagues and it is the Managers decision which league they will play in. The Manager must notify NPGS which league they are playing in.
 - g. NPGS will not pay for any cost associated with playing Winter Ball.
 - h. NPGS will make team equipment available to NPGS Winter Ball teams consistent with recreation league procedures.
 - i. Any player not currently registered with NPGS will pay a \$25 support fee to NPGS. The fee is to cover the player for insurance purposes. NPGS will provide the insurance for those teams meeting league requirements.
 - j. NPGS will notify the Conejo Recreation and Park District (CRPD) which teams are sponsored by NPGS, for insurance purposes. It is the responsibility of the teams to arrange their field times with NPGS.

Other than the winter league modified game rules, all NPGS player rules apply

Appendix Z
Board Member Agreement

Board Members shall abide by the Rules and Regulations of the NPGS League, Southern California USA, USA National Code, and the USA Official Guide & Rulebook. As a Board Member, you hereby agree to abide by the following:

1. I will not be guilty of, or allow any member to be guilty of, unsporting conduct or acts contrary to the objectives and purposes of NPGS and USA.
2. I understand that I am required to perform as Duty Officer. As Duty Officer I will make every effort to maintain control of all team personnel and fans while participating in NPGS events. I will also enforce the Rules and Regulations of the NPGS League. As Duty Officer I will be the last to leave the field if I am the last shift of the day, ensuring that lights have been turned off, the snack shack is locked and that all equipment has been placed in the sheds and the sheds are locked.
3. I will discourage team personnel, players, parents or fans from being abusive towards or otherwise publicly criticizing other team members, opposing teams, Managers, Head Coaches, spectators, umpires, NPGS or USA officials.
4. I understand that I am required to be in attendance at all Board sanctioned functions required under my job description (these may include but are not limited to board meetings, executive board meetings, if applicable, registration, corporate board meeting, evaluations, draw/draft, All-Star selection, etc). Missing two (2) or more meetings could result in removal from the Board.
5. I will maintain the confidentiality of the information provided to me during any Board meeting, to include Executive, General and Corporate Board Meeting, or any Board emails, unless for public dissemination. I acknowledge that if I am an Executive Board Member I will not discuss any information disclosed in the Executive Board meeting outside those meetings.
6. I understand that it is my responsibility to read and be familiar with the OPPS and Bylaws of NPGS and acknowledge by my signature below that I have read them.
7. I will not use my position as a board member to influence players/members or to conduct any other activities that would have a negative effect on maintaining a fair balance of talent among the teams in the league.
8. I understand that my failure to meet the obligations and responsibilities of a Board Member could result in my being removed from my current position and in ensuing years, subject to a hearing before the NPGS Board.
9. I will not influence or recruit players/members to leave NPGS membership to play on any team not endorsed by the NPGS Board. I understand that influencing and/or recruiting players/members to play on a team not endorsed by the NPGS Board can result in my immediate removal from my current position and in the loss of eligibility of being background checked by NPGS in ensuing years, subject to a hearing before the NPGS Board.

Print Name: _____ Signature: _____

Date: _____ Board Position: _____

Receipt by League Official: _____

Appendix CC
Snack Shack Volunteer Reimbursement Form

Players Name: _____ Division: _____

Parents Name: _____ Team: _____

e-mail: _____ Tel: _____

Mailing Address (to mail check)

Street: _____

City: _____ Zip Code: _____

VOLUNTEER HOURS

Volunteer: _____

Date: _____ Hours Worked: _____

Volunteer: _____

Date: _____ Hours Worked: _____

COMPLETED HOURS (completed by league)

Hours confirmed by: _____

Date Fee Returned: _____

Check # _____

Appendix DD
ACADEMIC STUDENT-ATHLETE AWARD APPLICATION

The purpose of the NPGS Academic Student-Athlete award is to recognize outstanding academic achievement of NPGS players. NPGS was formed to provide an opportunity for girls to participate in an organized softball program. NPGS's continuing objectives are to:

1. Promote good sportsmanship, peer and adult association, and high academic achievement.
2. Teach fundamental softball skills and to have fun.

