

**MOORPARK GIRLS SOFTBALL**  
**Operational Policies and Procedures**

## MGS Operational Policies and Procedures

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This MGS league Operating Policies and Procedures document was originally approved by the MGS Corporation Board of Directors on December 8th, 2016 and will remain in effect ad infinitum. Revisions will be made on an annual basis.

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

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

## Article 1 Softball Organization

Section 1.1 Governing Authority: The Moorpark Girls Softball Program is governed by the Articles of Incorporation and the Bylaws dated October 25, 2023, and by these Operating Policies and Procedures.

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

Division	Age Group
6U	4-6 years old
8 & Under (8U)	7-8 years old
10 & Under (10U)	9-10 years old
12 & Under (12U)	11-12 years old
14 & Under (14U)	13-14 years old

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

The Corporation will make an effort to accommodate players 13-16 years of age through the establishment of a 14U and 16U division. If there are an insufficient number of players to form a 14U or 16U division, the Corporation may accommodate players through the development of an interleague team(s) to compete against teams in the same age division from other interleague teams in the area. The Corporation has the option of refunding the registration fee of players 13-16 years of age if such accommodation cannot be made. The Corporation also has the option of placing the older girls in a younger division; however, in such a case, these players shall not be eligible for All Star tournament team consideration.

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

Section 1.4 League Size: The number of teams in each age level will be determined each year by the Board of

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

Section 1.5 Roster Size: For the 6U Division, in order to encourage more individualized player development, the number of players on each team may vary from no less than seven (7) players, up to a maximum of twelve (12) players, at the time of formation. However, as there is no rule as to the number of players on the field at one time, a 6U team may play with less than 7. For all other divisions, the number of players on each team may vary from no less than nine (9) players, up to a maximum of twelve (12) players, at the time of team formation. See Modified Rules for details regarding team size. ([Appendix N](#))

Section 1.6 6U Team Formation (Draw): At the time of registration, parents will have the opportunity to identify any special requests they might have on behalf of the girls (i.e. playing with friends, carpooling, etc.). Subsequent to registration, the Player Agent and Division Commissioner will form 6U teams at a Team Draw Meeting, attempting to satisfy those requests while ensuring that girls who live in the same areas or go to the same schools are on the same teams. It is the intent of the league that the 6U girls have a fun experience, while making the transition into a team environment easy for both the girls and their parents.

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

Section 1.8 Team Draft Process (8U through 14U): Prior to the team draft, the Rules Committee shall submit to the Board of Directors the method and policies that shall govern the team draft process for Board adoption. It shall be the objective of the adopted method and policies to ensure equal distribution of talent between the teams in each division. Following the player evaluations, a draft shall be conducted in these divisions of play. If available, years played, pitching experience, catching experience, winter ball experience, All Star experience and the average point scores may be reported on the Draft Roster Form ([Appendix C.1](#)). The Player Agent and respective Division Commissioner shall preside over the team draft for each division. Only Managers are allowed to attend and their presence is required at the draft for their respective age divisions ([Appendix C](#)).

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

## Article 2 League Registration

Section 2.1 Registration Schedule: Registration will begin at least three (3) months prior to opening day.

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

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

At any time, the MGS League may request that parents/guardians present a birth certificate or other form of acceptable documentation as to the player's age for registration or evaluation purposes. Any and all documents provided to the league shall be confidential. Birth Certificates should be available upon request and are mandatory for All Stars

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

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

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

Section 2.5 Financial Commitment: A registration fee is required for a child to participate in the league program at the time of registration unless prior arrangements have been made with the Executive Board.

Late sign-ups must be paid for at the time of registration, subject to space available in the respective age division. Player is responsible for any additional cost associated with uniform make-up and/or delivery as a result of late sign-up. Players who register late and are placed on a waiting list do not have to pay at the time of registration, but must pay within two weeks upon notification of placement on a team.

Section 2.6 Requests for Scholarship Aid: Requests for scholarship aid to cover registration fees should be made in writing at the time of registration, in accordance with Article 7 of the ByLaws of MGS, and will not be accepted any later than the date of the first draft. They will be directed to the Treasurer to be reviewed by a Scholarship Committee comprising of the Treasurer, Player Agent, and Vice President. The requesting family must be in good standing with the league. The number of scholarships shall be determined with the current financial status of the league in mind. At a designated monthly meeting The treasurer shall open discussion on the upcoming Fall, Spring, and Allstar seasons scholarships prior to registration. There shall be a budget established for all scholarships by majority vote of the Board. The Board must approve any expenditures that exceed that amount. It is the common practice of the league to make every effort to not turn away a player due to financial means. Payment plans should always be considered prior to turning away any player that doesn't qualify for a scholarship. ([Appendix F](#)).

Section 2.7 Refund Policy: This policy is included in the parents “Code of Conduct” ([Appendix E](#)).

## **Article 3 Team Management**

### Section 3.1 Manager / Coach / Chaperone Selection Process:

Section 3.1.1 Candidate Selection: The registration form has a section devoted to volunteerism. Candidates may select the position for which they wish to volunteer; Manager, Coach, Team Parent, other Volunteer. After league registration is complete, in the event there are not enough Managers/Coaches for each team, Division Representatives for each respective age division will solicit candidates who are interested in managing, coaching, or chaperoning. Any interested candidate may submit an application for consideration for a Manager/Coach/Chaperone position ([Appendix G](#)) to the Division Representative for a particular age group. Each adult volunteer must submit a complete USA Background Check form and complete a SafeSport course in order to participate in MGS league functions.

Section 3.1.2 Manager Selection: Individuals will not be considered nor approved for the position of Manager unless they have submitted a Managers application. The Executive Board shall consider the previous experience and league history (i.e. participation, previous behavior) of the Manager when approving candidates. ((Appendix H)

Section 3.2 Manager Responsibilities: Manager responsibilities are detailed at the mandatory Managers/Coaches Meeting.

Section 3.3 Scorekeeper Responsibilities: Each team is responsible for soliciting a scorekeeper from their team, which may include parents, siblings, etc. Both team scorekeepers must attend the scorekeepers’ clinic/training. The Board of Directors is responsible for training all scorekeepers. The home team scorekeeper is responsible for the accurate upkeep of the master scorebook via book or GameChanger. Both teams are responsible for reporting the final score to the MGS Webmaster/Head Scorekeeper within 48 hours. ([Appendix I](#)).

Section 3.4 Team Parent Responsibilities: The primary responsibility is one of providing administrative support to the Manager, help collect team fees, ensure accurate communication of all MGS activities, convey information on league-sponsored fundraising, practice and game schedules, following through on picture day, etc., as identified at the mandatory Team Parent Meeting.

### Section 3.5 Team Administration:

Section 3.5.1 Team Administration Responsibilities: Managers shall have the primary responsibility for administration of the team, including contact with the parent(s), dissemination of league information, scheduling of team events, and distribution of team uniforms and equipment. Managers for each team shall work cooperatively to teach the game of fast pitch softball.

Section 3.5.2 Player Issues: It is the Manager’s duty to report any of the following situations to the Division Representative and to the Player Agent: poor attendance of a player, benching, (inappropriate behavior, disrespect of a player towards another player, disrespect of a coach, disrespect of a volunteer), or apparent ending of participation from the team so that the Board of Directors may take appropriate action. The Manager shall inform the respective Division Representative of any injuries within twenty-four (24) hours of the accident.



Section 3.5.3 League Rules: Managers must contact the respective Division Representative or the Director of Coaches concerning questions about league rules. Any other matters that a Manager would like brought to the attention of the Board of Directors must be reported to the respective Division Representative, who is responsible for notification of the Executive Board of the need to discuss the issue at the next Board of Director's meeting, and to lead the discussion of the issue at that meeting.

Section 3.5.4 Team Staff Conduct: Team staff must maintain appropriate conduct at all times. If a report of misconduct is submitted to the respective Division Representative concerning team staff, the Executive Board must act upon the report within seven (7) days. Any team staff member determined to be in violation of the Operating Policies and Procedures (OPPs) or USA Softball policies is subject to suspension or removal from the league.

Section 3.5.5 Unsportsmanlike Conduct: Managers are responsible for the action of their staff, players, and spectators. Refer to the Coaches Code of Conduct and Parent Code of Conduct

Section 3.5.6 Grievance Policy: This grievance procedure and protocol is designed to resolve conflicts and grievances between individuals associated with MGS through due diligence and due process. All members of MGS are to be treated fairly and with respect in an effort to provide a safe, positive and enriching experience for everyone associated with the all-volunteer, non-profit youth league.

## **Procedures**

1. Identify complaint or grievance and communicate concerns—Contact the offending individual (i.e. Manager, Assistant Coach, parent, etc.) and privately discuss your concerns with him/her in an effort to seek a reasonable resolution for all parties concerned.
2. If unresolved, the complainant should file a Grievance Report ([Appendix Y](#)) with the appropriate Division Representative.
3. If unresolved, the Division Representative will meet with both parties in an effort to mitigate the issue and seek a reasonable resolution for all parties concerned.
4. If unresolved, the President will appoint two members of the Executive Board to join the Division Representative and act as a Grievance Committee. After the three-person committee has heard from both parties concerned, the committee will suggest steps for resolution and make a recommendation to pursue further action or dismiss the grievance.
5. If unresolved and warranted, the Grievance Committee will bring the grievance to the Executive Board for exclusive discussion and further review.
6. If unresolved and warranted, the Executive Board confers in session with all parties concerned. Complainant and alleged offending individual will be excused from the session while the Executive Board decides whether further action is warranted. Both parties will be immediately notified of the Executive Board's decision.

## **Appeals Process**

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

Section 3.6 Manager/Coach Replacement: In the event that a Manager or Coach resigns or is replaced, the Division Representative will solicit a candidate replacement subject to the Executive Board approval.

Section 3.7 Manager/Coach Agreement: All Managers must read and sign the Manager/Coach Agreement ([Appendix J](#)).

Section 3.8 Disciplining of Player: Physical or verbal abuse of players is forbidden. Benching is permitted for a player's failure to meet team standards for not making practices, unsportsmanlike conduct, or other action by the player not in the best interest of the team. Such benching must be reported in writing to the parents and Player Agent prior to its imposition or verbally to the parents and MGS Duty Officer prior to impositions if due to a situation on game day (written report to Player Agent is REQUIRED within 48 hours). Benching may NOT be used to defeat the intent of the minimum playing requirements of the modified rules ([Appendix N](#)). Repeated failure to meet team standards for making practices, unsportsmanlike conduct, or other action by the player not in the best interest of the team may result in the suspension or removal of the player from the league by the Executive Board.

