

**RUSSELLVILLE RECREATION
AND
PARKS DEPARTMENT**

**ADULT SOFTBALL
Team Manager Guide**

Written and Distributed for the Adult Recreation Programs of the
Russellville Recreation and Parks Department
1000 East Parkway
Russellville, Arkansas 72801-4208

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DIRECTORY

**Administrative Offices
Russellville Recreation and Parks Department
Hughes Community Center
1000 East Parkway
Russellville, AR 72801-4208**

**Shiloh Park
3405 North Arkansas
Russellville**

**Pleasant View Park
3595 North Arkansas
Russellville**

CONTACT INFORMATION

**City of Russellville Recreation and Parks Department
479-968-1272**

**Join the River Valley Adult Slow Pitch Softball (Rsvl)
group on Facebook for schedule changes,
standings and rainout information**

Part II
Russellville Recreations and Parks Department
Adult Softball Program
Goals and Objectives

I. Goal:

The goal of the *Russellville Recreation and Park Department's* softball program is to provide the citizens of this geographical area the opportunity to engage in a recreational pursuit during their leisure hours, which will contribute to one's physical, mental, emotional, or social well-being through a sports oriented program competitive in nature.

II. Objectives:

1. To educate and train those individuals with a leadership role in the softball program to enable them to perform their position in a contributing manner toward the goal of this program.
2. To provide a structured, organized program both administratively and on the field of play, which will form the foundation of fair play.
3. To promote the sport of amateur softball to meet the needs and interests of the public in their pursuit of a recreational outlet.
4. To promote the concept of good sportsmanship through participation with other players in a game of mutual interest.
5. To provide an opportunity to enjoy the fellowship of teammates, opposing players, and fans that share a like interest.
6. To provide a leisure time activity, which is relatively safe to participation in, in line with the nature of the sport.

Part III

League Meetings

A. Registration

Registration for the league will be for a two-week period. There is a late signup time from 7:00am until 12:00pm on the following workday after registration ends. There will be an additional \$50.00 fee for late signups. Online registration is available at <https://secure.rec1.com/AR/russellville-recreation-parks/catalog>. During registration, a team must submit an entry form, entry fee, and team roster. All forms must be completed correctly and legibly. All forms are available between the hours of 7:00 am and 4:30 pm in the Hughes Center office. The dates of registration may be obtained by calling the Hughes Center office at 968-1272.

B. Divisional Meetings

The manager or assistant manager must attend their divisional meeting if one is held. At the divisional meeting, administrators and teams will decide which division each team will participate. All decisions about divisions at this meeting will be final, and the schedules drawn from the divisions decided. The date for the divisional meeting will be announced at the organizational meeting.

Part IV

Policies and Procedures for Reservation of City Park Ballfields

FEE SCHEDULE:

Field Rental - \$ 150 per field lights included

Practice Rental - \$20 for a ninety minute practice time

Program Agreement Groups Lights - \$20 per hour per field

1. All reservations are on a first come with deposit basis and must be made during normal office hours of 7:00 AM to 4:30 PM Monday through Friday at the Russellville Recreation & Parks Department, 1000 East Parkway, Russellville or online at <https://secure.rec1.com/AR/russellville-recreation-parks/catalog>. Checks that are returned due to insufficient funds could result in the sponsor's future use of city facilities being terminated.
2. The sponsor of the tournament must leave the park facility clean of litter. The Russellville Recreation and Parks maintenance will remove the full trashcans and/or bins from the park area.
3. The tournament sponsor must pay for the lights used during their tournament. The fee is \$15.00 per hour for each field. The light fee must be paid the first working day following your tournament and before any deposits are returned to you. Failure to pay the light fee may result in the sponsor's future use of city facilities being terminated. The athletic director or his delegate will turn on lights at your request.
4. Dates to host a tournament are from March through October. Other dates may be available if approved by the athletic director and with the understanding that the renter is responsible for paying the full electric bill for that billing cycle. There will be a two-field minimum on rentals during the months of March through July. Any fields not used by your organization are subjected to be rented. Under no circumstances will fields be reserved on dates which may conflict with programs operated by the Recreation and Parks Department. The department reserves the right to withhold any dates from being reserved to accommodate an event that proves to be beneficial to the city or park.

