



# Town of Windsor Parks & Recreation



## 2020 Fall League Manual

[www.teamsideline.com/windsor](http://www.teamsideline.com/windsor)

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### 2020 United States Specialty Sports Association (USSSA) Official Slow Pitch Rule Book

[www.ussa.com/slowpitch](http://www.ussa.com/slowpitch)

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# Windsor Adult Softball League Rules, Policies & Procedures

## I. Purpose of League Play

The purpose of the Windsor Adult Softball League, coordinated by the Windsor Parks and Recreation Department, is to combine the interest of men's, women's and co-ed slow pitch softball, the spirit of the community in wholesome recreation, and clean sportsmanship.

## II. General Information

- A. The league governing body will be the Windsor Parks and Recreation Department (WPRD).
- B. The League Directors will be Bobby Warner, Recreation Supervisor & Joshua Sandin, Recreation Coordinator.
- C. Rules and regulations not contained in this manual will be governed by the 2020 USSSA rulebook.
- D. **ELASTIC CLAUSE:** The League Directors shall have complete charge of the Windsor Adult Softball League. Any and all situations not specifically covered by these rules shall be acted upon by the League Directors and all actions taken by the League Directors will be final.
- E. The League Directors reserve the right to change or amend any of the rules or regulations contained in this manual.
- F. Amendments to any section of this manual may be made through evaluation by team managers, umpires, field supervisors, etc., as deemed necessary by the Town of Windsor Parks and Recreation Department. If you have questions, ideas, or need information on the Adult Softball League, please call our office at (970) 674-3500, Monday through Friday 8:00 a.m. – 6:00 p.m.
- G. Any questions concerning softball schedules, standings, game results, rosters, umpires, rule interpretations, or any other concerns not stated here but that have to do with the Windsor Adult Softball Program should be directed to:

**Town of Windsor  
Parks and Recreation Department  
Attention: Adult Softball League Director  
250 N. 11th Street  
Windsor, CO 80550**

## II. Definitions

- A. **Participant:** Any coach, player, spectator or any other person involved in any way with any class, sporting or non-sporting event sponsored by the Town of Windsor Parks and Recreation.
- B. **Manager:** A person designated as a team spokesman. One who is either a player or a non-player.
- C. **Coach:** A person designated as a team spokesman. One who is either a player or a non-player.
- D. **Player:** A person who physically participates in the game or is on the roster.
- E. **Spectator:** A person who watches the game for the entertainment with no physical involvement.
- F. **Official:** A person on the field or court responsible for administering the rules.
- G. **Staff:** A person employed by the Town of Windsor.
- H. **Field Supervisor:** A Town or contact employee responsible for the operation and staff of a scheduled game, match, or event.

- I. **Recreation Employee:** A Town employee responsible for providing maintenance and services to fields, parks, courts or events.
- J. **League Directors:** The Parks and Recreation employees designated to organize or supervise an activity.
- K. **Participation:** Any involvement in Windsor Parks and Recreation activities such as spectating, officiating, playing, coaching, registering for a class or attending a sporting or non-sporting event.
- L. **Recreation Activities:** Any class, sporting or non-sporting event sponsored by the Town of Windsor Parks and Recreation.

### III. Windsor Recreation Division Functions and Responsibilities

- A. Windsor Recreation Division shall be responsible for the financial program.
- B. Responsible for the general organization of the adult softball program.
- C. Conduct a mandatory manager'/coaches' meeting prior to the first game of the season.
- D. Responsible for the scheduling of dates and leagues.
- E. Responsible for registration, collection of player application and liability forms, and maintenance of team rosters.
- F. Provide a schedule of games.
- G. Provide game balls and scoreboards.
- H. Schedule all staff required to run the game.
- I. Provide a **minimum** of **one (1)** umpire.
- J. Provide a scorekeeper.
- K. Keep a record of all games played.
- L. Results from games and team standings will be posted on [www.teamsideline.com/windsor](http://www.teamsideline.com/windsor)
- M. Provide all necessary personnel to handle maintenance of the facilities and other duties as needed.
- N. Handle and report any misconduct situations in accordance with the guidelines stated in the "Code of Conduct".
- O. Provide awards for each league.
- P. Schedule, organize and coordinate an end-of-season tournament for each league.

### IV. Team Managers'/Coaches' Functions and Responsibilities

- A. Responsible for the registration of respective team, obtaining and turning in all player application and liability waiver forms, serving as the contact person for all notifications or correspondence related to the adult softball program, and assisting with retrieving/obtaining pertinent information upon request.
- B. Attend mandatory managers'/coaches' meeting.
- C. All managers/coaches are responsible for acquiring and possessing a thorough knowledge and understanding of the information contained in this manual, as well as any printed material that is mailed or distributed by the Windsor Adult Softball League staff.
- D. Managers/coaches are responsible for informing all team members and respective participants of the information contained in this manual, as well as any printed material that is mailed or distributed by the Windsor Adult Softball League staff.
- E. Inform all team members of game times, dates, and locations.
- F. Monitor official team roster. Insure and monitor that all team members are recorded on the official roster, including changes and additions throughout the season.
- G. Make sure all participants are at least sixteen (16) years of age.
- H. Inform the Parks and Recreation in a timely manner of any difficulties that may occur.
- I. Be responsible for the actions of your team while participating in any Windsor Adult Softball League activity.

