

**CARY PARKS, RECREATION AND  
CULTURAL RESOURCES**

**2024 FALL  
YOUTH  
SOFTBALL**



**COACHES  
HANDBOOK**

## PURPOSE STATEMENT:

Sportsmanship, participation, skill development, and fun for the participants are the objectives of the youth softball program and no other concepts should transcend the welfare of the children who participate in the program.

- |                   |   |
|-------------------|---|
| Fun               | Creating an environment that provides an enjoyable sports experience. Playing for the love of the game.   |
| Participation     | Providing an equitable opportunity for play and promoting fitness and wellness through physical activity. |
| Skill Development | Improving the participant's skill level through practice and play.  |
| Sportsmanship     | Actively expanding the individual's social ability to demonstrate teamwork, respect, and fair play.       |

The Town of Cary is proud of the youth programs being provided by the Cary Parks, Recreation and Cultural Resources Department. The Town is appreciative of the outstanding contributions of the many adults who serve as coaches, assistant coaches, leaders, and instructors in these programs.

The Cary Parks, Recreation and Cultural Resources Department has prepared this Handbook to assist our coaches and their assistants. The guidelines and rules set forth herein are intended to provide a system of organization, methods of operation, and rules and regulations necessary for a youth softball program in the Town of Cary.



## GENERAL INFORMATION

**\*\*Please see the Cary Youth [FAQ's](#) for additional Fall 2024 rules and guidelines. Where in conflict, information in the FAQ's supersedes any rules or guidelines otherwise laid out in this handbook.\*\***

### **REGISTRATION AND PLACEMENT**

In all leagues participants must be properly registered during the registration period. Youth in the 11-12, 13-14, and 15-18 softball leagues attend a skills review session prior to being drafted onto a team. In the instructional leagues (including 9-10 Softball) the players are assigned to teams by the Cary Parks, Recreation and Cultural Resources Department. In all leagues youth on the waiting lists are placed onto teams when spaces become available.

### **LEAGUE GAMES:**

Schedules are prepared by the Cary Parks, Recreation and Cultural Resources Department Sports staff for each league. Instructional leagues do not have a post-season tournament and regular season standings are not kept for these leagues.

### **DIVERSITY, EQUITY, & INCLUSION:**

Cary is committed to fostering diverse, equitable, and inclusive programs. Our goal is for all participants in the program to feel valued and supported. To that end, Cary will not permit harassment of players, coaches, officials, or spectators, including comments based on race, color, religion, gender, national origin, age, or ability.

### **SAFETY:**

Always remember that the safety of the participants must be the primary concern of everyone involved in the youth sports program. Coaches must assume responsibility for each player's safety by assuring that they are taught the safe and correct techniques of the sport and that all players wear the proper safety equipment for each particular sport during practice as well as games.

#### A. Playing Fields

1. Inspect fields, remove glass, rocks, and debris, and check fence for holes or sharp edges, or unsafe metal.
2. If practices or games have been cancelled due to wet field conditions or dangerous weather teams are prohibited from using the fields.

#### B. Equipment

1. Enforce the wearing of all properly fitted protective equipment during all practices and games.
2. All players must wear athletic type shoes. All participants are encouraged to wear cleated shoes; however, no metal cleats are allowed.
3. All catchers must wear a face mask, chest protector, leg guards and helmet during games and practices.
4. Continually inspect and evaluate the condition of equipment during the season. Follow up on any complaints from players concerning equipment not working or not fitting properly. Damaged equipment should be returned to the Cary Parks, Recreation and Cultural Resources Department for replacement.

### **UNIFORMS:**

Each participant receives a jersey and visors/headbands each season that they will keep. Teams should make every effort to wear matching uniforms for games to avoid confusion for teams, umpires, or staff. Participants are responsible for providing their own pants, gloves, and shoes.

### **Jewelry:**

Per NFHS Rules-“Jewelry was originally defined as any item on the body of the player that was not a natural part of the person. That also included medical-alert bracelets and some religious, cultural or tribal adornments. The elimination of the jewelry rule will permit players to wear these items freely. Additionally, with that freedom to wear jewelry, please note that any jewelry that contains profanity, taunting, language to intimidate or baiting an opponent would not be allowed under our sportsmanship rule, bench and field conduct policies. Besides those examples, there is existing rule coverage that gives guidance on any player equipment that presents a danger to the player, teammate or opponent”.

### **PROTESTED GAME - SOFTBALL:**

All protests will be handled according to National Federation of State High School Associations (NFHS) softball rules. Clarification: there are no protests in our instructional leagues (ages 9-10 and under).

### **TIES IN FINAL STANDINGS:**

In the event that 2 or more teams are tied in the final standings, the tie shall be broken first by determining which team won over the other(s) the most times in regular season play. If this results in a tie, a flip of a coin will determine tournament seedings. Standings are not maintained in the age 10 and younger leagues.

### **WARM UP & WALK UP MUSIC:**

Warm-up and walk-up music is not permitted during games in all adult and youth leagues.

### **SPORTSMANSHIP AWARDS:**

Sportsmanship awards will be presented in the 11 and older age groups. The awards are presented before the start of each league's championship game.

### **DISCIPLINE & EJECTIONS**

Unsportsmanlike conduct by coaches, parents, or players will not be tolerated and may result in ejections or suspensions from current and future games (See our Sports Disciplinary Policies and Guidelines at the back of this handbook for additional details).

Note: Any youth participant who is ejected should be confined to their team's bench until a parent is available, or until the end of the game. If a parent is available after the youth participant is ejected, and they would like to leave the gym or field, they may. Any adult ejected from a game must leave the field or gym immediately upon ejection. Any ejection will result in an automatic additional 1 game-suspension for the next game and potentially additional suspensions.

**CARY PARKS, RECREATION AND CULTURAL RESOURCES**  
**GIRLS SOFTBALL LEAGUE RULES**  
**9-10, 11-12, 13-14, and 15-18 SOFTBALL**

## **League Administration**

1. The Sports Staff of the Cary Parks, Recreation and Cultural Resources Department will administer the Girls' Softball program.
2. The Athletic Committee shall serve as an advisory board to the league administrator.

## **Player Eligibility**

3. Age Requirements
  - a. 9-10 Softball – Any girl who is 9 or 10 years old on January 1 of the playing year.
  - b. 11-12 Softball – Any girl who is 11 or 12 years old on January 1 of the playing year.
  - c. 13-14 Softball – Any girl who is 13 or 14 years old on January 1 of the playing year.
  - d. 15-18 Softball – Any girl who is 15-18 years old on January 1 of the playing year.
4. A school athlete is eligible to participate without any restrictions.

## **Safety**

The safety of the participants is the primary concern of the Parks, Recreation and Cultural Resources Department. All individuals involved in the program must abide by all safety rules.

1. All players must wear athletic type shoes. No metal cleats are allowed. All participants are encouraged to wear shoes with cleats.
2. All catchers must wear a face mask, chest protector, shin guards and helmet during games. All batters and base runners must wear helmets, with face guards, during games.
3. All players and spectators are prohibited from sitting on the fence.
4. On-deck players may use home or visitor on-deck area.
5. Bat boys and bat girls are not allowed.
6. The team's equipment should be continually checked to make certain that it is in good condition. Any equipment in poor repair should be replaced immediately.
7. No type of hard cast may be worn during the game.
8. Players must play both offense and defense.
9. If a player begins a game but cannot complete the game (usually due to injury, illness, or schedule conflict), their removal from the game must be reported to the scorekeeper by the coach. If the player is ejected, or their departure is not reported to the scorekeeper, their spot in the batting order is skipped and an out is charged. If their departure is for any other reason and the coach reports their departure to the scorekeeper their spot in the batting order is skipped without penalty. An injured or ill player may re-enter the game as long as they have not yet missed an at-bat and can play both offense and defense.
10. If a batter is unable to complete their turn at bat due to injury/illness, the player who made the last out will assume the previous batter's count and play will continue. (Ex. Batter fouls the ball off their own leg and is unable to continue)
11. Collision Rule: A base runner must attempt to avoid a collision if the defensive player has possession of the ball. If the base runner does not attempt to avoid a collision and makes aggressive contact with the defensive player, they are automatically called out and will be ejected from the game if deemed flagrant. (**This is not a "must slide" rule**). If a defender is blocking the path of a runner, **without the ball**, this may be called "obstruction" and the runner may be awarded the base. The umpires have discretion on the timing and call of this play. See NFHS Rule 8-4 for more information.

## 9-10 Softball Game Rules

Official NFHS rules shall apply with the following exceptions and explanations:

### 1. Length of Game

A regulation game shall consist of six innings or one hour and forty minutes, whichever comes first. No new inning will begin after one hour and forty minutes of play. (Note: If any time remains on the clock when the final out has been made in an inning, another inning should be started).

Warm-up on the field is allowed prior to *each* game. The visiting team will start warm-up fifteen minutes prior to game time for five minutes. The home team will then warm up for five minutes and will remain on the field during the pre-game conference between coaches and umpires. Scorekeepers should monitor/enforce the time used by each team. The teams lose their warmup opportunity if they do not take the field immediately when the field becomes available.

There will be a ten-minute grace period for the first game of the day/evening only. Game time is forfeit time for subsequent games. The ten-minute grace period is part of the game time limit.

All players should hustle on and off the field. Pitchers will be permitted no more than eight warm-up pitches. The pitcher must be ready quickly to take her warmup pitches. A coach should catch the warm-up pitches if necessary to prevent delay.

- a. The official scorekeeper will keep the official time. Clock will start on the first pitch. Where possible, time will be displayed on the scoreboard.
- b. Games will be played with a running clock. Clock will stop only on extended injury, lengthy time-outs, or other unusual delays (clock stoppage will be at the discretion of the scorekeeper and the officials).
- c. For 9-10 Softball there is a maximum of **four runs** scored per inning for the entire game. The inability to catch up because of the four-run limit will not be a reason to stop the game unless the Mercy Rules apply.

### **SCENARIOS**

- If time expires in the top half of the inning and the home team is trailing (and cannot come back due to the 4-run limit), the top half of the inning will still be completed, and the home team will still bat in the bottom half of the inning.
- If time expires in the bottom half of the inning and the home team is trailing (and cannot come back due to the 4-run limit), the bottom half of the inning will still be completed.
- If time expires in the top half of the inning and the away team is trailing (and cannot come back due to the 4-run limit), the top half of the inning will still be

completed and the bottom half of the inning will not be played.

- If time expires in the bottom half of the inning and the home team is winning, the game ends at that point.
- d. MERCY RULES: The game will be considered a completed regulation game (regardless of time) if:
1. The HOME team is ahead by:
    - 15 runs at the end of 2 1/2 or 3 innings or later
    - 10 runs at the end of 4 1/2 or 5 innings or later
  2. The AWAY team is ahead by:
    - 15 runs at the end of 3 innings or later
    - 10 runs at the end of 5 innings or later
  3. NOTE: The HOME team, if trailing at the start of the bottom of any inning will always have a chance at bat.
- e. If a game is tied after six innings or the expiration of time, it will end in a tie.
- f. There are no suspended or continued games in 9-10 softball. Rained out games will either be rescheduled as a new game or considered a complete game.
- g. Any game not completed due to inclement weather, field issues, etc., prior to the completion of the second full inning, will be rescheduled as a new game at a later date, if possible.
1. If 2 or more regular innings have been completed, the game will not be rescheduled. The score would be recorded as the score after the most recent completed inning.
- h. If a preceding game goes over time, the teams for the next game should always get a 5-minute on-field warmup prior to the start of a game unless all parties agree to a shorter warmup time.
- i. Only uniforms issued by the Cary Parks, Recreation and Cultural Resources Department should be worn during Town-Sponsored games.
- j. 9-10 Softball will use 11" softballs.

