



Sacramento Valley Gay & Lesbian Softball Coaching & Managing Handbook

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SVGLS MISSION & PURPOSE OF THIS HANDBOOK

Sacramento Valley Gay & Lesbian Softball's mission is to provide the opportunity for LGBT individuals to play, and support the play of, organized softball. We strive to create a safe, healthy, and supportive environment, to develop skills, promote competition, and build fellowship within our community.

The following handbook is designed to help new and seasoned coaches/managers navigate through the major events of coaching and managing a team from start up to the championship game. Suggestions included in this handbook are a guide only and are not comprehensive, but represent the best practices and philosophy of SVGLS.

DUTIES OF THE COACH AND/OR MANAGER

Every team is different, sometimes the coach and manager are the same person, and sometimes the coach or manager is also a player, the division of responsibilities between these roles is up to you. The following list is a list of the general duties managers and coaches take on.

- Follow and uphold the By-Laws, Policies, Code of Conduct, Rules of Play governing SVGLS, NAGAAA, ASA, and the City of Sacramento.
- Select all players and work with SVGLS Ratings Committee to accurately rate and verify eligibility requirements.
- Attend mandatory SVGLS coaches/managers meetings or designate a representative.
- Encourage and direct players in a positive manner--as a role model setting an example that emphasizes camaraderie, sportsmanship, teamwork, and developing relationships with teammates and the community.
- Avoid conflicts of interest and uphold the highest level of integrity in making decisions on behalf of the organization.
- Serve as the team representative when seeking out a sponsor, negotiating with that sponsor, and following through on deliverables.
- Manage team finances including creation of a budget and an accurate accounting of income and expenditures.
- Be a liaison between the league and your players to direct any questions, issues, comments or suggestions related to the league as well as keeping the Membership Coordinator and Division Representative apprised of team issues, new formation, or disbandment.
- Place names of all available players on the lineup card prior to the start of games, including both starting players and substitutes, and present them to the Umpire and opposing team's scorekeeper at least five (5) minutes prior to the start of each game.
- Be responsible for meeting all registration requirements and deadlines for your team with the league and providing team roster changes in writing to the Commissioner, Membership Coordinator, and Divisional Representative prior to the add/drop deadline.
- Schedule and lead team practices throughout the season to teach players about softball and help them develop skills as players.
- Comply with an umpire's attempt to enforce rules.

STARTING A TEAM

At this point you have committed yourself to coaching and/or managing a softball team in Sacramento Valley Gay & Lesbian Softball. You are not alone in this venture however; your Divisional Representatives and the entire Board of Directors, as well as your fellow coaches and managers, are here to help. The most important thing is that everyone has fun.

You may be starting a team from scratch, inheriting an existing team, or some combination of the two. In any case, you will need to create a plan for getting organized, obtain or retain a sponsor, recruit or retain players, and familiarize yourself with the SVGLS rules, regulations and deadlines.

Devising a Plan

Your team plan doesn't have to be complicated, just organized. Take the time to set some personal goals for yourself and establish a timeline. Having a plan will go a long way in convincing a sponsor to believe and invest in your vision. The following is an example of how you might organize your plan, but is not at all a comprehensive list of tasks.

Example:

- | | |
|----------------|---|
| <i>Week 1:</i> | <i>Attend league information night, secure a sponsor, recruit players, and think about what kind of team you want</i> |
| <i>Week 2:</i> | <i>Attend coaches & managers meeting, hold practice, name your team, continue player recruitment, create a team budget, familiarize yourself with league registration requirements, policies, rules, etc.</i> |
| <i>Week 3:</i> | <i>Attend player & coach clinics, rate players in conjunction with ratings committee, order uniforms, finalize roster, plan team fundraisers, make sure you have collected all team fees, waivers, etc.</i> |
| <i>Week 4:</i> | <i>Register your team</i> |
| <i>Week 5:</i> | <i>Season begins</i> |

Team Sponsorship

Your team's sponsor is your responsibility. SVGLS may attempt to assist coaches/managers in identifying potential sponsors and have created a Sponsorship Packet to assist you available on our web site at www.svgls.org, but ultimately the burden of recruiting and maintaining sponsorship relationships rests upon the coach/manager.

Finding a Sponsor: There is no single way to find a team sponsor, but here are some suggestions on where to start.

1. Start with people and places you know. Do you or your players have friends or family members who own or manage a business that might like to market themselves to an LGBT audience?
2. Check out the [Rainbow Yellow Pages](#), [Outward Magazine](#), [Sacramento News & Review](#), and [Rainbow Chamber of Commerce](#) web sites. Which companies already invest in large colorful advertising to similar audiences that these publications target?
3. Ask current and former Board members, coaches, and managers. They may know of past sponsors or good potential sponsors just waiting to be asked.
4. Do your homework before you approach a potential sponsor. Find out as much as you can about the business, who works there, gauge how much they typically spend on marketing and advertising activities, and be able to show that you have taken an interest in their business.

Sealing the Deal: Just like there is no single way to find a sponsor, there is no one way to get them to say yes. Before you approach them think through the conversation and make a list of the things you need to convey and questions they might have. The following is a suggested list of topics to cover.

- Tell a potential sponsor about the league, your team, and your plan for the season
- Offer to have them speak with a Board member—they can help you by offering testimonials of other sponsors, showing our web site, and reassuring a potential sponsor about past successes and the value of sponsorship
- Be up front about expectations and benefits for each side in your sponsorship relationship. The SVGLS Sponsorship Information Packet on our web site lists the minimal financial obligation (Team Registration Fee), but a generous sponsor might be willing to go above and beyond the seasonal fee. Know how much your team will need for uniforms, equipment, field rentals, etc. Also know what you are prepared to offer them in return such as their logo on your uniform, a banner displayed at every game, events held at their establishment, invitations to league events, recognition at awards events, etc. It is up to you to negotiate responsibilities and benefits that work for your sponsorship relationship.
- Be clear about how much you expect from the sponsor (just the team registration fee or more), when it is due, and to whom the check needs to be made out to.

Once all of these things have been agreed upon, you have yourself a sponsor! SVGLS can provide a written contract template if you and your sponsor desire written documentation. Contact the [SVGLS Treasurer](#) for assistance.

Maintain the Relationship: Keeping your sponsor engaged throughout the season is as important as sealing the deal. Be sure to check in with your sponsor regularly; maintaining communication is the best way to ensure your sponsorship relationship will continue from season to season. Invite them to practice and league games. Encourage your team to patronize your sponsor's business; if it's a bar or restaurant, plan to go there after games or practices in uniform. Patrons like to see businesses giving back to the community and the business likes to see beneficiaries showing appreciation and spending money in their establishment.

Recruiting Players

Putting together a team is an art form and a coach must wear many hats in doing so—scout, salesman, and sheep dog. Knowing what kind of team you want helps define what kind of players you are looking for. SVGLS strictly enforces NAGAAA team composition and rating limit guidelines for players and teams so read them carefully in advance—Division B is highly competitive, Division C is recreationally competitive, and the D Division is recreational for beginners. General guidelines will be discussed at a league information night and at coach/manager meetings several weeks before the start of each season. Complete NAGAAA Guidelines can be found on our web site. As you recruit players and test their skills prior to the start of the season be mindful of how their individual ratings will impact your team's total rating and therefore which division you are eligible to play in. If you have questions, contact the [SVGLS Vice-Commissioner](#).

The SVGLS League provides open skill clinics before the start of each season for new and returning players and assists in general player recruitment. While you are not allowed to actively recruit players new to the league during the skill clinics, you can pick up these new players through the league's draft process. Specific draft procedures are established by the Board of Directors before the registration period opens each season and can be found on our web site. A typical draft process outline is also included in the appendix of this handbook. The number of uncommitted new players who join the league each season is unknown however; so don't count on filling your whole roster through the draft. You will need to recruit on your own as well.

If you are recruiting for D division level team, or trying to find supplemental players for such a team, and your goals are to be a fun, relaxed team, your job gets easier. You can find players in unconventional places by turning non-softball playing friends, neighbors, and co-workers into your team members by offering an organized social outlet to spend a little time outdoors. If you are recruiting for a more competitive team talk to experienced players who have been in the league for a while, look for players who participate in other leagues, ask about friends who know people who used to play baseball or softball in high school or college.

You might also consider posting online ads with Facebook, Twitter, Craigslist, Grindr, Scruff, and the SVGLS web site. With a few clicks you can create a Facebook event and invite friends to come out for a practice and just give it a try. You will have to be positive in every aspect of

recruiting, practicing, and teaching. Find something good to say about everyone who comes out's skills; people want to feel like they have something to contribute. Once you have them interested, be sure to let them know about the level of play, time commitment, and costs involved.

When considering the number of players to add to your roster, consult SVGLS rules of play and consider both the amount of playing time that will allow for each player and having enough players to field a team each week. Sometimes existing teams can get quite large. Consider splitting your team into two—providing an opportunity to develop beginning players and enable more experienced players to grow into more competitive play.

Naming Your Team & Creating a Logo

A team name will be with you for the life of a team—all your players may not, your sponsor may not, even you may not—so make it a good one that will stand the test of time. Fierce animals are always popular and alliteration works wonders with a sponsor's name. Ask your team for ideas. Also keep in mind that people will come up with some pretty crazy fun ideas so try to pick something everyone can live with.

Logo designs should be simple and bold, easily seen from a distance. The league has plenty of graphic designers so ask around if you need help.

NOTE: SVGLS does not allow profanity in team names or lewd images on team uniforms. Keep this in mind when choosing a name/logo and if you have questions about an idea, ask the Commissioner before you have anything printed. It is a good idea to run your team name and logo by your sponsor as well.

Rating & Registering Your Team

Before the start of the season, before you can register your team even, each player **MUST** be rated according to NAGAAA imposed guidelines. You will need to physically see each of your new players demonstrate certain skills before they are eligible to be placed on your roster and have those ratings verified by the Ratings Committee. You can find a Team Roster & Rating Form on our web site and in the appendix of this handbook. The easiest way to ensure this takes place on time is to invite committee members to your team's practice as early as possible. Contact the [SVGLS Vice-Commissioner](#) to get on the committee's schedule.

Once your team has been rated they can register with the league. Specific registration requirements, forms, and deadlines can be found on our web site. Deadlines are strictly enforced so be sure you have done all of the following before you attempt to register.

