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# SPORTS HANDBOOK

City of San Fernando Dept. of Recreation and Community Service  
208 Park Ave.  
San Fernando CA 91340  
818-898-1290

**ADULT CO-ED SOFTBALL  
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# ***THANK YOU FOR YOUR PARTICIPATION IN THE ADULT CO-ED SOFTBALL PROGRAM!***

## **General Information**

All managers are responsible for the information contained in this manual as well as making sure that all players are aware of the information that is contained in this manual.

Rules and regulations not contained in this manual or in any handout materials will be governed by the City of San Fernando Department of Recreation and Community Service.

**Elastic Clause:** The League Directors shall have complete charge of the Adult Softball League. Any and all situations not specifically covered by these rules shall be acted upon by the League Directors, and all actions by them will be FINAL.

If there are any further questions or ideas regarding the Adult Softball League, please contact the league directors.

## **Results and Schedule**

Results for matches will be on the City website [www.sfcity.org](http://www.sfcity.org) under Adult Softball.

## **IMPORTANT CONTACT INFORMATION**

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**Purpose**

The purpose of the league is to combine the interest of the softball teams of the community into friendly rivalry, wholesome recreation, and clean sportsmanship.

**Facility Policies**

**Children at Matches**

**Children accompanying parents must be properly supervised by an adult at all times.**

**Food and Beverage**

Absolutely NO FOOD OR BEVERAGE will be allowed in any of the facilities and gymnasiums. Please do not litter City grounds with trash. Any player or team representative detected with alcohol on his /her breath will be asked to leave the facility and will be reported to our office.

**Smoking**

Smoking or chewing tobacco is not allowed in any part of the recreation center, park, or playground.

**Athletic Braces**

All braces (knee, arm) must have all metal parts covered and padded. If it is not covered properly, the player will not be allowed to participate. Braces designed for athletics are acceptable.

**Alcohol**

Alcohol is not allowed in any City facility or in any City park. Violators of this City Ordinance will be suspended from league play and may face fines and or legal penalties.

**SECTION 1 - LEAGUE INFORMATION**

**1.1 TEAM FEES**

- a. The team fees are for a 10-12 week league (approximately).
- b. Fee \$350 per team or \$325 per returning team.
- c. A completed application and one form of full payment (cashier's check, cash, and credit card) are due at the time of registration.
- d. Umpire Fee: \$15 per team, to be paid cash to the umpire prior to the start of the game.

**2.1 LEAGUE DAYS AND LOCATION**

- a. All games for the Competitive Coed Softball league will be played on Tuesday nights.

**3.1 FORFEIT BOND**

- a. A \$30 forfeit bond needs to be given at registration
- b. This deposit is held, in case of forfeits.
- c. If no forfeits are made by the end of the season, deposit will be returned or rolled over to the next season.

**SECTION 2 - AWARDS**

- 2.1 Awards are given out to the Division Champion Teams. Division Champions receive one Team trophy and individual awards.

**SECTION 3 - BASIC RULES AND REGULATIONS**

All leagues are governed by the current years rule book of the Southern California Municipal Athletic Federation (SCMAF) except specified:

**NOTE: San Fernando Park and Recreation Department reserves the right to make any changes deemed necessary to insure safe and efficient operation of the league**

**SECTION 4 - ELIGIBILITY AND ROSTER**

- 4.1 Team managers are responsible for the enforcement of the eligibility of their players.
- 4.2 A team must have ten (10) players to officially begin a game. (5 women and 5 men). A team can play with as little as eight (8) players (4 women and 4 men) to begin the game.
- 4.3 In the event that there are more women than men, a woman can fill a man's spot in the field. Men cannot fill a woman's spot.
- 4.4 Rosters are due before the third league game. **NO EXCEPTIONS!!!** A team may add a player(s) before the last game of the first half. An Add Sheet must be signed by the player. Add sheets may be obtained at the sports office.
  - a. Faxed rosters will not be accepted.
  - b. Both sides must be filled out, signed and completely filled out by all players.
- 4.5 A completed roster includes: Printed name, signature, address, and telephone number.
- 4.6 All rosters, add forms and minor consent forms must be returned to the Recreation Park Department Office. **NO EXCEPTIONS!!!**