## 2. 9-10 Softball is a NO-WALK League

The 9-10 Softball league is an instructional player-pitch league. This league is a “No-Walk” league. The “No-Walk” rules are utilized to better develop the skills necessary for success in softball than is often possible in leagues in which players are still learning how to pitch. Examples of these skills include base running, fielding, making proper decisions on offense and defense, and situational awareness.

- a. There are no walks during the entire game.
- b. In all innings pitchers will pitch as normal to batters.
- c. If a pitcher strikes out the batter, the batter will be out.
- d. If the pitcher walks the batter, The batter is NOT awarded the base. The coach for the batter will soft toss up to 3 times to the batter, from near home plate, and outside the foul line.

Clarification: On any 4<sup>th</sup> ball thrown by the player pitcher the ball is still live and runners can still steal bases, until time is called. Coaches should wait to soft toss until time has been called to avoid obstruction of the catcher.

- e. If the batter fails to hit the ball in play after 3 soft toss attempts, the batter will be called out.
- f. Note: A foul ball on the 3<sup>rd</sup> (or last) soft-toss will result in additional soft-tosses.
- g. Stealing is not permitted while a player is receiving soft tosses.
- h. Bunting is not permitted during soft tosses.

## 3. Playing Field

- a. Pitching Distance: 35 feet
- b. Base distance: 60 feet
- c. Double 1<sup>st</sup> Base will be used in all softball age divisions

## 4. Number of Players

- a. Number of Players: For 9-10 Softball, teams may play an additional player (must play outfield) on defense for a total of 10 players on defense. This rule is in effect for the entire game.
- b. Teams should borrow players on defense if necessary to avoid forfeits.

## 5. Substitution

- a. All players may be freely substituted on defense
- b. All players entering the game on defense must be reported to the Official Scorekeeper until such time that the player fulfills the three-inning mandatory playing rule.
- c. Substitution of a Pitcher
  1. A pitcher who is removed from the pitcher's position during an inning due to a fourth charged conference in that game may not return to the pitcher's position for the remainder of the game. This is true whether she assumes another position in the field or is sent to the dugout. She remains an eligible substitute for any defensive position other than the pitcher.



2. Any pitcher (either the starting pitcher or substitute pitchers) who is substituted between innings or on one of the first three charged conferences in a game may return to the pitcher's position one time during the game.

Exception: A player removed from the pitching position cannot return to pitch in the same inning.

## 6. Base Running

- a. (NEW) STEALING: Base runners will be allowed to steal but they cannot leave the base until the pitched ball crosses the plate. Leading off is not allowed. The first violation will result in a warning to the player and their team. All other players from that team to leave the base early will be called out. All violations will result in an immediate dead ball.

Exception: Stealing is not permitted while a player is receiving soft tosses (See Rule 2.g.)

- b. (NEW) OVERTHROW RULE: The lead runner may not advance past 3<sup>rd</sup> base on an overthrow, or series of overthrows. Any runner advancing after an overthrow does so at their own risk.

Exceptions:

- 1) If the lead runner is already past 3<sup>rd</sup> base before the first overthrow, then they may advance home at their own risk.
- 2) If the first overthrow is made at 3<sup>rd</sup> base the runner may advance home at their own risk. Subsequent runners in this scenario may not advance past 3<sup>rd</sup> base.

- c. (NEW) NO STEALING HOME: Runners may **not** steal home, or advance home on a passed ball/wild pitch or overthrow of the return throw from the catcher to the pitcher.

Clarification: If a runner on 3<sup>rd</sup> leaves the base after the ball crosses the plate, they may **not** steal home unless the catcher attempts to make a play on that (or any) runner. If the catcher decides to throw the ball back to the pitcher, the runner on 3<sup>rd</sup> must return to their base.

- d. Batters may not advance to first base on a dropped third strike.
- e. Any runner, whether a batter-runner or a base runner, is out immediately when deliberately removing her head protector (helmet) during playing action (live ball). Such removal of the head protector by the batter-runner or any other base runner will not cause playing action to stop on any other play necessary to get an out unless the action which resulted in the deliberate removal of the head protector resulted in the third out.
- f. A base runner cannot be substituted except in the event of an injury. The runner that comes in for the injured runner will be the person who made the last out.

- g. Courtesy Runner

1. A Courtesy runner for the catcher or pitcher with two outs is optional. The courtesy runner must be the person who made the last out. If the last out is the pitcher or catcher of record (previous inning), the runner will be the out prior.
2. A courtesy runner may also be used for the pitcher or catcher when the offensive team has scored **three runs**.
3. The intent of the rule is to expedite play, not create runner advantage.

## 6. Pitching Regulations

- a. NFHS Rules (see Rule 6-1) will be followed, including:
  - 1. Pitchers may pitch in no more than four innings in a game. One pitch in an inning constitutes an inning pitched.
  - 2. Both feet must be on the ground within the 24-inch length of the pitcher's plate. The pitcher shall take a position with their pivot foot in contact with the pitcher's plate and their non-pivot foot in contact with or behind the pitcher's plate.
  - 3. Any step back with the non-pivot foot must begin before the start of the pitch. Once the pitch has started (the hands separate), the pitcher shall not take more than one step which must be forward, toward the batter and simultaneous with delivery.

Clarification: 9-10 Softball shares a field with 11-12 Softball. The 9-10 league uses a pitching mat, provided by the town, for all games.

## 8. Mandatory Playing Time

- a. All eligible players at the game shall bat in a continuous batting order for the entire game. Late arrivals will be placed at the bottom of the batting order.
- b. All eligible players must play at least one inning in the field by the end of the second inning; all eligible players must play at least two innings in the field by the end of the fourth inning; all eligible players must play at least three innings in the field by the sixth inning.
- c. Players arriving late (after the game begins) will be required to play defense as follows:

<u>Arrival</u>	<u>Playing Time</u>
1 <sup>st</sup> Inning	1 inning on defense by end of the 4 <sup>th</sup> inning
	2 innings on defense by end of the 6 <sup>th</sup> inning
2 <sup>nd</sup> Inning	1 inning on defense by end of the 4 <sup>th</sup> inning
	2 innings on defense by end of the 6 <sup>th</sup> inning
3 <sup>rd</sup> Inning	1 inning on defense by end of the 6 <sup>th</sup> inning
4 <sup>th</sup> Inning	1 inning on defense by end of the 6 <sup>th</sup> inning
5 <sup>th</sup> – 7 <sup>th</sup> Inning	No minimum requirement

The Mandatory Playing Time rule may only be waived for disciplinary reasons (including unexcused absence from practices) or injury. All disciplinary action must be reported to the Sports Staff prior to the game in question. (Exceptions: use of profanity, etc., during game.)

An inning played follows the standard softball definition (to count as an inning, the player must play all three outs in the inning) and an eligible player is any roster player that is not exempt from participation requirements (i.e., injury, sickness, discipline, etc.)

## 9. MISCELLANEOUS

- a. There is no Infield Fly Rule in 9-10 softball.
- b. Batter Protection Rule
  1. If a pitcher hits 5 batters in a game, that pitcher will be pulled from the pitching position.  
NOTE: This is a safety rule. A bad pitch that hits a player because the ball rolls and hits the batter, should not be counted against the pitcher in this regard.
- c. Slinging the bat at the end of the swing will not be allowed. The following penalties shall be enforced by the umpires:
  1. First time a player slings the bat – the player and her team will be warned. The warning shall be administered to the player and the head coach at the conclusion of the play (delayed dead ball). All base runners and batter-runners will remain at the base reached as a result of the play, and the run(s) that was/were scored will count.
  2. All subsequent violations by any player on the same team in the same game will result in the player being called out. An immediate dead ball will be called. The base runners must return to the base occupied at the time of the pitch; no base runners may advance, and no runs can score.
  3. Second time the same player slings the bat in the same game – same as above. In addition, the player may not bat for the remainder of the game. The player's position in the batting order will be skipped and an out will not be charged. The player will continue to play defense in accordance with league participation rules.
- d. The use of tobacco, alcohol, or illegal drugs in any form by players or adult coaches in the dugout, on the bleachers, or on the playing field is not permitted.
- e. Rainout procedure: in case of inclement weather a decision regarding games will be made by the Sports Staff. A recording will be made on the Sports Game Cancellation Line. To access the Sports Game Cancellation Line call (919) 319-4500. A recording will be made by 3 p.m. each weekday, 8 a.m. on Saturday and noon on Sunday. However, when possible, during inclement weather recordings will be updated throughout the day/evening. Information will also be available on the Sports Program Status page at <http://games.townofcarync.gov/>. If a decision is needed after these times, teams should report to the field and a decision will be made by the umpire or a sports staff representative.



## 11-12 Softball Game Rules

Official NFHS Softball Rules shall apply with the following exceptions and explanations:

### 1. Length of game

A regulation game shall consist of seven innings or one hour and forty-five minutes, whichever comes first. No new inning will begin after one hour and forty-five minutes of play. (Note: If any time remains on the clock when the final out has been made in an inning, another inning should be started).

Warm-up on the field is allowed prior to *each* game. The visiting team will start warm-up fifteen minutes prior to game time for five minutes. The home team will then warm up for five minutes and will remain on the field during the pre-game conference between coaches and umpires. Scorekeepers should monitor/enforce the time used by each team. The teams lose their warmup opportunity if they do not take the field immediately when the field becomes available.

There will be a ten-minute grace period for the first game of the day/evening only. Game time is forfeit time for subsequent games. The ten-minute grace period is part of the game time limit.

All players should hustle on and off the field. Pitchers will be permitted no more than eight warm-up pitches. The pitcher must be ready quickly to take her warmup pitches. A coach should catch the warm-up pitches if necessary to prevent delay.

- a. The official scorekeeper will keep the official time. Clock will start on the first pitch. Where possible, time will be displayed on the scoreboard.
- b. Games will be played with a running clock. Clock will stop only on injury, lengthy time-outs, or other unusual delays (clock stoppage will be at the discretion of the scorekeeper and the umpires).
- c. During the first five (5) innings each team on offense will receive either three outs or four runs, whichever comes first.
  1. There will be no limit on the number of runs scored after the fifth inning.
  2. During the first five innings, the inability to catch up because of the four-run limit will not be a reason to stop the game unless the Mercy Rules apply.

### **SCENARIOS**

- If time expires in the top half of any of the first five innings, and the home team is trailing (and cannot come back due to the 4-run limit), the top half of that inning will still be completed, and the home team will still bat in the bottom half of that inning.
- If time expires in the bottom half of any of the first five innings, and the home team is trailing (and cannot come back due to the 4-run limit), the bottom half of that inning will still be completed.
- If time expires in the top half of any of the first five innings, and the away team is trailing (and cannot come back due to the 4-run limit), the top half of

that inning will still be completed and the bottom half of that inning will not be played.

- If time expires in the bottom half of any of the first 5 innings, and the home team is winning, the game ends at that point.
- d. MERCY RULES: The game will be considered a completed regulation game (regardless of time) if:
1. The HOME team is ahead by:
    - 15 runs at the end of 2 1/2 or 3 innings or later
    - 10 runs at the end of 4 1/2 or 5 innings or later
  2. The AWAY team is ahead by:
    - 15 runs at the end of 3 innings or later
    - 10 runs at the end of 5 innings or later
  3. NOTE: The home team, if trailing at the start of the bottom of any inning, will always have a chance at bat.
- e. Complete Game: If a game is called for any reason, it shall be a complete game if five innings have been completed, or if the home team has scored more runs in four innings or four and a fraction innings, than the visiting team has scored in five completed innings.
- f. If a game is called for any reason before it is a complete game, it shall be considered a suspended game and shall be resumed from the point of curtailment at a later date, if possible. Exception: Games forfeited by the umpire(s).
- g. If a game is called for any reason in an uncompleted inning, after having reached complete game length as described in Rule 1.f., and the visiting team ties the score or takes the lead in the uncompleted inning, and the home team does not tie the score or retake the lead in its portion of the uncompleted inning, the game shall be considered a suspended game and shall be continued from the point of curtailment at the time scheduled by league officials.
- h. When the game is resumed, teams will use the same batting order that was being used when the game was originally started. An out will not be charged for the batting positions for players not present when the game is resumed. Players present when the game is resumed that were not originally present will be added to the bottom of the batting order.
- i. If a preceding game ends early, the next scheduled game can only begin ahead of the scheduled start time if both team managers and umpires are in agreement. If mutual agreement has not been reached, game time will revert to the originally scheduled game time.
- j. If a preceding game goes over time, the teams for the next game should always get a 5-minute on-field warmup prior to the start of a game unless all parties agree to a shorter warmup time.
- k. Only uniforms issued by the Cary Parks, Recreation and Cultural Resources Department should be worn during Town-Sponsored games.