Section 3.9 Field Maintenance Responsibilities: The Field Maintenance Coordinator and Assistants are responsible for training all Managers/Coaches in field maintenance techniques. Field maintenance in support of games is the responsibility of the team Managers and Coaches. It is recommended that they solicit team parents to help perform this duty. Refer to [Appendix K](#) which identifies the USA/MGS standards that game fields should meet.

Section 3.10 Equipment Distribution and Return: The Equipment Coordinator will distribute equipment prior to the start of the season to the team Managers. All equipment, regardless of condition, issued to team officials or players, except those designated as "give away" must be returned to the league upon request or at the end of each season (Spring, All Star, Select, Fall, etc). A \$150.00 team deposit and signed Equipment Check-Out Form ([Appendix W](#)), may be required from each Manager at distribution of equipment. If equipment is missing at the equipment check in, the Equipment Check Out form will be forwarded to the MGS President. The Board of Directors will decide if the deposit will be returned. (Losses due to wear and tear and normal attrition will be considered). Any player or Manager failing to return such items valued above the deposit or failing to adequately make restitution to the league for those items, may be suspended as a member of the organization or have legal action taken against him/her.

Section 3.11 Parents Evaluation of Manager/Head Coach: An evaluation of the manager and head coach will be performed once during the regular season and at the once at the end of the All Star season. The Player Agent will distribute the Manager/Coach evaluation form ([Appendix L](#)) to the registered parents and will be collected by the Player Agent, reviewed by the Director of Coaches, Division Representatives, and the President and will be kept confidential by the Secretary (for the All Star season, the evaluation forms will be sent directly to the parents of the All Star team players). Division Representatives may then discuss feedback with their respective Managers/Coaches in their said divisions. Completed evaluation forms will be provided to the President, Vice President and Secretary for use in discussions during considerations of applicants for Managers and Coaches for subsequent seasons. THE EVALUATIONS AND ANY DISCUSSIONS REGARDING THEM ARE STRICTLY CONFIDENTIAL. Circumstances may dictate use of a revised form to best address the areas of concern in that particular year.

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

Section 3.12 Manager Evaluation of League Performance: The Managers will be requested to provide feedback on the performance of the League, including good points and bad, throughout the season. It is the intent of the League that those concerns/issues be discussed with the Division Representatives. ([Appendix M](#)).

Section 3.13 Managers Meetings: MGS should hold mandatory Managers/ meetings prior to the beginning of each season, to be coordinated and conducted by the Director of Coaches. The first meeting should be held prior to the player evaluation and draft to familiarize the Managers with the process. A second meeting should be held after all team Managers/Head Coaches have been identified to familiarize them with the Operating Policies and Procedures and the Manager/Head Coach Handbook. If practical, a third Managers/Head Coaches meeting should be held within two weeks of season completion to review the season's activities and to identify/make operational recommendations to be carried to the appropriate Board Member and to the President for action in support of the following season.

## Article 4 Eligibility Criteria

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

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

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

Section 4.3 Player Wishing to Play Up: A player wishing to play up an age division must submit a "Playing Up Form" by December 31<sup>st</sup> of the current year of registration. ***In addition to being evaluated in her proper age division, the player wishing to move up will also be required to attend a player evaluation in the division in which she would like to play.*** In making a determination, the Player Agent and Division Representatives **will consider the following factors when evaluating if the player will be allowed to play up (not the only criteria for decision):**

- The player must be evaluated in her appropriate age division and meet the following criteria:
  - 6U – No evaluations
  - 8U 10U, 12U and 14U – player ranks in the top 25% of the division for which she wishes to play up.

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

## **Article 5 Softball Rules of Play**

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

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

1. Jerseys - MGS will provide jerseys consistent with team colors. All uniforms will have a number and name on the back. All teams are required to wear MGS provided uniforms and may not be altered.
2. Solid colored undershirts (sweatshirts, turtlenecks, tee shirts, etc.) may be worn underneath the jersey. No patterned undershirts may be worn. Pitchers may not wear sleeves that could deceive the batter. Same color sleeves are not required for the entire team.
3. Socks - Players must provide their own socks.
4. Pants - Players must provide their own pants.
5. Shoes – Cleats must be worn for safety purposes. No metal cleats are allowed.
6. Face Masks - Players must provide their own face masks which must be worn at all times on the infield.
7. Miscellaneous - All other equipment (i.e. sliding shorts, sliding pads, etc.) is the responsibility of the players. Sliding pads/shorts are recommended to be worn for all divisions.

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

Section 5.3 Team Names and Colors: Team names and colors are subject to approval of the Board of Directors. Team names will be selected prior to the start of the season. During a season, no duplicate team names in the same division will be approved.

Section 5.4 Pre-Game and Batting Cage/Pitching Lane Use: Team pre-game preparations will be conducted off line from other games in progress. Permitted teams have priority in the pregame warmup areas at Arroyo Vista over non-permitted teams and individuals, per Arroyo Vista Recreation and Parks District (AVRC). The following will have priority in the batting cages/pitching lanes, in the order listed: 1) Teams with games in progress; 2) Teams in pre-game practice; 3) Permitted MGS practicing teams; 4) Non-permitted MGS practicing teams. 5) 6U Division. Each team is entitled to one pitching lane, unless other pitching lanes at that field are unoccupied.

Section 5.5 Game and Inning Length Requirements: Defined in division specific rules. [Appendix N](#)

Section 5.6 Rescheduling Games: Games in the 8U, 10U, 12U and 14U divisions will be rescheduled within all efforts possible. Time and schedule permitting, every reasonable effort will be made to reschedule 6U rained out games. All other requests for rescheduling of games are to be directed to the respective Division Representative. Managers and are expected to consult with their team and to be aware of any conflicts well in advance of the actual conflict.

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

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

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

Section 5.7 Determination of League Standings: There will be no league standings for the 6U division. In divisions 8U – 14U, a win will count as a win, a loss will count as a loss, and a tie will count as a ½ win and a ½ loss. A forfeit will count as a 1-0 win or a 0-1 loss. A game that cannot be made up shall be registered as a 0-0 tie. Overall league standings will be determined based on the following criteria: win/loss record of regular season games within the MGS league based on overall winning percentage (i.e.: 7 wins and 3 losses equals 70%). League standing tiebreakers will be determined in the following order: head to head record, run differential, overall runs allowed during entire regular season, and overall runs scored during entire regular season, coin flip.

Section 5.8 Pitching Limitations: Refer to [Appendix N](#) for rules specific to each division. If a pitcher pitches one pitch in an inning, this counts as an inning towards the pitching limitations. In the case of an incomplete, suspended, or postponed game and the resumption thereof, the limitations that were in effect at the time of game suspension shall apply.

Section 5.9 Umpire Responsibility/Availability: Prior to game start, should adverse weather conditions exist, it shall be the decision of the umpire in charge, in conjunction with the two Managers, to determine whether or not the game shall be played. If the AVRC has determined the fields to be unplayable (and the fields are closed), the game shall be postponed. During game play, should a setting sun or weather conditions present a hazard to the players, the umpire in charge shall have the authority to stop play until the condition no longer presents a hazard. The amount of time that the game is suspended shall be added to the game's scheduled ending time.

Section 5.10 Umpire Selection and Evaluation: It shall be the policy of MGS that we will utilize a professional umpire service for the 10U and above divisions. Qualified youth umpires will be used in 8U regular season games and professional umpires for playoffs. The youth umpires will be treated the same as an adult umpire. If a problem arises in an 8U game, the youth umpire will stop the game and ask a Board Member to alleviate the problem.

## **Article 6 Playing Requirements**

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

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

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

Pull-up player(s) will only be allowed to play an outfield position or the catcher position (only if the team does not have a qualified catcher available for that game). The 14U division and above are exempt from the "outfield/catcher only" requirement. 12U Interleague play is exempt from the "outfield/catcher" only requirement. Pull-up player(s) must be placed at the bottom position of the batting order. If two players are selected, they will occupy the bottom two positions in the batting order.

The only recourse for teams that are short players due to illness, injury, and/or discretionary activities is player pull-up (see Section 5.7 Criteria for Postponement or Cancellation of Games). Such games cannot be rescheduled if the team is unable or unwilling to field a minimum team of 8 players.

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

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

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

## **Article 7 Protests**

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

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

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

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



## **Article 8 Safety and Security**

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

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

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

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

Section 8.2 Submission of Written Incident Report: In the event of an injury that requires treatment by a medical professional (i.e., physician, paramedic, etc.) or the identification of a potential safety issue, the Manager of the team is responsible to provide an incident report within three (3) days to the any member of the Executive Board who must forward it in a timely manner to entire Executive Board. Additional incident reports will be accepted from any witness or family members of an injured individual who wishes to submit one. If the injured individual is in any way associated with MGS activities but is not associated with a specific team, MGS members should convey the information to the MGS President, who will be responsible for submission of an incident report to the Executive Board. Players must obtain a doctor's release to continue participation ([Appendix P.1](#)).

Section 8.3 Security Screening: All Managers, Coaches, Chaperones, Team Parents, and any other individual that may have direct contact with players must submit a complete USA Background Check form and complete a SafeSport course in order to participate in MGS league functions.

## **Article 9 AVRC Information and Policies**

MGS utilizes facilities and fields controlled by the Arroyo Vista Recreation and Park District (AVRC). As a user of their facilities, we must comply with their rules and policies.

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

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

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

## **Article 10 Awards**

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

- 6U Division– Participation trophies/awards.
- 8U, 10U and 12U, 14U Divisions – First, second, trophies/awards will be awarded based on final standings, provided there are more than two teams in that division.

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

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

## **Article 11 Select/All-Star Tournament Team Rules/Guidelines**

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

### Section 11.1 Select Program Overview

In this article, we outline the rules and guidelines for the Select Program as of August 25, 2025, in alignment with the USA Softball Yellow Book. These rules are subject to change and may evolve in accordance with future updates or revisions to the Yellow Book. In the event of ambiguity or “gray areas” not specifically addressed in this Article, the USA Softball Yellow Book shall serve as the direct point of reference and authority.

*Fall Select*-The Fall Select Program is an extension of Moorpark Girls Softball designed to provide players with additional competitive opportunities beyond the standard Fall recreational season.

#### 1. Eligibility & Team Formation

- a. All players must be registered members of Moorpark Girls Softball for the Fall season.
- b. Players are subject to USA Softball eligibility rules as outlined in the current Yellow Book.
- c. Select teams shall be offered first and foremost to the previous Spring All-Star Managers.
- d. Teams may be formed in the 8U, 10U, and 12U divisions, depending on player interest and approved coaching availability.
- e. Rosters shall be capped at 12 players unless otherwise approved by the Board

#### 2. Competition

- a. Select teams will compete in Friday Night Lights (FNL) and USA Softball-sanctioned tournaments.
  - i. Gold Teams will participate in Camarillo FNL
  - ii. Silver Teams will participate in Newbury Park FNL
- b. Each team shall play in two Fall tournaments in addition to Friday Night Lights.
- c. All games must be conducted in compliance with USA Softball Yellow Book rules.