- 4.7 Roster size will be limited to sixteen (16) players. A non-roster player may not play before being added to the team on the proper add form
- 4.8 Players must be fifteen (15) years of age. Participants 15-18 years old must submit a minor consent form
- 4.9 Once an individual player begins a season with one team, he may not switch to a different team. **NO EXCEPTIONS!!!**
- 4.10 A player must be on the roster in order to play.
- 4.11 A player may only play on one co-ed team per season. The team a player plays on first in conflict situations is the team of record.
- 4.12 Team may bat entire roster. Any batter failing to bat for any reason will be called out if no legal substitute is available. Thereafter, his spot in the lineup will be skipped for the remainder of the game with no further penalty.

**SECTION 5 - PLAYERS AND SUBSTITUTIONS**

- 5.1 IF A PLAYER LEAVES THE GAME and there is no replacement, the game will continue, but “outs” will be recorded as follows:
  - a. The next time the vacated position comes up in the line-up. The line-up “closes” after the initial out is recorded.
- 5.2 Only one replacement runner is allowed per inning per gender. Replacement runner must be the last out of that gender.
- 5.3 Uniforms are not required but the league recommends that teams wear the same color.

**SECTION 6 - EQUIPMENT/ DIAMOND**

- 6.1 Game balls will be supplied. All other personal equipment shall be supplied by the teams and individuals.
- 6.2 No metal spikes allowed.
- 6.3 GLOVES – A fielder’s glove may be worn by any player, but mitts may be used only by the first baseman and catcher. Webbing of any glove between thumb and forefinger shall not exceed more than five inches in length.
- 6.4 The official diamond shall have 60-foot baselines
- 6.5 The pitching distance shall be 50 feet.
- 6.6 Bats: As of spring 2015, the league will follow the ASA policy as stated on <http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment>:
  - a. The Official bat must be single wall and bear **either the (ASA approved 2000 certification mark) , the ASA 2004 certification mark, or the ASA 2013 Certification Mark** as shown below and must not be listed on an **ASA Non-Approved Bat List with Certification Marks**



- b. Must be included on a list of approved bat models published by the ASA National Office; or
- c. Must, in the sole opinion and discretion of the umpire, have been manufactured prior to 2000 and if tested, would comply with the ASA bat performance standards then in effect. This includes wooden bats
- d. Please be sure to read the specific ASA rules surrounding bats (a portion of which is located above) for a comprehensive review. Please remember that all bats that do not bear an ASA certification mark remain non approved unless they were made prior to 2000 and in the sole discretion of the umpire would pass ASA certification test if tested. Local ASA leagues and tournaments not conducted as part of ASA Championship Play may alter ASA playing rules as they see fit.
  - i. Non-approved bats with a certification sticker: [http://www.asasoftball.com/about/build\\_batlist\\_one\\_page.asp](http://www.asasoftball.com/about/build_batlist_one_page.asp)
  - ii. There is also a drop-down menu of approved bats on: <http://www.teamusa.org/USA-Softball/Play-ASA/Certified-ASA-Equipment>