- J. Ensure all trash is discarded and other items removed from the team dugout following games.
- K. Notify the Adult Softball Coordinator of any changes in team manager or team manager's address or phone number(s).
- L. Be aware of all information posted at the ball fields including rainout schedules, tournament information, and league standings.
- M. Adhere to all league rules as stated.
- N. Insure that a line-up that includes last names, first initials and uniform numbers of players is turned into the scorekeeper **ten (10) minutes before game time**.
- O. Notify the League Director of a potential or planned forfeit of a league game as soon as it is determined, so that the League Director can notify the opposing team of the game cancellation.

#### V. **Team Contact Information**

If there are **any** changes in reference to the contact person for the team (change of manager/coach, or change of manager's/coach's address or phone number), the Windsor Parks and Recreation Department office must be notified immediately. Failure to notify the Recreation office of these changes may result in your team not being notified of schedule changes or game cancellations.

#### VI. **Field Reservations**

Fields may be reserved by inquiring at the Windsor Parks and Recreation Department located at 250 N. 11th Street.

#### VII. **Scheduling Requests**

In order to maintain fairness and equity of game scheduling among all teams, **NO** special requests for game scheduling will be taken.

#### VIII. **Rainouts and Forfeits**

- A. If weather conditions interrupt a game and it has not gone four innings (or 3 ½ if the home team is ahead), when and if it rescheduled, it will resume from the point that it originally ended.
- B. Rescheduling of rainout games is not guaranteed. The Parks and Recreation Department guarantees each team a season schedule of **seven (7)** games.
- C. If it is determined that a team will not have played its seven guaranteed games by the end of the fall season as a result of rainouts, the League Directors will make every effort to reschedule the rainout game(s) if possible.
- D. It cannot be guaranteed that rainouts will be made up on your team's normal league night. If a rainout game is to be made up, the team managers will be notified, by telephone, or email of the rainout schedules.
- E. The Parks and Recreation Department will not schedule make up games that you do not show up for and have forfeited.
- F. Team managers must notify the League Director of a potential or planned forfeit of a league game as soon as it is determined, so that the League Director can notify the opposing team of the game cancellation.
- G. When the circumstance arises where all teams within a league have not played the same number of games, the League Directors will use the first six, (then five, four, etc.) games **played** in the season to determine league standings and bracketing for the end-of-the-season league tournament.
- H. Tie-breakers criterion is used to determine league results and tournament seeding. Standings sorted by the following:



- a. Winning Percentage – Descending
- b. Head to Head
- c. Head to Head Differential
- d. Avg. Runs Against
- e. Avg. Runs Differential
- f. Total Runs Differential
- g. Lowest Number of Forfeits
- h. Coin Toss

#### **IX. Determination of Wet Ground**

On weekdays prior to 6:00 p.m., a determination of field conditions will be made by the Parks and Recreation staff. After 6:00 p.m. or on the weekends or holidays, the field supervisor will determine when grounds are too wet to play. On questionable days, call the Windsor Parks and Recreation Department at (970) 674-3500 for the determination of playing conditions and/or check [www.teamsideline.com/windsor](http://www.teamsideline.com/windsor). Please keep in mind that safety is a priority of the Town of Windsor Parks and Recreation Department, and if it is determined that a participant could be injured due to field conditions, play will be postponed.

#### **X. Team Classifications**

The Windsor Parks and Recreation Department staff is strictly enforcing and making every effort to insure proper classification of teams and/or player(s). If a supervisor notices that a team and/or player(s) are too skilled for the level of play that they are at, the supervisor will notify the League Directors. In order to achieve an “equitable playing field”, the League Directors may determine whether or not to remove select players that are playing in an incorrect league. Additionally, to equitably manage the playing level among teams within a given league, the League Directors may resolve to put into effect the “Equalization Rule” pertaining to runs, which will be applied to teams determined to be of a higher classification level than other teams in the respective league.

**Monday: Men's “E” Recreation Division** – These teams have some power and speed, but are not as well balanced and lack the consistency of higher level teams. These are established teams that have played together before and have some members that can hit home runs.

**Friday: Co-ed Recreation Division** – These teams are generally made up of men’s E and women’s E Division II players. These teams can be established or un-established. These teams lack power and overall defensive skills. Players participate for exercise and enjoyment of the sport.