General Qualifications for Award

1. Player must participate in 5 games during the current NPGS season.
2. Registration must be paid in full (scholarship fulfills this requirement)

Academic Qualifications for Award

A player must receive a Grade Point Average of 3.0, or 80%, depending on the school's grading system. Students in K-2 must have 2's or higher. If your child has special circumstances (IEP, etc.) include it with your application. Any report card received from September through March may be used to determine the GPA. **PLEASE NOTE THAT A PROGRESS REPORT CANNOT BE USED TO DETERMINE GPA.** In grades K-2, only the core areas count (READING, LISTENING & SPEAKING, WRITING, and MATH). In grades 3-5, only the core classes count (READING, WRITING, MATH, HISTORY / SOCIAL STUDIES, SCIENCE). In addition, note that Physical Education only counts in grades 6-8. NPGS director in charge of the Academic Student-Athlete award will determine the GPA. **SEE REVERSE SIDE ON HOW TO COMPUTE A GRADE POINT AVERAGE FOR LETTER GRADES.**

How To Apply

Please fill out the form and give it to your team parent or email it, **WITH A COPY OF THE PLAYER'S REPORT CARD**, to:

NPGS Player Agent
PlayerAgent@newburyparkgirlssoftball.org

TEAM PARENTS OR COACHES ARE RESPONSIBLE FOR PICKING UP AWARDS FOR THE TEAM, WHICH WILL BE AVAILABLE FOR PICK-UP IN APRIL. TEAM PARENTS AND COACHES WILL BE CONTACTED ON SPECIFIC TIMES, DATES, AND LOCATIONS FOR PICKUPS.

PLAYER'S NAME: _____ GRADE: _____

MANAGER'S NAME: _____ TEAM NAME: _____

EMAIL ADDRESS: _____

Applications must be received by March. If you miss the deadline, or if you do not receive a report card before the mail-in date, you may bring a copy of the player's report card and this application to the NPGS Board Meeting in **April**. These will be the **ONLY** opportunities this season to get these forms turned in for the Academic Student-Athlete awards. Late applications **WILL NOT** be honored, as the league will not be ordering extra Academic Student-Athlete awards.

NPGS Player Agent, Director of Academic Student-Athlete Awards
EMAIL: PlayerAgent@newburyparkgirlssoftball.org

Calculation of Grade Point Average

Grades 3-8

Grade and equivalents included in calculation of averages for Grades 3-8 in core classes of READING, WRITING, MATH, HISTORY / SOCIAL STUDIES, SCIENCE). In addition, note that Physical Education only counts in grades 6-8:

A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67

How to Compute a Grade Point Average

1. Total the “equivalents” from the list above for each grade received.
2. Divide this total by the number of grades or equivalents included and round to 2 decimal points.

Example: Grades Received: A, B+, B-, C+, B-
Equivalents: $4.00+3.33+2.67+2.33+2.67 = 15.00$
Grade Point Average: $15.00 / 5 = 3.00$

NPGS Grievance Report & Guidelines

The following is a prescribed guideline which should be included when submitting your complaint to the appropriate Division Commissioner:

Division _____ **Team Name** _____

Individual in question _____

Description of grievance: Identify your concerns with truthful, accurate accounts and details, including date(s), time, location, and witnesses, if relevant. (Please be specific.)

Intent of Complaint: What course of corrective or punitive action are you seeking, if any?

Have you followed the NPGS recommended procedure for filing a grievance report, which is to first communicate your concerns with the appropriate offending individual? If so, were you satisfied with the outcome of the meeting or correspondence?

Please include your first and last name with phone numbers and an email address where your Division Commissioner can reach you. All grievances shall be held in confidence with all parties concerned.

Name _____ Phone _____

Email _____ Date _____