- i. 11-12 Softball will use 12" softballs
- m. TIES (Updated Fall 2024): If the score is tied after the completion of the game, the game will end as a tie (regular season only).

Tournament Clarification: In the Spring post season tournament, in case of a tie, teams will play extra inning(s) until a winner is decided. In extra innings teams will utilize the addition of a base runner starting on 2nd base, as in NFHS rules. At the start of each half inning, the offense will place their last out as the runner on 2nd base.

## 2. Playing Field

- a. Pitch distance – 40 feet
- b. Base distance – 60 feet
- c. Double 1<sup>st</sup> Base will be used in all softball age divisions.

## 3. Number of Players

- a. Teams may play nine players on defense
- b. A game may not start or continue with fewer than seven (7) players. If a team loses a player during a game but maintains a legal number of players (7), and there are no substitutes, those players' positions in the batting order will simply be skipped without penalty, when it is her time to bat.

## 4. Substitution

- a. All players may be freely substituted on defense.
- b. All players entering the game on defense must be reported to the Official Scorekeeper until such time that the player fulfills the three-inning mandatory playing rule.
- c. Substitution of pitcher:
  - 1. A pitcher who is removed from the pitcher's position during an inning due to a fourth charged conference in that game may not return to the pitcher's position for the remainder of the game. This is true whether she assumes another position in the field or is sent to the dugout. She remains an eligible substitute for any defensive position other than the pitcher.
  - 2. Any pitcher (either the starting pitcher or substitute pitchers) who is substituted between innings or on one of the first three charged conferences in a game may return to the pitcher's position one time during the game.  
Exception: A player removed from the pitching position cannot return to pitch in the same inning.

## 5. Base Running (Updated for Fall 2024)

- a. Stealing: Base runners will be allowed to steal but they cannot leave the base until the pitched ball crosses the plate. (NEW) Base runners are allowed to steal home. Leading off is not allowed. The first violation will result in a warning to the player and their team. All other players from that team to leave the base early will be called out. All violations will result in an immediate dead ball.

Clarification #1: Once the pitcher has "**possession**" within circle, the runner must then decide to steal or return to the previous base (Look-back NFHS rule 8-7).

Clarification #2: A fake throw is considered "a play on the runner."

- b. Batters may not advance to first base on a dropped third strike.
- c. Any runner, whether a batter-runner or a base runner, is out immediately when deliberately removing her head protector (helmet) during playing action (live ball). Such removal of the head protector by the batter-runner or any other base runner will not cause playing action to stop on any other play necessary to get an out unless the action which resulted in the deliberate removal of the head protector resulted in the third out.
- d. A base runner cannot be substituted except in the event of an injury. The runner that comes in for the injured runner will be the person who made the last out.
- e. Courtesy Runner:
  - 1. A courtesy runner for the catcher or pitcher with two outs is optional. The courtesy runner must be the person who made the last out. If the last out is the pitcher or catcher of record (the previous inning), the runner will be the out prior.
  - 2. In the first 5 innings, a courtesy runner may also be used for the pitcher or catcher when the offensive team has scored three runs.
  - 3. The intent of the rule is to expedite play, not create runner advantage.

## 6. Pitching Regulations

- a. NFHS Rules (see Rule 6-1) will be followed, including:
  - 1. Pitchers may pitch in no more than four innings in a game. One pitch in an inning constitutes an inning pitched.
  - 2. Both feet must be on the ground within the 24-inch length of the pitcher's plate. The pitcher shall take a position with their pivot foot in contact with the pitcher's plate and their non-pivot foot in contact with or behind the pitcher's plate.
  - 3. Any step back with the non-pivot foot must begin before the start of the pitch. Once the pitch has started (the hands separate), the pitcher shall not take more than one step which must be forward, toward the batter and simultaneous with delivery.

## 7. Mandatory Playing Time

- a. All eligible players at the game shall bat in a continuous batting order for the entire game. Late arrivals will be placed at the bottom of the batting order.
- b. All eligible players must play at least one inning in the field by the end of the second inning; all eligible players must play at least two innings in the field by the end of the fourth inning; all eligible players must play at least three innings in the field by the sixth inning.

- c. Players arriving late (after the game begins) will be required to play defense as follows:

<u>Arrival</u>	<u>Playing Time</u>
1 <sup>st</sup> Inning	1 inning on defense by end of the 4 <sup>th</sup> inning
	2 innings on defense by end of the 6 <sup>th</sup> inning
2 <sup>nd</sup> Inning	1 inning on defense by end of the 4 <sup>th</sup> inning
	2 innings on defense by end of the 6 <sup>th</sup> inning
3 <sup>rd</sup> Inning	1 inning on defense by end of the 6 <sup>th</sup> inning
4 <sup>th</sup> Inning	1 inning on defense by end of the 6 <sup>th</sup> inning
5 <sup>th</sup> – 7 <sup>th</sup> Inning	No minimum requirement

The Mandatory Playing Time rule may only be waived for disciplinary reasons (including unexcused absence from practices) or injury. All disciplinary action must be reported to the Sports Staff prior to the game in question. (Exceptions: use of profanity, etc., during game.)

An inning played follows the standard softball definition (to count as an inning, the player must play all three outs in the inning) and an eligible player is any roster player that is not exempt from participation requirements (i.e., injury, sickness, discipline, etc.)

## 8. MISCELLANEOUS

- a. Infield Fly Rule: does not apply
- b. Slings the bat at the end of the swing will not be allowed. The following penalties shall be enforced by the umpires:
1. First time a player slings the bat – the player and her team will be warned. The warning shall be administered to the player and the head coach at the conclusion of the play (delayed dead ball). All base runners and batter-runners will remain at the base reached as a result of the play, and the run(s) that was/were scored will count.
  2. All subsequent violations by any player on the same team in the same game will result in the player being called out. An immediate dead ball will be called. The base runners must return to the base occupied at the time of the pitch; no base runners may advance, and no runs can score.
  3. Second time the same player slings the bat in the same game – same as above. In addition, the player may not bat for the remainder of the game. The player's position in the batting order will be skipped and an out will not be charged. The player will continue to play defense in accordance with league participation rules.
- c. The use of tobacco, alcohol, or illegal drugs in any form by players or adult coaches in the dugout, on the bleachers, or on the playing field is not permitted.



- d. Rainout procedure: in case of inclement weather a decision regarding games will be made by the Sports Staff. A recording will be made on the Sports Game Cancellation Line. To access the Sports Game Cancellation Line call (919) 319-4500. A recording will be made by 3 p.m. each weekday, 8a.m. on Saturday and noon on Sunday. However, when possible, during inclement weather recordings will be updated throughout the day/evening. Information will also be available on the Sports Program Status page at <http://games.townofcarync.gov/>. If a decision is needed after these times, teams should report to the field and a decision will be made by the umpire or a sports staff representative.



## 13-14/15-18 Softball Game Rules

Official NFHS Softball rules shall apply with the following exceptions and explanations:

### 1. Length of Game

A regulation game shall consist of seven innings or one hour and forty-five minutes, whichever comes first. No new inning will begin after one hour and forty-five minutes of play. (Note: If any time remains on the clock when the final out has been made in an inning, another inning should be started.)

Warm up on the field is allowed prior to each game. The visiting team will start warm up fifteen minutes prior to game time for five minutes. The home team will then warm up for five minutes and will remain on the field during the pre-game conference between coaches and umpires. Scorekeepers should monitor/enforce the time used by each team. The teams lose their warmup opportunity if they do not take the field immediately when the field becomes available.

There will be a ten-minute grace period for the first game of the day/evening only. Game time is forfeit time for subsequent games. The ten-minute grace period is part of the game time limit.

All players should hustle on and off the field. Pitchers will be permitted no more than eight warm-up pitches. The pitcher must be ready quickly to take her warmup pitches. A coach should catch the warm-up pitches if necessary to prevent delay.

- a. The official scorekeeper will keep the official time. Clock will start on the first pitch. Where possible, time will be displayed on the scoreboard.
- b. Games will be played with a running clock. Clock will stop only on injury, lengthy time-outs, or other unusual delays (clock stoppage will be at the discretion of the scorekeeper and the officials).
- c. MERCY RULES: The game will be considered a completed regulation game (regardless of time) if:
  1. The HOME team is ahead by:
    - 15 runs at the end of 2 1/2 or 3 innings or later
    - 10 runs at the end of 4 1/2 or 5 innings or later
  2. The AWAY team is ahead by:
    - 15 runs at the end of 3 innings or later
    - 10 runs at the end of 5 innings or later
  3. NOTE: The home team, if trailing at the start of the bottom of any inning, will always have a chance at bat.
- d. Complete Game: If a game is called for any reason, it shall be a complete game if five innings have been completed, or if the home team has scored more runs in four innings or four and a fraction innings, than the visiting team has scored in five completed innings.
- e. If a game is called for any reason before it is a complete game, it shall be considered a suspended game and shall be resumed from the point of curtailment at a later date, if possible. Exception: Games forfeited by the umpire(s).

- f. If a game is called for any reason in an uncompleted inning, after having reached complete game length as described in Rule 1.e., and the visiting team ties the score or takes the lead in the uncompleted inning, and the home team does not tie the score or retake the lead in its portion of the uncompleted inning, the game shall be considered a suspended game and shall be continued from the point of curtailment at the time scheduled by league officials.
- g. When the game is resumed, teams will use the same batting order that was being used when the game was originally started. An out will not be charged for the batting positions for players not present when the game is resumed. Players present when the game is resumed that were not originally present will be added to the bottom of the batting order.
- h. If a preceding game ends early, the next scheduled game can only begin ahead of the scheduled start time if both team managers and umpires are in agreement. If mutual agreement has not been reached, game time will revert to the originally scheduled game time.
- i. If a preceding game goes over time, the teams for the next game should always get a 5-minute on-field warmup prior to the start of a game unless all parties agree to a shorter warmup time.
- j. Only uniforms issued by the Cary Parks, Recreation and Cultural Resources Department should be worn during Town-Sponsored games.
- k. 13-18 Softball will use 12" softballs
- l. TIES (Updated Fall 2024): If the score is tied after the completion of the game, the game will end as a tie (regular season only).

Tournament Clarification: In the Spring post season tournament, in case of a tie, teams will play extra inning(s) until a winner is decided. In extra innings teams will utilize the addition of a base runner starting on 2nd base, as in NFHS rules. At the start of each half inning, the offense will place their last out as the runner on 2nd base.

## 2. Playing Field

- a. Pitch distance – 43 feet
- b. Base distance – 60 feet
- c. Double 1<sup>st</sup> Base will be used in all softball age divisions.

## 3. Number of Players

- a. Teams may play nine players on defense
- b. A game may not start or continue with fewer than seven players (7). If a team loses a player during a game but maintains a legal number of players (7), and there are no substitutes, those players' positions in the batting order will simply be skipped without penalty, when it is her time to bat.