#### **XI. Registration, Rosters, Transfers, and New Players**

- A. Registration and payment of fees for the 2020 fall season must be made at the Town of Windsor Parks and Recreation Department in order to register for the league.
- B. A managers’/coaches’ meeting will be held prior to the season to distribute player consent and liability release forms, polices, procedures, rules and regulations, and to review the 2020 fall season information and activities.
- C. The number of players a team may have on its roster is unlimited.
- D. All players must be at least 16 years of age (cannot play until the day they turn sixteen). Individuals under the age of 16 are not eligible to participate in the adult softball league, but encouraged to participate in the youth league provided by the Town of Windsor.
- E. Players that are under 18 years of age (16 and 17) are allowed to play in the adult leagues and are required to have a parent or legal guardian sign the player information, consent and liability release form. **NO EXCEPTIONS!** If a player is found to be under that age of 16, all games that the player participated in will be forfeited.

- F. All players are required to sign the team consent and liability release form prior to playing in any adult softball game.
- G. Players may be added to team rosters any time during the regular season for regular season league play. For a player to be eligible for the post season league tournament, a player must be added to the team roster waiver form prior to the last league game being played. All player additions must be made at the field by notifying the field supervisor or at the Parks and Recreation Office before participating in a game. Please make every effort to have your official rosters established and all player information, consent and liability release forms completed and turned into the Parks and Recreation Department prior to the beginning of the last league game in order to avoid roster controversies and player shortages at the end-of-the-season league tournament.
- H. Two (2) players may be added to a team's roster the morning of the league tournament. The League Directors may establish an official roster deadline if deemed to be in the best interest of the adult softball program.
- I. The first team a player plays on becomes their official team.
- J. Players may only participate for one team in the Windsor Adult Softball Men's League. Any player found playing on more than one team within these leagues will be suspended from league play for a minimum of two games.
- K. Players are permitted to play for a Co-ed team in addition to their Men's team. Any player found playing on more than any two teams within the Windsor Adult Softball Leagues will be suspended from league play for a minimum of two games.
- L. Players dropping from a team after playing one or more games must wait two games before transferring and playing on another team. Notification must be made immediately and in writing to the League Directors so a filing date and updates to the official team rosters can be made.
- M. All players must have a photo I.D. available for identification at all games. Any team found guilty of playing a person under an assumed name will be charged with a forfeit and the appropriate \$25 forfeit fee must be paid. The player and team manager/coach may be considered to be ineligible to participate in the league for the remainder of the season, depending upon the circumstances.
- N. Roster verifications will be randomly made by Field Supervisors and Recreation staff without notice. Any participant found playing that is not on the roster will be immediately suspended.
- O. All changes to team rosters, including additions or transfers, are subject to the approval of the League Directors. The League Directors will make the final decision regarding player eligibility.

## **XII. Player List**

The Town of Windsor Parks and Recreation Department will maintain and provide a list of available people interested in playing adult softball and looking for teams to play on. If you are aware of an individual(s) interested in participating, or have a team in need of additional players, please call 674-3500.

## **XIII. Activities and Conduct at the Fields**

- A. At all Sports Parks (Chimney Park and Diamond Valley (Future Legends)), alcoholic beverages are not permitted at any time.
- B. Please be mindful that all team rosters include individual players' name and age information. If there is suspected underage drinking, it is the responsibility of team representatives and the adult softball league staff to notify the police immediately.
- C. Even though alcoholic beverages are allowed, no player, manager, coach, or team representative is permitted to drink alcoholic beverages during the game or have alcoholic beverages in or near the team dugout. Additionally, players or coaches are not permitted to leave the dugout to drink alcoholic beverages and then return to the dugout. If players or coaches do leave the dugout it may be construed

as such. Violation of this rule will result in that person being unable to participate in the game, or ejection from the game.

- D. Glass containers of any kind are not permitted in Windsor Town parks and facilities. No person shall bring any glass containers or have possession of same while on these premises. This is for the safety of all players, spectators, officials, staff and other participants.
- E. Dogs should remain home. Ball fields are no place for dogs. Out of consideration for all adult softball program participants and their children, players and spectators are encouraged and requested to refrain from bringing their dogs to the ball fields. No dogs shall be left unattended or without a leash! Dogs must not be tied to any parks or recreation equipment including fences or bleachers. Dog owners must clean up after their dog!
- F. Soft-toss is not permitted against parks or recreation facilities and equipment. There is no hitting allowed into any fence or backstops. This causes severe damage to fences and will not be tolerated. Violators will be charged for damages.
- G. All managers, coaches, players, and spectators must clean up after themselves. Several trash containers are provided for the convenience of all participants. Please help to maintain a healthy and clean facility.

#### **XIV. Misconduct and Ejections**

In order to prevent injuries and maintain a wholesome recreational environment, the following rules will be strictly enforced.