5. The hours of operation for a tournament are from 7:00 AM to 2:00 AM. Your tournament play must end at 2:00 AM and you may use the next hour to vacate the premises. Park rental is for your event, when your event ends, your rental ends. No city park facility shall be sub-leased, assigned, or loaned to any other group or individual by the lessee.
7. Reservation forms and receipts will be your proof of reservation and should be carried to the facility that you have reserved. No refunds will be given for tournament reservations except for acts of God. Persons wanting a refund must present the reservation form and copy of receipt to the Recreation and Parks office personnel during business hours. This Department will reschedule (one time only) any other cancellations for another date that is available during the current year. No dates will be moved to accommodate the rescheduling.
8. Recreation and Parks will prepare your fields at the beginning of your tournament, one time only. **ONLY RECREATION AND PARKS DEPARTMENT PERSONNEL** may operate city tractors, mowers, vehicles, etc. DO NOT place any substance on the fields.
9. The Russellville Recreation and Parks Department will arrange all food concessions. No other concession sales will be allowed without written permission from the Director.
10. If the tournament sponsor charges an entrance fee to their event, persons who do not wish to enter the event must be allowed in without paying the fee.
11. You must adhere to the state and local laws regarding the use of alcoholic beverages and regarding gambling.
12. NO SIGNS are allowed in City Parks, unless pre-approved by the City Parks Director.
13. NO GLASS BOTTLES are allowed in Russellville City Parks. (City Ordinance #1337)
14. The operation and use of all **MOTORIZED, MULTI-WHEELED VEHICLES** (such as motorcycles and ATVs) shall be prohibited in all parks operated by the City of Russellville. The ban on said vehicles shall not prohibit the operation of said vehicles in paved areas designated and utilized for parking. (City Ordinance #1276)
15. The park facility shall be left in satisfactory condition. The using organization agrees to pay the cost of repairs or replacement cost to equipment belonging to the Parks Department that is lost or damaged.
16. Any organization or individual reserving the facilities must assume full responsibility for the behavior of the people attending their function and accept responsibility for unwarranted damage caused by said participants. The renting organization or individual also agrees to take full responsibility of any vendors, exhibitors, etc. that may be at their event.
17. If your group needs access to electricity or water, you should contact the Recreation and Parks office for location, amps available, etc.
18. Any deviation from the above policies and procedures must first be approved by the Recreation and Parks Director or his delegate.

Part V
Recreation and Parks Department Policies and Procedures
Field Reservations for Practice

The Recreation and Parks has adopted the following format in providing available fields to teams or groups for practice or programmed activities, any deviation from this policy must be approved by the Recreation and Parks Director.

I. FEE SCHEDULE FOR FIELDS:

A. Practice Fees

The practice fee is \$20.00 for a ninety (90) minute practice on one field.

Practice times are:

weekdays 5:00 - 6:30pm (or) 6:30 - 8:00 pm

weekend practice beginning at 8:00am, 9:30am, 11:00am, 12:30pm, 2:00pm, 3:30pm, 5:00pm, and 6:30pm

II. RESERVATIONS:

- A. Reservations can be made in person at the Hughes Center (1000 East Parkway) during the business hours of 7:00am to 4:30pm, Monday through Friday or online at <https://secure.rec1.com/AR/russellville-recreation-parks/catalog> Payment must be received before a reservation is confirmed.
- B. Upon confirmation of the reservation and payment, you will receive a receipt. This receipt must be carried to the practice site to confirm the date and time of reservation, should the field be occupied.

NOTE: A team is welcome to use any field on a first come, first serve basis. Reservations always take priority. A team without a reservation receipt must leave if a team arrives with a receipt.

III. SPECIAL RESERVATION POLICY:

- A. Under no circumstances will fields be reserved on dates which may conflict with programs operated by the Recreation & Parks Department.
- B. Tournaments will take precedence over practice reservations. If it becomes necessary to cancel practices for tournament play, your practice will be rescheduled.
- C. There will be no practices allowed with use of lights.

IV. REFUNDS / RAIN OUTS

- A. There are no refunds for practice reservations. The Department will reschedule a rained out practice for an available time during the next week. This will be done one time only. No dates will be moved to accommodate the rescheduling.

V. CONDITION OF FIELDS:

- A. Practices - Your field reservation entitles your group to the existing field at the condition it is in at that time. The Department assumes no responsibility in the preparation of the field for a practice reservation.

Part VI
Entering A Team in the RRPD League

POLICY 1 TEAM REGISTRATION

SECTION 1: Participation in the Russellville Recreation and Parks Adult Softball League is open to any organized amateur team without regard to race, color, creed, religion, national origin, or ancestry which submits a completed Official League Entry form, a completed Official Team Roster Form and pays the league entry fees on or before the deadline date. A team which pays its league entry fee before the deadline date and thereafter withdraws from league play before the deadline date may receive a full refund with a deduction of \$10 for handling charges. A team, which pays its league entry before the deadline date and thereafter withdraws from league play after the deadline date will forfeit its entry fees.