## **SECTION 7 - GAME TIME**

- 7.1 Game shall start at scheduled time. In the event a team has less than eight players present, the umpire shall permit a GRACE PERIOD, not to exceed five minutes, for such team(s) to field a minimum of eight players. The grace period is part of the playing time. Upon failure to do this, the game shall be forfeited to the other team.
- 7.2 Game shall consist of seven innings, unless the home team second at bat scores more runs in six innings than the visitor's team has scored in seven innings. No new innings may be started after sixty (60) minutes. If an earlier game runs late or the field is not ready for play the GAME TIME PERIOD will start from the time of the first pitch. Time is not added for injuries. A new inning starts immediately after the third out in the preceding inning is made unless time has expired. Once an inning starts, it must be completed unless the home team is ahead after time has expired and it is their turn at bat (bottom of the inning).
- 7.3 The game is complete when the team last at bat in the seventh inning scores the winning run before the third out is made.
- 7.4 No extension of the time period is permitted.
- 7.5 If the game is tied after seven complete innings, and the time limit has not expired, the game will continue until the time limit expires, or one team has a lead after a complete inning. Once the time limit has expired, no new innings will be played and the game will be ruled a tie, with each team receiving ½ win and ½ loss. Tied games will not be replayed.
- 7.6 All games are to be played at the time, date and place specified on the schedule.
- 7.7 The HOME team shall be the defense team at the top of first inning.
- 7.8 When a team is ahead by 15 or more runs at the end of the 3<sup>rd</sup> innings, 12 or more at the end of the 4<sup>th</sup> inning, or 10 or more runs at the end of the 5<sup>th</sup> inning, if the home team is ahead) or subsequent inning, the game will be stopped and the game awarded to the team

with the most runs. This is called the “Mercy Rule.”

7.9 The League Director must be informed and approve any pre-game date forfeits. Teams not following this procedure will result in double forfeit.

## **SECTION 8 - GAME RULES**

8.1 A legal delivery shall be a ball which is delivered to the batter with a definite underhand motion. Pitchers can pitch from anywhere in the box but must have both feet inside the lines at the time of release. The penalty for not having both feet in the box will be an automatic “ball” declared by the umpire.

### **8.2 ALL CALLS ARE AT THE DISCRETION OF THE UMPIRE**

#### **8.3 Pitching Rules**

- a. The pitch shall be released at a moderate speed. The speed is left entirely up to the umpire.
- b. The ball must arc higher than the batter’s head.
- c. The ball must not exceed a height of more than 12 feet above the ground.
- d. One warm-up pitch is allowed after batting the first inning unless a new pitcher is entering.
- e. The ball is dead and not in play under these circumstances:
  - i. When “NO PITCH” is declared.
  - ii. When a ball is overthrown and enters dead ball territory, including the dugout.
  - iii. When the catcher interferes with the batter
  - iv. When the umpire calls time
  - v. Interference with the course of the game
- f. **RULE FOR THE SAFETY OF THE PITCHER:** The batter must hit the ball a minimum of three feet above the pitcher’s head and if a ball is hit behind the 40 foot rubber and through the white box on the pitcher’s mound whether on a ground ball or a line drive, whether it hits the pitcher or not that batter is out. If the same batter repeats this action a second time, that batter will be suspended for eight days.

#### **8.4 Batting Rules**

- a. A ball is a strike if it hits the plate or the plate extension mat
- b. Two separate batting line-ups will be used, one for females and the other for males. The manager shall indicate which gender will lead off the game and the genders shall alternate from that point. Two players of the same gender may never bat in consecutive order unless a rule violation is being enforced.
- c. Batting order must alternate male/female or female/male. Males may not bat back to back in the lineup. Teams may bat all players provided they are on the roster.
- d. All batters start their bat with a count of one ball and one strike. The batter is out after his/her second foul ball with two strikes.



- e. A male batter who is walked on three consecutive balls with no strikes thrown during his time at bat shall be awarded second base. If a male gets three consecutive balls, with one strike thrown while at bat, he shall be awarded first base. Base runners advance only if forced to vacate their bases.
- f. If female gets three consecutive balls thrown during her time at bat she shall be awarded first base. Base runners advance only if forced to vacate their bases.
- g. Home run rule: One male from each team may hit one (1) home run fence per inning. All other home runs that are hit in the same inning by the same team will be an out. Women can hit unlimited home runs.
- h. If the runner leaves the base before the pitcher releases the ball, the ball is dead, NO PITCH is declared, and the baserunner is out