#### 4. Substitution

- a. All players may be freely substituted on defense.
- b. All players entering the game on defense must be reported to the Official Scorekeeper until such time that the player fulfills the three-inning mandatory playing rule.
- c. Substitution of pitcher:
  1. A pitcher who is removed from the pitcher's position during an inning due to a fourth charged conference in that game may not return to the pitcher's position for the remainder of the game. This is true whether she assumes another position in the field or is sent to the dugout. She remains an eligible substitute for any defensive position other than the pitcher.
  2. Any pitcher (either the starting pitcher or substitute pitchers) who is substituted between innings or on one of the first three charged conferences in a game may return to the pitcher's position one time during the game.  
Exception: A player removed from the pitching position cannot return to pitch in the same inning.

#### 5. Base Running

- a. Stealing: the runner may not leave the base until the ball leaves the pitcher's hand. (Penalty: Runner is out.)
- b. The dropped third strike rule is in effect (batters may advance to first base on a dropped third strike)
- c. Any runner, whether a batter-runner or a base runner, is out immediately when deliberately removing her head protector (helmet) during playing action (live ball). Such removal of the head protector by the batter-runner or any other base runner will not cause playing action to stop on any other play necessary to get an out unless the action which resulted in the deliberate removal of the head protector resulted in the third out.
- d. A base runner cannot be substituted for except in the event of an injury. The runner that comes in for the injured runner will be the person who made the last out.
- e. e. Courtesy Runner:
  1. **13-14 Softball:** A courtesy runner for the catcher or pitcher with two outs is optional. The courtesy runner must be the person who made the last out. If the last out is the pitcher or catcher of record (the previous inning), the runner will be the out prior
  2. **15-18 Softball:** An optional courtesy runner for the catcher or pitcher may be used at any point. The courtesy runner must be the person who made the last out. If the last out is the pitcher or catcher of record (the previous inning), the runner will be the out prior.
  3. The intent of this rule is to expedite play, not create runner advantage.

#### 6. Pitching Regulations

- a. NFHS Rules (see Rule 6-1) will be followed, including:
  1. Pitchers may pitch in no more than four innings in a game. One pitch in an inning constitutes an inning pitched.
  2. Both feet must be on the ground within the 24-inch length of the pitcher's plate. The pitcher shall take a position with their pivot foot in contact with the pitcher's plate and their non-pivot foot in contact with or behind the pitcher's plate.

3. Any step back with the non-pivot foot must begin before the start of the pitch. Once the pitch has started (the hands separate), the pitcher shall not take more than one step which must be forward, toward the batter and simultaneous with delivery.

## 7. Mandatory Playing Time

- a. All eligible players at the game shall bat in a continuous batting order for the entire game. Late arrivals will be placed at the bottom of the batting order.
- b. All eligible players must play at least one inning in the field by the end of the second inning; all eligible players must play at least two innings in the field by the end of the fourth inning; all eligible players must play at least three innings in the field by the sixth inning.
- c. Players arriving late (after the game begins) will be required to play defense as follows:

<u>Arrival</u>	<u>Playing Time</u>
1 <sup>st</sup> Inning	1 inning on defense by end of the 4 <sup>th</sup> inning
	2 innings on defense by end of the 6 <sup>th</sup> inning
2 <sup>nd</sup> Inning	1 inning on defense by end of the 4 <sup>th</sup> inning
	2 innings on defense by end of the 6 <sup>th</sup> inning
3 <sup>rd</sup> Inning	1 inning on defense by end of the 6 <sup>th</sup> inning
4 <sup>th</sup> Inning	1 inning on defense by end of the 6 <sup>th</sup> inning
5 <sup>th</sup> – 7 <sup>th</sup> Inning	No minimum requirement

The Mandatory Playing Time rule may only be waived for disciplinary reasons (including unexcused absence from practices) or injury. All disciplinary action must be reported to the Sports Staff prior to the game in question. (Exceptions: use of profanity, etc., during game.)

An inning played follows the standard softball definition (to count as an inning, the player must play all three outs in the inning) and an eligible player is any roster player that is not exempt from participation requirements (i.e., injury, sickness, discipline, etc.)

## 8. MISCELLANEOUS

- a. Infield Fly Rule is in effect.
- b. Slinging the bat at the end of the swing will not be allowed. The following penalties shall be enforced by the umpires:
  1. First time a player slings the bat – the player and her team will be warned. The warning shall be administered to the player and the head coach at the conclusion of the play (delayed dead ball). All base runners and batter-runners will remain at the base reached as a result of the play, and the run(s) that was/were scored will count.
  2. All subsequent violations by any player on the same team in the same game will result in the player being called out. An immediate dead ball will be called. The base runners must return to the base occupied at the time of the pitch; no base runners may advance, and no runs can score.
  3. Second time the same player slings the bat in the same game – same as above. In addition, the player may not bat for the remainder of the game. The player's position in the batting order will be skipped and an out will not be charged. The player will continue to play defense in accordance with league participation rules.
- c. The use of tobacco, alcohol, or illegal drugs in any form by players or adult coaches in the dugout, on the bleachers, or on the playing field is not permitted.
- d. Rainout procedure: in case of inclement weather a decision regarding games will be made by the Sports Staff. A recording will be made on the Sports Game Cancellation Line. To access the Sports Game Cancellation Line call (919) 319-4500. A recording will be made by 3 p.m. each weekday, 8 a.m. on Saturday and noon on Sunday. However, when possible, during inclement weather recordings will be updated throughout the day/evening. Information will also be available on the Sports Program Status page at <http://games.townofcarync.gov/>. If a decision is needed after these times, teams should report to the field and a decision will be made by the umpire or a sports staff representative.



## **Discipline Guidelines for Coaches Mandatory Playing Time Violation**

### **Basketball**

**First Violation:** The player(s) in question that did not meet the minimum playing time requirement must play 6 segments of playing time in the next scheduled game in which less than 10 players are present (and/or violated game will be declared a forfeit).

Player(s) exceeding the maximum playing time can only play 4 segments of playing time in the teams next scheduled game (and/or violated game will be declared a forfeit).

**Second Violation:** The player(s) in question that did not meet the minimum playing time requirement must play 6 segments of playing time in the next scheduled game in which less than 10 players are present. Violated game will be declared a forfeit (and/or one game suspension for the head coach).

Player(s) exceeding the maximum playing time can only play 4 segments of playing time in the teams next scheduled game. Violated game will be declared a forfeit (and/or one game suspension for the head coach).

**Third Violation:** The player(s) in question that did not meet the minimum playing time requirement, must play 6 segments of playing time in the next scheduled game in which less than 10 players are present. Violated game will be declared a forfeit. A one game suspension will be given to the head coach (and/or removal of coach from the program).

Player(s) exceeding the maximum playing time can only play 4 segments of playing time in the teams next scheduled game. Violated game will be declared a forfeit. A one game suspension will be given to the head coach (and/or removal of coach from the program).

### **Baseball/Softball**

**First Violation:** The player(s) in question that did not meet the minimum playing time requirement must play 5 innings on defense in the next scheduled game (and/or forfeiture of violated game).

**Second Violation:** The player(s) in question that did not meet the minimum playing time requirement must play 5 innings on defense in the next scheduled game. Violated game will be declared a forfeit (and/or one game suspension for the head coach).

**Third Violation:** The player(s) in question that did not meet the minimum playing time requirement must play 5 innings on defense in the next scheduled game. Violated game will be declared a forfeit. A one game suspension will be given to the head coach (and/or removal of coach from the program).

## **TEAM ASSIGNMENTS**

### **I. Leagues for Youth Ages 5-10:**

- A. Teams will be comprised of all players registered for the program.
- B. Players will be assigned by the Sports Staff.
  - 1. Returning players will go back to last year's team.
  - 2. Players will be assigned as needed to complete rosters.
- C. Expansion teams will be formed depending on available facilities to accept all players wanting to play.
- D. Brothers and/or sisters automatically go to the same team unless prior requests are presented to the athletic office.
- E. Head coach's children are assigned automatically to that team unless a written request is presented to the Sports office.
- F. Participants that withdraw from a team for verified medical reasons will return to the same team the following season provided they meet league age requirements.
- G. Players are not able to move/switch teams once rosters are created and players are assigned to teams.

### **II. Leagues for Youth Ages 11 and Up:**

- A. Children (brothers and/or sisters) of head coaches automatically go to that team. This will not cost a draft pick as long as that team has space for drafting.
- B. If a new player enters a league with a brother or sister returning to that league, the new player will automatically go to the team with the brother or sister, unless otherwise requested in writing by the parent. The new player will be treated as a returning player.
- C. Children (brothers and/or sisters) of one assistant coach (one assistant coach per team) can be protected prior to the draft. The child must be declared and approved by the league manager as protected prior to Team Placements and will be placed as that team's second selection. The protected player will also count as a returning player toward determining draft order. If not declared, then he/she is eligible to be drafted. Participants who are already returning to a team cannot be assistant coach protected. Only participants who are new to a league (and are registered) are eligible to be protected. All head coaches who have players protected by this rule must notify the sports staff prior to draft and the assistant's child does not attend team placements. This rule also applies if the head coach becomes the "assistant" coach and the "assistant" coach becomes the head coach. However, all other coaching requirements must be met, (i.e. NAYS certification, coaches application, etc.).
- D. If a head coach does not have a child in the league in which he/she is coaching, but his assistant coach has a child in that league, the assistant coach's child will automatically be placed as a returning player on that team and not that team's second



round pick. All other assistant coaching requirements must be met in accordance with II.C above.

- E. Once a player is protected under Rule II.C, a team cannot claim another player under this rule until the original player no longer participates in that league. That original player is treated as any other returning player for draft purposes in following seasons.
- F. When brothers or sisters are selected in the draft they will be placed as consecutive selections on the draft grid. For example, if a player is taken as the first pick, the sister will go in the grid as the second selection.
- G. When brothers/sisters are selected in the last round of the draft, the team drafting will give up their previous draft selection.
- H. Each team will have a maximum number of participants in each age group. The maximum number will be established prior to the draft based upon the total number of participants registered at each age within that league.
- I. Participants that withdraw from a team for verified medical reasons will return to the same team the following season provided they meet league age requirements.
- J. Players are not able to move/switch teams once rosters are created and players are assigned to teams.

### **III Method of Selecting Players**

- A. The Cary Parks, Recreation and Cultural Resources Department's Sports Program Coordinator shall determine the total number of players per team. In the case that there cannot be the same number of players per team, the coaches will draw at random before any selections are made to determine the total number of players to be on each team.

Note: If, at the conclusion of the draft, all teams do not have a complete roster, newly registered players will be assigned to the team(s) with the fewest players. If two or more teams have the same need for players, newly registered players will be assigned randomly.

- B. Draft order for every round except the 2<sup>nd</sup> round will be determined based on each team's number of returning players. The order is as follows:
  - 1. Expansion 1
  - 2. Expansion 2
  - 3. Least number of returning players
  - 4. Next to least number of returning players; etc. In the case that two or more teams have the same number of returning players teams will be placed in the draft order based on the previous season's record with the team with the lowest record being placed first.
- C. Draft order for the 2<sup>nd</sup> round will be determined by last season's winning percentage. Lowest winning percentage picks first. In case of a tie in winning percentage, the team with fewer returning players picks earlier. If there are expansion teams, they will pick at the beginning of the 2<sup>nd</sup> round, in the reverse order of the expansion teams' draft order in the 1<sup>st</sup> round.

- D. Teams with zero (0) or one (1) returning player, including the coach's child, shall be considered expansion teams for draft purposes. However, this existing team(s) shall be placed after any true expansion teams in the draft order. (Exception: If a true expansion team has more players considered returning players than an existing team with zero or one returning player(s), then the existing team would be placed ahead of the expansion team in the draft order.)
- E. If a new league is formed, then the coaches will draw for draft order. The only returning players will be the coach's son(s)/daughter(s). The odd number rounds will be top to bottom and the even rounds will be bottom to top.