- STEP 1:** Each player must fill out and submit the **Player Registration & Waiver Form** online. Each player will then receive a confirmation email they must print and sign to be turned in to their coach/manager.
- STEP 2:** Each player and their coach/manager must initial each listed item on and sign the **Membership Contract**. The coach/manager is responsible to provide each player with a copy of the **Code of Code of Conduct** and **Rules of Play**.
- STEP 3:** Each player must pay the annual membership dues and seasonal player fee — checks or money order made out to SVGLS).
- STEP 4:** Each team must pay the team registration fee, previously known as the sponsorship fee--checks or money order made out to SVGLS.
- STEP 5:** Each coach/manager must fill out and sign the Roster & Rating Form. Each player's rating must have been verified by the Ratings Committee 3 days BEFORE March 19th. Once the form is complete and verified by the Ratings Committee, the Commissioner will sign to certify the ratings.
- STEP 6:** Complete and submit the **Team Profile Registration Form** online.
- STEP 7:** Each team's coach, manager, or team representative must turn in all of the following to the Commissioner by 8pm on the registration deadline. You may mail, email, or hand deliver prior to the deadline, but all materials must be RECEIVED by the registration deadline.
- Complete and signed Membership Contracts for every Player, Coach, and Manager
 - Player fees attached to each Membership Contract
 - Team registration fee
 - Complete, Ratings Committee verified, and Commissioner certified Team Roster & Ratings Form

Getting Organized

Budgeting: To the best of your ability, determine how much money your team is going to need in order to function—from your sponsor and from each individual team member—and when you will need it. SVGLS will provide deadlines for required fees on our web site and there is a sample budget included in the appendix of this handbook. If you desire top quality uniforms, equipment, practice field rentals, tournament play, etc. consult with your team before

committing them to the expense. It is best to start with the basics needed to start the season and build from there in subsequent years.

Fundraising: Once you have determined how much your team needs to function, negotiated an amount your sponsor is willing to pay, and evaluated your team's ability to chip in you know how much you need to raise. There are a lot of ways to raise money, many of which have been done before so ask around for ideas. When considering how to raise money keep in mind the time and effort it takes to raise every dollar and choose fundraisers that offer the biggest bang for your buck. The following are some tips on fundraising.

- Target people beyond SVGLS. Other teams are a built in audience interested in your cause, but every team is fund raising, practicing, and playing, you can't expect everyone to come to every event. Think of events or fund raising programs that would attract your family, friends, neighbors, co-workers, and non-league members of the LGBT community.
- Partner with your sponsor. Hold a car wash, spaghetti dinner, beer bust, bake sale, garage sale, drag show, contest, or other event at your sponsor's establishment or their parking lot. (Be sure you ask permission every time, don't assume you can use their space)
- Keep costs low. Try to get materials donated, make sure all your players are there to volunteer their time, and don't spend money on things that don't add significant value beyond the money you raise. Try to choose fundraisers that don't require an initial outlay of cash at all.
- Marketing, marketing, marketing. Word of mouth is a powerful force of human nature, but it can't be counted on to turn out a crowd. Use social media—create a Facebook event, post it on the SVGLS and other sports league's pages, Tweet about it--ask to have it added to the SVGLS event calendar, make flyers to post in local establishments, post it in the community calendar of Outward or Sacramento News & Review, and of course tell everyone you know.

If you have questions on fundraising or for ideas on what has worked in the past contact any member of the SVGLS Board of Directors, other coaches/managers, and your own players.

Team Contact List & Communication Plan: Take the time to create a list of all your team members, their email, cell phone, date of birth, shirt size, and emergency contact. There is an example format in the appendix of this handbook for your reference.

You may want to create a private Facebook group, phone tree, or develop an email or text distribution list to communicate with your team. Let them know when to expect information from you where to look for up-to-date information when plans suddenly change (rainouts and practice time/location alterations).

Team Calendar & Season Schedule: Generate a clear month-by-month calendar for your players so they can anticipate potential conflicts and make everyone aware of practice and

game times, fee due dates, fundraisers, team meetings, and league events. An SVGLS calendar can be found on our web site and you may add your events via a link found there.

NOTE: The SVGLS Secretary manages the addition of calendar items and may have questions before approving a posting so please provide as much information as possible when submitting a calendar item.

SVGLS will provide the league game schedule at least seven days prior to opening night of each season. The day of play and start of the season however will be posted on the web site long before then and you should let your team know what days they can expect to play so there are no surprises when the schedule becomes official. SVGLS does not play on Federal holidays in order to allow for tournament travel. If you plan to travel to tournaments, you may want to research the dates in advance and add them to your calendar. NAGAAA provides a list of sanctioned tournaments on their web site at www.nagaaasoftball.com/tournaments.

Where to Practice/Obtaining a Field: Sacramento has plenty of fields on which to practice, but adult practices receive lowest priority by the City for making reservations so try to make your reservations for the entire season early. Field reservation information can be found on the City Parks & Recreation's web site at www.cityofsacramento.org. If you do not want to pay for practice field rental, scouting out fields in advance and setting a regular practice time on a particular field will help other teams come to know when you are going to be there and avoid showing up at the same time. Ask other coaches and managers where they have the best luck with fields as well. If you have questions on finding a practice field, contact the [SVGLS Commissioner](#).

Uniforms & Equipment:

Uniforms: The minimum uniform requirements for league play are that every player must have rubber cleats, a glove, and uniform jersey. For specific ASA and SVGLS jersey specification requirements see the Rules of Play on our web site and in the appendix of this handbook, but basically every player must have matching shirts with his/her number on the back. You can choose a very basic t-shirt to keep cost to a minimum for each player or sponsor.

Be sure you ask each player what size they need well in advance to avoid delays in ordering. Remember to give yourself plenty of lead-time with vendors as well; assume you may have to wait 50% longer than advertised timelines to receive items. SVGLS may suggest vendors, but makes no guarantees or endorsement of any particular company.

If you happen to have a generous sponsor, put together a team flush with cash, or are a master of fundraising you can choose whatever top of the line uniforms you like and go beyond the matching shirts—hats, undershirts, pants, socks, belts, water bottles, bags, etc. all printed or embroidered with your team name and logo.

Equipment: Specific requirements are listed in the SVGLS Rules of Play [INSERT LINK TO RULES OF PLAY], but generally each team is required to have a new game ball when they are listed as the home team, their own ASA approved bat, and a catcher's facemask.

Additional equipment you should consider getting for your team:

- Practice balls—having a bucket of balls is helpful for running drills and batting practice.
- Practice team bats—more than one is a good idea, but don't spend a fortune.

NOTE: Be sure to remind your team members not to buy any new equipment without consulting you first; this is especially important with bats. ASA updates their [list of certified and disallowed equipment](#) regularly and SVGLS abides by their list. Do not allow players to practice with illegal bats only to find out at a game that the bat is not allowed. Also, any dented bat is illegal for game play. If you are in doubt, check with the Commissioner or Vice Commissioner.

- First Aid Kit—Bringing one to every practice and game is a good idea in case of injury. A list of suggested items for your kit is included in the appendix of this handbook.
- Score Book & Lineup Cards—As the home team you are responsible for keeping accurate score sheet and you must always provide a lineup card to the umpire and to the opposing team. Examples of each can be found in the appendix to of this handbook. It is a good idea to keep your copy of every game score sheet and lineup card throughout the season. In cases of protest, the side that has consistently accurate recordkeeping usually wins.
- Roster Clipboard—Placing your roster and batting line up on a clipboard you can attach to the dugout fence will help your players keep track of the order. Remember to familiarize yourself with the rules on batting order and substitutions.
- NAGAAA, ASA, and SVGLS Rules—Always have a copy with you for games. You never know when a dispute will happen on the field. A copy of the rules will be provided to you at the start of each season and the most up to date version is posted on the SVGLS web site.
- Practice Field Accessories—Most practice fields do not have bases built in, getting a set of bases and a pitching mat will help you run game scenarios more effectively at practice.
- Water Jug or Cooler—Don't rely on drinking fountains at the fields, they are frequently out of order. Staying hydrated is important, so making the investment in a water jug or cooler for bottled water is a good idea.

Team Policies

Every team has their own policies. As a coach or manager it is up to you to set the tone. Find out from each player and your team as a whole what their goals are. Do they want to be competitive, will they want to travel to tournaments, do they just want to show up and have

fun--wins and losses are achieved as a team. Will practice be mandatory, how many players do they want to have on the team to make sure everyone gets the amount of playing time they expect, can they afford to pay for team expenses individually or do they need to fundraise. This is a conversation you should have with your team at your first meeting, allowing them to set the parameters of team participation and help potential new players decide if this is where they best fit in.

GETTING THROUGH THE SEASON

Philosophy of Management & Coaching

Every GREAT team is made up of players who strive to do their best as individuals and help one another to achieve their maximum performance as a team. The SVGLS Board, coaches, managers and players are here to help one another engender confidence and skill in players, build cohesive teams, and most importantly have fun.

Coaching and managing is often challenging and stressful. It is your job however to overcome those challenges and come across to your team as enthusiastic, encouraging, friendly, organized, and consistent.

Be enthusiastic in your approach. It is the easiest way to get people excited about being part of your team and coming back each week. Let them know how much you care about the sport and share your experience. People look up to someone who is enthusiastic about what they do.

Encouragement motivates. The best way to find out what motivates people is to watch and listen to how they respond. Be positive and always try to find something you can compliment a person about, even on their first day. Whenever you make critiques, be sure to follow up and let the person know when they have improved on those things as well. Everyone has room for improvement, but people do not like to feel inadequate. Remind them that they are getting better as often as you can.

SVGLS is as much about being social as it is about softball. Try to meet up with your team after practice or games on a regular basis for brunch, cocktails, or a barbeque. You will find that once you have recruited people for your team, the social aspect of the sport keeps them coming out to practice as much as the sport itself. In the same way, friendships are made across teams. Try to get another new or similarly rated team to scrimmage with you early in the year to form friendships with others like yourselves and improve your team's game scenario fundamentals. You might also ask your team to participate in a tournament early in the season just for fun. An intense, but equitable, match up with low stakes will help your team feel less intimidated, provide time for team bonding while traveling, and light a fire under beginning players to perfect fundamentals and embody TEAMWORK.