i. LEADOFF RULE

- 1. Base runners will be allowed to leave the base upon the release of the ball from the pitcher's hand. Base runners may not "steal" a base, however the lead off will allow "hit & run" strategies to be implemented into the game. By leading off, base runners will be subject to being "picked off". "Pick off" attempts will be governed by the "force play" rule. The ball must beat the runner to the base; no tags are allowed. If the "pick off" throw gets by the fielder the base runner must re-tag the base and then may proceed to advance to as many bases as he/she may get. On any pitch called a ball (not on a pitch that is short and dead by rule) or a strike the ball shall remain alive and runners who were attempting to advance on a hit and run play or otherwise leave their base early are in jeopardy of being put out under the aforementioned "force play" rule. When a batter receives a walk the ball is alive and in play, unless the 4th ball is short and dead by rule.
  - 2. Base runners may not advance on an overthrow from the catcher to the pitcher.
- i. Players must touch the 1<sup>st</sup> base orange safety bag when running to first, unless ball is hit into the outfield and attempt to 2<sup>nd</sup> base is made.
    - i. When running through 1<sup>st</sup> base, runners not attempting to go to 2<sup>nd</sup> base must come back on the outside of the baseline. Runners coming back on the inside of the baseline will be considered live and in play.
  - j. Sliding is permitted at 2<sup>nd</sup>, 3<sup>rd</sup> base and home plate only. No sliding at 1st base.
    - i. If there is a play at 2<sup>nd</sup> base or home plate, the runner must slide or get out of the way. If they do not it can be called as an out in discretion of the umpire for interference.
  - k. Teams may bat as many rostered players as desired that are present at game time. Late players may be added to the bottom of the lineup as they arrive before the last player has gone up to bat.
    - i.i. Late players arriving after the entire lineup has batted, can go in as a substitution.

- l. Any batter that intentionally runs into a baseman will automatically be called out and will be ejected from the game at the umpire's discretion.
- m. No player can carry the bat to first base or beyond, this will be ruled as an automatic out by the umpire.

#### 8.5 Defense Rules

- a. A defensive team shall consist of 10 players. However, a game may be played without a forfeit with 8 registered players. A minimum of 5 women must be in the game at all times. Only 5 men can play in the field. Substitutions or courtesy runners must be of the same sex as the player being replaced. Designated hitters need not play the outfield unless they enter the game as a substitute.
- b. In the event that there are more women than males, women can fill a males spot in the field. Males cannot fill a women's spot.
- c. Teams will be allowed infield warm ups only before the first inning.
- d. A minimum of 3 outfielders must be behind the outfield restriction line (160 foot arc from home plate) when the batter hits the pitch. PENALTY: The batter and all base runners will be awarded one base unless each has advanced one base safely, in which case the play proceeds without reference to the violation.

### **SECTION 9 - STANDINGS & PLAYOFFS**

- 9.1 League Standings shall be determined by the point system. In the event of a tie in points, win/loss record against each tied team(s) (not runs scored) will determine the team they play against for playoffs.
- 9.2 Teams will receive 2 points for a Win, 1 point for a Tie, 0 points for a Loss, and 1 point will be taken away for each Forfeit Loss.
- 9.3 Playoffs will be played at the end of the season.
  - a. Playoff information will be posted on the website @ [www.sfcity.org](http://www.sfcity.org)
  - b. Tiebreaker will be determined by head-to-head record and runs scored against differential versus common opponents to decide placement of play-off teams.
  - c. All players participating in the playoffs must have played in two league games during that league on that team and will be required to have a valid pictured ID in his/her possession or risk forfeiting the game.
  - d. Illegal players will result in a forfeit and the discontinuation of the team in the playoffs.