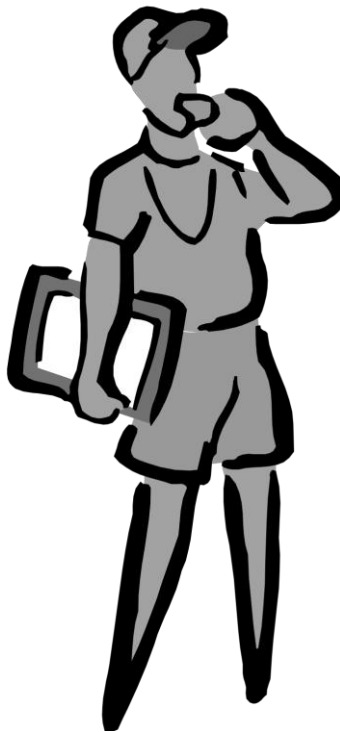
#### IV. Eligible Players for Draft and Team Assignment:

- A. Only players who registered and participate in a tryout will be drafted onto teams.
- B. Players not participating in a tryout will be placed on teams (at the end of the draft) by drawing from the "hat" according to draft order.
- C. **All players to be drafted in the last incomplete round will be placed as part of the hat selections.**
- D. If teams are disbanded in a league because of lack of players or coaches, returning players will be required to attend tryouts and will be drafted onto teams. Players not attending tryouts will be placed onto teams by drawing from the "hat".
- E. Waiting List: Extra players will be assigned to teams with the least amount of players. In the event of two teams having the same need for players, players will be assigned randomly.



## SELECTION OF COACHES

1. Any person wishing to coach in the youth softball program for the first time should complete a Coach's Application prior to the start of the season. Returning coaches will be given first opportunity to continue coaching by completing a returning coaches card.
2. All applications for head coach will be reviewed by the sports staff. After review, a coach's interview will be scheduled. Selected applicants will be recommended to the Director of Parks, Recreation and Cultural Resources Department and the appropriate Athletic Committee for approval.
3. All head coaches must be certified by the National Alliance for Youth Sports. Clinics are offered by Cary Parks, Recreation and Cultural Resources Department. Upon certification by the National Alliance for Youth Sports and approval of the Department Director and Athletic Committee, coaches are assigned to teams. Background checks are conducted on each head coach in order to promote the health and safety of our participants. The information that may be collected as part of the background check includes criminal conviction record checks, sex offender registry checks and social security verification. Please be aware that any volunteer who refuses to consent to a background check will not be considered as a head coach.



## COACHES CODE OF CONDUCT

The Cary Athletic Committee recognizes the important contribution of the coaches at each level of the Cary Parks, Recreation and Cultural Resources Department's Softball program. The influence of the coaches during the formative years of hundreds of youths involved in this program is immeasurable and is reflective in later years, not only in athletic abilities that are developed, but also in the more important traits of character that will be a part of each individual for life.

Coaches have a responsibility to teach the basics of softball and to provide an organized and controlled team approach to a recreational program, as well as the responsibility to teach the strategy of the game. They also have a more important responsibility to provide leadership for the development of sportsmanship, self-confidence, competitiveness with a sense of fair play, teamwork, humbleness in victory and a stout heart in defeat.

Coaching is a privilege and coaches must be expected to assume all of the responsibilities associated with working with these young people for their total development. **Winning the game is secondary to the other aspects of the program.** Any conduct by coaches that is detrimental to the overall development of the young people will not be permitted and any action by any coach that is deemed to be improper will be dealt with as set forth hereunder.

Any of the following actions by softball coaches while coaching in the Cary Parks, Recreation and Cultural Resources Department program shall be considered improper and could be grounds for censure, reprimand, suspension or dismissal at the discretion of the Sports Program Coordinator. Please refer to the Athletic Discipline Policy on Page 19 of this manual.

1. Use of obscene or profane language on the field or in the presence of the players;
2. Use or display of alcoholic beverages on the field or in the presence of the players;
3. Participation by the coach while under the influence of alcohol;
4. Teaching and/or condoning unsportsmanlike conduct;
5. Inciting by word or sign any demonstration by parents or spectators;
6. Using language that will in any manner refer to or reflect upon the opposing players, an official, staff member or a spectator;
7. Make intentional contact with any official or staff member in any manner;
8. Harassment of players, officials, scorekeepers, staff or anyone connected with the program;
9. Smoking on the field.

Any complaint received by the Cary Parks, Recreation and Cultural Resources Department relating to the conduct of any coach will be discussed with the coach involved and a written report of the complaint and action taken may be made in the permanent record of that coach in the files of the Cary Parks, Recreation and Cultural Resources Department. A copy of any such report will be transmitted to the coach involved. A coach may request a hearing before the Athletic Committee on any complaint filed or any action taken by the Parks, Recreation and Cultural Resources Department.

## COACHES CODE OF ETHICS PLEDGE

I hereby pledge to live up to my certification as a National Alliance for Youth Sports coach by following the NAYS Code of Ethics.

- I will place the emotional and physical well-being of my players ahead of any personal desire to win.
- I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- I will do my very best to provide a safe play situation for my players.
- I promise to review and practice the necessary first aid principles needed to treat injuries of my players.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will lead, by example, in demonstrating fair play and sportsmanship to all my players.
- I will ensure that I am knowledgeable in the rules of each sport that I coach and that I will teach these rules to my players.
- I will use those coaching techniques appropriate for each of the skills that I teach.
- I will remember that I am a youth coach and that the game is for children and not adults.



## **DUTIES AND RESPONSIBILITIES OF COACHES**

The Cary Athletic Committee appreciates the assistance and importance of coaches to the softball program of the Cary Parks, Recreation and Cultural Resources Department. The softball program offered for the youth of Cary is one of the best and most complete programs in the area and a large part of its success can be attributed to the hard work and dedication of those who have served as coaches. In order to help coaches better understand their role and to maintain the high standards afforded in our programs, the following duties and responsibilities for coaches have been established for coaches by the Athletic Committee.

1. Each team may have a maximum of three coaches and one scorekeeper. If a coach is absent, a substitute coach is allowed; however, under no circumstances will more than four adults be allowed in the dugout at one time.
2. Each coach must keep his/her team roster up to date at all times and must notify the Cary Parks, Recreation and Cultural Resources Department of the loss of any player from his/her team roster. Violation of this rule may result in forfeiture of games in question and/or suspensions or removal of the head coach.
3. Each head coach is responsible for the uniforms issued to him/her for his/her team. Coaches must contact the Sports Staff for approval of any alterations to the team uniform.
4. The head coach, or his/her authorized assistant, must complete the names and jersey #'s on the mandatory playing time sheet and turn it in to the official scorer **NO LESS THAN TEN MINUTES PRIOR TO THE START OF THE GAME.**
5. Each coach will inform the members of his/her team as to the time and place of each game.
6. Each coach shall encourage the exhibition of good sportsmanship at all times by his/her players and spectators.
7. Each coach shall make sure only team players and coaches are allowed in the dugout area with the team.
8. Each coach shall instruct his/her players in all safety rules for their own protection and that of their opponents.
9. **THERE SHALL BE NO SMOKING IN THE DUGOUT AT ANY TIME.**
10. Violation of the Coaches Code of Conduct may result in disciplinary action in accordance with Athletic Discipline Policy.
11. The Cary Parks, Recreation and Cultural Resources Department and the Athletic Committee reserve the right to dismiss a coach for violation of any Coaches Code of Conduct rule.
12. Any coach or assistant coach who has been dismissed by the Cary Parks, Recreation and Cultural Resources Department or the Athletic Committee may not return as a coach or assistant coach without the approval of the Cary Parks, Recreation and Cultural Resources Department.
13. Each coach must work with the staff and abide by all rules and policies established by the department to ensure goals of the program are met.

## **Exposure to Blood and Blood Products Information Sheet for Volunteers**

As Town of Cary Volunteers, you have committed your time and energy to the children and adults of our community. Particularly during athletic events, these children or citizens may occasionally suffer minor injuries such as scrapes and cuts which cause bleeding. The Town would like to provide important information about these minor injury situations.

Blood can carry disease. These diseases can be spread when an infected person's blood gets into another person's body. One way this happens is when a first aid provider has an opening in his skin, and the infected blood enters that opening. Therefore, it is very important that if you choose to provide first aid, that you take precautions to keep the blood from getting on your skin, in your eyes or into your nose.

The Parks, Recreation and Cultural Resources Department will provide rubber gloves at all activities where there is a chance that a participant could receive a minor injury. If you choose to help with first aid, we encourage you to wear these rubber gloves. Be careful when taking them off, that you do not touch the outside of the glove and get blood on your hands. Wash your hands thoroughly as soon as possible.

You may also choose to ask that a child's parent take care of the child, or that the injured adult clean his own wound and apply a bandage on himself. Certainly if there is a concern that an injury is serious, if there is loss of consciousness, or if there is profuse bleeding, provide comfort to the injured citizen, protect yourself, and make arrangements for medical treatment.

If you have questions about this issue, please call the Parks, Recreation and Cultural Resources Department at 919-469-4062. We are proud of your participation in the community activities for which you volunteer, and are grateful for your efforts.



## PLAYER'S BILL OF RIGHTS

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes whom I coach. Therefore, I promise to uphold the following rights of young athletes to the best of my ability:

1. Right to participate in sports.
2. Right to participate at a level commensurate with each child's maturity and ability.
3. Right to have qualified adult leadership.
4. Right to play as a child and not as an adult.
5. Right of children to share in the leadership and decision-making of their sport participation.
6. Right to participate in a safe and healthy environment.
7. Right to proper preparation for participation in sports.
8. Right to an equal opportunity to strive for success.
9. Right to be treated with dignity.
10. Right to have fun in sports.





## TEAM PARENT MEETING SUMMARY AGENDA

- ▲ Give out practice and game schedules
- ▲ Give out rules
- ▲ Special Team Rules
- ▲ Practice/ Game Attendance as covered in team rules
- ▲ Coaching philosophy summary
- ▲ Town Philosophy (Participation, Skills Development, Sportsmanship, Fun)
- ▲ Coaching goals for the season
- ▲ Recruitment of team parent representative (to organize drinks, party, trophies, etc.)
- ▲ Inclement weather policy (rain/snow/ice before practice/games)
- ▲ Give out map of facilities
- ▲ Parents code of ethics pledge
- ▲ Player Information Sheet
- ▲ Recruitment of assistant coaches
- ▲ Drinks/snacks schedules
- ▲ Discussion on team awards
- ▲ Coaches expectations of parents (behavior, conduct, etc.)

<b>POLICY STATEMENT</b>	<b>NO. 19</b>
<b>Athletic Program Discipline Policy</b>	
	<b>Effective: 09/28/12</b>
	<b>Supersedes: 05/26/2005</b>
	<b>Prepared by: William Davis</b>
	<b>Date adopted by Council 09/27/12</b>

**PURPOSE:**

To adopt an official policy for the control of individual behavior at athletic activities for the purpose of maintaining a wholesome recreational atmosphere at events.

**COVERAGE:**

This policy, upon adoption, shall be applicable to all individuals participating in athletics as either players, coaches, officials, or spectators and shall remain in effect until such time that it is altered, modified, or rescinded by the Town Council.

**POLICY:**

The Town of Cary Parks, Recreation and Cultural Resources hereby establishes the following Athletic Discipline Policy:

1. Definition. Unsportsmanlike conduct (to include, but not limited to, the following)
  - a. Harassment of participants or officials, or
  - b. Profane language and/or gestures, or
  - c. Public threat or physical violence, or
  - d. Disruptive or malicious behavior
  
2. Any individual (includes players, coaches, officials, and spectators) displaying unsportsmanlike conduct whether during or following a game will be subject to partial or permanent program suspension at the discretion of the Parks, Recreation and Cultural Resources Department.
  
3. Ejection from Game - Adult Participant (including youth coaches)
  - a. Any adult ejected from a game for unsportsmanlike conduct will automatically remain suspended from participating in at least the next game to be played by their team. (Exception: Slapping the backboard or dunking in basketball will not be considered a discipline offense, but all violations of safety rules will be enforced through the athletic program discipline policy).
  