#### 3. Duration

- a. The Fall Select season shall run from the conclusion of Fall Rec evaluations through December 31 of the same year.
- b. Teams will disband at the conclusion of the calendar year, unless continuing into Winter Ball.

#### 4. Fees

- a. The Fall Select Program fee shall include the cost of:
  - i. Friday Night Lights entry
  - ii. Two Fall tournaments
  - iii. Umpire fees
  - iv. Jersey
  - v. Field usage fees
- b. Costs will be divided evenly among 12 players per team.

- c. This fee structure covers participation through the Fall season and into Winter Ball team formation.

#### *Winter Ball-*

1. Winter Ball teams will consist of the same Select rosters from the Fall season.
2. Additional fees will be required for:
  - Approximately 3–4 Winter Ball tournaments
  - Additional jersey(s)
  - Field usage fees
3. Winter Ball fees will be collected separately from the Fall Select Program fee.

#### *Spring Select-*

1. Runs from January 1 through early April.
2. - Designed for advanced, experienced players.
3. - Allows one organized team event per week after January 1 per USA Softball guidelines.
4. - Tryouts typically occur in early January (e.g., January 5, 2025).
5. - Participants must be registered for the Spring season to try out.
6. - Teams are grouped by age division, with possible Competitive (Gold) and Developmental (Silver) teams.
7. - Games and tournaments are scheduled throughout Southern California, including weekends.
8. - Coaches are selected through an interview and application process conducted by the Select Committee.
9. - 8U Division may carry all players, with the top 12 invited to tournaments at the manager's discretion.

#### *Authority & Governance*

1. This Article is based on the USA Softball Yellow Book as of August 25, 2025.
2. Any gray areas or disputes not specifically addressed herein shall defer to the USA Softball Yellow Book.
3. This Article may be revised or amended as updates to the Yellow Book occur.

## Section 11.1 General All-Star Rules:

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

8. Complaints or problem solving during the All-Star season shall be handled in the following manner:

- a. First – The issue will be brought directly to the applicable Manager. If not resolved,
- b. Second – The issue will be brought directly to the applicable Division Representative. If not resolved,
- c. Third – The issue will be brought to the Executive Board.

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

The All-Star season typically runs from May 1st through mid-July.

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

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

Section 11.3 Tournament Funding: The number of tournaments to be funded by MGS will be at the discretion of the Board of Directors. MGS will pay for one (1) tournament fee for 6U, and District and State Fees for 8U, 10U, 12U and 14U. For any additional tournaments beyond those that MGS has agreed to fund for that year, the applicable All-Star Manager is responsible to arrange payment.

Section 11.4 All-Star Formation Process (6U to 14U): Prior to March 15th, the Executive Board of Directors shall adopt the policies and method of selecting All-Stars for league tournament teams. Selection of All-Star positions (players and staff) shall be organized by division. Voting shall be the responsibility of the Manager of each team within that division and the Executive Board. ([Appendix Q](#))

Section 11.5 All-Star Selections: Per USA Softball rules, no tournament team shall be selected prior to May 1 of each year (unless USA Softball deems an earlier date). Teams selected to participate in tournament play will meet the policies of Southern California USA Softball “B” or “C” Championship Play.

Section 11.6 Player Eligibility: Any player selected for the All-Star team must have participated in at least 50% of her Spring season team’s games.

Section 11.7 All-Star Staff: Per USA Softball requirements, All-Star Manager Candidates must have completed an ACE online Coaching Clinic prior to May 1<sup>st</sup> of the calendar year. It is also strongly recommended that they attend the USA Softball Coaching Clinic during the current playing season. Qualified Manager Candidates will be approved by the Executive Board of Directors based upon the MGS Manager selection criteria in [Appendix Q](#). Approved Managers of any All-Star team will be chosen in conjunction with the selection of All-Star players. Managers, and Coaches must be registered Managers, Coaches of a team for the current year within the division being considered. Any member of the All-Star staff who did not participate in the current season is subject to a USA Softball approved background check at their expense and approval by the Board of Directors.

Section 11.8 Players Commitment: All 6U, 8U, 10U, 12U, and 14U players must sign a commitment agreement to be eligible for the All-Star Team ([Appendix R](#)).

Section 11.9 Team Staff Commitment: Team staff must sign a commitment agreement to be eligible for the All-Star Team ([Appendix S](#)).



Section 11.10 All-Star Manager Responsibility: Managers shall make every effort to play each player in her position of greatest strength and benefit to the All-Star team. It should be understood and communicated to the players and parents that they may be required to participate in positions unfamiliar to them due to the skill level of other participants. All-Star Managers should discuss team needs and player skills to best meet team, parental, and player goals and expectations.

The league, along with the Managers, should hold a team meeting at the earliest convenience after final selection of the teams. At that meeting, they should discuss and define financial responsibilities, time commitments, and possible practice days. Players in the 6U division may NOT practice more than 2 hours a day.

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

1. A team roster including team Manager, Head Coaches, team parent, and other appropriate contacts
2. Copies of certified birth certificates for all players and/or USA Softball registration cards.
3. Individual player pictures.
4. Proof of league insurance (mandatory) and claim forms (if available)
5. Signed medical release or applicable (MGS) registration form for each player

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

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

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

Refer to Section 12.2 for specifics regarding the sponsor donation reimbursement requests.

## **Article 12 Fundraising**

Section 12.1 Fundraising Programs: The Fundraising Coordinator/Committee shall have the responsibility of coordinating fundraising events implemented. The committee shall provide an initial budget preceding the event, to be approved by the Board of Directors. The committee shall be responsible to the Treasurer for a full accounting of each event, submitted in writing, along with any deposit of funds, as soon as available after each event.

### Section 12.2 Sponsors:

Team Sponsor Program - All sponsor donations will be made payable to MGS. At no time shall a team representative accept a sponsor donation made payable to anyone other than MGS. Sponsor monies in excess of the required Team Sponsor contribution ([Appendix U](#)) may be requested for items to benefit the team.

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

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

Section 12.3 Snack Shack: The Snack Shack will be managed by the Snack Shack Lead. Policies governing the operation of the Snack Shack, staffing, supply, opening and closing, accounting and cash flow, and health and safety will be published separately as MGS Snack Shack Control Procedures. At the Board of Director's discretion, the daily operations of the Snack Shack may be contracted to a professional party, who will report directly to the Snack Shack Lead.

Section 12.4 Post-Season Tournaments When the situation presents itself, MGS and the Board of Directors may choose to sponsor Post-Season Tournaments as a fund-raising venture to support the MGS. Parents or any family member (18 and over), are required to donate six (6) hours per All Star child towards postseason tournaments a refundable deposit check will be submitted at the All Star meeting in the amount of \$250 (i.e. Check-in, Snack Shack, Field Crew).

## **Article 13 Operational Support**

Section 13.1 Duty Officer: MGS shall have one representative of the Board of Directors present at the Arroyo Vista or Mountain Meadows field(s) to provide management support for all scheduled games ([Appendix T](#)).

## **Article 14 Amendments to the Operational Policies and Procedures**

Section 14.1 Amendments: Following the Allstar season, The Rules Committee should open discussion with the Board on adopting or revising the current Bylaws/OPPs. Should a revision be required, the Rules Committee shall meet to discuss such revisions. At the regularly scheduled August Board Meeting the Revisions will then be voted upon to adopt. The Board may adopt the document as a whole document or propose changes to single line items. Board approval to adopt or to change the recommendation of the Rules Committee will require approval of at least 60% of the existing members of the Board present. These Bylaws/OPPs shall be adopted prior to Sept 1 of the new fiscal year. Any delay must be agreed upon by majority vote of the Board.

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## Appendix A

### Player Evaluation Process

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

#### 1.) The Planning and Documentation phase:

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

- a. Establishing Evaluation dates and times for each division
- b. Coordinate with the Scheduler to obtain field permits
- c. Publicizing the evaluations dates
- d. Building a master list in alphabetical order for each age division, which identifies all girls registered and identifies the areas to be evaluated (based on input from the Director of Coaches). If an evaluation was performed for the player in the previous year in the same division, the value and the player ranking will be listed
- e. Notifying the girls of their evaluation dates and times.

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

- a. Checking the prospective Managers and Independent Evaluator in and supplying each with a master evaluation sheet/form. After this step, the prospective Managers and Independent Evaluators will be turned over to the Director of Coaches who will explain the evaluation process.
- b. Checking the girls in and assigning a number to them (number on clothing or other tracking mechanism).
- c. Explaining the evaluation approach to them prior to releasing them in small groups of 7 to 10 to the Director of Coaches and his/her team of Evaluators. The prospective Managers and Independent Evaluators of that said division will be provided a master sheet with a tracking number of each girl.
- d. After the evaluations have been completed, each prospective Manager and Independent Evaluator will turn in a totaled evaluation sheet that reflects an evaluation of the girls' ability in each category (as identified by the criteria developed by the Director of Coaches and approved by the Board) to the Player Agent. In addition, the prospective Managers, Player Agent, Independent Evaluators for each age division shall meet to determine the ranking of the top level pitchers and catchers equal to the number of teams in said division. In Divisions 10U – 14U, players who do not try out as a pitcher at evaluations may not pitch more than one inning per week during the regular season.
- e. The evaluation statistics will be compiled separately for each division by a committee appointed by the Player Agent. Evaluation results will not be shared with the prospective Manager until the actual player draft meeting of that said division. If the Player Agent has a child in that said division, the evaluation results will be compiled by the Division Commissioner of said Division or a chosen (by the Executive Board) individual.
- f. The highest and lowest cumulative evaluation numbers of prospective Managers for each player will be dropped. The independent evaluator(s) scores will count in the overall scoring for each individual evaluated.
- g. The remaining evaluation numbers will be totaled and averaged in each category on the master division sheet. These numbers are confidential to the selected Managers, Division Commissioner, and Player Agent only.
- h. The final evaluation number/score will be the number used in accomplishing the Draft for 8U through 14U teams.