Get organized and communicate. The more prepared and organized you are, the more comfortable people will be joining your team and the less likely they are to get frustrated and quit. Share your plans for the year, set and show up early for regular practice times, communicate with your players about where you plan to place them on the field and in the lineup. Have materials ready to hand out to players as you recruit them, know the rules, and always get back to a player who has a question you don't know the answer to right away. If someone doesn't show up and hasn't called you, be sure you call them and find out what's going on. Everyone wants to feel valued. Delegate responsibilities and workload on team

activities to anyone who offers help or to anyone who you think holds promise. You cannot do everything yourself forever without getting burnt out quickly. Sharing the work helps people take ownership and contribute to the overall experience beyond just showing up on game day.

Consistency is key. No team can expect to win every game every season, but they are entitled to know what they have signed up for. Be up front with what you expect from players and what they can count on from you. If you say you are going to have practice at 10am, be there at 9:45 so you can make sure the field is open and ready when they arrive. If you tell them you are going to use Facebook as your primary method of communicating with them and you do so consistently, they'll know that is where to check for the most up to date information. If you allow 15 players to your roster, let them know how much playing time they can expect. If your players agree to participate in a fundraiser and people don't show up, be sure to have a conversation with them about it and let them know you are paying attention. No one is perfect. You will get frustrated and make mistakes, but if you do your best to be consistent and understanding your team will appreciate it and stick with you.

Practices

Coaches and managers are responsible for scheduling practices, coordinating attendance, anticipating field conditions, and being prepared with back up plans should you not everyone show up, a field be in use by another team, or be impacted by weather. Train your team to be familiar with the back up plan and how you will communicate changes to them. The following are some suggestions for running practices.

Plan Out Your Time: Avoid having players stand around waiting. Keep practices moving swiftly so that your players are engaged in activity at all times. One to two hours is really the most you should ask your team to practice on any given day. If you keep it moving, they don't have time to get board and they don't feel like their time is being wasted either. (See the attached sample practice schedule in the appendix)

Make it Fun: Remember, this is recreational softball first and foremost. It should be FUN for your players. There is great joy in learning new skills, achieving things they didn't know they could. Praise them as they improve, positively reinforce their continued enthusiasm.

Work on Fundamental Techniques: Especially with new players, all the basics must be covered before they take the field for an actual game--the basic rules, how to hit, how to base run and listen to a base coach, how to communicate in the outfield, how to catch and throw the ball, and to who... sometimes the best FIRST PRACTICE for a new team is to sit down and talk about rules, how the game is played, etc.

Play Strategy: This is probably the hardest skill to convey as a coach and to acquire as a player. The game of softball has many levels of strategy and understanding. It is important, especially with beginning teams, to stress the simplest strategies first, and build over the course of a season into the more complex. Explaining the REASONS for why you do things, such as where to throw the ball first or when to hold it on the softball field goes a long way in helping new

players improve and understand.

Batting: This is the most important skill to develop for a beginner team, yet also the most deadly when it comes to actual practice. It is NOT productive for the entire team to stand around while one person tries over and over to hit the ball and while the coach attends that person. There are ways around this peril! Try having a player hit a series of 10 pitches, each time sending a “runner” to base while having your fielders run game scenarios. This will give everyone a chance to run multiple scenarios with each hit based on where the ball is hit and where runners are in rapid succession. (See the practice scenario in the appendix for additional ideas.)

Scrimmages: It is a great idea to get your team ready for opening day by scheduling scrimmages with similar level teams a few weeks in advance of the start of the season. Put your players in real game situations, yet without the opening day jitters. Often times, teams that scrimmage agree to bat through the line up in every inning for 3 innings or so, and that there are no strike outs, so that each player gets to actually hit a fair ball and get the opportunity to get to first base and beyond. Talk with other managers and make sure you get a few of these to happen before you really have to play!

Keep it Fresh: Don’t do the same things week after week. Change up the drills you run through, the order you do them. Your players will stay engaged with new stimulus.

Books and Online Help: Good softball coaching books are on the market. There are also a plenty of websites that have great skill drills and managing tips too! Invest some time and a little bit of money now and you will be WAY ahead of the game.

Game Days

On game day your team looks to you for direction. The following are some tips for making sure things go smoothly.

Check In: Contact each team member earlier in the day to make sure they are going to make the game. Forfeiture because you didn’t know you were going to be short players is embarrassing. Make sure your players know what field you are playing on and what time they should be there.

Anticipate Changes: If you plan to make changes to regular field positions or batting order talk to individual players ahead of time. Unexpected changes when a player arrives can throw people off their game and make them unnecessarily nervous. Knowing ahead of time allows them warm up in a new position and psych themselves up mentally accommodate a necessary change. Even if you don’t plan to make changes, it is a good idea to have a practiced back up pitcher or catcher and interchangeable infielders and outfielders just in case.

Weather Advisories: Keep an eye on the weather and check the SVGLS web site or the SVGLS twitter page if it looks like there might be inclement weather for updates on how it could affect play schedule. The Commissioner will make the official call on weather cancelations or delays several hours in advance of game time. Rainouts will be rescheduled whenever possible.

Official Records: Fill out your lineup cards before you arrive at the field, remember you need more than one for each game. Determine who your team's scorekeeper will be for the night in advance. Fill in your score sheets and dugout roster in advance with pencil in case you need to make changes. Introduce yourself and turn in your lineup cards to the umpire, opposing team, and scorekeeper as soon as all your players are accounted for. (They are due 5 minutes before the scheduled game time.)

Be Early: Arrive to the field early and encourage players to do so as well. It will give you a chance to watch other games and assess your future opponents. Players should have a chance to stretch, warm up, and get themselves mentally prepared to play to avoid injuries.

Dugout Etiquette: Do not enter the dugout until after the previous team has completely vacated including removing all of their equipment. This is a league regulation and common courtesy. Remember that non-members are not allowed in the dugout during league play.

Game Balls: Remember to bring a new ASA regulation game softball if you are the home team and a good condition backup ball if you are the visitor.

Uniforms & Equipment: Inevitably at some point during the season one of your players will forget a jersey, glove, hat, need a Band-Aid or brace, etc. While you can't take care of everything, the best advice is to try. Have a spare glove, first aid kit, and jersey with you at all times.

Rally the Troops: Organize a team cheer to rally your team before and after the game, remember to thank the other team, umpire, and fans.

Pep Talks: Gather your team before and after the game to offer words of encouragement and make announcements, don't let them just wander off regardless of win or loss.

Water: Sacramento Summers especially are quite hot. Don't rely on drinking fountains at the park. Be prepared to bring a water jug or bottled water to ensure your team stays hydrated.

Keep an Eye on Your Team

Analyze your games in order to improve team skills. As you watch your team play, you will come across holes in what you have taught them and/or what they know and can execute when the circumstances arise. Prioritize to which skills need attention sooner rather than later.

Be aware of team dynamics. Try to watch your team from outside yourself. Be aware of

where they need more guidance and be aware where they need less. Often as a team starts to come together, gain experience, it begins to take on a life of it's own. The good coach or manager allows this to happen; let them find themselves.

Be there to guide, to cheer them on, and revel as you watch them grow. On the same note, also be aware of potential problems, and there will be some. It is virtually impossible to assemble a group that absolutely becomes fast friends forever with ever other person in the group. Do not expect that you can MAKE them all like each other. Emphasize when you are playing and practicing as a team, that you expect individuals to sacrifice a little of themselves for the betterment of the team; that means learning to work well, even with people you may not agree with. This is how people become communities, how players become a TEAM.

Use your team record as motivation. What ever your win–loss record, a manager can use it to motivate the team. Yes, it is more obvious and easier if your team is winning, but it can be achieved with a losing record as well. This is especially true for the brand new team. You should, at the start of the season, truthfully tell them that it may take a while for the team to start winning. This is why teams that win are called “seasoned”.

Start small. Set a goal (something achievable) for each game. Example: Today lets try to score 4 runs. Then up the ante for the following week. Week by week your team can see measured improvement and it binds them together. Eventually they get their first win, and then eventually winning becomes a habit. It feels good to win, but it can also feel good to loose when your team recognizes WHEN and WHERE they have made strides as a team within those losses.

Tournaments & the Softball Gay World Series

SVGLS presents a NAGAAA sanctioned tournament Labor Day Weekend each year. SVGLS encourages your team to participate in the tournament by playing, volunteering, or coming out to cheer your second favorite team on (assuming your team is your favorite). Information on the tournament can be found at www.svgls.org/tournament.

In addition, NAGAAA affiliated cities hold tournaments across North America. Teams are encouraged to broaden their experience by traveling to one or more of these tournaments. Board members, other coaches, and managers can provide recommendations on their favorite tournaments and offer insights on the varied experience s they offer. A complete schedule of NAGAAA sanctioned tournaments can be found at www.nagaaasoftball.org/tournaments.

NAGAAA also presents the SGWS (Softball Gay World Series) in a different host city each year. SVGLS as an affiliated member is eligible to endorse teams from each division of play to the series. The SVGLS Board of Directors decides how it will choose our World Series representatives prior to the beginning of each season. Typically the divisional champions have the first option and SVGLS sponsorship to participate in the SGWS. More information on the SGWS can be found at www.gaysoftballworldseries.com.

End of Season & Transitions

Every season comes to an end and you will both need a break and yearn for more. Be prepared to lose 50 percent of your team between seasons. Team composition is often fluid for reasons beyond your control and a player not returning is not necessarily a reflection on your coaching or managing ability. People have to manage life changes--work and school schedules, other community obligations, family, injuries, new love interests, relocation, and a host of other competing interests. The following are a few suggestions for retaining as many players as possible.

- At the end of every season get your team together socially. It's an opportunity to have some fun and reflect freely about the season. Have a pool party, barbeque, etc.
- Meet with or talk to each player individually to get their take on the season and gauge whether they plan to return or not.
- Encourage your team to attend the SVGLS end of season awards event. Even if your team is not the division champion, it's an opportunity to recognize your sponsor, socialize with other league members, present awards for each team, exchange stories and photos, etc.
- Pay attention to who your players' friends are. Your biggest fans sitting in the stands last season sitting might be interested in joining their friend on the field next season.
- Hold a casual practice, go to the batting cages, compete in a tournament, or scrimmage other teams between seasons just to get together and keep your team interested in staying together.
- Check in on Facebook, send out updates on league news, and let your players know you haven't forgotten about them in the off-season.
- As the next season is a few months out, get your team together for a meeting to discuss ideas on new players, fundraisers, practice times, etc. to help you plan out the team calendar.

RULES & REGULATIONS

You as a manager or coach are responsible for knowing the rules and communicating them to your players. There are multiple layers governing play in the league, tournaments, and the Gay Softball World Series. Take the time to carefully read through them all and ask questions if you are unclear. Regulations often change from year to year so be sure you are keeping up to date.