  - b. Any adult ejected from a second game for unsportsmanlike conduct during any one season will automatically be suspended from a minimum of the next two games to be played by their team and may not participate in any game with their team until they have a personal conference with the appropriate athletic staff.

- c. The Parks, Recreation and Cultural Resources Department will review all ejections and may extend any suspension beyond the minimum game suspension as noted in 4(b) as it deems appropriate for the offense.
4. Any coach displaying unsportsmanlike conduct, violating any coach's code of conduct rule, or refusing to abide by rules and regulations established by the department will be subject to partial or permanent program suspension at the discretion of the Parks, Recreation and Cultural Resources Department.
  - a. The Parks, Recreation and Cultural Resources Department staff may meet with the coach in violation and will issue a partial or permanent suspension from the program.
  - b. A coach may request a conference appeal before the appropriate athletic committee on any suspension taken by the Parks, Recreation and Cultural Resources Department.
  - c. Any coach or assistant coach who has been dismissed by the Parks, Recreation and Cultural Resources Department may not return as a coach in the Parks, Recreation and Cultural Resources Department.
5. Ejection from Game - Youth Participant
  - a. Any youth ejected from a game for unsportsmanlike conduct will automatically remain suspended from participating in at least the next game to be played by their team. (Exception: Slapping the backboard or dunking in basketball will not be considered a discipline offense, but all violations of safety rules will be enforced through the athletic program discipline policy).
  - b. Any youth ejected from any two games within one season will automatically be suspended from participating in at least the next two games to be played by their team and may not return to their team until their parent(s)/guardian has a personal conference with the team's coach and appropriate athletic committee.
6. Rules for individual leagues may include provisions for disciplinary action above and beyond those listed in this policy.
- E. Any individual, whether youth or adult, suspended from a game after having a conference as outlined in 4(b) and 5(b) may be suspended for the remainder of the regular season and any tournament games.

## **Youth Athletic Program Disciplinary Guidelines**

### **as a result of ejection/ unsportsmanlike conduct from a game**

Category 1: Rules Violations - Ejection from current contest, no additional suspension

Examples:

- Extra Time-outs
- Delay of Game
- Too many players on the court
- Slapping the backboard
- Unintentionally slinging bat according to local rules

Category 2: Unsportsmanlike conduct (before, during or after a game)

Ejection from current contest, plus suspension for 1 or more games \*

Players suspended from a game may sit on the bench during the next scheduled game.

Examples:

- Disrespect directed towards officials or staff
- Disrespect or harassment of others based on race, color, religion, gender, national origin, age, or ability
- Profane, vulgar or inappropriate language or gestures
- Unsportsmanlike verbal conduct
- Reactionary verbal threat
- Intentionally throwing helmet, bat, etc.,

Category 3: Unsportsmanlike conduct (before, during or after a game)

Ejection from current contest, plus suspension for 2 or more games \*

Players suspended from a game may sit on the bench during the next scheduled games.

Examples:

- Illegally participating in an event after ejection, while under suspension, or as an ineligible player
- Any foul of a violent nature (swinging elbows, kicking, kneeling, etc.,)
- Contact with an official
- Fighting (before, during or after an event)
- Premeditated verbal or physical threat
- Any foul or attempted physical contact which, in the opinion of the official or staff, was intended to inflict or cause injury to another contestant, official, coach or spectator.
- Coach or player engaging in confrontational acts with an official before, during or after an event.

Category 4: Repetitive Suspensions

- Second suspension, either of which is a Category 3, will result in a season suspension.

\* Upon review by the Cary Parks, Recreation and Cultural Resources Staff

## CONDUCTING A PRACTICE

It is important in conducting a practice that you have your activity pre-planned so things won't get out of control. A suggested practice schedule would be as follows:

- A ten-minute warm-up. All players loosening up by throwing to each other. Calisthenics are good to loosen up joints and muscles to prevent injury.
- Thirty-minute batting practice. Let each player get 3-5 good hits. Others not batting should be fielding the practice hits. Make sure batting practice moves along quickly so players don't get bored.
- Forty-five-minute dummy game. This gives players "real game" experience and lets you concentrate on teaching the fundamentals: batting, throwing, fielding, running and thinking.

Importantly, don't just talk the fundamentals of softball. Have the players repeatedly practice them until you believe they have mastered them. Tell your players to visualize the fundamentals and even have them practice in front of a mirror. This will make execution more automatic in a game situation.

Here are other tips on helping you conduct your practice:

- Always start practice on time. Players should understand they must be on time. If they are not, they may run laps or other "lesson-learning" activities.
- Young players often daydream. Make sure they stay alert. During fielding you should have players bend their knees when a batter is up and stand on their toes when the pitch is made. This forces them to be alert and in good position to make the play.
- Ask your players to obey instructions - no exceptions.
- Practice means work, but make it enjoyable. You will have much more enthusiastic responses.
- Set aside a time after regular practice to work individually with those players who need help on a specific area. If you have assistants, let them have a time during practice to help individuals.
- Above all, you must require all your players try. They might have different levels of talent, but everyone can try. They should be awarded for trying.
- Hustle means running on and off the field between innings, running out every hit ball and backing fellow players up in the field.
- Encourage team unity and spirit. Never allow a player to criticize another player. This creates animosity and hurts morale. Stress the "all for one and one for all" concept.
- Diplomatically correct a player's error immediately in practice. The player learns the correct way at the proper time while it is still fresh in her mind and others learn at the same time.
- Understand the difference between correction and criticism. Correction deals with the problem and not the player as an individual. It is a positive step. Criticism is often directed towards the player as a person and usually has a negative effect.
- In a game situation tell players not to panic under pressure but to concentrate on executing the fundamentals.

Finally, be consistent in practices by making it clear to the players what you expect of them. If you do so, you will have the basis of a fundamentally sound team. Good luck!

## DEALING WITH PARENTS

Coaching a youth league team is exciting and rewarding; however, from time to time you may experience difficulty with parents. Some may want their children to play more or they might question some of your judgments as a coach. This is normal so don't feel that you are alone if this happens.

Here are a few thoughts to remember when dealing with parents:

- Always listen to their ideas and feelings. Remember they are interested and concerned because it is their child that is involved. Encourage parental involvement.
- Express appreciation for their interest and concern. This will make them more open and at ease with you.
- No coach can please everyone. Don't try.
- Know what your objectives are and do what you believe to be of value to the team, not the parents.
- Make certain all parents know your ground rules. Have rules, regulations, your philosophy, practice dates and times, etc., printed on a sheet of paper you can pass out to all parents. Have a parent meeting before the season begins to discuss your operating procedures.
- Resist unfair pressure. You are the coach and it is your responsibility to make the final decisions.
- Most important - be fair. If you treat all players equally you will gain respect.
- Be consistent. If you change a rule or philosophy during the season, you may be in for trouble. If you do change something, make sure all parents are informed as soon as possible.
- Handle any confrontation one-on-one and not in a crowd situation. Don't be defensive. Don't argue with a parent. Listen to their viewpoint and thank them for it.
- Don't discuss individual players with other parents. The grapevine will hang you every time.
- Ask parents not to criticize their children during a practice or game. Don't let your players be humiliated, even by their own parents. Explain you must have complete control of your team when they are on your "turf".
- Don't blame the players for their parent's actions, if negative. Try to maintain a fair attitude.
- Parents must accept the fact that umpires, coaches and other league officials are volunteers and should not be subjected to criticism during ballgames.

Always remember that you will be dealing with all types of children and parents with different backgrounds and ideals. One of your main challenges as a coach is to deal with these differences in a positive manner so that team's season will be an exciting and enjoyable experience for all.

## **TWELVE DO'S AND DON'TS FOR DADS/MOMS**

1. Don't put yourself in your son's or daughter's place out there. The kid at third base isn't you, Dad. If he makes an error, it's his error; if his home run wins the game, it's his home run. Glory or grief, it's his ball game. Whether you were an All-American Legion shortstop or, more likely, couldn't make the church team even if the preacher was your father, has nothing to do with your kid's performance. Yet, I once heard a parent tell a child who made a wild throw, "you embarrassed me".
2. Don't talk about the "big game" all day. Chances are the "big game" isn't as important to your centerfielder as it is to you, and that's healthy. The youngster will usually keep the game in proper perspective, and keep pressure to a minimum, if only you will, Dad.
3. Don't criticize one of the other players even if the errant kid decides to read his library book in right field. That's not only unseemly; it's dangerous. Because chances are the offending player's mother is smoldering in the next lawn chair. She will scratch your eyes out.
4. Don't yell instructions to your player ("Get closer to the plate!") when it's her time to bat. That's the coach's job, and besides, the kid can pick your voice out in the tumult. It only makes her more nervous. Shout only general encouragement.
5. Don't start analyzing your child's performance right after the game. All the player wants is peace, quiet and a snowcone.
6. Don't criticize the coach, even if it's apparent that Bobby Cox he isn't. Listen, this guy is going to some dusty, pot-holed elementary school field after work and on Saturdays and Sundays to throw batting practice in a hot sun. Before you complain think "Am I ready to give up all my valuable free time to a bunch of pre-juveniles?"
7. Don't complain when the good coach plays everybody and even goes with different starters every game, right down to the child who has a pathological dread of fly balls and the bespectacled babyface who hasn't swung at a pitch ( I personally know that "please, Lord, let her walk me" feeling) in three summers.
8. Don't abuse the umpire, Dad. Baiting the college kid who's calling the game for four bucks isn't calculated to inspire respect for authority demanded from your child at home and at school.
9. Don't decide your player has a future with the Los Angeles Dodgers. Likewise, don't write off that babyface with the bat on his shoulder. Kids, I'm told, mature athletically at different paces. Some are better than they ever will be again. Some of the worst players will develop into varsity athletes with time.
10. Don't forget to praise your child for simply performing. Don't overpraise a hit or a good play, either. And, above all, don't ever dwell on an error or failure to deliver the "big" hit, especially not with scorn or anger. You're not Vince Lombardi, Pop, and your kid doesn't play for the Packers. Your child is 12, at most.
11. Don't forget to praise all the players after the game, especially if they lost.
12. And please, Dad, (mothers aren't nearly as bad about these things) don't take it so seriously. Even the "big game" isn't the Falkland crisis, and an answer to world hunger or even the World Series, let it just be fun.

## TEACHING BATTING SKILLS

Most young players are eager to hit a home run every time they go to bat. It is important that they understand this is a mistake. The key idea in teaching batting revolves around the thought - "Get the bat on the ball". Contact is the number one priority because contact results in hits and hits, not home runs, will win a game.

With this in mind, here are some helpful hints to help your players become better hitters.

- Choke up. This helps players to obtain greater bat speed.
- Weight should be on the back foot. This results in greater power and body control during the swing.
- Keep the swing level. Discourage an upper-cut swing because this results in pop balls.
- Have a short stride. This keeps the batting swing level and aids body control. A long stride decreases power and throws off swing control.
- Keep your eyes on the ball. Watch the ball all the way into the catcher's mitt.
- Spread your feet about as wide as the shoulders.
- Hit the ball out in front.
- Hold the bat firmly but do not squeeze. This will inhibit wrist action.
- When on deck, watch the pitcher. Is he wild, getting tired, mixing up his pitches? This will help you anticipate pitches when you go to bat.
- Typically, stand close enough to the plate so you can touch the outside corner with the tip of your bat. In most instances, you should stand slightly behind the plate rather than back in the batter's box.
- Learn your strike zone and where you prefer to hit. The strike zone is between the knees and upper chest at the armpits.
- Stride into the ball for maximum power.
- Keep knuckles straight, hands back and knees bent.
- Swing 80-85% of your total capacity. This eliminates over swinging and increases bat control.
- Use a bat that is not too heavy.