2.) The second phase is the Evaluation Phase:

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

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

This process may include:

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

# Appendix A.1

## PLAYER EVALUATION FORM Template

Manager:			Score 1 - 5 (1 is the lowest)									
	Evaluation Name	DOB	Allstar	Hit	Infield	Outfield	Throw	Run	Total	Comments	Pitching	Catching
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

**Appendix B**  
**Team Draw Process (6U)**

6U Process

This Division will be organized by the Player Agent and the 6U Division Commissioner, using school and special requests as a guide. It is the intent of the league to ensure no waiting list and that all registered players are put on a team while trying to accommodate all special requests.

## **Appendix C**

### **MGS SPRING DRAFT PROCEDURE (8U-14U)**

#### **Pre-Draft Procedures:**

1. The Board of Directors has appointed Managers.
2. The appointed Managers or Manager's designate must attend player evaluations. Each team must be represented.
3. At the conclusion of the last scheduled evaluation, the Managers will agree on, by majority vote, and based on average evaluation scores, the identity and ranking of the pitchers in the Pitchers Pool, and catcher in the Catchers Pool, if applicable to ensure that each team has an equal opportunity to draft a top pitcher and catcher.
4. Information collected at the evaluations will be supplied to the Player Agent and appointed Draft Committee who will compile the Division Draft Roster.
  - a. The Division Draft Roster lists all players, all evaluation scores, and an Average Evaluation Score (average less the high and low evaluation scores) to two decimal places (e.g., 24.33) for each player.
  - b. The Division Draft Roster shall rank the players in descending order based on the Average Evaluation Score.
  - c. After evaluations, teams are formed based on the number of registered girls, aiming for balanced team sizes.
  - d. The Player Agent determines the quantity of girls in each age bracket for team assignments, including girls playing up a division.
  - e. The draft aims to balance age and talent among teams, with a limit on the number of girls in any age group on a team, determined during the draft.

#### **MGS Draft Night Process (8U-14U)**

1. The draft process begins when all division managers and required Board members are present.
2. Draft order is random, with no trading of draft picks allowed. Frozen and All-Star players have designated rounds as stated below.
3. The 8U Division will attempt to identify the catchers. The 10U and above division will rank the Top Level Catchers from one through the number of teams in the division. Identify additional catchers to be placed in the Catcher's Pool. - If there is a lack of qualified catchers, at the Division Commissioner's discretion, there may not be an individual catcher's draft in that division.
4. Identify additional pitchers to be placed in the Pitcher's Pool. (Note: All pitchers who pitched in all stars last year must be included in the pitcher rankings)
  - a. Any player who was not evaluated as a pitcher, will only be allowed to pitch one inning per week in the Spring Season.
5. All Managers will come to a consensus that the player ranking is acceptable prior to proceeding with the Draft.
6. Frozen players shall be frozen in their scored rounds, or as a pitcher or catcher as they appear on the Division Draft Roster. Sisters are frozen to the team that chooses the first sister, if the parent(s) have previously indicated they must play together.



## Appendix C

### MGS SPRING DRAFT PROCEDURE (8U-14U) (cont'd)

The following will apply to the 8U, 10U and 12U divisions.

**Frozen Players:** Each team may have a player or players assigned to that team based on relationship. i.e. Coaches daughter(s). These players are not placed in the draft. **All-Star players:** If the player previously played in a Lower Division All-Stars, that player is considered a 1st year player.

There are 2 draft orders based on Pitching and Catching

1st and 2<sup>nd</sup> round is for pitching

2<sup>nd</sup> – 3<sup>rd</sup> round is for catching

Frozen Players who are assigned to teams are categorized as follows.

1<sup>st</sup> Round – Ranking Pitcher

2<sup>nd</sup> Round – Ranking Pitcher (if more ranked pitchers than teams)

3<sup>rd</sup> Round – Catcher

4<sup>th</sup> Round – Gold A/S – 2<sup>st</sup> year Div (non-pitcher)

5<sup>th</sup> Round – Silver/Bronze A/S – 2<sup>nd</sup> Year Div (non-pitcher)

6<sup>th</sup> Round – Gold A/S – 1<sup>st</sup> year Div

7<sup>th</sup> Round – Silver/Bronze A/S – 1<sup>st</sup> Year Div (non-pitcher)

8<sup>th</sup> Round – Player – 2<sup>nd</sup> Year Div

9<sup>th</sup> Round – Player – 1<sup>st</sup> Year Div

A/S is defined as a player that was selected to a MGS All Star team for the previous season. If a returning A/S player does not attend evaluations, they will be ranked on merit and not placed in blind draft.

7. Those Managers that do not have a Top Level Pitcher (P1) frozen to their team will choose a pitcher from the Top Level Pitcher's List. First picks must be from the Top Level Pitcher's List for those Managers who do not have a pitcher frozen from the Top Level Pitcher's List.
8. Those Managers that do not have a Top Level Catcher frozen to their team will choose a catcher from the Top Level Catcher's List, if applicable.
9. Once Top Level pitchers and catchers have been drafted, a Manager may pick any unfrozen player upon his/her subsequent turns. The 1st Round Pick Order will be determined on the basis of the lowest to highest Pitcher/Catcher accumulated evaluation score.

10. The draft order in the following round will be conducted in reverse order according to the random draw in the first round.

## **Appendix C**

### **MGS SPRING DRAFT PROCEDURE (8U-14U) (cont'd)**

11. The 2nd Round, and subsequent, Pick Orders will be continued in the draft pick order and serpentine back and forth the same order. Frozen players are placed on the team in the round in which they were ranked. Managers pick as above, and repeat there are no players left.

#### **Post Draft**

1. Upon completion of the draft, Managers may trade drafted players before leaving the draft room with the approval of both the Player Agent and Division Rep. No more than 2 trades can be made per team.
2. The Division Commissioner and Player Agent will develop a roster for all of the teams and will distribute those rosters within 24 hours of draft completion.
3. Players not identified at the time of the draft will be assigned by the Player Agent and respective Division Commissioner with the goal of balancing the teams as best they can without re-assigning any players to other teams.
4. Players who quit a team after the draft are disqualified for the season, and refunds may be considered by the Board.

#### **Exceptions**

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

#### **MANAGER SELECTION**

##### **MANAGER/COACH CANDIDATES**

Candidates for managers/coaches are solicited and interviewed by the Board. Background checks and Safe Sport Certification are mandatory. Any manager/coach that does not complete their SafeSport and Background check by opening day will not be able to take the field with their team until they are both completed. All first-time managers must attend USA Softball Coaching Clinic at the cost of the league and all returning managers may attend at their own expense. All managers must attend the MGS Coaches Meeting, and assistant coaches are encouraged to attend. The Board approves all managers and coaches for the season.

## Draft Roster Example

[illegible]

## MGS Special Request

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

**NOTE: Special requests may not be considered if the number of teams in the division is 3 or less. This will be at the Division Representative's discretion.**

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

Section 2.4.2 8U – 16U Special Requests: Special requests in 8U-14U are highly discouraged due to the tendency to created imbalanced teams.

Player's Name: \_\_\_\_\_ Division: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Special Request: \_\_\_\_\_

Reason for Special Request (Be very specific): \_\_\_\_\_

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Parent/Guardian Signature: \_\_\_\_\_

## Appendix E



### PARENTS CODE OF

### CONDUCT AGREEMENT

The Board of Directors of Moorpark Girls Softball (MGS) is committed to ensuring that all MGS games and activities are fair, positive, and enjoyable experiences for every child and adult involved. Participation in MGS Softball should be friendly and unifying—a spirited social and instructional athletic occasion for players, coaches, umpires, parents, and spectators.

As such, we expect all parents and guardians to adhere to the MGS Code of Ethics and conform to the following Code of Conduct:

#### CODE OF ETHICS

##### Commitment to the Players

- Parents shall encourage their children to always exhibit sportsmanship and respect for others.
- Parents shall support their child's development by promoting a positive attitude toward learning and teamwork.
- Parents shall refrain from coaching their child from the stands during games or practices.
- Parents shall recognize that coaches may use specific strategies and signals that should not be interrupted.
- Parents shall foster a respectful relationship between their child and the coach, understanding that mutual trust is essential.

##### Commitment to the Organization

- Parents shall behave in a manner that brings credit to MGS and themselves.
- Parents shall support the league's mission and values, including respect, fairness, and integrity.
- Parents shall comply with all MGS and USA Softball rules and policies.

#### CODE OF CONDUCT

- During Practices and Games
- Treat all participants fairly, regardless of gender, ethnicity, religion, or background.
- Direct comments toward performance, not personal attributes.

- Refrain from using abusive language, profanity, or inappropriate behavior toward any player, coach, umpire, volunteer, or spectator.
- Do not interfere with coaching decisions or instructions.
- Ensure that guests attending games or practices behave respectfully and responsibly.
- Abstain from the use of alcohol, drugs, and tobacco near playing fields or around players.
- Respect all posted safety rules, including the 5-mph speed limit in the parking lot.
- Keep the facility clean and contribute to the upkeep of the fields and common areas.
- Social Media and Communication
- Refrain from slandering, bullying, or harassment via social media or other platforms.
- 
- Submit a written request at registration if you do not want your child featured on MGS social media outlets.
- Address concerns respectfully and through appropriate league channels.
- Special Requests and League Participation
- Special team requests must be submitted in writing at the time of registration and no later than evaluations. These are considered but not guaranteed.
- Registration fees must be paid in full unless prior arrangements are made with the MGS Executive Board.
- Refunds are considered on a case-by-case basis prior to team formation.

## PROGRESSIVE DISCIPLINE POLICY

Violations of the Parents Code of Conduct will be addressed through the following steps:

1. **First Offense – Verbal Warning**  
A verbal warning will be issued by a league official. The incident will be documented.
2. **Second Offense – Written Warning**  
A formal written warning will be issued. The individual may be asked to leave the premises for the remainder of the day.
3. **Third Offense – Suspension**  
The individual will be suspended from attending games or practices for a specified period, as determined by the MGS Executive Board.
4. **Fourth Offense – Expulsion**  
The individual may be permanently expelled from the league and prohibited from attending any MGS events.

**Note:** Serious violations may result in immediate suspension or expulsion without prior warnings, in accordance with USA Softball Governing Body rules.