POLICY 2 TEAM ROSTERS

SECTION 1 OFFICIAL ROSTER

The manager of each team must submit a typed *Russellville Recreation and Parks Department Official Roster* with the following information completed for each player on roster: (1) player's name, (2) date of birth, (3) telephone, (4) signature of player. This information must be on roster before that player and/or roster is considered eligible. The Recreation and Parks Department will make an attempt to notify the team manager if roster inadequacies are detected, but will not assume responsibility for detecting any roster violations.

SECTION 2 ROSTER DEADLINE

A team's official roster is due the same date as the league entry form, and fee, and must be submitted on the standard *Recreation and Parks Official Team Roster Form*. *Any player added after the deadline will be a roster addition.*

SECTION 3 PLAYERS ON ROSTER

A team's official playing roster must have listed a minimum of ten players, and may not exceed twenty-five players. In one season, a player may participate in the men or women division and the coed division in the Russellville Recreation and Parks Adult Softball Program. A player may sign with only one team in a division. The summer and fall leagues are considered separate. All players participating in any of the Recreation and Parks Department's adult sports programs must be at least sixteen years of age. (Any player that is sixteen or seventeen must submit any underage waiver before they are eligible to play.) A player in question must present a birth certificate to the athletic director, within seven days of request by director, if needed to resolve a filed protest.

SECTION 4 UNDERAGE WAIVER FOR MINORS

An underage waiver is necessary for players that are sixteen or seventeen years of age. Each roster has an underage waiver on the back. The underage waiver portion of the roster must be fully completed and signed by the parent or legal guardian of each underage participant. This must be done before the underage participant is eligible to play in the league.

SECTION 5 ROSTERS FROZEN

After the sixth week of play, based on the first game listed on the schedule regardless of the team, all rosters will become frozen for the balance of the season. This includes any post season play associated with the Russellville Recreation and Parks Department League.

SECTION 6 PLAYER TRANSFER

A player that is on a roster and has participated in an official league game may transfer one time in a season before five weeks of play is completed, based on the first game listed on the schedule regardless of the team. A rostered player may transfer from his/her current team to a team in the same division or a team in a higher division but not to a team in a lower division than their current team unless approved by the athletic director. In order to transfer teams, a player must complete a transfer form. The player must then pay a \$25.00 roster addition fee and complete the *Official Player Roster Addition Form* in order to be added to another team. **Once the athletic director has received notice of the completed roster addition**, the player will be eligible for the team's next scheduled game. All fees must be submitted to the Recreation and Parks Office during normal business hours.

SECTION 7 ROSTER ADDITIONS

Before rosters are frozen, "NEW" players may be added to a team's roster as roster additions. A fee of \$25.00 will be required for each player added. If the player to be added could affect the classification of a team in any way, the department can refuse the roster addition. An underage waiver must accompany any roster addition that is for a sixteen or seventeen year old player. Roster additions and fees must be submitted to the Parks Office during normal business hours. After the Russellville Recreation and Parks Department receives the necessary information and the \$25.00 roster addition fee the player will be eligible for that team's next scheduled game.

SECTION 8 EMERGENCY ROSTER ADDITIONS

After the rosters are frozen, only teams that have lost enough players, due to injury, job change, etc., that they are going to have to forfeit games will be allowed an emergency roster addition. The team manager must complete an After Deadline Roster Addition Form, which lists all lost players being deleted and all new players being added. Men and women's teams may only add enough players to their roster that brings the total number of players to twelve. Due to the fact that in coed you have to have a specific number of the same gender, the emergency roster addition for coed is different. To do an emergency roster addition for a coed team, you must delete your original roster down to three members of the same gender (i.e. if you need to add women you can only keep three women from your original roster). Each added player must complete a roster addition and pay the \$25.00 fee. Once the athletic director has received notice of the completed roster addition information and payment for each player, they will be eligible for the team's next game. **Only ONE Emergency Roster Addition Form will be allowed each team per season.**

SECTION 9 PLAYER REMOVAL FROM A ROSTER

A player may be removed from an official roster by completion and submission of a *Player Transfer Form*. A player may be removed from an official roster by manager, assistant manager, or the player themselves by completing a *Roster Deletion Form*. A player may still delete themselves even if the manager will not sign the deletion form. A player may be removed from an official roster by being suspended (disqualified) from league play.