ASA Rules: The ASA (Amateur Softball Association) is one of the National Associations that govern amateur softball. SVGLS abides by ASA rules with some modifications. SVGLS Managers are given ASA rulebooks at the start of every season. You should not only read it, but also carry it with you to every game. ASA regulations can be found online at www.asasoftball.com.

NAGAAA Rules: SVGLS is also a member of NAGAAA (North American Amateur Athletic Alliance) and follows NAGAAA guidelines that also affect SVGLS league play. An abbreviated version can be found on the SVGLS web site. These rules are also applicable at NAGAAA sanctioned tournaments and the Gay Softball World Series. Instruments of governance including team composition restrictions and ratings guidelines can be found online at www.nagaaasoftball.org.

City of Sacramento Rules: SVGLS plays on city owned and operated fields, including the Sacramento Softball Complex, where certain city ordinances apply. Rules are posted at the complex gates.

SVGLS Rules: the SVGLS By-Laws, Policies, Rules of Play, and Code of Conduct additionally govern League play. Current rules can be found on our web site at www.svgls.org. Every player, coach, and manager signs a contract each season acknowledging they have received a copy and understand League Policies, Rules of Play, and Code of Conduct.

Good Sportsmanship: Beyond the written rules and regulations good sportsmanship is expected of all players, coaches, and managers. SVGLS members are expected to behave in a respectful manner toward the game, the umpire, the fans, their teammates, and their opponents. Sometimes in the heat of play, it is easy to forget that SVGLS is intended to be fun. The game is an opportunity to socialize with the other team; they are not the enemy.

Players should recognize that they not only represent themselves when they play, but their behavior reflects on their team, the league, and the sport. When teams travel outside of Sacramento, they carry the added burden of representing their city and state as well.

Complaints pertaining to violations of the SVGLS Code of Conduct should be registered in writing to the Board of Directors within 48 hours of the action. Ejections are considered violations of the Member Code of Conduct and will be written up by the umpire. A complaint form can be found on the SVGLS web site.

The SVGLS Commissioner and Vice Commissioner or their Board of Directors' designees will review the complaint within 72 hours of receipt and will decide whether disciplinary action is necessary. Only the SVGLS Commissioner and Vice Commissioner or their Board of Directors' designees may decide to suspend or expel a member or a team based on the severity of the conduct.

APPENDIX A-BUDGET SAMPLE

Team Budget 2012

Expense Type		Description	Budget	Actual	Variance
Regular Season Costs					
Team Sponsor Fee			\$375		\$375
Uniforms			600		\$600
Practice Fields			300		\$300
Game Balls			75		\$75
First Aid Kit			75		\$75
Other Equipment			100		\$100
Total Regular Season Costs			1,525	0	1,525
Team Tournament Costs					
Tournament #1 Name	Location				
Entry Fee					\$0
Airfare (team total)					\$0
Lodging (team total)					\$0
Total Tournament Costs			0	0	\$0
Tournament #2 Name	Location				
Entry Fee					\$0
Airfare (team total)					\$0
Lodging (team total)					\$0
Total Tournament Costs			0	0	\$0
NAGAAA GSWS					
Entry Fee		<i>May be paid by SVGLS</i>			\$0
Airfare (team total)					\$0
Lodging (team total)					\$0
Total Tournament Costs			0	0	\$0
Total Team Tournament Costs			0	0	\$0
Total Team Costs			\$1,525	\$0	\$1,525

Download an editable form at [INSERT LINK TO EXCEL FORM]

APPENDIX B-FIRST AID KIT SUPPLY LIST



Sacramento Gay & Lesbian Softball First Aid Kit Supplies

ITEM	APROXIMATE COST
Tool Box or similar container for supplies	\$10.00
Rubber Gloves	\$4.00
Anti-biotic Cream	\$5.00
First Aid Tape	\$4.00
Assorted Bandages	\$4.00
Hydrogen Peroxide	\$1.00
Cotton Balls	\$1.00
Gauze	\$5.00
Zip lock bags (for ice and misc.)	\$3.50
Scissors	\$4.00
Tweezers	\$1.00
Aspirin or another pain reliever	\$3.00
Elastic Bandage Roll	\$2.50
Ace Bandage	\$4.00
Antacid Tabs	\$1.00
Athletic Tape	\$4.00
Icy Hot	\$4.00
Lip Balm	\$1.00
Sun Block Lotion	\$3.00
Total	\$65.00

There are numerous pre-packaged first aid kits on the market. If you buy one of those, examine its contents and it is strongly recommended you supplement it with items it may be missing as listed above (rubber gloves, plastic bags, etc). Managers should bring their team first aid kit to every team practice and to all league games.

This is a suggested list and is not all-inclusive.

APPENDIX C—SAMPLE TEAM CONTACT LIST

[illegible]

Download an editable form at [INSERT LINK TO EXCEL FORM]



APPENDIX D—DRAFT PROCEDURE

Sacramento Valley Gay & Lesbian Softball Draft Procedures

Purpose of the Draft

The purpose of the Draft is two-fold: 1) To ensure that every player who wants to play can be assisted in finding a team and 2) To assist teams with incomplete rosters in filling out their team and enable their continued viability in the most fair and equitable way possible.

Teams must remember that the player Draft is not the sole, or even the primary, source of players for their teams and should not be relied on as such. Teams are free to recruit players before and after the player draft period, but teams may not recruit players at SVGLS sponsored pre-season events or during clinics.

Draft Rules

The Draft rules below are intended to ensure that the two goals above are achieved.

1. **Eligibility:** All players who have not indicated commitment to a specific team on their New Player Information & Waiver Form at a pre-season SVGLS event are assumed by their signature to be in compliance with SVGLS governing regulations and eligible to play in the SVGLS. All coaches/managers must understand however, that SVGLS cannot guarantee eligibility, commitment level, and that any player drafted are done so at the coach/manager's own risk.

NOTE: A player who has participated with SVGLS before, but does not wish to return to their former team may request to participate in the draft by indicating "no team" on their New Player Information & Waiver or Registration & Waiver Form and will be treated as a new player for the purposes of Draft procedures.

2. **Rating:** SVGLS uses the NAGAAA Ratings Guidelines to evaluate players and ensure proper divisional placement for safe and fair competition. All new players must be rated according to the SVGLS Rating Procedure & Guidelines [INSERT LINK] at one of the SVGLS sponsored Skill Clinics or practice in order to be eligible for the Draft pool. No player with a rating above the maximum divisional rating for individuals may be drafted to a Team in a lower division than their rating allows. Contact the [Vice Commissioner](#) if you have questions or need to be rated.

3. **Administration:** The Commissioner, Vice Commissioner, and at least one (1) Divisional Representative or their designees will run the Draft. The Commissioner will have the power to make and enforce any decisions not specifically covered in the Draft rules unless it directly affects a team of which he is a member. Then the decision will fall upon the next highest Board Member in attendance.
4. **Date and Time:** The date and time of the Draft will be posted on the SVGLS web site at least seven (7) days prior to the draft and no less than ten (10) days before the registration deadline.
5. **Attendance:** One (1) coach and one (1) manager only will represent each team at the Draft. If the manager or coach is not able to attend, he or she may appoint a representative to act in his or her place. If no team representative is able to attend the Draft, but the team wishes to participate AND has so informed the Commissioner at least twenty-four (24) hours in advance of that desire, another SVGLS Board Member will be appointed to represent the team at the Draft. If a non-attending team has not explicitly expressed a desire to draft, then that team forfeits their right to draft from the new player pool.

Recruiting & New Player Draft Information

All players who attend an SVGLS sponsored clinic or pre-season event and sign a New Player Information & Waiver Form indicating they are not committed to a team will be included in the Draft. These players are not eligible to be added to a team's roster between the opening of the registration period and the Draft. Coaches/Managers may not recruit players during skill clinics.

SVGLS will make every effort to provide coaches/managers as much information as possible about players that will be included in the Draft. This may include information provided on their New Player Information & Waiver form such as: preliminary observed rating, divisional eligibility, previous experience, and preferred positions.

Draft Process

The following will serve as the draft procedure for each division.

1. Minimum Team Number to Qualify for Draft:

- a. A Team must show that they have a minimum number of committed team members on their preliminary roster, turned to the Vice Commissioner in before registration opens, to qualify for the draft. The minimum number to qualify will be seven (7).

- b. If a Team has six (6) or fewer players on their preliminary roster when registration opens, they may participate in the “Second Chance Draft” at the completion of the primary draft. (See Second Chance Draft below)

2. Maximum Team Number to Cut Off Draft:

- a. The following levels will be considered the maximum number a Team may draft to in their respective Divisions: B: 11, C: 12, D: 13.
- b. The exception to the above limits areas follows: (all criteria must be met)
 - i. If all teams in a Division have drafted to either their own desired roster limit, or the maximum SVGLS roster number allowed according to the Rules of Play, currently fifteen (15) players.
 - ii. If there are players still available to draft in that Division Pool.
 - iii. If the number of players still available is not determined by the Commissioner and Vice Commissioner to be enough to start a new team within that Division or to be used by the Second Chance Draft.

Then Teams may continue to draft the remaining players in their Division Pool until they reach either their own team’s desired limit but no more than the maximum SVGLS roster number allowed according to the Rules of Play, currently fifteen (15) players.

Teams may not draft from a lower Division’s Pool unless at the conclusion of the lower Division’s Draft there are players remaining and a higher Division team expresses a desire to draft from that remainder (precluding if those remaining have been designated by the Commissioner as Second Chance or reserved for a new team in the Division).

NOTE: It is understood that SVGLS does not want to turn anyone away from the league, so it is desirable to draft all eligible players in the Division Pool. However, players drafted beyond a team’s desired roster number should be made aware of their playing time possibilities in these circumstances and are then allowed to make their own decision as to their commitment to a team that drafts them.

3. Order of Draft (in hierarchical order):

- a. The Team with the lowest number of registered and rostered players in a Division, at the time of the draft, starts their Division’s draft. (Team A)
- b. That Team drafts until it reaches the level of the next lowest Team’s rostered number (Team B).

- c. Then the draft order alternates: Team B drafts once, then Team A drafts once, until they both reach the next lowest Team's rostered number (Team C), and soon until the Maximum Team Number to Cut Off Draft is reached or until there are no more players in your Division Pool.
- d. If there are two or more teams with the same number of rostered players at the start of the draft, the order will be determined by (in order):
 - i. New Teams to the Division. (A team moving up from a Division will have priority over a team moving down from a higher Division)
 - ii. Division Final standings from the previous year from last to first.