I, \_\_\_\_\_, agree to abide by the expectations as outlined in the MGS Parents Code of Conduct Agreement.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Blank

**Appendix F (example)**

**Moorpark Girls Softball Scholarship Form**

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

**ALL APPLICATIONS ARE HELD IN STRICT CONFIDENCE**

Player's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

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

**Requested Scholarship Amount**

☐ Partial (amount: \$ \_\_\_\_\_)

☐ Full (amount: \$ \_\_\_\_\_)

**Requested Scholarship Percentage and Required Volunteer Hours**

*Note: Circle requested % and associated volunteer hours*

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

**Reason for Request (Be very Specific)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\*Scholarship Aid Forms shall be directed to the attention of the Treasurer or the President



## Appendix G

### Application for Manager, Coach and Team Parent Template

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

Position (check all that apply):   MANAGER   ASST COACH   TEAM PARENT   VOLUNTEER

Age level applying for (please check one)   6U   8U   10U   12U   14U

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Background check authorization attached: ☐Yes   ☐No   Copy of Driver's License attached? ☐Yes   ☐No

E-mail Address: \_\_\_\_\_

List previous youth leadership experience (ex: sports, scouts, school, etc):  
\_\_\_\_\_

Have you ever been suspended or denied leadership from any youth programs? ☐Yes   ☐No. If yes, please explain.  
\_\_\_\_\_

Have you ever been registered for any offense under 290 C.P.C? ☐Yes   ☐No. If yes, please explain and give dates.  
\_\_\_\_\_  
\_\_\_\_\_

References (provide at least 3):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have daughter(s) registered in this program? ☐ Yes ☐ No

Daughter(s) name(s): \_\_\_\_\_

MGS sponsors mandatory meetings and Players Clinics for Managers and Coaches prior to the start of season, during season, and post-season. MGS requires that ALL Managers and Coaches attend an ACE online course Clinic presented by the USA Softball at their own cost AND required to attend at least one (1) MGS Clinic. It is strongly recommended that Coaches and Asst. Coaches also attend the ACE Clinic. If selected as a Manager or Coach, do you agree to attend these meetings? ☐Yes   ☐No

#### CAREFULLY READ, SIGN, DATE AND RETURN TO MGS

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit this completed form with photocopy of driver license and check payable to MGS to cover USA Softball background check processing fees

## Appendix H

### **Manager Selection Process**

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

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

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

The results of the background checks will be provided to the President by the League Administrator. Failed background checks will be provided ONLY to the President.

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

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

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

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

Subsequent to Executive Board approval, the Board of Directors must either affirm or disapprove the list of selected Managers/alternates candidates as presented. The Board of Directors vote shall be for the lists of Manager by Division as approved and presented by the Executive Board. If any list is disapproved, the Executive Board will request the confidential input of the Board of Directors regarding their concerns. The lists of Managers will be announced prior to team evaluations.

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

## Appendix I

### Scorekeeping

The home team is the official scorekeeper for each game. Each team will provide their own scorekeeper for each game. There will be a mandatory Scorekeepers Clinic scheduled before each season. Scorekeeping can be kept in an Official Scorebook or via GameChanger.

Each team is responsible for keeping its batting order straight. It is courteous to give the other team your batting order, with players' numbers, at least five minutes before the game time. The following is a simple system that is used for recording game occurrences:

Each fielder has a number:

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

Use letters or abbreviations to describe game occurrences:

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

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

Mark a batter's progress around the base paths by drawing a line from base to base on the template printed in your scorebook (MGS will provide the scorebook). If a batter reaches home safely and scores, lightly color the diamond in. Coloring lightly ensures that information written inside the diamond is not obscured.

Outs must be recorded by indicating the out (1, 2, or 3) and circling the number so that you can easily keep track of the outs.

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

## Appendix J

### **Manager/Coach Code of Conduct Agreement**

The Board of Directors of Moorpark Girls Softball (MGS) seeks to ensure that all MGS softball games and activities are fair, positive, and enjoyable experiences for all of the children and adults involved. Participation in MGS Softball should be friendly and unifying -- a spirited social and instructional athletic occasion for players, coaches, umpires, and spectators.

As such, we jointly expect all league managers and coaches to adhere to the MGS code of ethics and conform to the following code of conduct:

#### **CODE OF ETHICS**

##### **Commitment to the Players**

- Coaches shall put the welfare of their athletes above all else while maintaining professional relationships with them.
- Coaches shall encourage the athlete to exhibit sportsmanship at all times.
- Coaches will familiarize themselves with the USA Softball Rule book and will comply with all USA Softball rules.
- Coaches need to understand that they are role models for their young players. They must project a proper role model image.
- Coach's commitment to the player and the player's commitment to the coach is an equal partnership.

##### **Commitment to the Organization**

- Coaches shall behave in such a way that they shall bring credit to the organization and to themselves.
- Coaches need to have and show professional behavior.
- Coaches shall act in full accordance with MGS, and USA Softball rules.

#### **CODE OF CONDUCT**

##### **During Practice**

- Treat everyone fairly within the context of the activity, regardless of gender, ethnic background, color, sexual orientation, religion, political belief, or economic status.
- Direct comments at the performance, rather than the person.
- Provide a safe playing situation for the players by ensuring that the activity being undertaken is suitable for the age, experience, ability, and fitness level of the players, and by educating players as to their responsibilities in contributing to a safe environment.
- Review and practice the basic first-aid principles needed to treat player injuries.
- Hold, but do not exceed, the number of practices required for the age division.
- Do your best to organize practices that are instructional, fun and challenging for all players.
- Be knowledgeable in the rules of the game and teach these rules to the players.

##### **During the Game**

- Lead by example in demonstrating fair play and sportsmanship to all players.
- Place the emotional and physical well being of the players ahead of a personal desire to win.
- Refrain from public criticism of fellow coaches.
- Exchange friendly greetings with opposing coaches prior to the start of each game and immediately upon its conclusion.
- Accept responsibility for the sportsmanship and conduct of your players and their parents. Hold a meeting in the preseason to explain and discuss your expectations.
- Abstain from the use of alcohol, drugs, and tobacco in conjunction with the sport.
- Refrain from the use of profane, insulting, harassing or otherwise offensive language while coaching.

##### **With Umpires**

- Demonstrate respect and support for all umpires, and encourage your players, parents and spectators to do the same.
- Recognize that at some levels of play, umpires are sometimes young and inexperienced, requiring even more of your patience and support.
- Treat umpires in a courteous manner at all times and be sure that you and your players thank the umpire after the game.
- Address all comments and concerns about league umpires to the MGS Umpire Coordinator. Present your comments/concerns in a calm, objective, and rational manner.

## **Manager/Coach Code of Conduct Agreement Cont.**

### **PROGRESSIVE DISCIPLINE POLICY**

Violations of the Coaches Code of Conduct will be addressed through the following steps:

5. **First Offense – Verbal Warning**

A verbal warning will be issued by a league official. The incident will be documented.

6. **Second Offense – Verbal with Written Warning**

A formal written warning will be issued. The individual may be asked to leave the premises for the remainder of the day.

7. **Third Offense – Suspension**

The individual will be suspended from attending games or practices for a specified period, as determined by the MGS Executive Board.

8. **Fourth Offense – Expulsion**

The individual may be permanently expelled from the league and prohibited from attending any MGS events.

**Note:** Serious violations may result in immediate suspension or expulsion without prior warnings, in accordance with USA Softball Governing Body rules.

An ejection from a game may result in ineligibility for consideration for Allstar coaching.

I, \_\_\_\_\_, agree to abide by the expectations as outlined in the MGS Coach's Code of Conduct Agreement.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Appendix K

### Field Maintenance and Responsibility

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

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

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

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

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

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

#### Field set up Procedures and Responsibility

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

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

2. After the Final Game of the Day, **Visiting Team is responsible for breaking down field.**
  - a. Return helmet racks to the maintenance shed.
  - b. Return all bases and maintenance equipment to the maintenance shed (see figure 4).
  - c. Verify that all base peg covers have been properly installed.
  - d. Managers must be responsible for ensuring equipment is returned to the shed and put in designated locations.

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

#### Parents, Managers, Coaches Responsibilities:

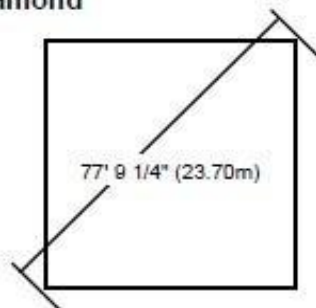
Please maintain the stands and dugouts clean. Pick up all trash around the grandstand and dugout area.

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

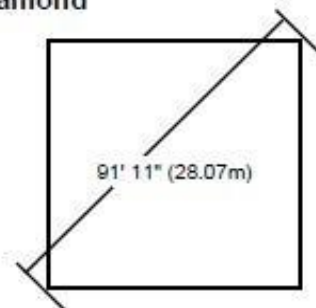
FAILURE TO FOLLOW THESE PROCEDURES WILL REDUCE PRACTICE TIME ON THE FIELD.

[illegible]

## 55-Foot Diamond



## 65-Foot Diamond



### **Figure 3: Field Dimensions**

The distance between bases shall be 60' in all divisions.

Division	Pitching Distance	Ball Size
6U	30'	10"
8U	30"	10"
10U	35"	11"
12U	40"	12"
14U	43"	12"

First Base: An orange and white double safety base is used. Orange side is the foul side

Second and Third Bases: slide over safety bases are used.

### **Figure 4: Maintenance Equipment to be Utilized.**

All maintenance equipment, bases, pitching rubbers, small scoreboards, and helmet racks are stored in the maintenance shed. The Duty Officer of the Day will open the shed 60 minutes prior to game time. The visiting team will close and lock the shed after field clean up from the last game of the day/night has been completed.

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

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



Appendix L

**Manager/Coach Performance Evaluation - Example**

**NOTE: Specific questions and format may vary**

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

Evaluations will be collected by the Secretary or Division Commissioner and will be kept confidential. Thank you for completing and returning this form.

Manager/Coach's Name: \_\_\_\_\_ Team Name/Division: \_\_\_\_\_

Season: \_\_\_\_\_ Your Name (optional): \_\_\_\_\_

Please rank your team's staff on their effectiveness in the following areas. Use a scale of 1 – 5 (1 = Poor, 5 = Excellent)

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

1. Attitude towards players. \_\_\_\_\_
2. Attitude towards parents. \_\_\_\_\_
3. Attitude towards opposing Managers/Coaches. \_\_\_\_\_
4. Promptness. \_\_\_\_\_
5. Dependability. \_\_\_\_\_

**The Sport.** How well did your manager/coach:

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

**Communication.** How well did your manager/coach:

1. Communicate with the players? \_\_\_\_\_
2. Communicate with the parents? \_\_\_\_\_
3. Demonstrate and teach proper respect towards umpires? \_\_\_\_\_

Please Circle one (Yes or No) for the following questions.