- A. A **“Zero Tolerance Rule”** has been adopted by the Town of Windsor regarding foul language, taunting and fighting. Any player using any type of foul language, taunting, or fighting of any kind will be removed immediately from the game without warning, and must leave the facility/premises immediately. Ejected players that do not leave the premises immediately may receive additional suspensions and/or penalties.
- B. A pre-game warning shall be issued to both teams prior to the beginning of the game. This means the umpires will go to both dugouts and give the warning so all players are aware. After the warning, all instances of foul language, fighting, and/or taunting heard by an umpire will result in a player ejection. If the ejection results in a team having less than the allotted number of eligible players required to continue the game, then the game will be declared a forfeit. A team may not solicit a player(s) to be added to its roster or originally submitted lineup once game time has commenced, especially for the purpose of avoiding a forfeit due to the team not having a legal substitute in the case of a player ejection.
- C. Any foul language voiced in a manner loud enough to be heard by other players, spectators or umpire(s) will be dealt with immediately. Such gestures or phrases would include, but are not limited to:
  - 1. Saying derogatory comments to umpires, staff, fans, or players.
  - 2. Flipping people off or making other derogatory gestures.
  - 3. Tossing or throwing a ball, glove, bat, or other object at a player, staff, fan, fence, or umpire.
- D. Any participant who is ejected from a game will be immediately suspended from the current game as well as the proceeding scheduled game. Any participant who violates sections 1 & 7 of the Sports Codes of Conduct will be suspended from the current game and will remain suspended until further notice by the League Directors. Participants who are ejected from a game must leave the facility immediately. Ejected players that do not leave the facility/premises immediately may receive additional suspensions and/or penalties.
- E. Any participant who is ejected from a tournament game will be immediately suspended from the current game as well as **all proceeding tournament games**. Participants who are ejected from a tournament game must leave the facility/premises immediately. Ejected players that do not leave the premises immediately may receive additional suspensions and/or penalties.



- F. Fake Tag: Any player who uses a fake tag will receive an immediate ejection from the game. A warning will not be given.
- G. Thrown bat rule: A player will be ejected immediately and charged with an out if he/she flagrantly throws a bat, regardless if it hits a person or not. Additionally, a player may be ejected if he/she throws a bat unintentionally, particularly if the player has been warned and/or if the official deems it necessary for the safety of the participants.
- H. Ejections: Any player, coach, manager, spectator, or other participant ejected from a game must leave the premises (park, complex, facility, etc.) immediately and not return that same evening. If the person does not leave within the designated two minute time period, the game will be declared a forfeit.

#### **XV. Protests**

- A. Protests may only be made relating to player eligibility and rule interpretations, not on umpire judgments. Protests require a \$50.00 cash fee and must be made prior to the next legal pitch before the protest will be heard and dealt with.
- B. In the case a protest is made, the scorekeeper will draw a line on the score sheet indicating the inning, count on the batter, outs, and position of any runners on base, at time of protest. The scorekeeper will also note the amount of time remaining in the game on the score sheet. Both umpires and the field supervisor will discuss and rule on the protest. If this procedure takes an excessive amount of time, the game may be shortened accordingly; however, this is not encouraged.
- C. If the team disagrees with the decision made, they must file a written protest within twenty-four hours to the Town of Windsor Parks and Recreation Office.

#### **XVI. Appeals**

- A. Appeals of any decision may be made in writing to the League Directors by submission of a written statement of appeal within fifteen calendar days of the issuance of the decision to be appealed.
- B. The written statement of appeal should include a description of the decision in question, related events, and the basis of the appeal. The appealing party may provide additional information in support of the appeal.
- C. The League Directors will conduct such investigation as he or she determines to be appropriate, given the basis of the appeal and the related facts, and may conduct an informal hearing on the matter at his/her discretion. A written decision on the appeal shall include an explanation of the basis for the conclusion reached and shall be provided within thirty days of the filing of the appeal unless the Coordinator determines that additional time is required to properly obtain, review and consider information relevant to the appeal.

#### **XVII. Safety**

Safety is everyone's responsibility. Participants often do not take their own safety and the safety of others into consideration when having fun. It is our priority as public servants to be safety-conscious and to take precautions in order to help protect the players, spectators, officials, and employees from injury. Please be observant and aware of unsafe situations or hazards, and correct them yourself or immediately notify the field supervisor on duty.

- A. The Town of Windsor Recreation Division has implemented a Lightning Safety Program for all softball and baseball fields. The NHS Lightning Rule will be followed which means players managers, coaches, spectators and staff must leave the fields and dugouts, and seek safe shelter if lightning is observed. Lightning's behavior is random and unpredictable. Preparedness and quick response are the best defenses toward lightning hazards.

Game officials will announce that play is suspended until lightning is no longer visible. If the suspension of play is such that it results in the next scheduled game being delayed 30 minutes or more, and the present game has not yet completed 4 innings (or 3 ½ innings if the home team is ahead), the game will end and be rescheduled if possible. When and if a game is rescheduled, it will resume from the point that it originally ended.

The Town of Windsor strongly recommends and encourages all players, managers, coaches, participants, spectators, officials, and staff to adhere to the following guidelines. At the first signs of lightning or thunder, leave the ball field. No place is absolutely safe from lightning; however, some places are much safer than others. Go to your vehicle and take shelter there with the windows rolled up. In other words, “if you can hear it (thunder), clear it (suspend activities).” AVOID the rain and sun shelters and the dugout areas. These are not safe from lightning. AVOID going underneath trees. Trees “attract” lightning. AVOID metal bleachers, benches, fences, gates, and tall light poles and power poles. Game officials will signal a resumption of activities.