## TEACHING FIELDING SKILLS

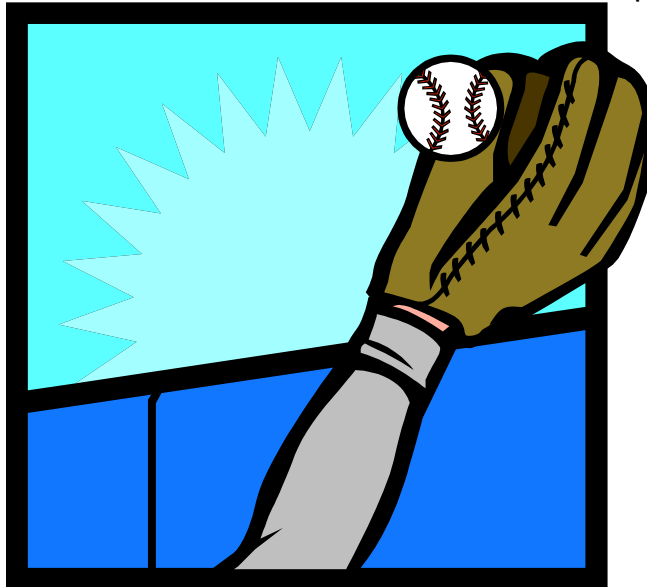
Here are a few key fundamentals that all players must learn if they are to become good fielders. The biggest mistake youngsters make in fielding is that they try to get too fancy. Your role as a coach is to instill basic fundamentals into your players. These tips can help.

### INFIELDERS

- Get in proper position. Stay low with glove out and your back parallel to the ground. This helps in protecting players and allows for quick body movement when pursuing grounders.
- When fielding grounders, go after the ball and try to stay in front of it. Don't wait for the ball to come to you. Use both hands when catching.
- If a "hot" grounder is not playable, try to simply stop it to prevent extra bases. Most important, keep your eye on the ball. Look the ball into the glove. There is more chance for injury if you turn your head.
- Catch infield pop balls over your head so you can keep your eye on them. Always "call out" pop balls to avoid collisions.
- Cross the leg over when pursuing grounds laterally instead of shuffling.
- When tagging the runner, keep both hands on the ball.
- Minimize throws on a "run-down" play (maximum of two). Try to force the runner back to his original base.
- Remember an accurate throw is better than a strong one. Throw the ball to your fellow player's chest.
- Keep throws low. Better too low than too high.
- Always chatter. It helps keep you alert and reinforces your pitcher's confidence.
- Always go for the sure out. The out is more important than the base runner.
- Back up other players.

## OUTFIELDERS

- Don't stand flat-footed when the batter comes to the plate. Watch the ball closely as the pitch is made and anticipate a hit to your field.
- When fielding a hit, always look to the cutoff man for instructions on where to throw the ball.
- Catch fly balls over your head so you will be in a good position to release a quick throw.
- When pursuing fly balls, try to keep your eye on the ball as much as possible. If hit to your right, turn right and look over your left shoulder. If hit to the left, turn left and look over your right shoulder.
- If a grounder is difficult to field, block it with your body to avoid extra bases.
- Keep throws low and bounce them to the infield if you can't reach it on the fly accurately.
- "Call out" all fly balls to avoid collisions.
- A glove with an "open web" is the preferred outfielders' glove because of maximum visibility.
- Back up your fellow outfielders in the event they miss the ball.
- When throwing, both infielders and outfielders alike should get a good grip on the seams of the ball and make sure they have the ball secure before throwing.
- One last mental tip. All fielders should think "What do I do if the ball is hit to me" or "What do I do if the ball isn't hit to me" before the batter comes to the plate.



## **CARY PARKS, RECREATION AND CULTURAL RESOURCES DEPARTMENT SPORTS SUPPLEMENT TO INCLEMENT WEATHER PROCEDURES**

The inclement weather procedure includes existing hazardous field conditions due to rain from preceding days. The decision to cancel athletic events is made for the safety of the participants and protection of playing surfaces.

The following conditions may result in canceling athletic events:

1. Inclement weather (i.e., lightning, heavy rain, etc.). In the event of lightning, games should automatically be stopped, and all players, coaches, and spectators should move away from the field (especially fences and bleachers).
2. Poor field conditions. The field is too muddy or has standing water and, therefore, creates a hazardous playing condition.

### **Cancellation Procedure**

1. In the event of inclement weather or questionable field conditions:
  - a. At 3 p.m. weekdays, 8 a.m. on Saturday and noon on Sunday, Cary Parks, Recreation and Cultural Resources Department will make a decision as to whether games will be played. For a recorded message concerning the status of scheduled games please call the Sports Game Cancellation Line at (919) 319-4500. Information will also be available on the Sports Program Status page at <http://games.townofcarync.gov/>. **Please do not call the department earlier asking for this information.**
  - b. After the times listed above, the decision will be made at the field by a Parks, Recreation and Cultural Resources Department representative, or the umpire.
  - c. In order to keep the Cary Parks, Recreation and Cultural Resources Department telephone lines open to contact officials and coaches, players should not call the department regarding playing conditions.
  - d. Coaches are urged to establish a text or email group to contact players.
2. If the first game/practice of the day is canceled, all games/practices scheduled will automatically be canceled as well. This does not apply to Saturday and Sunday games.
3. Due to the large number of teams involved in our program, and the limited number of facilities at which to play, rained out games will be made up only if they affect the final standings, if time permits and field space is available.
4. Any team that fails to field a team for a make-up game will lose the game by forfeit.
5. Once games/practices are canceled, teams are not allowed to use the field. Two reasons are cited for refraining from use of the fields.
  - a. Using the field when it is in poor condition causes damage to the playing surface. Therefore, our ballfield crew must spend extra time and effort in repairing the damaged field.
  - b. Once our department officially cancels games/practices and you, the volunteer coach, decide to practice or play on hazardous fields, you become totally liable in the event of an accident due to poor field conditions. The practice would show gross negligence on your part; therefore, holding you totally responsible.

We need your cooperation in adhering to all the policies and procedures established for our programs.

# APPENDICES

**CARY PARKS, RECREATION AND CULTURAL RESOURCES (PRCR) DEPARTMENT**

**This report applies only to incidents or accidents involving patrons or other unusual circumstances that may occur at the facility/event. After filling out this form completely immediately do the following:**

1. If EMS or Police are called to your facility or event, immediately notify (via phone) your supervisor (or designated contact), who will then contact a Division Manager.
2. Upon completion of this form and any required notification, place form in BOX under PRCR Team Space/PRCR Accident & Incident Reports/(division)/(month/year).

**\*\*Do not use this form for an employee accident or reporting damage to Town owned property. Employee Accident Form is Located on C-Net under the Forms Tab (or in designated area at your facility).\*\***

**ACCIDENT/INCIDENT REPORT FORM**

*In all boxes: Mark "X" in Appropriate Box*

Date \_\_\_\_\_ Time \_\_\_\_\_ AM  PM  Facility/Location of incident \_\_\_\_\_

Name of Injured \_\_\_\_\_ Address of Injured \_\_\_\_\_

Phone # of Injured \_\_\_\_\_ Name of Parent/Guardian \_\_\_\_\_  
(or Insert Phone Number of Parent/Guardian Here) (If Applicable)

Briefly Describe the Details of the Accident or Incident: **(include any information you feel is pertinent such as witnesses, parent notification, etc. Continue on reverse side if necessary)**

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Were Police Notified? Yes  No  Police Investigator Name: \_\_\_\_\_ Report # \_\_\_\_\_

Was EMS Called? Yes  No  Did EMS Transport patron away from site? Yes  No

If Transportation by EMS was necessary, where was he/she transported? \_\_\_\_\_  
(Name of Hospital, Clinic or Unknown)

Staff in Charge at Time of Incident/Accident: \_\_\_\_\_

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Staff Printed Name/Title

**PLAYER INFORMATION SHEET**  
**(Return to head coach)**

**League:** \_\_\_\_\_ **Team Name:** \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_ D.O.B. \_\_\_\_\_  
(please print)

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent's Name: Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION (If other than parent)**

NAME: \_\_\_\_\_ DAYTIME # \_\_\_\_\_ EVENING #: \_\_\_\_\_

RELATIONSHIP TO CHILD: \_\_\_\_\_

PHYSICIAN'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOSPITAL AFFILIATION: \_\_\_\_\_

Cary Parks, Recreation and Cultural Resources Department will attempt to provide reasonable accommodations for program participants when the need for accommodations is requested well in advance. Please list...

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Please list any medical information I, as a coach, should be aware of with your child (i.e. allergies, asthma, diabetes, injuries, etc.) \_\_\_\_\_

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## PARENTS CODE OF ETHICS PLEDGE

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following the Parents Code of Ethics Pledge.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or other youth sport event.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth sports events.
- I will remember that the game is for children and not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the NAYS Coaches' Code of Ethics.
- I will read the NAYS National Standards for Youth Sports and do everything in my power to assist all youth sports organizations to implement and enforce them.

Participants Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

III.

# **NAYS NATIONAL STANDARDS FOR YOUTH SPORTS**

## **#1 PROPER SPORTS ENVIRONMENT**

Parents must consider and carefully choose the proper sports environment for their child, including the appropriate age and development for participation, the type of sport, the rules of the sport, the age range of the participants, and the proper level of physical and emotional stress.

## **#2 PROGRAMS BASES ON THE WELL-BEING OF CHILDREN**

Parents must select youth sports programs that are developed and organized to enhance the emotional, physical, social and educational well-being of children.

## **#3 DRUG, TOBACCO & ALCOHOL-FREE ENVIRONMENT**

Parents must encourage a drug, tobacco and alcohol-free environment for their children.

## **#4 PART OF A CHILD'S LIFE**

Parents must recognize that youth sports are only a part of a child's life.

## **#5 TRAINING**

Parents must insist that coaches are trained and certified.

## **#6 PARENT'S ACTIVE ROLE**

Parents must make a serious effort to take an active role in the youth sports experience of their child providing positive support as a spectator, coach, league administrator and/or caring parent.

## **#7 POSITIVE ROLE MODELS**

Parents must provide positive role models, exhibiting sportsmanlike behavior at games, practices, and home, while also giving positive reinforcement to their child and support to their child's coaches.

## **#8 PARENTAL COMMITMENT**

Parents must demonstrate their commitment to their child's youth sports experience by annually signing the Parent's Code of Ethics.

## **#9 SAFE PLAYING SITUATIONS**

Parents must insist on safe playing facilities, healthful playing situations, and proper first aid applications, should the need arise.

## **#10 EQUAL PLAY OPPORTUNITY**

Parents, coaches, and league administrators must provide equal sports play opportunity for all youth regardless of race, creed, sex, economic status or ability.

## **#11 DRUG, TOBACCO & ALCOHOL-FREE ADULTS**

Parents must be drug, tobacco and alcohol-free at youth league sporting events.



**OFFICIAL'S EVALUATION FORM**  
**Cary Parks, Recreation and Cultural Resources**

Please take a moment to give us an objective evaluation of the officials who worked your game. Your input is appreciated.

1. Your Name: \_\_\_\_\_
2. Sport \_\_\_\_\_ Team name: (optional) \_\_\_\_\_ League \_\_\_\_\_
3. How many years has your team played in a Town of Cary league? \_\_\_\_\_
4. Relationship to team: (Circle One)  
 Head Coach    Assistant Coach    Player    Parent    Spectator    Commissioner
5. Game Date: \_\_\_\_\_ Score: \_\_\_\_\_  
 Opponent: \_\_\_\_\_ Who won: \_\_\_\_\_
6. Were both officials present and ready to begin at game time? (Circle One)    Yes    No
7. If one or both were late, at what time did they arrive? \_\_\_\_\_
8. Rate the following on a 1 - 5 scale.  
**1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Excellent**

Rule Knowledge	1	2	3	4	5
Application of rules (i.e., called too tight, not tight enough)	1	2	3	4	5
Reaction under pressure	1	2	3	4	5
Referee/Umpire Consistency	1	2	3	4	5
Game Control	1	2	3	4	5
Hustle (covered the court/field)	1	2	3	4	5
Alertness, interest in the game	1	2	3	4	5
Attitude toward participants	1	2	3	4	5
Professionalism	1	2	3	4	5
Teamwork with partner	1	2	3	4	5
Overall Performance	1	2	3	4	5

If your evaluation is only for one official, please identify: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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Please email to: [Sports@townofcary.org](mailto:Sports@townofcary.org)

Questions? ☎ 469-4062

**Thank you!**

V.