1. Would you want your child to play for him/her again? **Yes No**
2. Would you recommend this person to other parents as a manager/coach? **Yes No**
3. Did the manager/coach player treat his/her own child better than the others? **Yes No**
4. Was the manager fair with the other players? **Yes No**

Comments:

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## Appendix M

### Manager & Coach Evaluation of the League - Example

**NOTE: Specific questions and format may vary**

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

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

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

**Appendix N**  
**2025 Modified/Supplemental Playing Rule 6U**  
**(Current ASA rules apply with the following modifications)**

Page 1 of 3

**General Rules:**

1. All players are required to have and use a batting helmet and face cage, shoes with plastic cleats (no metal cleats permitted) and a Fielding facemask; Recommended, but not required equipment includes: face mask, slider shorts, wraps and protective shin/knee pads (aka sliders).
2. Official ball is a new 10 inch Worth Reduced Injury Factor (RIF) Level 1 softball in optic yellow. If necessary, an alternate ball of the same size may be used if deemed equivalent by the Division Commissioner.
3. A formal practice shall consist of five or more players. Each girl may practice up to three hours per week before opening day, and two hours per week once official games have begun.
4. Players are not permitted to wear jewelry (including watches and earrings) except Medic Alert bracelets.
5. All players will keep their shirts tucked in.
6. All players must wear socks that cover the ankle. "Peds" are not permitted.
7. Profanity, intoxicants of any kind, and tobacco use of any kind are not permitted.
8. Throwing of equipment is not permitted.
9. Parents, fans and Team Staff will refrain from any type of sarcasm, verbal abuse, physical abuse, intimidation, or other unsportsmanlike acts directed towards players, other parents, fans, Team Staff, umpires or MGS Board Volunteers.

10. It is the responsibility of the Manager to adhere to and enforce all General Rules. Failure to comply will result in one or more of the following: a) team warning; b) player is out; c) disqualification of Manager and/or conflicting player(s) for said game; d) next game suspension of Manager and/or conflicting player(s). All actions under Rule 10, except a) or b), must be reported to the Division Commissioner, who will report it to the MGS Executive Board.

**Game Play Rules:**

11. There is no infield fly rule.
12. The dropped third strike rule is not in effect.
13. There is no stealing of bases, no lead offs.
14. The ball is dead, if when being thrown to the pitcher, the ball crosses the plane of the pitching circle.
15. All players shall play defensively in all innings. There shall only be six infielders (including 1 catcher) with all remaining players in the outfield playing 10' behind the baseline.
16. The game will last for 1 hour and 5 minutes (drop dead) or four innings, whichever comes first.
17. Outs will be called by the on-field Umpires and are not open to discussion, the call is FINAL. Players, who are called out, must return to the dugout. When 3 outs are recorded, any remaining base runners will be removed, and the team will continue to bat until they have reached the end of their batting order. 3 outs / clear bases rule remains in effect.
18. The player will receive four Coach pitches. If the player does not put the ball in play by the fourth pitch, they get to hit off the tee. Exception made if fourth pitch is foul the batter will be allowed an additional pitch.
19. Coach must pitch from the mound at a distance of 30 feet, player pitcher must stand with one foot in the pitching circle and may move to center when batter hits off the

20. If an infielder, while in control of the ball, makes an attempt on a runner by throwing to a teammate covering a base, that runner may advance one base on an overthrow at her own risk. This one base limit also applies to all runners on the bases.
21. On a ball put into play off a coach pitch, batter and runners are allowed to run unlimited bases at their own risk until the ball crosses the pitching circle. The player must be half way to the next base, past the chalk line, prior to the ball being thrown toward the pitching circle in order to advance to the next base.
22. A batter that puts the ball in play off the tee is allowed only one base, any other runners shall only advance one base. One additional base is allowed for all runners on an overthrown attempt at a base, per rule 20.
23. There will be no score kept or team standings.

## Appendix N

### Appendix N

#### Modified/Supplemental Playing Rule 8U

(Current USA Softball rules apply with these modifications) Page 1 of 3

##### General Rules:

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

## Appendix N

### **Modified/Supplemental Playing Rule 8U**

(Current USA Softball rules apply with these modifications) Page 2 of 3

#### GAME PLAY RULES

13. There is no infield fly rule.
14. The dropped third strike rule is not in effect – a batter runner cannot advance to first base on a dropped third strike.
15. Stealing of all bases is allowed with the exception of home. The player will be allowed to advance one base per pitch. If a play is made on any runner, the runner on third (if occupied) cannot advance home. The player may not advance on an overthrow.
16. Continuation on a walk is NOT allowed.
17. The ball is dead if, when being thrown to the pitcher, the ball crosses the plane of the pitching circle.
18. On an overthrow of a ball put in play, the runner may advance up to one base, at her own risk. This one base limit also applies to all runners on the bases.
19. All weekday games will be 1 hr. & 30 minutes “drop dead”. The game will be stopped in the middle of an inning. The score at the “drop dead” time will revert back to the last completed inning, unless the home team is ahead. On Saturday, any inning started prior to 1 hr. & 30 minutes will be completed. If six innings are completed prior to the expiration of time, the game shall end. In the event it becomes necessary to discontinue a game, it shall be official at the end of 4 innings or, in the event the home team is leading, at the end of 3 ½ innings.
20. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game shall be added to the end of the batting order. A player who leaves the game early will be skipped, and will not be recorded as an out.
21. There will be 9 or 10 defensive players on the field: 6 infielders and 3 outfielders/4 outfielders, depending on team size. Both coaches will agree upon the number of outfielders prior to the beginning of the game. Outfielders must be at least 10 feet behind the baseline until the ball is hit (baseline is the direct line between two bases). A team must have a minimum of 7 defensive players to start a game (unless agreed upon by both managers). When playing “shorthanded” with 7 players, an out will not be charged when the 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> batting position is scheduled to come to the plate.
22. A girl may not sit out 2 consecutive innings.
23. All players will play at least one inning in the infield per game.

**Modified/Supplemental Playing Rule 8U (cont'd)**  
(Current USA Softball rules apply with these modifications) Page 3 of 3

24. A team is restricted to a maximum of three runs per inning. The “losing” team will be allowed to score three plus the number of runs needed to go “up” three runs over the “winning” team.
25. A Coach pitcher will replace a girl-pitcher after four called balls.
- a. The Coach-pitcher must pitch from the pitching rubber.
  - b. The Coach-pitcher assumes the batter’s strike count, and the ball count will be ignored.
  - c. The Coach pitcher assumes the count and is allowed to pitch the remaining strikes.
  - d. The batter is out when three strikes are accumulated. Each pitch will count as a strike, whether or not the pitch crosses the plate in the strike zone. The batter will only receive an additional pitch or pitches if they foul off the last pitch.
  - e. No bunting or stealing shall be allowed off a Coach-pitcher.
  - f. While the Coach-pitcher is pitching, the girl-pitcher must have one foot in the pitching circle, even with or behind the pitching plate.
  - g. If a batted ball hits the Coach-pitcher, the ball will be considered a live ball.
26. In the interest of developing pitchers and hitters and preparing the girls for advanced play, the division shall go to modified player-pitch after the completion of the first half of the season (date to be determined by the Executive Board). After 3 walks in a ½ inning (**a hit by pitch is NOT considered a walk**), the format will revert to Coach-pitch format as described in Rule #25 for the remainder of that ½ inning. Walked and hit batters will take their base in accordance with ASA and MGS modified rules which may result in a run crossing the plate without a ball put in play (i.e. hit ball). The Division Commissioner will advise the Director of Coaches, Director of Umpires, and 8U Managers regarding the start date for the modified player-pitch format.
27. For developmental purposes, any pitcher is restricted to pitching a maximum of 3 innings per game, but the innings pitched cannot be consecutive. When violated, the pitcher is removed from the pitching position and cannot return to the pitching position for the remainder of the game. Only the P1 can be reinserted into the game after being replaced as the pitcher, as long as she has not reached her pitching limit. One pitch thrown constitutes an inning pitched
28. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook.
29. In the event of a tie in standings at the end of the season, the tie breaker analysis is as followed:
- Winning Percentage
  - Head to Head
  - Total Run Differential
  - Total Runs Against
  - Total Runs For
  - Coin Toss

**Appendix N**



## **Modified/Supplemental Playing Rule 10U**

(Current USA Softball rules apply with these modifications) Page 1 of 3

### General Rules:

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

## Appendix N

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

(Current USA Softball rules apply with these modifications) Page 2 of 3

#### Game Play Rules

13. The infield fly rule is in effect.
14. The dropped third strike rule is in effect. A batter runner may advance to first base on a dropped third strike.
15. Stealing of all bases is allowed, and the home plate is hot. Continuation on a walk is allowed at the runner's own risk.
16. All weekday games, excluding Saturday, will be 1 hour and 30 minutes "drop dead". The game will be stopped, regardless of inning. The score at the "drop dead" time will revert back to the last completed inning, unless the home team is ahead. On Saturday's, a game will be 1 hr. & 30 minutes, with no new inning beginning after this time. Any inning started prior to the 1 hr. & 30 minute game time shall be completed. A game shall be deemed complete at the end of the described time limit or upon completion of 7 innings or, in the event the home team is leading, at the end of 6 ½ innings. In the event it becomes necessary to discontinue a game, it shall be official at the end of 4 innings or, in the event the home team is leading, at the end of 3 ½ innings. Those games shall be official when the game is called for sunset or when the umpire deems it unsafe to continue.
17. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game shall be added to the batting lineup at the end of the batting order. A player who leaves the game early will be skipped, and will not be recorded as an out.
18. Based on team sizes, the Player Agent and Division Commissioner will determine whether teams will play with 9 or 10 defensive players. Outfielders must be on outfield grass or approximately 15 feet behind the base line, until the ball is pitched. A team must have a minimum of 7 defensive players to start a game. When playing "shorthanded" with 7 players, an out will not be charged when the 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> batting position is scheduled to come to the plate.
19. A girl cannot sit out two consecutive innings.
20. A team is restricted to a maximum of 4 runs per inning. The "losing" team will be allowed to score four plus the number of runs needed to go "up" four runs over the "winning" team.
21. A pitcher is restricted to pitching a maximum of 4 innings per game, but not four consecutive innings. When violated, the pitcher is removed from the pitching position and cannot return to the pitching position for the remainder of the game. Only the P1 can be reinserted into the game after being replaced as the pitcher, as long as she has not reached her pitching limit. One pitch thrown constitutes an inning pitched.
22. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook.
23. Any interleague play will follow USA Softball Official Rules. Except with MGS Rules, there will be no mercy rule in effect.