### **SECTION 10 - FORFEITS**

- 10.1 All games must be played as scheduled.
- 10.2 Teams may not postpone a game!
- 10.3 If your team is unable to show for any scheduled game, you will lose by forfeit and a 7-0 score will be recorded.
- 10.4 Any team that forfeits a game is responsible for paying the total umpire fee of \$30. This fee will need to be paid after the day you forfeit and before your next scheduled game. Failure to do so will result in a forfeit of all your next scheduled games until the forfeit has been paid in full. Teams will be required to keep a \$30 forfeit bond on account

with the City of San Fernando to ensure that forfeit fees will be paid on a timely basis. If forfeit fees are not paid to San Fernando Recreation Park Department Office by your next scheduled game, teams will have the fee taken from their forfeit bond. However, if the money is taken out of the forfeit bond then the forfeit bond needs to be replenished back to the amount of \$30 by the next scheduled game. Failure to replenish your forfeit bond to \$30 will result in a forfeit of all of your next scheduled games until the forfeit bond has been replenished.

10.5 If a team forfeits 2 games within a round, the team will have to meet with staff in the Recreation Park Department office prior to the next scheduled game. Failure to meet with Recreation staff may result in the team being dropped from the league.

10.6 A FORFEIT shall be declared by the umpire(s) in favor of the team not at fault in the following cases:

- a. If a team fails to appear upon the field, or being upon the field refuses to begin a game for which it is scheduled or assigned at the time scheduled, or within 5 minutes of the schedule starting time.
- b. In the event the game has begun and one side refuses to continue to play within 2 minutes, unless the game has been suspended or terminated by the umpire(s).
- c. If, after play has been suspended by the umpire(s), one side fails to resume playing within 2 minutes after the umpire(s) has called "PLAY BALL."
- d. If a team employs tactics designed to delay or to hasten the game.
- e. If, after a warning by the umpire(s), any one of the rules of the game is willfully violated.
- f. If the umpire's order to remove a player from the immediate area of the facility (out of sight and earshot of the game, bleachers & dugouts) is not obeyed within 1 minute.
- g. If because of the removal of a player or players from the game by the umpire(s), or for any injury or cause, there are fewer than eight players on either team.
- h. If an individual does not sign his/her own name on the official scorecard.
- i. If a player does not provide identification on an umpire's request prior to the completion of the game.
- j. If no umpire appears (slow pitch only), teams are to choose an umpire. It is the responsibility of the winning manager to submit a scorecard, with the signatures of the players present, to the Sports Office within two working days after the game.

**NOTE:** Any team that FORFEITS a game before it is a REGULATION GAME will pay its own portion and the opponent's portion of the umpire(s) fees. The Opponent's portion of the umpire(s) fees will be taken paid by the team that forfeited before the next scheduled game.

- k. If a team drops from the league prior to the third scheduled game all games in which the team played shall not count in the standings. There will be no refund of registration fees or bond.
- l. If a team drops out after the third league game, then all games played prior to this shall count, and any game scheduled in that same round thereafter shall be forfeited to the opposing team. All fees paid by said team shall be retained by the

Sports Office.

**NOTE:** A team that FORFEITS two games in one season risks being dropped from the league without refund.

**SECTION 11 - SUSPENDED GAMES/ RAIN OUTS**

- 11.1 RAIN OUTS - The procedure for possible rain-outs shall be to call Recreation and Community Services Department Main Office at (818) 898-1290, after 3:30 pm for game and field update. Rainout games will only be made up if needed to determine the playoff standings.
- 11.2 SUSPENDED GAMES that are not completed due to mechanical failures (i.e. sprinklers, lights, etc.) will be made up from the point of suspension. Games called due to INCLEMENT WEATHER will be replayed from the beginning if they are not regulation games. All MAKE-UP games will be scheduled the next available week after the last game of the regular league schedule if time permits and at the discretion of the Sports Office (major factor is if the game has a bearing on teams qualifying for the playoffs). Teams are guaranteed a minimum of 10 scheduled games. Games are not made up for playoff seeding.
- 11.3 Games that have gone past 4 ½ innings will be considered an official game and not re-scheduled. If 4 ½ innings have not been played, the game may or may not continue where it left off at the discretion of the Adult Sports Supervisor.