## **STAY AWAY FROM TREES DURING THUNDERSTORMS!**

Go to a building or vehicle to protect yourself from lightning - trying to stay dry under a tree increases your exposure to lightning. Children and adults are killed and injured by lightning every year because they take shelter under or near trees.

Count the seconds between lightning and thunder. A count of 30 or less means you are already in danger, and should be in a safe place. Wait 30 minutes after the last lightning or thunder before going back outside.

- Watch for developing or approaching storms and lightning.
- Go inside a building - stay away from window, pipes, and electrical outlets.
- Go inside a car, truck or bus with a metal roof, and avoid contact with metal.
- For group activities outdoors, designate a person to track the distance to lightning.
- Stay in a safe place until the threat of lightning is over.
- If caught outside far from a safe shelter - stay away from high objects, as well as fences, wires, and poles - and especially trees.
- Be aware of your surroundings.

## **Picnic Shelters ARE NOT Safe Locations During a Storm!**



VI.

## HEAT SAFETY TIPS FOR ATHLETES AND COACHES

The N.C. Division of Public Health encourages young athletes and coaches to be especially careful when exerting during high temperatures in North Carolina. According to the American Academy of Pediatrics, when the air temperature exceeds 95°F (35°C), children have a lower exercise tolerance and ability to adapt to extreme temperatures than do adults. Adolescents' ability to adapt falls in between. With preseason practices underway, it is critical for young athletes to take time to acclimatize to the heat to minimize the risk of heat illness. By slowly increasing heat tolerance, the athlete is better able to exercise safely and effectively in warm to hot conditions. This doesn't happen quickly. Children under 10 should acclimatize with short daily exposures to exercising in high temperatures – 30 to 45 minutes per day – for up to 10 days. The National Athletic Trainers' Association recommends that adolescent athletes should allow up to 14 days to become fully acclimatized, gradually building intensity and duration of work in the heat. Here are some tips for coaches and athletes to play it safe during hot weather:

### **Recommendations for Athletes and Parents:**

- Wear light-colored and lightweight clothing; if clothes become saturated with sweat, change into dry clothes.
- Try to drink cold water as frequently as possible. During long bouts of intense exercise, it's a good idea to use a sports drink that contains sodium to replace the sodium lost in sweat. Most sports drinks contain adequate salt. Salt tablets are not recommended.
- Pay attention to early signs and symptoms of dehydration: Dry or sticky mouth, thirst, headache, dizziness, cramps, and/or excessive fatigue
- Don't let embarrassment keep you on the field. If you feel dehydrated or sick, tell your coach right away.
- Sleep at least six to eight hours at night in a cool environment, eat a well-balanced diet, and stay hydrated throughout the day, even when you are not on the playing field.
- Track body weight to make sure you are properly hydrated. Your goal should be less than 2 percent body-weight change during a practice session.

### **Recommendations for Coaches:**

- Know the signs and symptoms of heat-related illness. Educate athletes and other coaches regarding the prevention, recognition, and treatment of heat illnesses. - Be aware not only of heat, but of humidity levels when evaluating conditions for practice. A good measure is the wet bulb globe temperature (WBGT) – the standard index of temperature and humidity combined. Measuring devices are available commercially.
- Schedule training sessions to avoid the hottest part of the day (10 a.m. to 5 p.m.)
- During hot and humid weather, enforce regular rest periods in the shade and see that players drink water every 15 minutes, regardless of whether they are thirsty.
- Substitute players frequently to allow adequate rest periods.
- Encourage athletes to stay hydrated throughout the day, before and after practice.

Sources: American Academy of Pediatrics, Journal of Athletic Training, MayoClinic.com

### **How much water?**

When a child is participating in prolonged physical activity,

**A child weighing 88 lbs:** 150 mL [5 oz] of cold tap water or a flavored salted beverage every 20 minutes

**A child weighing 132 lbs:** 250 mL [9 oz] cold tap water or a flavored salted beverage every 20 minutes

Source: *Climatic Heat Stress and the Exercising Child and Adolescent*, PEDIATRICS Vol. 106 No. 1 July 2000

# HEADS UP CONCUSSION



## SIGNS AND SYMPTOMS

Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

### > SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### > SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"



## ACTION PLAN

As a coach, if you think an athlete may have a concussion, you should:

1. **Remove the athlete** from play.
2. **Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider.** Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion.
3. **Record and share information about the injury**, such as how it happened and the athlete's symptoms, to help a health care provider assess the athlete.
4. **Inform the athlete's parent(s) or guardian(s)** about the possible concussion and refer them to CDC's website for concussion information.
5. **Ask for written instructions from the athlete's health care provider** about the steps you should take to help the athlete safely return to play. Before returning to play an athlete should:
  - > Be back to doing their regular school activities.
  - > Not have any symptoms from the injury when doing normal activities.
  - > Have the green-light from their health care provider to begin the return to play process.

**IT'S BETTER TO MISS ONE GAME THAN THE WHOLE SEASON.**



For more information and to order additional materials **free-of-charge**, visit: [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).

You can also download the CDC **HEADS UP** app to get concussion information at your fingertips. Just scan the QR code pictured at left with your smartphone.

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.



Centers for Disease  
Control and Prevention  
National Center for Injury  
Prevention and Control

## DIRECTIONS TO CARY AREA PARKS AND SCHOOLS

### **Annie L. Jones Park – (1 field)**

1414 Tarbert Drive, Cary, NC 27511

- Located off Lake Pine Road between Cary Parkway and SW Maynard Road.
- From Lake Pine turn west on Tarbert Drive. The park is approximately three and one-half blocks down on the right.
- From Cary Parkway turn north onto Tarbert Drive. Turn left into the park across from Scottish Hills Swimming Pool.
- The ball field is on the left.

### **Fred G. Bond Park – (7 fields)**

801 High House Road/150 Metro Park Drive, Cary, NC 27513

- Located on High House Road between Maynard Road and the Cary Parkway.
- From Cary Parkway turn east on High House Road. Look for St. Michael's Church on the left. Turn right into Bond Park (across from the church).
- From Maynard turn west onto High House Road (towards Preston). Look for St. Michael's Church on the right. Turn left into Bond Park (across from the church).
- Follow the signs to the appropriate field.

### **Cary High School – (1 field)**

638 Walnut Street, Cary, NC 27511

- Located near the intersection of Maynard Road and Walnut Street.
- From the Cary Town Center get onto Southeast Maynard Road. Take a right onto Walnut Street. The school is on the left.
- From Kildaire Farm Road get onto Maynard headed towards the Cary Town Center. Take a left onto Walnut Street. The school is on the left.
- Park in the lot on the right side of the school.
- Walk behind the school to get to the softball field.

### **Carpenter Fire Station Park – (2 fields)**

7119 Carpenter Fire Station Roadt, Cary, NC 27519

- Located at the intersection of Highcroft Dr. and Carpenter Fire Station Road.
- From Hwy 55, turn west onto Carpenter Fire Station Rd. Park. Go past the YMCA on your left, and the park will be on your left.
- From Green Level Church Rd. Turn east onto Carpenter Fire Station Rd. Park. Cross over the 540 bridge, then park is 3<sup>rd</sup> turn on your right.

### **Davis Drive Middle School – (2 fields)**

2101 Davis Drive, Apex, NC 27502

- Located on Davis Drive, 1 mile south of High House Road.
- Take Davis Drive south. Cross the railroad tracks and there will be two school campuses on the right. The first campus is Davis Drive Elementary and the second campus is Davis Drive Middle School. Take the second right onto the Davis Drive Middle School parking lot.
- Park in the front of the school in the large parking lot, or in the parking lot near the buses.
- DO NOT PARK BEHIND THE SCHOOL!
- Field #1 is located behind the gymnasium and field #2 is located at the north end of the Middle School building. Take the walkway at the north end of the Middle School to get to both fields.

### **Green Hope High School – (2 fields)**

2500 Carpenter Upchurch Rd., Cary , NC 27519

- Located on Carpenter Upchurch Road between High House Road and Morrisville Carpenter Road.
- From High House Road turn north on Carpenter Upchurch Road. The school is on the right. Take the third entrance to get to the ballfields.
- From Davis Drive take Morrisville Carpenter Road west. Turn left on Carpenter-Upchurch Road. The school is on the left. Take the first left to the ballfields.
- Field #1 is the first field on the left (larger field).
- Field #2 is the second field on the left (smaller field).

**Harold D. Ritter Park – (2 fields)**

301 Lochmere Drive West, Cary, NC 27511

- Located off Kildaire Farm Road between Tryon Road and Penny Road near Hemlock Bluffs Nature Preserve.
- From Kildaire Farm Road turn west on Lochmere Drive West at the Resurrection Lutheran Church.
- The park entrance is on the left.
- Field #1 is on your left as you drive through the park
- Field #2 is all the way in the back of the park.

**Lexie Lane Park – (1 field)**

301 N. Dixon Street, Cary, NC 27513

- Located off Chatham Street between Harrison Avenue and High House Road.
- From Chatham Street take Dixon Avenue north.
- After several hundred yards the road will curve sharply to the left and change names to Madison Avenue. Stay to the right on Dixon Avenue in the curve.
- The park entrance is on the left.

**Lions Park – Franklin Field and Mills Field – (2 fields)**

815 Tanglewood Drive, Cary, NC 27511

- Located off Walnut Street between SE Maynard Road and Kildaire Farm Road.
- From Maynard Road turn north on Tanglewood Drive.
- From Walnut Street turn onto Tanglewood across from the Burger King and Dairy Queen.
- Parking is available on the left next to Mills Field. Please do not park in the swim club parking lot. Parking next door at Christ the King Lutheran Church is permitted if the church has no activities.
- From Walnut St. Franklin Field is on the right just past the Cary Swim Club. Mills Field is on the left.

**Penny Road Elementary School Park (1 field)**

10900 Penny Rd, Cary, NC 27518

- Located on the campus of Penny Road Elementary School.

**Middle Creek Softball Complex – (4 fields)**

123 Middle Creek Park Avenue, Apex, NC 27539

- Located on the campus of Middle Creek High School.
- Going south on Kildaire Farm Rd., turn left on Ten Ten Rd.
- Pass through the Holly Springs Rd. intersection, continue 1.2 miles and turn right on West Lake Rd.
- Continue 1.3 miles and turn right onto Middle Creek Park Ave.
- Turn left at the second driveway.
- Softball/\*baseball complex on the right, event parking on the left.

\*The Middle Creek High School baseball field and batting cages are not included in the Town of Cary Park System.

**Mills Park Middle School – (1 field)**

441 Mills Park Drive, Cary, NC 27519

- Located on Green Level Church Road between Cary Glen Blvd. and Green Hope School Road
- From downtown Cary travel High House Road to Highway 55, at the intersection continue straight onto Green Level Road West. Travel on Green Level Road West approximately 3 miles then take a

right onto Green Level Church Road. Travel North for approximately 2 miles and turn right onto Mills Park Drive. Take the first left and stay straight until you reach the softball field.

- Additional parking surrounds the school.

**Thomas Brooks Park – (4 fields)**

9008 Green Level Church Road, Cary, NC 27519

- Located on Green Level Church Road between Beaver Dam Road and Green Level School Road
- From downtown Cary travel High House Road to Highway 55 at the intersection continue straight onto Green Level Road West. Travel on Green Level Road West approximately 2 miles then take a right onto Green Level Church Road. The park is approximately 1 mile on the right.