**Appendix N**

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

(Current USA Softball rules apply with these modifications) Page 3 of 3

24. In the event of a tie in standings at the end of the season, the tie breaker analysis is as followed:

- Winning Percentage
- Head-to-Head
- Total Run Differential
- Total Runs Against
- Total Runs For
- Coin Toss

**Appendix N**  
**Modified/Supplemental Playing Rule 12U**  
(Current USA Softball rules apply with these modifications) Page 1 of 2

General Rules:

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

## Appendix N

### Modified/Supplemental Playing Rule 12U (cont'd)

(Current USA Softball rules apply with these modifications) Page 2 of 2

#### Game Play Rules:

13. **(Intraleague only)** All weekday games, excluding Friday and Saturday, will be 1 hour and 30 minutes “drop dead”. The game will be stopped, regardless of inning. The score at the “drop dead” time will revert back to the last completed inning, unless the home team is ahead. Saturday’s, a game will be 1 hr. & 30 minutes, with no new inning beginning after this time. All innings started must be finished. If 7 innings are completed prior to the expiration of time, the game shall end, unless the score is tied, in which case the game will continue for the complete time period. A game shall be considered official after 5 complete innings, unless the score is tied, in which case it would continue for the complete time period by international tie breaker rule. All **Interleague** games will be 1 hour and 30 minutes, with no new inning beginning after this time. All innings started must be finished. If 7 innings are completed prior to the expiration of time, the game shall end, unless the score is tied, in which case the game will continue for the completed time period. A game shall be considered official after 5 complete innings, unless the score is tied, in which case it would continue for the complete time period by international tie breaker rules.
14. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game shall be added to the batting line up at the end of the batting order. A player who leaves the game early will be skipped, and will not be recorded as an out.
15. A team must have a minimum of 8 defensive players to start a game. When playing “shorthanded” with 8 players, an out will not be charged when the 9<sup>th</sup> batting position is scheduled to come to the plate.
16. A girl may not sit out two consecutive innings.
17. A team is restricted to a maximum of 5 runs per inning. The “losing” team will be allowed to score 5 plus the number of runs needed to go “up” four runs over the “winning” team.
18. There are no pitching limits for the pitchers.
19. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook as well as the Manager’s Scorebook.
20. Any interleague play will follow USA Softball Official Rules. Except with MGS Rules, there will be no mercy rule in effect.

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

**General Rules:**

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

**Game Play Rules:**

12. League games will be 1 hr. and 30 minutes, with no new inning starting after this time. However, all innings started must be finished. If 7 innings are completed prior to the time limit, then the game shall end at that time, unless the score is tied, in which case it would continue for the complete time period by international tie breaker rule. (Last batter out in the lineup will start off on 2nd base). A game is official after 5 innings have been completed.

## **Appendix N**

### **Modified/Supplemental Playing Rule 14U (cont'd)**

(Current USA Softball rules apply with these modifications) Page 2 of 2

13. A team shall bat all players in a fixed rotation, regardless of whether or not they are playing defensively at that time. A player who arrives after the start of the game must bat at the end of the order. A player who leaves the game early will be skipped, and will not be recorded as an out.
14. A team must have a minimum of 8 defensive players to start a game. When playing “shorthanded” with 8 players, an out will not be charged when the 9<sup>th</sup> batting position is scheduled to come to the plate.
15. A player must enter the game no later than the 3rd inning and must play at least 2 consecutive innings.
16. A team is restricted to a maximum of 6 runs per inning through the completion of the 4th inning. Unlimited runs begin in the 5<sup>th</sup> inning.
17. An official team roster will be provided with all eligible players.
18. The home team scorekeeper is the official scorekeeper, and must maintain the Official Scorebook as well as the Manager’s Scorebook. At the end of the game, both Managers must sign the Official Scorebook.
19. Any interleague play will follow USA Softball Official Rules. Except with MGS Rules, there will be no mercy rule in effect.

Appendix O

## MGS Protest Form

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

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

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

Date: \_\_\_\_\_

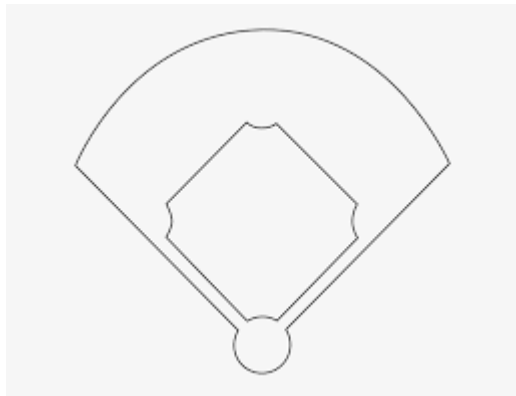
Protesting Team: \_\_\_\_\_

Game Time: \_\_\_\_\_

Opposing Team: \_\_\_\_\_

Protest Time: \_\_\_\_\_

Umpire's Name: \_\_\_\_\_



Inning: \_\_\_\_\_

Balls: \_\_\_\_\_

Strikes: \_\_\_\_\_

Outs: \_\_\_\_\_

Reason for protest. Describe in detail, use the diagram above as needed. *(continue on back if necessary)*

\_\_\_\_\_  
(Signature)

Protest *(circle one)* **UPHELD** **DENIED**

Reason: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature of League Official receiving Protest (indicate Director of Umpires, Commissioner, President)



## Appendix P

### General Safety Rules

#### General Rules for All Games, Scrimmages, and Practices

1. First Aid Kit. The League will make available a large first aid kit located in the equipment shed and the snack bar.
2. Injuries. In the event of an injury, obtain necessary treatment IMMEDIATELY. If the injury is serious, or there is a reasonable possibility that the injury may be serious, contact 911 for IMMEDIATE transport to an emergency facility. If there is any possibility that the injury involves the spine or the injury is very serious, DO NOT MOVE the injured individual, dial 911 and wait for qualified personnel (911 paramedics, firemen, police, etc). The usual medical facility for MGS is the Los Robles Medical Center.

#### Notification of Family and League Officials of Injuries

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

#### 3. Safety Equipment

The following is required:

- a. Catcher's gear. Any player catching for a pitcher must wear full catcher's gear.
- b. Batting helmets. Offensive players will wear batting helmets with face masks/cages at all times when on the field (not in the dugout). This includes players at bat, base runners, on-deck batters, and batgirls. All helmets must be equipped with an USA Softball-approved face protector/cage.
- c. Face masks for players. Defensive players in the Infield are required to wear a facemask, Outfield players have the option to wear a mask.
- d. Cleats. All players are required to wear shoes equipped with plastic cleats. Metal cleats are not permitted.
- e. Only USA Softball-approved bats may be used.

The following are recommended:

- a. Face masks for Team Adults. Errant pitches with fastpitch softballs can cause serious injury. It is highly recommended that non-players working with a pitcher wear a facemask. Team Adults or parents who warm up pitchers without a facemask do so at their own risk.
- b. Slider shorts. All players are recommended to wear slider shorts, corset, or wraps while on offense.

## Appendix P

### General Safety Rules (cont'd)

5. Other Clothing and Equipment. The following is required.
  - a. Jewelry. Players are not permitted to wear jewelry (including watches) except Medic Alert bracelets. Medic Alert bracelets should be taped to the skin to secure them. Do not obscure the Medic Alert tag on the bracelet. All piercing jewelry of any sort (earrings, etc) must be removed. No exceptions are allowed for any piercing jewelry, including a new piercing. Non-metallic bracelets (woven, etc) should be removed. If they cannot be removed, they can be taped.
  - b. Shirts. All players will keep their shirts tucked in, no exceptions.
  - c. Socks. All players must wear socks that cover the ankles. No “peds” permitted.
  - d. Hair. Long hair must be pulled back, and secured away from the face. No metal barrettes or hairpins are permitted.
6. Chaperones. A female adult, age 15 or older, must be present at all games, practices, scrimmages, or other team activities. Volunteers age 18 and older and must have completed volunteer requirements set by MGS and USA Softball.
7. Field Inspection. Team Managers or Coaches from each team shall inspect each field prior to use for broken glass, rocks, open sprinkler boxes, etc. Do not play on wet or muddy fields.
8. Organized dugout. Keep equipment in the dugout organized and out of the way when not in use. Designate appropriate areas for gloves, visors, jackets, and bags. When game is over, dugout should be cleared of all trash and player equipment.
9. Pets. For the safety of the players, adults, pets are not permitted at or around games, practices, and scrimmages. Don’t lock pets in cars.
10. Food. Food of any sort is discouraged while in the dugout, unless medically indicated.
11. Drinks. Drinks should be in closed containers, e.g., water bottles or sport drink bottles. No open containers. Sharing of water bottles is discouraged.
12. Intoxicants. Consumption of alcohol, intoxicants, or illegal drugs (“intoxicants”) is not permitted immediately before or during games, scrimmages, or practices. Team adults are not permitted to be under the influence of intoxicants while at any game, practice, or scrimmage.
13. Smoking. Smoking of any kind is not permitted.
14. Profanity. Profanity is not permitted.

Appendix P

**General Safety Rules (cont'd)**

League Game Play Safety Rules

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

## Moorpark Girls Softball Incident & Accident Report

MGS Incident/Accident Report

(to be kept in the SnackShack)

Date and Time of Incident:

Location of Incident:

Participant Information:

1. Full Name: \_\_\_\_\_

2. Age: \_\_\_\_\_ 3. Team/Division: \_\_\_\_\_

### **Incident/Accident Description:**

Please briefly describe what happened and any injuries sustained.

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Immediate Actions Taken:

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Was the incident reported to a coach or league official at the time?

- ☐ Yes

- ☐ No

Witnesses (if any):

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Names and contact information of any witnesses, if applicable.

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Name of Person Completing this Report: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix Q

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

#### Confidentiality:

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

1. USA Softball Guidelines: All USA Softball Guidelines shall take precedence over MGS to ensure eligibility.
2. Eligibility: For a player to be eligible to play on the All-Star Team, she must have participated in at least 50% of her team's games. Players who have participated on a softball team other than their MGS recreation league teams after March 31 of the current season are NOT eligible (i.e. a player shall not participate with any other league All Star or travel type team, including USA and non-USA Softball, after March 31 or as specified by USA Softball guidelines).
3. Player Review: Managers and the Executive Board are required to preview all players during the regular season. Managers and the Executive Board are expected to preview players at games in which they are not actively participating in and must sign the official score book of the games previewed. Managers should be familiar with the players prior to the All Star selection process. To aid in the preview process, the Player Agent will provide a current team roster for each team in a respective division by April 1st to each manager. Said roster shall include team names, ALL rostered player names in alphabetical order and player numbers. Player Agent will also include on a separate form all players playing in an upper division. Please remember: The goal is to field the best possible teams to represent our league. In addition to having the best skills, the players must have a positive attitude, should demonstrate good sportsmanship, be a team player and be committed to working hard.
4. Letters of Participation ([Appendix Q.1](#)) forms shall be distributed by team managers to all players in divisions that are eligible for All Star play no later than the third Saturday in March of the current season. Letters of Participation shall be signed and returned to the Player Agent (via team managers) prior to the All Star draft by interested players to be selected for the All Star play no later than the first Saturday in April of the current season.
5. Player Nominations: Each Manager can nominate 1 to 5 players (maximum of 5) from his/her team. If a division has 3 teams or less, the Board of Directors has the option to modify the nomination quantity per team. Each Manager has the option of nominating up to 3 additional players total from the remaining teams in his/her division. (All players that meet ASA eligibility requirements in divisions 6U, 8U, 10U, 12U, 14U and 16U are eligible for All Stars). Manager nominations are to be turned in to the Player Agent by the second Saturday in April in a sealed envelope or email format.