Random number selection will be used in the case of multiple new teams with the same number of rostered players and/or ties in final standings. (The team drawing the lowest number choosing first to the highest number choosing last)

In the case of players requesting to be placed together:

It is the general policy of SVGLS to allow co-placement of two individuals in a romantic, familial, or co-habitation relationship. The request to be drafted together should be indicated on your New Player Information & Waiver Form. The following provisions are also required.

- a. They must both be drafted into the Division of the higher rated player.
- b. The Commissioner and Divisional Representative agree to allow both to be drafted together.
- c. The Team that drafts the two players forfeits their next draft turn (since they drafted two (2) players in that round, instead of just one (1)).

In the case of a player requested by a team's sponsor to be placed on a particular team:

SVGLS will **attempt** to honor a sponsor's request to match a specific player with a sponsor's team for up to two (2) individuals provided that the individuals are directly associated with a sponsor as an employee or family member provided all other draft eligibility and criteria have been met.

- d. Players must be drafted into the Division appropriate to their individual rating.
- e. The Commissioner and the team's coach/manager agree to allow the individual to be drafted to the sponsor's specifically requested team.
- f. The Team that drafts the player(s) may be required to forfeit the appropriate number of draft rounds until they in order to accommodate the player's placement on their team.

Second Chance Draft

The purpose of the Second Chance Draft is to start new teams and/or give partial teams (those with less than 6 on their roster) the opportunity to fill out their roster.

DRAFT PROCESS:

1. Partial Teams will follow the same process as described in the Primary Draft Process.
2. If there are no partial teams wanting to draft then one or more NEW TEAMS will be formed with the remaining available players in a Division. The Commissioner, Vice Commissioner, and/or their designee will select new teams.

SVGLS will help organize newly formed teams by helping those teams find volunteer coaches and managers from within the league and/or their own roster.

Posting of Draft Results

Draft results will be posted on the SVGLS web site. SVGLS will share any player contact information provided to the league with the drafting coach/manager for that player. It is the responsibility of the individual coach/manager to get in touch with the players they have drafted for organizational purposes. A player's signature on a team's final Roster & Ratings form will serve as acceptance of their drafted team. SVGLS may also host a draft reveal event at which all the draft results will be revealed to players simultaneously. Any such event will be posted on the league's web site.

APPENDIX E-NAGAAA REGULATIONS & RATING GUIDELINES



Sacramento Valley Gay & Lesbian Softball Rating Procedure & Guidelines

These guidelines and Roster & Rating Form are intended as a tool to assist coaches/managers in rating players so ratings are fair and consistent across all levels of play and across all leagues in Open Division NAGAAA play. All questions in the ratings criteria are intended to determine if a player possesses a skill or skills necessary for a particular level of softball play and are not meant to be punitive.

Rating Procedure

The manager and/or coach is responsible for rating each new player individually and completing their Team Roster & Ratings Form in order to determine the overall team rating (the sum of all individual player ratings on the roster).

1. SVGLS provides a guide for current NAGAAA Ratings Guidelines as they apply to SVGLS on our web site to help you to rate players based on the criteria defined by NAGAAA.
2. Criteria questions are divided into 6 categories. Within each category, questions are viewed as a progression of a player's skill level from beginner to advance.
3. The highlighted questions on the Team Roster & Ratings Form indicate the skills that a player might achieve for that division.
4. The highlighted questions on the Team Roster Ratings Form should be looked at first when judging a player's skill level.
5. Therefore, the highlighted questions on the Team Roster Ratings Form must be answered "yes" first before you would consider answering "yes" to additional questions in a sub category. Enter as Yes = 1 No = 0 in the provided spreadsheet.
6. For example: Question 3 can not be answered "yes" without first answering "yes" to questions 1 and 2. This is because question 3 requires greater ability than the previous two questions.
7. Use 1 to indicate a "yes" answer on the Team Roster Ratings Form. Use 0 to indicate a "no" answer on the Team Roster & Ratings Form

Ratings Committee

The SVGLS Ratings Committee is appointed by the Commissioner and consists of the Vice Commissioner as chair and at least one representative from each division that will establish a procedure for verifying and certifying ratings prior to the registration each season. A player must physically demonstrate rated skills in order to have their ratings verified by the Committee. Coaches/managers should contact the Vice Commissioner as soon as possible to set up a time to view players in a game setting for ratings verification.

Confirmation of Player Ratings

The player ratings issued by the coach or manager must be verified (observed for confirmation) once per season by the SVGLS Ratings Committee and certified (signed off on) by the SVGLS Commissioner. These ratings will be entered into the NAGAAA database and follow a player for the entire year applicable to both league and tournament play.

- Ratings must be verified in a game/practice situation either at the team practice/game or an SVGLS sponsored clinic by the Ratings Committee.
- Ratings will only be certified by the Commissioner if they are submitted on a completed Team Ratings & Roster Form provided on the SVGLS web site or from your divisional representative, each player's rating has been verified by the Ratings Committee, and the form signed by the team coach/manager

Protest of Ratings

Any SVGLS member may protest a rating. Protest of an individual player's rating or overall team rating during league play should be filed with the officiating umpire at the time of the observed rating violation (and subsequently in writing to the SVGLS Commissioner within 24 hours) using standard protest procedures as noted in Rules of Play. Protests based on observed rating violations outside of a game setting should be filed in writing with the Commissioner within 24 hours of the observed violation. Rating protest forms can be found on our web site.

Once a protest is received, the SVGLS Commissioner will call for a protest hearing of the entire Board of Directors to be held within seven (7) days of the filing. The officiating umpire, both team managers, and the affected players will be notified at least 72 hours in advance of the hearing. The following hearing procedure will be observed:

1. The Commissioner will facilitate the hearing. (If the commissioner is one of the involved parties, the highest divisional representative not involved in the dispute will facilitate the hearing).
2. The protesting team coach/manager and not more than three (3) witnesses will be allowed to present testimony and evidence not to exceed 20 minutes.
3. The team coach/manager and not more than three (3) witnesses will be allowed to provide defensive testimony and evidence (unless more than three (3) individual players are named in the protest, in which case all individually protested players may testify) not to exceed 20 minutes.
4. The protesting team coach/manager will have 5 minutes to rebut.
5. The defending team coach/manager or individual player will have 5 minutes to respond to rebuttal.
6. Involved coaches, managers, and players are not allowed to question one another in the hearing.
7. Any member of the Board may ask up to three questions per witness.
8. The umpire in chief, members of the Ratings Committee, and any other witness deemed necessary may be called by the Board to provide testimony.

9. The Board will deliberate in closed session and determine if the protest is to be upheld or denied. Both parties will be notified in writing within twenty-four (24) hours of the decision.
10. If a protest is upheld, the protested team will forfeit game(s) protested and the player or team will enter the re-rating process. Additional penalties may apply depending on the severity of violation. In the event of a tie vote, the protest will not be validated and no change to the current ratings will be made.
11. All protest decisions by the Board are final.

Re-Rating of Players

Player can be re-rated by only the following methods.

1. By the Ratings Committee at the request of a coach or manager between seasons
2. By the Ratings Committee at the request teams manager or coach mid-season (to raise a rating only)
3. By the Ratings Committee based on a consistently observed difference in a player's skill level than that which was reported on a team's Roster & Ratings Form--this new rating must also be certified by the Commissioner.
4. By the Commissioner following a protest hearing and vote of the full Board of Directors. (The commissioner may adjust the players ratings up or down based on this review.)

Resulting Actions Due to Player Re-Rating

All players and teams must abide by divisional rating limits.

The player(s) or team whose rating is raised, which results in a player(s) or team exceeding the SVGLS divisional guidelines will have the following options.

1. The player(s) who exceeds the maximum divisional rating for an individual can stay on the current team as a non-playing member for the remainder of the current season, but will be required to move to the appropriate division for the next season.
2. A player(s) who exceeds the maximum divisional rating for an individual may transfer to a team in the appropriate division based on player's new-rating as long as it does not cause the new team's rating to increase beyond the divisional team rating limit. The current Division Representative will submit the player(s) name and contact information to the new Division Representative. (Divisional Representatives and the Membership Coordinator can assist in finding a new team; however, the burden to request assistance rests on the player, not on SVGLS) The player's original team must remain in their current division for the remainder of the season even if their overall team rating decrease might qualify them for a lower division once the underrated player has been removed from their roster.

In the case that multiple players and/or the team's overall rating increases beyond the divisional team limit, the following options exist.

1. The team may move up to the appropriate division in order to keep their roster in tact. If the change occurs before their first game and if the rating change is required as a result of protest mid-season, they must also forfeit their first game in the new division.
2. The team may permanently remove players from their roster in order to maintain their current divisional standing before their first game. If the rating change is required as a result of protest mid-season, they must also forfeit their next game.

Any questions related to rating or protest procedures should be directed to the SVGLS Vice Commissioner.

The latest NAGAAA Rating Guidelines can be found at www.svgls.org/ratingguide [INSERT LINK TO PDF OF NAGAAA RATING GUIDELINES].

APPENDIX F—NAGAAA SAMPLE RATING FORM



Sacramento Valley Gay & Lesbian Softball Roster & Rating Form

TEAM NAME: _____ Manager's Name: _____ Manager's Phone: _____ Manager's Email: _____	Coach's Name: _____ Coach's Phone: _____ Coach's Email: _____
---	---

Circle Appropriate Division:

B
C
D

TEAM: _____ 0

Print Player's Name		Jersy #	Throwing					Fielding-Catching					Fielding-Hit Balls					Base Running					Hitting					Hitting Running					Rating	Player's Signature
			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					
1.																													0					
2.																													0					
3.																													0					
4.																													0					
5.																													0					
6.																													0					
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15.																													0					
16.																													0					
17.																													0					
18.																													0					
19.																													0					
20.																													0					

Please refer to the NAGGAA Player Rating Guidelines as provided by SVGLS for instructions on completing this form.