#### **XVIII. Communicable Disease Rule (Blood Rule)**

- A. Whenever a player suffers a laceration or wound where bleeding or oozing occurs, the game will be stopped immediately.
- B. The player will be removed from the game until the bleeding is stopped and the wound is adequately covered.
- C. If a legal substitute is available, they will replace the injured player and play will continue.
- D. If no substitute is available, the game clock will be stopped for a reasonable length of time (3-to-5 minutes) to enable the injured player time to dress his/her wound.
- E. The player may re-enter the game only with the umpire’s 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. Replacement jerseys are not required to have numbers.

#### **XIX. Injury/Accident Reports**

An accident/incident report must be completed for each injury or accident that occurs, particularly in the case of an injury on the premises. This report **MUST** be completed, regardless of how trivial an injury or accident may seem. It is necessary that individuals and witnesses involved, including managers/coaches, cooperate with staff to provide critical information such as full names, phone numbers, addresses, and witness accounts of the injury/accident.

#### **XX. Incident Reports**

An incident is any activity that is not an accident. This includes, but is not limited to thefts, misconducts, fighting, vandalism, etc. Please be observant and aware of the environment around you and activities that are inappropriate, illegal, or not consistent with the policies and procedures set forth, and immediately report such incidents to the field supervisor. An incident report **MUST** be completed. In the event that an incident occurs that involves a player or spectator from the respective team, managers/coaches will be expected to cooperate with staff in order to provide all critical information such as full names, phone numbers, addresses, and witness accounts of the incident.

#### **XXI. Uniforms and Equipment**

- A. Uniforms
  1. Like-colored shirts are required. Matching uniforms are strongly encouraged and recommended.

2. Minimum of six-inch numbers is required on the back of uniform shirts. The numbers are required for scorekeepers to keep accurate records.
  3. No identical numbers are permitted. Matching uniforms are suggested.
- B. Footwear
1. Closed-toed shoes must be worn by all participants at all times (no bare feet).
  2. Softball/baseball shoes constructed with any plastic spike or molded sole are acceptable. No metal is to show on the bottom of the shoe (metal cleats are not permitted).
  3. Tennis shoes of any type are legal.
  4. Sandals, hiking boots, western cowboy boots, work boots, or similar footwear is not allowed.
- C. Miscellaneous Equipment
1. Softball gear: Bats, gloves, mitts, catcher's gear, uniforms, etc., must be furnished by the team. The Parks and Recreation Department does not provide this equipment.
  2. Jewelry: No earrings, bracelets, necklaces, pins, or any other exposed items that are judged to be hazardous or potentially dangerous by the umpire can be worn during the game.
  3. Caps: Caps are optional and may be worn forward or backwards.

## **XXII. The Game**

**All slow pitch leagues will utilize U.S.S.S.A rules along with Windsor modifications. Leagues are sanctioned by U.S.S.S.A.**

- A. **Official Game:** All games will be seven (7) innings, or 55 minutes. If the game is tied, extra innings will be played with the modified version of the "International Tie-Breaker Rule" used until a winner is decided.
- B. **Coin Flip:** For league and tournament games, home teams will be determined by a coin flip by the official at the pregame conference. To help avoid game delays, teams arriving late to the plate for pregame conferences will be designated as visitors.
- C. **International Tie Breaker Rule (Modified Version):** After the completion of seven (7) innings or time has expired and the score is tied, a modified version of the "International Tie-Breaker Rule" will be in effect. The last legal batter in the preceding inning shall be placed on second base to begin the next inning. If the score remains a tie at the end of the first overtime inning, the last legal batter in the preceding inning shall be placed on third base to begin the second overtime inning and each succeeding inning until the tie is broken. The modified version of the International Tie Breaker Rule will be applied for all league and tournament plays.
- D. **Run Rule:** A team ahead ten (10) runs at the end of five (5) or more complete innings (or 4 ½ innings, if home team is ahead), fifteen (15) runs after four (4) innings (or 3 ½ innings, if home team is ahead), or twenty (20) runs after three (3) innings (or 2/1 innings, if home team is ahead) shall be the winner. The run rule will be in effect for all league and tournament games, including championship games.
- E. **Flip-Flop Rule:** The USSSA Flip-Flop Rule will be used for all league and tournament games.
- F. **Time Limit:** No new inning shall begin after 55 minutes of play. If an inning is in progress when the time limit is reached, the inning and game shall be finished according to the official rules. Tournaments will not have a time limit on championship games. Tournament championship games will be played through seven innings, unless the run rule criterion has been met at the end of the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> innings. The run rule will supersede the seven-inning rule for championship games.
- G. **Game Time:** A coin toss will determine home team. Game time begins with the coin toss. At game time, if a team has not turned in a complete and correct line-up, the opposing team will be given the option of "Home or Visiting Team" (No coin toss and game time is started!) If neither team has turned in a complete and correct line-up, a coin toss will determine the home team.