**NOTE:** For players that have “played up”, the player must declare which All Stars division they want to be considered. This must be completed on the All Star Letter of Participation.

6. All Star Manager Nominations: Any regular season Manager or Assistant coach who meets eligibility requirements may apply for All Star Manager and will be subject to approval by the Executive Board. A Manager or Assistant Coach may be ineligible to be an All Star Manager when they have been ejected from a game during the season. Their eligibility will be dependent on severity, past behavior, and extenuating circumstances. Eligibility will be decided by the EBOD. All interested candidates must submit a written request to the Player Agent by the second Saturday in April. Prior to voting, each Manager will be given the opportunity to explain his/her qualifications and to field questions.

## Appendix Q

### **All-Star Team Formation Process – 6U to 14U (cont'd)**

7. All Star Manager Selection: The Executive Board will interview the All Star Manager candidates and vote to approve.
8. All-Star Selection: All players nominated will be placed on the All Star ballot, which will be distributed on a date determined by the Player Agent. Managers vote for up to 12 nominees in the 8U Division and up to 11 nominees in the 10U, 12U, and 14U divisions. The completed ballot must be clearly marked with his/her name in a sealed envelope or via email and submitted to the Player Agent prior to the All Star Player Selection meeting. Player Agent and the President will tally ballots, announce results and direct tie breakers, as necessary. In the event of a tie, the Managers in attendance will re-vote on the tied players.
9. All Star Team Format (Exclusive of 6U): To comprise the All-Star team, the 9 players for 8U Division and the 8 players for 10U, 12U, and 14U Divisions that receive the highest cumulative scores will be automatically placed on the All-Star roster. The All Star Manager will then be given the opportunity to select 2 or 3 additional players (Manager's choice) from the remaining nominated All Star players (said selections may be subject to Player Agent and Executive Board approval) from their respective Division. If more than four girls are selected from a single regular season team, approval must be granted from the Player Agent, unless all the players were voted for and elected to the All-Star team. In the 8U, 10U, 12U, and 14U Division, the Manager may add a 12th player. This player will be chosen from the remaining All Star nominees and from their respective division. If a Manager must add players after the All Star team has been selected, they must choose from the balloted list in order of rank. The added players must be approved by the Player Agent and the Executive Board. If deemed necessary, the Executive Board of Directors can vote to modify or change the format for the All Star draft prior to the draft date of May 1<sup>st</sup>.
10. All Star Team Format (6U): All 6U Managers, the Player Agent, and 6U Division Representative will form the roster from the nominated players. In the event that the Manager in the 6U chooses to, he/she may add a 13th player.
11. All-Star Player Notification: The All Star Manager for the respective division will then notify the players after closing ceremonies that they have been selected to represent Moorpark Girls Softball for the All-Star season. The parents/guardians and player will have 48 hours to make a commitment as per the All-Star Season Player Commitment ([Appendix R](#)). If the parents/guardian or player cannot make a commitment the All Star Manager or Division Commissioner will notify the next girl eligible on the balloted list. A signed All-Star Season Player Commitment ([Appendix R](#)) will be required from all All-Star participants. NO EXCEPTIONS.
12. All-Star Silver and Bronze Teams: In order to become more competitive and to strengthen our league, MGS may form a Gold, Silver and/or Bronze team in each division if possible. The Silver and Bronze teams will be selected after the Gold team has been confirmed. The Silver team selection process will follow the Guidelines of the Gold Team selection process. The Bronze team, if applicable, will follow the same guidelines as the Gold and Silver Teams.
13. Tournaments: The number of tournaments the All Star Team will participate in will be no less than 3 and will be determined by the Executive Board. In order to play on the All-Star team, a player must be available for all of the mandatory tournaments. All Gold level teams must participate in the District Tournament. In the event that the team is successful and is offered a berth at the State Championships and/or Nationals Championship attendance will be mandatory. For Silver and Bronze teams, the number of tournaments they participate in will be no less than three.

Appendix Q

**All-Star Team Formation Process – 6U to 14U (cont'd)**

14. Issue Resolution: If the situation of a particular year creates an unanticipated issue or a special request is submitted, the MGS Executive Board of Directors may review the situation and agree by vote on specific modifications to this procedure for that particular year.

## Appendix Q.1

### All Star Participation Form

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

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

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

Practice will begin around May 1<sup>st</sup> and can be held every day at the Team Manager’s discretion. However, regular season team participation (practice & games) is the priority and will supersede All-Star practices. **The goal of the league and the coaching staff is for the “Gold” teams to win. The goal of the “Silver” and “Bronze” teams is to develop the skills and knowledge necessary to compete as future gold team players.** Managers will provide opportunities for player development. Managers do have sole discretion as to position selection. Please refer to Appendix R for minimum playing requirements set forth for all managers to comply with during the All Star season.

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

Please read the following before agreeing to participate:

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

Please complete the following and return to your manager no later than the first (1<sup>st</sup>) Saturday in April of the given year.

Player’s Name: \_\_\_\_\_ Division Played: \_\_\_\_ Division for Allstars: \_\_\_\_

Phone Number: \_\_\_\_\_ (If played up a division) \_\_\_\_ Yes, I am interested in being considered

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ No, I am not interested in being considered

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

\_\_\_\_\_



Signature

Date

Appendix R

**All-Star Season Player Commitment**

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

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

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

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

Appendix R

**All-Star Season Player Commitment (cont'd)**

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

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

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

Date		Prior Commitment (Reason for Absence)

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

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

\_\_\_\_\_  
Signature Parent/Guardian

\_\_\_\_\_  
Date

Appendix S

**All-Star Season Staff Commitment**

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

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

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

- The All-Star team will have my complete participation at ALL practices and games that involve the All-Star team.
- I will be on time and not miss any practices.
- Exceptions for missing practices or games: previous commitments to league games and practices, short term illnesses, participation in weddings, work, and planned or previous scheduled event must be brought to the attention of the Executive Board prior to signing this agreement.
- From May 1<sup>st</sup> through the end of the Championship play, the Manager and Coaches are not to miss practices or games because of vacations.
- I have read and understand Article 11.1, General All-Star Rules.

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

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

---

Signature

---

Date

## Appendix T

### **MGS Duty Officer Responsibilities**

A member of the MGS Board of Directors will be assigned the responsibility to represent the Board of Directors and to monitor ALL MGS games played on Arroyo Vista Fields 1, 2, 3, or 4, Mountain Meadows Fields 1 or 2, or those rescheduled games that occur at either park.

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

On weekends the assigned representative shall be available at scheduled opening and closing times. He/she shall remain until all game support and field maintenance equipment has been stored and locked up in the appropriate maintenance lockers and maintenance shed and until the snack shack has been properly closed and locked.

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

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

## **MGS Duty Officer Responsibilities (cont'd)**

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

NOTE: If any equipment is found to be broken or missing, you must notify the Equipment Coordinator.

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

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

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



**Appendix U**  
**MOORPARK GIRLS SOFTBALL TEAM SPONSOR FORM**  
**THANK YOU FOR YOUR DONATION!**

These donations will go a long way towards improving our program and will directly benefit the youth in our community. Thank you for your support of our girls!

League sponsors who donate \$150.00 or more will receive a plaque - \$125.00 will go to the team. If you do not request a sponsor plaque, the full \$150.00 will go to the team.

**MGS IS A NOT-FOR-PROFIT ORGANIZATION, Tax ID# 68-0569714**

BUSINESS NAME \_\_\_\_\_  
(or individual)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AMOUNT OF SPONSORSHIP \$ \_\_\_\_\_

TEAM NAME & DIVISION: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**PLEASE ATTACH A COPY OF YOUR BUSINESS CARD. THANK YOU!**

LEAGUE REPRESENTATIVE: \_\_\_\_\_ CHECK# \_\_\_\_\_ DATE: \_\_\_\_\_

CHECK PAID TO: \_\_\_\_\_ DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

**Please make checks payable to MGS**

All donations are tax deductible. Our Federal Tax ID #**68-0569714**

Appendix V

**Board Member Agreement**

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

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

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Board Position: \_\_\_\_\_

Receipt by League Official: \_\_\_\_\_



## Equipment Check Out (Sample)

DATE ISSUED: \_\_\_\_\_

Return Signature: X Date: \_\_\_\_\_

# Appendix X

## All-Star Financial Spreadsheet

DETAILS			
EXPENSES			
Additional Tournaments	Check Date	Check #	Check \$\$
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Tournament Fees			\$ -

Other Expenses	Check Date	Check #	Check \$\$
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Other Expenses			\$ -

Personal Exp.	Check Date	Check #	Check \$\$
			\$ -
			\$ -
			\$ -
Total Personal Expenses			\$ -

INCOME			
Fundraising	Check Date	Check #	Check \$\$
			\$ -
			\$ -
			\$ -
Total Fundraising Monies			\$ -

SUMMARY	
INCOME	AMOUNT
Fundraising	\$ -
MGS General Fund (Gold Teams Only)	\$ -
Parent Reimbursement	\$ -
Sponsors	\$ -
Total Income	\$ -

EXPENSE	Amount	Check #	AMOUNT
All Star 6U / GOLD, District 8U - 14U (MGS sponsored)			\$ -
Additional Tournaments			\$ -
AVRC / Lights (May - August)			\$ -
League Fees			\$ -
Picnic			\$ -
Pictures			\$ -
Other Expenses			\$ -
Sponsor Plaque			\$ -
Uniforms (All Star)			\$ -
Total Expense			\$ -

Net Income / Expense	\$ -
----------------------	------

Parent Reimbursement	Check Date	Check #	Check \$\$

Sponsors	Check Date	Check #	Check \$\$
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Sponsor Monies			\$ -

Total Parent Reimbursement			

Appendix Y

**MGS Grievance Report Guidelines**

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

**Division** \_\_\_\_\_ **Team Name** \_\_\_\_\_

**Individual in question** \_\_\_\_\_

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

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

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

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

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Date \_\_\_\_\_