**SECTION 12 - OFFICIAL**

- 12.1 Any questions concerning the time limit shall be determined by the umpire's watch, which shall be official, and cannot be protested.
- 12.2 It is the responsibility of the two opposing team managers to verify the time with the umpire prior to the start of each game. The umpire shall notify the team managers of the time limit for the starting of new innings, and his/her decision shall be final.
- 12.3 One umpire is assigned to a field during each regular division game. Each team is required to pay a \$15 umpire fee before the start of each game. Teams failing to pay the umpire fee may be charged with a forfeit. Two umpires will be assigned to a field during championship games. Each team is required to pay a \$30 umpire fee before the start of the championship game. Teams failing to pay the umpire fee may be charged with a forfeit.

**SECTION 13 - PROTESTS**

- 13.1 For appeals during the game, the umpire must be informed what is being appealed.
- 13.2 Protests may be made on only two (2) items:
  - a. Ineligible players
  - b. Rule interpretations
- 13.3 Protests on rule interpretations must be registered with the official and scorer before the next pitch.
- 13.4 Protests on ineligible players must be filed before the end of the game.
- 13.5 All protests must be filed with the Recreation Park Department Office in writing with a \$20.00 protest fee within 48 hours.
- 13.6 Protest fees returned only if protest is upheld

**SECTION 14 - SPORTSMANSHIP**

- 14.1 Good conduct and sportsmanship is expected at all times. Any player ejected from the park by a City of San Fernando staff for unsportsmanlike conduct must sit out one league match before being allowed to play again. Any player ejected twice from this league in the same season may be suspended for the remainder of the season and possibly asked to leave the program indefinitely at the discretion of the League Supervisor and/or League Coordinator.
- 14.2 The umpire or park staff shall have the power to warn and/or eject a player, substitute, manager, or spectator who commits, in the umpire's opinion, any of the gross violations of sportsmanship:
- a. Persistently addresses the officials in regard to decisions that are made.
  - b. Makes derogatory comments about/or to the officials, any staff, or players.
  - c. Trying to deliberately distract the other team members.
  - d. Delaying the game in any way.
  - e. Fighting, baiting of players or verbal abuse of umpires will not be tolerated. Players guilty of these infractions will be suspended.
  - f. Any player ejected for any reason shall sit out the next two scheduled games. Two ejections will result in the player being suspended from the league.
  - g. Managers are responsible for the conduct of their players and fans. Failure to regulate their behavior during the game will result in ejection of the manager and player and/or fan.

**SECTION 15 - MISCELLANEOUS**

- 15.1 Absolutely no alcohol is allowed at Recreation Park. The City of San Fernando Police Department will be responsible for providing periodic checks for alcohol. One of the laws they enforce is: NO ALCOHOL in the park. Inform your players not to bring alcohol into the park
- 15.2 No glass containers allowed at any time.
- 15.3 Players Medical Benefit Fund (PMBF) ACCIDENT COVERAGE
- a. NO player is insured through the City. All managers are urged to purchase secondary accident coverage available through S.C.M.A.F. The program is a benefit fund which will reimburse qualifying individuals for medical expenses incurred when injured during participation in a league game.

**SECTION 16 - COMMUNICABLE DISEASE RULE (BLOOD RULE)**

City league procedures to deal with bleeding participants:

Whenever a player suffers a laceration or wound, where bleeding or oozing occurs, the game will be stopped immediately. The player will be removed from the game until the bleeding has stopped and the wound is adequately covered. If a legal substitute is available, he/she will replace the injured player and play will continue. If no substitute is available, the game clock will be stopped for a reasonable length of time (three to five minutes) to enable the injured player time to dress his/her wound. The player may re-enter the game only with the officials' approval. This means bleeding must be stopped and/or wound covered. Any article of clothing that is saturated with blood must be removed and replaced.