- H. **Forfeits:** If at the scheduled starting time, one team does not have enough players (at least 8), that game will be recorded as a forfeit. Game time is forfeit time, except for 6 p.m. games. For 6 p.m. games, 6:10 p.m. is forfeit time. Teams must notify the Recreation Office at 970-674-3500 by 4:00 p.m. on the day of the game to declare a forfeit so that opposing teams, officials and staff may be notified of scheduling changes. The Recreation Office will place a phone call to the other team's manager to report the forfeit. The call from the Recreation office will be the only official call regarding the forfeit of the game. In the absence of prior notification from the forfeiting team, the plate umpire will make the determination and decision regarding a forfeit. The decision by the plate umpire will be final on forfeiture of any game, including a double forfeiture if necessary. **EXCEPTION:** This forfeiture rule does not apply if the preceding game has been delayed.
- I. **Protest:** A \$50.00 (cash) fee will be charged at the time of the protest. If the protest is upheld the fee will be refunded. Protests can only be made on interpretation of rules or player eligibility. In the case of protest for player ineligibility, \$50.00 per player will be charged. The protest must be made at the time of the infraction and before the next legal pitch, accompanied with the \$50.00 protest fee. If the protest involves an underage player and the protest is upheld, the game will result in a forfeit. If the protest is for a player not being on the roster and it can be determined at the field that the protest is valid, that player is removed from the game and the game continues without that player. It is not a forfeit unless that player played under an assumed name on the line-up. If a protest cannot be settled at the field, notation will be made at the time of protest and the game will continue. The WPRD will determine the fate of that game.
- J. **Home Run Rules:** All leagues will be permitted to have one (1) over the fence homerun per game per team. Each over-the-fence homerun after one (1) will be counted as an out expect for Men's and Coed Division 1 which will be counted as an inning breaker.
- K. **Ball and Strike Count:** All leagues will start with a count of one-one (1-1). This means if a player receives three (3) balls he/she will receive a base on balls (a walk), and if a player receives two (2) strikes he/she will be called out.
- L. **Bat through Line-up:** Teams may choose to use a bat through line-up including a maximum of 16 players. If a team starts with a bat through line-up they must finish with one. If an ejection occurs while a team is utilizing a bat through line-up that team will then be forced to forfeit. If an injury occurs while utilizing a "bat through line-up" and the injured player is not replaced by a legal substitute, the injured player will be forced to take an out each time he/she would come up to bat. Upon injury of a player during a game in the Coed League, the injured player's team will not be required to remove the additional male/female player, since they have already received the penalty of losing the injured player. This rule supersedes the USSSA injured player rule. To begin a Coed League game, Coed teams must have at least eight (8) players with the proper male/female ratio. **EXCEPTION:** teams can have more female players than male players, with a minimum of three (3) male players to start the game.
- M. **Outs Declared for less than 10 players:** Teams may start the game with 8 players. However, an out shall be declared when the 9<sup>th</sup> and 10<sup>th</sup> positions in the line-up are scheduled to bat. Outs will only occur the first time through the batting order. **Co-Ed teams** may play with an odd number of players; however, there must be more female players than males and at least 3 males at the start of the game. In this situation, attention to the batting order must be given to prevent 2 males from batting consecutively.
- N. **Re-entry rule:** If a team does not use a bat through line-up to start the game they cannot finish with one. All starting players may re-enter a game but must do so in the same batting order. There is no limit to the number of times a starting player can go out and re-enter a game.
- O. **Number of Batters: If not using bat through line-up,** in all leagues an additional hitter (A.H) may be inserted into the line-up. If an A.H. is used the team must finish with 11 players in all leagues except