Manager Signature

Commissioner Signature

APPENDIX G--SVGLS RATING PROTEST FORM



Sacramento Gay & Lesbian Softball RatingProtest Form

Game Date: _____ Game Time: _____ Field: _____ Umpire: _____ Home Team: _____ Visiting Team: _____	Manager Submitting Protest: _____ Team: _____ Name of Player Protested: _____ Team: _____ Division: B C D
Please check the box(es) below for questions being protested for this player.	
Fielding (occasionally is 2 out of 5 times and consistently is 4 out of 5 times)	
1	Occasionally throw a ball through the air 65 feet or better in the vicinity of another player?
2	Consistently throw a ball through the air 90 feet or better in the vicinity of another player OR occasionally throw to the proper place turning accurate infield plays against runners with average base running speed?
3	Occasionally throw a ball through the air 90 feet or better without a rainbow arc in the vicinity of another player OR consistently throw to the proper place turning accurate infield plays against runners with average base running speed?
4	Consistently throw a ball through the air 90 feet or better without a rainbow arc in the vicinity of another player?
5	Consistently throw without a rainbow arc to the proper place turning accurate infield plays against aggressive runners with above average speed OR consistently make long throws without a rainbow arc from the outfield directly and accurately to the proper base completing proper plays against aggressive runners with above average speed?
6	Occasionally on purpose catch balls that are thrown to the player with a rainbow arc?
7	Occasionally on purpose catch balls that are thrown to the player without a rainbow arc?
8	Consistently on purpose field balls that are within a few steps OR consistently on purpose catch routine fly balls that are within 15 feet?
9	Consistently on purpose field medium hit balls that are within a few steps OR consistently on purpose catch routine fly balls that are more than 15 feet away?
10	Occasionally on purpose field medium hit balls that are in the hole OR occasionally on purpose catch fly balls that are more than 30 feet away?
11	Consistently on purpose field medium hit balls that are in the hole OR consistently on purpose catch fly balls that are more than 30 feet away?
12	Occasionally on purpose field hard hit balls that are in the hole OR occasionally on purpose stop line drives in the gaps from getting by the outfielders?
13	Consistently on purpose field hard hit balls that are in the hole OR consistently on purpose stop line drives in the gaps from getting by the outfielders?
14	occasionally on purpose make spectacular catches?
BASERUNNING (No definitions required. Answer yes or no.)	
15	go from base to base utilizing rudimentary knowledge of the rules?
16	run with average speed and occasionally take extra bases on good hits or errors against a limited level of defense?
17	run aggressively with average or better speed and occasionally take extra bases on good hits or errors against an intermediate level of defense?
18	run very aggressively and occasionally take extra bases on good hits or errors against an exceptional level defense?
HITTING (occasionally is 2 out of 5 and consistently is 3 out of 5)	
19	occasionally hit a fair ball?
20	consistently hit a fair ball?
21	occasionally hit a fair ball with at least medium velocity?
22	consistently hit a fair ball with at least medium velocity?
23	consistently reach base safely on a batted ball against a limited level of defense OR occasionally reach base safely on a batted ball against an intermediate level of defense?
24	consistently reach base safely on a batted ball against and intermediate level of defense OR occasionally reach base safely on a batted ball against an exceptional level of defense?
25	consistently reach base safely on a batted ball with high velocity against an intermediate level of defense OR consistently reach base safely on a batted ball against an exceptional level of defense?
26	consistently reach base safely on a batted ball with high velocity against an exceptional level of defense?
27	occasionally hit a ball over a 300' fence?
Rule Violation or Protest Justification Below: (or on back of protest)	
UMPIRES SIGNATURE: _____	

Download extra forms at [INSERT LINK TO PDF FORM]

APPENDIX H--SVGLS CODE OF CONDUCT



Sacramento Valley Gay & Lesbian Softball Code of Conduct

Code of Conduct

All participants understand that they should conduct themselves in a manner consistent with the integrity and reputation of the Sacramento Valley Gay & Lesbian Softball (SVGLS) at all League sponsored meetings, games, events, and tournaments.

As members of the SVGLS, all teams are expected to behave with maturity and exhibit good sportsmanship.

- No Member or fan may refuse to abide by an official's decision, threaten an official, or at any time lay a hand upon, push, shove, or strike an official. Team Managers must have full control of their players both on and off the field.
- No Member may demonstrate objection to an official's decision by throwing any object, in any manner, for any reason, that an official judges to be dangerous.
- No Member may be guilty of using unnecessarily rough tactics in the play of the game against the body and person of any opposing player.
- No Member may direct an abusive verbal attack upon any player, official, or spectator. Any use of profanity, obscene or vulgar language in any manner, at any time, will not be tolerated.
- No Member may use any intoxicating substances during the course of the game, or appear to be in an intoxicated condition. No Member may smoke anywhere in the Sacramento Softball Complex or other City of Sacramento Parks. (Per City of Sacramento Code)

Penalties

- For any of the above listed infractions, officials will eject player or players from the game and report the incident to the SVGLS Board of Directors. There is an automatic one-game suspension for any ejected player. For any flagrant act, the suspension will remain in effect until final disposition by the board.
- The board has the power and full discretion of imposing penalties on all violations of the Member Code of Conduct. For any violation not explicitly stated in this code, the penalty will be at the discretion of the board.
- Game Officials (e.g. umpires) have general authority to handle unsportsmanlike conduct in accordance with ASA Rule 10, Section 9.
- The Game Official in charge may either suspend or declare a forfeit of any game where, in his or her judgment, there has been a violation of the code, making it unsafe to continue the contest.

SVGLS reserves the right to amend this Code of Conduct at any time.

APPENDIX I-SVGLS RULES OF PLAY



Sacramento Valley Gay & Lesbian Softball Rules of Play

The Sacramento Valley Gay & Lesbian Softball (SVGLS) league shall play according to the current and approved ASA Slow Pitch Rules. The following variations apply and supersede the ASA rules.

I. Equipment

- A. UNIFORMS: Each player should have a shirt of like color with a number shown on the back of his or her shirt. This number shall be the same as provided on the team's registration form. The number must be in a print of at least an 8" block type.
- B. GAME BALLS: All games will be played with an official 12" .440 max core 375 lb max compression ASA slowpitch softball. The league will be responsible for providing two (2) new game balls per game.
- C. FIRST AID: Each team must provide their own first aid supplies.

II. Eligibility

- A. AGE LIMIT: All players on the official roster must be 18 years of age or older.
- B. FEES: All team registration and member fees, including any other outstanding fees, must be paid by the registration deadline set by the SVGLS Board of Directors.
- C. FORMS: Each season all members must sign the member contract prior to playing with the SVGLS.
- D. POST-SEASON ELIGIBILITY: For post-season play, a player must have been present at and listed on the lineup card of at least 50% of the team's games. All managers must submit a lineup card to the official scorekeeper and to the umpire prior to the start of each game. The SVGLS Commissioner or Vice Commissioner, or his or her designated Board of Directors' representative shall be responsible for collecting all lineup cards after each official SVGLS game.
- E. PLAYING AN INELIGIBLE PLAYER: If a team plays an ineligible player, the team will forfeit all games played in by that ineligible player. A team may contest a player's eligibility, by following the procedures set forth in Section XIV. A player eligibility protest must be done only by the team manager/coach to the game official (umpire) in which the suspected player is playing.

III. Rosters

- A. MAXIMUM NUMBER OF PLAYERS: A team roster will consist of no more than 15 players, regardless of whether the players on the roster actively play softball. Only members identified on the official team roster shall play in the SVGLS.

- B. **ADDING/DROPPING PLAYERS:** A team manager/coach may add or drop a player to the official team roster by notifying the Commissioner or Vice Commissioner, no later than the start of the third week of the SVGLS spring/summer season, or no later than the start of the second week for the SVGLS fall/winter season, so long as the team's roster has not reached the limit prescribed in paragraph A. Failure to notify the Commissioner or Vice Commissioner by the noted deadlines or going over the prescribed limit will result in no official roster changes, making all added players ineligible. If a member leaves/quits his or her team after the roster deadline, and that team's roster is in jeopardy of playing, the team manager may add a player with the approval of the Commissioner or Vice Commissioner, or his or her Board of Directors designee.
- C. **INJURED PLAYER EXCEPTION:** Members can be added to a team roster after the registration deadline, contingent upon the team manager/coach placing an active player on the roster on an injured list, upon approval by the SVGLS Commissioner or Vice Commissioner or his or her Board of Directors' representative. In order for the injured player to return to the original roster, any substitution player is no longer an eligible player.
- D. **FALSIFYING INFORMATION:** Any member falsifying information on forms identified in subsection A of this section and Section II of this document or any other form identified by the SVGLS Board of Directors will be subject to action by the Board of Directors, including expulsion from the SVGLS.
- E. All players will be required to present their picture ID to a league official prior to the start of their first game. Official rosters will be checked against the lineup cards to validate all players. Any player without a picture ID will not be allowed to play.

IV. Lineups

- A. **NUMBER OF STARTING PLAYERS:** A team may start with as few as eight or as many as 12 players without penalty.
- B. **EXTRA PLAYER:** If a team chooses to have 11 or 12 players in its lineup, the team can designate one or two players as designated hitters (DH). The offensive position in the lineup of extra players cannot change but the defensive positions can. Once a game has started, players cannot be added to the starting lineup. The only exception is the shorthanded rule.
- C. **SHORTHANDED RULE:** A team may start with eight players without penalty. If a team starts with eight players the team manager/coach must add the 9th player upon arrival. A team using a DH (extra player) may finish the game with eight or nine players without penalty, if players are lost due to injury and no substitution is available. If a player is lost due to ejection the team must take an out per slot when the vacancy(ies) in the lineup come to bat. A team with less than eight present roster players at the start of a regulation game will forfeit the game if after the grace period as described in Section X is used.
- D. **OFFICIAL LINEUP:** All players eligible and present to participate in a game should be listed on the lineup card. For purposes of post-season eligibility, a player is considered legally part of the game if he or she is present at the playing site before the end of the game and his or her name is then added on the lineup card.
- E. **LINEUP CARD PROCEDURES:**

1. Definition: A complete lineup card will have the following:
 - a. The date of the game
 - b. The team name
 - c. Last name, first name, jersey number, and position of the player
 - d. A manager or coach's signature
2. List all the starting players in the order in which they will bat, with a starting lineup of no more than 12 players.
3. List all the substitute players who are eligible and present for the game.
4. Present the card to the umpire who will check and collect it during the pre game meeting.
5. Eligible players who arrive late and who have not been listed on the lineup should be added to the bottom area of the lineup card.
6. The original cardstock copy of the lineup (umpire's copy) will go in the field envelopes as official SVGLS scorecard record of the game.
7. The opposing team shall have the right to inspect and or obtain a copy of a team's lineup card.
8. The manager/coach must submit their complete lineup card to the official scorekeeper no later than 10 minutes prior to game time.

V. Time Limit

- A. GAME PLAY: All SVGLS regular season games shall not start a new inning of play after 55 minutes of play, including any delay of games. Post-season playoff games shall be 60 minutes in length, unless at the end of regulation play the score is tied, in which case Section VI of this document shall apply.
- B. If, after 55 minutes of play, a team is down by 10 or more runs, the game shall end, regardless of whether the home or visiting team is at bat.

VI. Tie Games

- A. REGULAR SEASON GAMES: A SVGLS regular season game may end in a tie if the game is tied after 60 minutes, as specified in Section V of this document.
- B. POST-SEASON PLAYOFF GAMES: SVGLS post-season playoff games shall not end in a tie. The ASA Tie Breaker Rule will take effect after 60 minutes or the start of the seventh inning, whichever comes first.

VII. Courtesy Runner

- A. Each team is allowed to provide one (1) courtesy runner for one player per inning. The courtesy runner shall be the last out. The courtesy runner does not need to be used, but if used, must be declared prior to the next pitch after the batter safely reaches base. If it is discovered the wrong person was used as the courtesy runner, the runner shall be replaced with no penalty.

- B. INJURY CLAUSE: An extra courtesy runner can be added with umpire approval for any injured player.

VIII. Home Run Rule

- A. B/C DIVISION RULE: Only one over the fence home run is allowed per team. Each subsequent over the fence home run is an out.
- B. D DIVISION RULE: No over the fence home runs are allowed. Any ball hit over the fence is an out.

IX. Base Stealing

- A. Base stealing is not allowed.

X. Grace Period

- A. For the first scheduled game at each playing field, a team that does not have at least eight players at the playing site may request up to a 10-minute delay of game. If the eighth player arrives before the end of the 10-minute grace period, the game must begin without further delay. After the first pitch of the game, a ninth player can be added, but any player arriving after that can only be added as a substitute.
- B. When a game is delayed by requesting the grace period be used, the length of the game will be shortened by the number of minutes of the delay.

XI. Forfeits

- A. A team may forfeit a game for any reason. In the event of a forfeiture the team manager/coach must notify the SVGLS Commissioner or the Vice Commissioner.
- B. Any team forfeiting a game will be fined \$25.00 per forfeit.
- C. The forfeit fee is due prior to the start of the team's next game. If the team does not have another game scheduled for the SVGLS season in which the fee occurred, the fee shall be paid within four (4) business days.
- D. After three forfeits, the team manager and/or coach must meet with the Board of Directors. Disciplinary action is subject to the board's discretion.

XII. Official Scorekeeper

- A. The SVGLS will provide for an official scorekeeper. However, if the league's official scorekeeper is not present at the beginning of game play, the home team is the official scorekeeper. If the home team does not have a scorekeeper, the visiting team may keep the official score.
- B. The official score will be recorded by the umpire on the lineup card and submitted to the league after each game.

XIII. Ejections

- A. Any player ejected by an umpire is automatically suspended from the team's next game and may be subject to further actions by the Board of Directors of the SVGLS after an incident investigation.

XIV. Protests

- A. An official protest involves a question about a rule interpretation, an illegal player, or an ineligible player. Judgment calls by the umpire cannot be protested. Only the team manager/coach may notify the plate umpire of his or her intent to play the game under protest. An official protest must be registered to the umpire before the next pitch or before the umpire leaves the field. The protest must be noted on the lineup card, along with details of the protest the inning, number of outs, ball/strike count, position of base runners, and time. If the protest cannot be resolved immediately, the game should go on.
- B. Any player who is challenged on eligibility will be requested to show proof of ID to the umpire. The umpire will designate the player in question on the lineup card. If the player does not have an ID he/she must sign the lineup card or forfeit the game. All information must match the official league roster.
- C. After properly notifying the plate umpire, all protests (other than player eligibility protests) must then be submitted in writing accompanied by a nonrefundable \$25.00 protest fee and received by the SVGLS Commissioner or Vice Commissioner within two business days following the protested game; otherwise the game will stand as played. The information will be assessed and ruled on by the SVGLS Commissioner and/or Vice Commissioner. All protests must be ruled upon within 72 hours of receipt. All protest fees will be placed in the general fund of the SVGLS Board of Directors.

XV. Member Conduct Complaints

- A. Members are expected to behave in a respectful manner toward the game, the umpire, the fans, their teammates, and their opponents. Complaints pertaining to violations of the Member Code of Conduct should be registered in writing to the Board of Directors within 48 hours of the action. Ejections are considered violations of the Member Code of Conduct and will be written up by the umpire.
- B. The SVGLS Commissioner and Vice Commissioner or their Board of Directors' designees will review the complaint within 72 hours of receipt and will decide whether disciplinary action is necessary. Only the SVGLS Commissioner and Vice Commissioner or their Board of Directors' designees may decide to suspend or expel a member or a team based on the severity of the conduct.

XVI. Specific Rules of Play

- A. **BAT/BALL THROWING:** Flagrant throwing of the bat or a ball, especially designed to express dissatisfaction, shall be subject to ejection from the game.
- B. **BASE RUNNING:** Base runners are allowed to slide head or feet first into all bases, except first base. Base runners, upon the discretion of the umpire, shall be called out if the runner attempts to interfere in the play. This rule shall also include runners who do not peel out of the base path during a live play when they are clearly going to be out.

- C. FOOTWEAR: All players who enter the field of play must have the proper footwear. Footwear shall be defined as any athletic shoe or rubber cleat. No metal cleats will be allowed.
- D. GROUND RULES: The following are ground rules:
 - 1. All areas beyond the boundaries of the perimeter fencing, which includes dugouts and service gates to each field, are considered out of play. Any ball that becomes trapped or travels under the fence without being previously touched by a player will be considered a dead ball.
 - 2. Any fair batted ball that in the umpire's judgment travels over the outfield fence before touching the ground or hitting a tree shall be considered a home run.
 - 3. Any fair batted ball that in the umpire's judgment hits a tree prior to going over the fence shall be considered a ground rule double.
- E. BALLS/STRIKES: Each batter will start with a 0-0 count. In post-season play, each batter will start with a 1-1 count, with one extra foul ball allowed.
- F. HITS AT PITCHER: Any ball hit which is intentionally aimed at the pitcher shall be an automatic out.

REVISED 7-29-2011

APPENDIX J-SACRAMENTO SOFTBALL COMPLEX RULES

Del Paso Regional Park

Sacramento Softball Complex Rules

1. NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO THE COMPLEX. All ice chests and personal bags are subject to search. All alcoholic beverages must be purchased from the onsite concessionaire and consumed in the designated area. All those found in possession of illegal alcoholic beverages will be restricted from playing in games and can be issued a criminal citation and/or ejected from this facility.
2. No outside food or beverages (except water or sports drinks)
3. No smoking is allowed anywhere in the Complex
4. No loitering or tailgating in the Complex parking lot
5. No dogs or animals
6. No bicycles, skateboards, rollerblades/skates, or scooters
7. No posting of flyers in the complex parking lot
8. No sales of any type without a permit.
9. No littering
10. All tournament information or advertisements must be posted in designated areas with approval of the complex Director
11. The use of this facility is by permit only.



APPENDIX K- SAMPLE LINE UP CARD



Line Up Card

Coach(es) _____ Team _____

ORDER	#	PLAYER	POSITION
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

vs. _____ at _____
 Date _____ Time _____

Download extra forms at [\[INSERT LINK TO PDF\]](#)

APPENDIX

L—SAMPLE SCORE SHEET

Sacramento Valley Gay & Lesbian Softball Score Sheet											
Players	Pos	1	2	3	4	5	6	7	EX	EX	
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
		1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB	1B 2B 3B HR SAC BB
Sub											
Summary	R H										

Home Team : _____

Visitors : _____

Date : _____

Location : _____



Download extra sheets at [INSERT LINK TO PDF]

APPENDIX M—SAMPLE PRACTICE SCHEDULE



Sacramento Valley Gay & Lesbian Softball Sample Practice Schedule

Typical Practice Time Breakdown:

- 5 minutes light jogging (muscles should be warm before you stretch them)
- 10 minutes stretching (designate a team player to come up with, and lead your stretching routine)
- 20 minutes first skill drill
- 20 minutes second skill drill
- 30 minutes Batting Practice
- 5 minutes Closing Meeting

Sample Four-Week Beginning Team Practice Schedule: Pre Season Workup

Week ONE:

Throwing Drill 1:

Pair off your team. Have each pair face each other, beginning approximately 10 feet away from each other. Begin this drill on one knee, so that the arm motion is isolated. With each set, have one player move back an additional 5 feet. Then as you get to the 4th set, players stand up. Continue to have one player move back as you progress through to the 6th set.

1. Wrist Only: Emphasize keeping fingers over the ball, not like a waiter carrying a tray. Throw with hard wrist snap to put pace on ball.
2. Forearm: Add Forearm, keeping wrist snap, adding more pace and more distance to throw.
3. One Knee: From knee, emphasize chest turning perpendicular to direction of throw and left arm pointing to target. Use full range of arm motion for throw.
4. Back Foot: Standing with right foot perpendicular to direction of throw, step with left leg toward target. Keep chest turn and use more pace to target.
5. Step and Throw: Begin throw by stepping with right foot, then left as you release. Keeping chest turn out and wrist snap, adding more pace to throw.
6. Shuffle: Begin with the ball 5 yards in front of you, run up to ball, pick it up and continuing forward movement, throw ball at target. This randomizes your steps and more simulates real play and foot movement.

Long Toss: (Optional added Drill) Begin a designated distance from partner. Successfully throw the ball between you for a given number (5 times to start). Move back ten yards and repeat.... Continue until you reach a point where you can no longer complete the given number of

throws. This drill helps in developing the arm for the long throws and hones distance judgment ability.

Throwing and Catching General Tips:

1. Always move your body towards your target. This does two things: puts your momentum in line with the throw, increasing the chances your throw will be on target and; increases the pace you put on the ball.
2. Always (very few exceptions) catch the ball with both hands (free and covers ball in glove). Two reasons: Secures the ball, keeping it from bouncing back out; and makes the transfer to throwing the ball quicker.
3. Always make a target for the thrower (both physically and vocally) Stand ready, glove up at chest height, and call the ball to you “right here, right here”. This helps the thrower locate his target and as a team you are consistent in how you are presenting the target to him.
4. Always throw low: This keeps the ball in play and gives the target the opportunity to make the play. An overthrown ball takes him out of the play completely and in general adds an additional base to the runner.
5. Always be sure of the catch first then worry about the throw (or tag). You can’t make the second play if you haven’t made the first one. Keep the ball from getting past you. This goes for both infield and outfield. That is the biggest priority.
6. Always back up the primary person making a play, assume the ball is going to get past the primary playmaker.