- Co-ed. In Co-ed two additional hitters may be inserted into the line-up. In Co-ed if a two A.H. is used, the team must finish with 12 players.
- P. **Injured-on-the-Play Courtesy Runner ONLY:** This rule was put into effect with the strict intent of not penalizing a team if an offensive player **becomes** injured on a play (while batting or attempting to reach a base), and by forcing the team to take an immediate out when the player must retire from play. Once an offensive player is injured on-the-play, he/she retires from the game, and the courtesy runner is not or cannot be used, an out will be taken. If a player reaches the respective base safely on a play, but **becomes** injured and must leave the game, the player making the last recorded out may replace the injured player; otherwise an out will be taken. The player must successfully reach the base before the courtesy runner can be used. **This rule may only be used one time by the injured player.** Once the injured player leaves the game, and the courtesy runner has been used, a courtesy runner will not be allowed again if the player chooses to return to the game. A legal substitution can be made at any time if the team is not using a bat-through lineup.
- Q. **Late Arrivals:** Teams may add additional players upon their arrival at the bottom of the line-up as long as the team does not have 10 or more batters in its lineup and it has not gone through the batting order. Do not list players on your line-up that are not present. If a team has gone through the entire batting order (lineup), the player arriving late must enter the game as a substitute only.
- R. **Retiring from play:** If a player comes out of a game and does not bat (exception – injury on the field – note: an illness is not an injury) and no legal substitute is available, then an out will be recorded when this player would come to bat.
- S. **Equalization Rule:** When combining divisions in league play, the lower division team will receive one run per inning for a total of seven innings, resulting in a total of seven runs if the run rule has not gone into effect. If at seven innings, a game is tied and the International Tie Breaker Rule must be applied, the lower division team will not receive runs past the 7th inning. Teams cannot bypass this rule. Upper level teams should be mindful that the use of the equalization rule is an effort to provide participating teams with an equal or comparable playing field with regard to playing ability. Upper level teams are not expected or guaranteed to win.
- T. **Lineups:** No new or additional players may be added to a roster or game lineup once a game lineup has been turned into the scorekeeper and the game has commenced in order to avoid a team forfeit as a result of a player ejection. All substitutes should be listed on the lineup card. This rule is an effort to prevent teams from manipulating their official roster and game lineups in the case of a player ejection and/or the choice was made to use a bat-through lineup. There will be no exceptions made to this rule in tournament play.
- U. **Batting Order:** Lineups should never veer from its original lineup order. Substitutes must bat in the same order as the player they are substituting for. Original players may re-enter, but must do so in the same position in the batting order as they original were in.

#### **XXIV. Fall League Post Season Tournament Dates**

- A. Co-ed Recreation Division - Monday, October 2<sup>nd</sup> and Monday, October 9<sup>th</sup>  
B. Men's "E" Recreation Division - Monday, October 5<sup>th</sup> and 12<sup>th</sup>, Saturday, October 17<sup>th</sup> (conclusion)

## **Sports Codes of Conduct**



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## Actions & Consequences

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- 1. No Participant Shall:** Be guilty of physical attack upon any player, coach, spectator, official or staff. This includes but is not limited to: laying a hand upon, shoving, striking or touching in a threatening manner.
- Minimum Penalty:** Removal from the current game and suspension for the remainder of the season. This participant will also be placed on probation for the year.
- Maximum Penalty:** Suspension from any Town of Windsor sponsored recreational activities and events for up to five years.
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- 2. No Participant Shall:** Refuse to abide by an official's decision and/or discuss in an unsportsmanlike manner, the decision reached by such an official.
- Minimum Penalty:** Removal from the current game and suspension from the proceeding scheduled game. This participant will also be placed on probation for the remainder of the season.
- Maximum Penalty:** Suspension from all recreational activities for one year.
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- 3. No Participant Shall:** Use unsportsmanlike conduct in the form of obscene language, verbal attacks, or objectionable demonstrations of dissent concerning an official's decision or towards another player, spectator or staff.
- Minimum Penalty:** Removal from the current game and suspension from the proceeding scheduled game. This participant will also be placed on probation for the remainder of the season.
- Maximum Penalty:** Suspension from all recreational activities for one year.
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- 4. No Participant Shall:** Use unnecessary roughness in the play of a game against an opposing player.
- Minimum Penalty:** Removal from the current game and suspension from the proceeding scheduled game. This participant will also be placed on probation for the remainder of the season.
- Maximum Penalty:** Suspension from all recreational activities for one year.
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**5. No Participant Shall:** Be cited in violation of the Town of Windsor open container or other alcohol/drug laws in the Town parks or facilities or appear on the court or field of play under the influence of drugs or alcohol.

**Minimum Penalty:** Removal from the current game and suspension from the proceeding scheduled game. This player, manager or coach will also be placed on probation for the remainder of the season.

**Maximum Penalty:** Suspension from all recreational activities for one year.

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**6. No Participant Shall:** Smoke while in any school district facility used for Town recreational programs.

**Minimum Penalty:** Warning by the official or staff.

**Maximum Penalty:** Removal from the game

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**7. No Participant Shall:** Be in violation of any three of the above conduct rules. Three violations in any class, sporting or non-sporting event sponsored by the Windsor Parks and Recreation will result in the following:

**Minimum Penalty:** Suspension from any Town of Windsor sponsored event or activities for one full year and two year probation.

**Maximum Penalty:** Suspension from any Town of Windsor sponsored event or activities for up to five full years.

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**8. Probation Violators:** Any participant who violates any of the above conduct rules while on probation shall be subject to suspension for one to five years.

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# Windsor Adult Softball Program Employee Policies and Procedures

## I. Demeanor and Behavior

Employees are expected to conduct themselves in a manner that promotes the respect of the general public. The public notices everything every employee engages in, particularly if it is something negative. Working for the Town of Windsor may be considered comparable to working in a “fishbowl,” in that citizens expect all Town employees to provide exemplary service. Please be mindful that the citizens of Windsor pay your salary through sales, property taxes and use taxes.