Batting Drill 1:

Four Step Drill: From your starting batting stance:

1. Weight transfers to back leg (as you wind up for your swing, keep head toward pitcher, watching the ball).
2. Front leg steps forward (no more than a half step out from your original stance).
3. Barrel of Bat, hands and hip all turn forward at the same time (this is your power point and point of contact for the ball).
4. Bat and arms follow thru smoothly (keep your head steady and looking forward).

This is an “eight-count drill”, and may be first performed without a bat in hand. Everyone practices at the same time, performing the four-count swing, and then using 5,6,7,8 to get back to their start position. Repeat and speed up the count as players get comfortable and start connecting the 4 points of the drill smoothly. Have each player use a bat and repeat the process, starting slow and speeding up as they get used to swinging the bat. (make sure they have enough room to swing, spread them out!)

Batting Drill 2:

Partner up. Against a fence, take turns tossing the softball into the strike zone of your partner. The batter is simply trying to keep good form and make contact with the ball. This is a close-in drill, the pitcher should be forward and to the side of the batter, to stay out of the way of the swing, but close enough to give an accurate toss into the strike zone. Trade off after 10 or 20

hits. Repeat as needed.

Batting Tips:

1. Know your pitch, what is the pitch you like to hit or are most successful hitting. Be choosy, wait for that pitch.
2. Don't crowd the plate; the barrel should be centered over the plate as you are at your power point. Be back in the box both directions... back and to the side.
3. Never make your first at bat the first time you swing the bat in a game. Always warm up with some swings before the game. This is each player's own responsibility.
4. Find out what works for you for pre at bat routine. Start thinking about it and getting in your zone well in advance.

Week TWO:

Base-running:

1. Running through first on a hit to the infield.
2. Turning through first on a hit to the outfield. Listen for your 1st base coach to know whether to go onto second or not.
3. How to pick up your 3rd base coach to know if you should stay on 2nd or proceed onto 3rd.
4. How to listen to your 3rd base coach to know if you should stay on 3rd or proceed home.
5. How to listen to your team mate at home (the on deck batter) to know if you should slide or run through home plate (advanced players only)
6. How to run from 1st base (or any base when you there is a force) on a ground ball to the infield.
7. How to listen to your base coach when running from any base on balls hit to the outfield. (Do you tag up or run as the is safely hit into the outfield.)

Sliding: (optional, for C and up teams)

The correct position for the slide is: leading leg up, second (left) leg curled under and butt and body in line with the base. You should come in LOW, hitting the ground with your shin and butt at the same time. Hands are up.

For new players learning to slide, practice your form first on a piece of cardboard on the grass (without cleats).

Week THREE:

Infield:

This week, have your infield players arrive at staggered times: Your Catcher and Pitcher first, then 1st Basemen, then 3rd, and finally your SS and 2nd basemen. Have your outfield show up late for BP only.

Go over position by position, what the position entails and practice specific drills that reinforce each specific point. Finally ending with your entire infield running infield situation drills all together. Give them the following break down in advance of this day, so they KNOW what they will be covering and understand what their position calls for.

Catcher:

The catcher can influence the game in many ways:

1. Allowing the pitcher to control the pace of play: by getting the ball back to the pitcher quickly, he allows the pitcher to make the choice of when to pitch the next pitch. However, if he sees the defense (his own team) is not ready, he should put his hands up, indicating to the pitcher that he should not pitch.
2. Taking the batter out of his game: By talking to the batter (in a friendly, social manner), he can take the batter out of his intended hitting mental zone. He can also influence the batters choice of what he swings at by talking the pitch: "Ahh, there it is", "Nice pitch" ... on pitches that are looking to be a little inside or outside or short. He can make the batter choose to swing at the bad pitch.
3. Talking to the Blue. By chatting up the umpire, he can influence the blue, however unconsciously, that your team is the "good" team.
4. By demonstrating his knowledge of the game, and confidence in his pitcher, he can also influence the blue into liberal strike zones against the opposite team. By "popping up" and saying "Nice pitch", etc. He can sometimes sway the blue to call a strike on an otherwise "ball" pitch.

How to position yourself as catcher for various plays:

1. Pop ups: keep your chest to the infield
2. Any fouls far enough down the 1st and 3rd base line, those basemen have priority, as the ball is coming toward them, and away from you.
3. Positioning for the tag at home.
 - A. For the low tag, start in front of the plate, not on the baseline. Tag low, both hands, blocking the plate with the glove. Be ready for the outside slide and be aware if the runner doesn't tag the base, and be ready to follow up with a second tag. Stay in the play immediately after, popping up and looking to the rest of the infield.
 - B. For the high tag, both hands, be on the inside of the line and turn with the tag so the runner does not knock the ball out of your glove. Stay in the play, making the full turn and looking to the rest of the infield.

Pitcher:

The Pitcher sets the pace and tone for the defense. He should be a natural team leader. (Your pitcher should become a student of the game, especially how to pitch slow pitch softball. This breakdown does not attempt to cover all the fundamentals of the position.)

1. Wait for the umpire to indicate that he is ready for the pitch; don't wait on the batter. He may decide to call for time, but if he doesn't, it is up to the blue to indicate when

he is ready to call the pitch.

2. Coordinate with your catcher. You should both know and understand your intended game plan. He should help to keep you on your plan by indicated whether your pitches are coming in deep or short.
3. Always make sure you know where the play is going should the ball come to you. Know this before you pitch the ball.
4. After you pitch, be ready for the ball. Back up and have your glove up and ready.
5. Cover 1st Base if the hit brings the first baseman too far off the bag.
6. Cover behind 3rd base if a play from the outfield is going to 3rd base. (The same is true for 2nd base, you should be ready should the ball to get past the infielder.)

1st Base:

1. Stance at the bag: Present yourself in the target stance, both feet on the bag until you know where the throw is, then step with the correct leg to maximize your stretch to the ball.
2. For wild throws, come off the bag to make the catch. If you miss the ball, consider it another base for the runner.
3. Block the ball when fielding, most important to keep the ball from getting past you. (As it is for all infielders)
4. Know which balls are not gettable, let 2nd baseman take those.
5. Know who is covering your base for fielded hits that take you too far off the base to get to it yourself. (Anything behind the base, the pitcher takes 1st; anything in front of the base, the 2nd baseman takes 1st base.)
6. Call off the throw to 1st if there is no play: "No Play, No Play".
7. If making a tag on the runner going to 1st, tag low and with both hands, moving with the tag so the runner does not knock the ball out of your glove. Spin with the tag and stay in the play, looking to the other base runners.

3rd Baseman:

1. Play horizontal, stretching and blocking the ball from making it past you to the outfield.
2. Charge the ball on slow and medium grounders, move your body towards the ball, then towards the throw. Use both hands for harder hit balls, one hand for the slow rollers.
3. Own your base. Even if the play isn't coming to you, once the ball is hit, move to your bag and be ready.

Middle Infielders:

Short Stop Feeds to 2nd: Depending on the distance to second base, there are 4 throws:

1. Balls hit to your left, underhand to 2nd baseman (if not tagging the bag yourself)
2. Balls hit directly to you, pivot and throw overhand.
3. Balls hit to right, side arm the ball too second.
4. Balls hit to far right, throw the ball overhand to 2nd.
5. (for balls hit behind 2nd base, a backhand toss may be needed.)

2nd Baseman Feeds to SS:

1. Underhand Toss to SS if ball comes to your right. (or make the tag yourself)
2. Balls hit right at you, pivot and throw overhand.
3. Balls hit to your left close to you, pivot and throw to SS.
4. Balls hit to your far left, turn to the outside (following the momentum of the ball) and then throw.
5. (If the ball is hit close in on the line, there is the option of backhanding the ball to the SS)

Double Plays:

Short Stop:

1. The Drag Step Thru the Base. (making the play on the run if the feed is early)
2. Left Foot Pivot: On the base and pushing back away from the bag to make the throw. (This is when the throw is late coming to you.)
3. Left Foot Inside Pivot: If the throw is coming from inside the infield. Left foot on the front of the bag, step off toward the pitcher with the right, then step towards first base to make the throw.

2nd Baseman:

1. Left Foot Pivot. (most of the time)
2. Drag Step. (For plays coming from inside the infield.)

Week FOUR:

Outfield:

This week, have your outfielders arrive first, in mass, then your infield can arrive late for BP.

1. Outfield is not just fly balls, and fly balls are not easy.
2. Cans of Corn (High fly balls that are within a few steps): Learn to take two steps back to take them, moving forward as you take the catch so that your throw has more pace.
3. Moving to the ball: Get there first, then get your glove up. You can move faster without your glove extended the whole time.
4. On the Run:
 - A. Call the ball, "Me, Me!"
 - B. Glove side fielder has priority.
 - C. Once called off a catch, move to back up position.
 - D. Always assume the ball will make it out of the infield.
 - E. Assume the infield will miss the infield throws as well. (Move to back up the play)
5. Running on the Diagonal:
 - A. Step with the far leg first, it gets your whole body moving and further in the direction of your run faster.
6. Know when to give up on a hard drive over your head and turn your back to run to the ball.
7. Running forward on the ball: (Taking the ball on the bounce)
 - A. Safe mode: our practiced kneeling stance on balls where there is no runner on

- base, and / or you are only throwing to second.
- B. Game on the line: All or nothing throw. Taking the ball on the bounce, continuing the momentum towards the infield and throwing to home to the catcher.
- 8. Never hold the ball in the outfield, get it in as quickly as possible, even if the play is over.
- 9. Calling the ball:
 - A. "Me, Me"
 - B. "Short, Short" or "In, In"
 - C. "Back, Back"
- 10. Diving catches and sliding catches (advanced fielders only):
 - A. Never dive to the back. Side and front only.
 - B. Hit glove first otherwise the ball will eject with the whip action.
 - C. Sliding is similar to base sliding, except top leg is also curled to avoid cleats hitting the turf. (in general, we shouldn't be making sliding catches, if it's that far in front of you, slow up and take it on the bounce)