### A. Attire

1. WPRD employees are expected to wear WPRD shirts when provided.
2. WPRD employees are not permitted to wear clothing or hats that depict alcohol, drugs, smoking, gangs, profanity, slang or jargon, or “causes”.
2. WPRD employees are not permitted to wear torn or ripped clothing.
3. WPRD employees are not permitted to wear clothing worn inside out or ball caps worn backwards.

### B. Sexual Harassment

Based on Title VII of the 1964 Civil Rights Act, it is the policy of the Town to strictly prohibit any conduct that constitutes sexual harassment. Sexual harassment is any behavior, comments, gestures, jokes, physical contact, written material, etc., that makes another person uncomfortable.

### C. Smoking

Smoking is not allowed in the Windsor Town or school buildings. Smoking while on the job and in contact with the public does not convey a positive image and is not permitted.

### D. Alcohol and Drugs

Alcoholic beverages and illegal substance are not permitted in any Windsor facility at any time. Possession of, drinking or having the odor of alcohol on your breath while on duty is prohibited. Additionally, use of addictive drugs prior to or during working hours is prohibited.

### E. Attendance, Absenteeism and Tardiness

1. Regular attendance is essential to the success of the Windsor Parks and Recreation programs. WPRD employees are expected to be responsible and reliable, and therefore expected to report to work and to be punctual. WPRD depends on its employees to create a positive recreational experience for our participants. Making them wait or not reporting for work as scheduled does not lend itself well to that experience.
2. Planned absences must be reported 48 hours in advance of the day you are scheduled to work. Please be responsible and considerate by notifying the Adult Softball Program Coordinator of in advance of vacations or of days when you anticipate you will not be able to work.
3. Illnesses or emergencies must be reported no later than 10 a.m. on the day you are scheduled to work. If you will not be able to report to work or will be late on a given day due to an illness or emergency, please notify the Adult Softball Program Directors as soon as possible.
4. All work schedule changes must be pre-approved by the Adult Softball Program Directors. Windsor Parks and Recreation adult softball staff may not trade with another staff member without notifying and obtaining prior approval from the Adult Softball Program Directors.

## II. Employee Accidents

Town of Windsor employees are covered by the State Workers Compensation, if injured while on duty (during hours of payment), and if the injury requires medical attention. An accident report **AND** a State Workers Compensation form **MUST** be filed with your supervisor as soon as possible after the injury. Treatment **MUST** be at Town-designated Worker's Compensation location.

### **III. Injury/Accident Reports**

An accident/incident report must be completed for each injury or accident that occurs, particularly in the case of an injury on the premises. This report **MUST** be completed, regardless of how trivial an injury or accident may seem. The Field Supervisor must complete the accident/incident report in its entirety and in detail. The Field Supervisor will communicate with all parties involved in order to obtain all pertinent information. This may include managers, coaches, players, spectators, officials and staff. It is critical that the report includes full names of all parties involved, phone numbers, addresses, and witness accounts of the injury/accident. The report must also include the Field Supervisor's account of the injury/accident, the time of the accident, and whether or not emergency assistance (ambulance, fire, police, etc.) was utilized. The report must be completed immediately following the injury/accident and forwarded to the League Directors. Please see your supervisor for more specific instructions concerning emergency assistance (ambulance, fire, police, etc.).

### **IV. Incident Reports**

- A. An incident is any activity that is not an accident. This includes, but is not limited to thefts, misconducts, fighting, vandalism, etc.
- B. Please be observant and aware of the environment around you and activities that are inappropriate, illegal, or not consistent with the policies and procedures set forth, and immediately report such incidents to the League Directors.
- C. An incident report **MUST** be completed. In the event that an incident occurs that involves a player or spectator from the respective team, managers/coaches will be expected to cooperate with staff. The Field Supervisor must complete the accident/incident report in its entirety and in detail. The Field Supervisor will communicate with all parties involved in order to obtain all pertinent information. This may include managers, coaches, players, spectators, officials and staff. It is critical that the report includes full names of parties involved, phone numbers, addresses, and witness accounts of the injury/accident. The report must also include the Field Supervisor's account of the incident, the time of the incident, and whether or not emergency assistance (ambulance, fire, police, etc.) was utilized. The report must be completed immediately following the injury/accident and forwarded to the League Directors. Please see your supervisor for more specific instructions concerning emergency assistance (ambulance, fire, police, etc.).

### **V. Lost and Found**

Items left at any of our facilities by patrons are to be placed in the lost and found, which is located in the Windsor Parks and Recreation Department, located at 250 N. 11th Street. WPRD employees are not allowed to remove articles out of the lost and found and use them for their own personal use, or to loan to a patron. WPRD employees found with lost and found items in their possession will be subject to disciplinary action.

### **VI. Use of Town Facilities, Property and Equipment**

It is every employee's responsibility to take care of and protect City facilities, property and equipment. It is your responsibility to inspect items in your care for damage or loss, and report any damaged or missing items to your supervisor. Town employees or volunteers are not allowed to use Town equipment for personal use at any time.