SECTION 10 ROSTER REVIEW

All team rosters shall be open for review by all team managers by appointment or at the convenience of the Recreation and Parks Department. Rosters will be available for review at the Hughes Center, 1000 East Parkway, Russellville during office hours. Rosters are open for review at the game site at the availability of the Athletic Director.

SECTION 11 PENALTIES FOR ROSTER VIOLATIONS

A team's line up cards will be compared with team rosters at various times, and if an ineligible player is detected that game will be ruled a forfeit. Any player whose identity is questioned by the official must be able to provide valid identification. The Recreation and Parks Department shall invoke the following penalties for violation of team roster regulations

If an ineligible, non-rostered or under aged player participates for a team in an official league game or a rostered player participates for a foreign team in an official league game.

- a. game shall be ruled a forfeit
- b. the ineligible player shall be disqualified for the balance of the season
- c. the manager shall be formally reprimanded and not allowed to participate for the next game. This will be the next game played not the next game scheduled. Participation refers to being on the game site or team area.

If an ineligible, non-rostered player participates under the identity of a registered, eligible player in an official league game.

- a. game shall be ruled a forfeit
- b. the ineligible player shall be disqualified for the balance of the season
- c. the manager will be formally reprimanded and not allowed to participate for the next two games. This will be the next two games played not the next two scheduled. Participation refers to being on the game site or team area.

If a team manager, or assistant manager suspects an illegal player is on their opponent's team, they may request a review of the opponent's roster. Rosters are available for review at the game site. If an ineligible player is discovered, the game will be stopped and ruled a forfeit. **THE ATHLETIC DIRECTOR OR ANY OFFICIAL MAY DISQUALIFY A PLAYER DURING A GAME IF THEY ARE KNOWN AS INELIGIBLE. THE ATHLETIC SUPERVISOR MAY DETECT AND DISQUALIFY A PLAYER BY COMPARING THE LINE UP CARDS WITH THE TEAM ROSTER ON A RANDOM BASIS.**

Part VII

Softball Program Administration

POLICY 3 BEGINNING PLAY

SECTION 1 Line-ups MUST be turned in 10 minutes prior to game time on the **Official Line-Up Card**. The line-up card must have correct first and last names (no nicknames). Managers must sign the line-up cards. It will not be accepted without both names and the manager's signature. Any roster additions or player transfers must be given to the Athletic Supervisor when the line up is turned in to the scorekeeper. A player must be physically present to be included in a team's line-up.

SECTION 2 Each team will legally field eight (8) players to begin a regulation game for the Russellville Recreation and Parks adult softball league. If a team begins with eight (8) players, they may add the ninth and tenth player at the bottom of their line-up whenever they arrive. A team may not add the extra players (eleventh or twelfth player) after a game has started.

NOTE: No team shall play with less than 8 players.

SECTION 3 If a team has an injury to a player that results in him/her leaving the game, his/her turn at bat shall not be counted as an out nor will the game be forfeited if the team can field 8 players. This also applies to a player that must leave to go to work. If a player is injured while on base and cannot stay in the game, and there is not a proper substitution he/she will be called out. If a player leaves the game for any reason, they may not return to the game. That spot in the line up will be an out every time he/she comes to bat unless a proper substitution can be made. The exception is a player who has left the game under the blood rule.

SECTION 4 Teams must assume the responsibility for acquiring any warm up time prior to scheduled game time. Teams must warm up in the appropriate areas.

SECTION 5 The official shall inform the official scorekeeper and team managers as to the starting time of each game. The timers will start at the coin flip. Teams shall have one minute to field their positions.

POLICY 4 GRACE TIME

SECTION 1 Grace time shall be afforded only to those two teams which are scheduled to play the first game on any game date. Teams must have less than eight (8) available players to be allowed grace time. The grace period may extend to not longer than FIVE (5) minutes beyond the scheduled starting time. The timepiece of the official shall be the official timepiece in determining when play may legally begin. In the event a team or teams is not ready to play at scheduled game time (or with the allotted grace time for the first game), a forfeit shall be declared.

POLICY 5 LENGTH OF GAMES

SECTION 1 All games are scheduled have an hour time limit. The run rule for league will be fifteen runs after three innings and ten runs after five innings.

SECTION 2 All suspended games will be started over at the beginning except for games that have completed four (4) innings or three and a half (3 1/2) innings if the team second at bat is ahead in runs scored. Games that have reached this point will be considered a regulation game. Past this point if a game is suspended, and the team second at bat has not scored more runs in their half of the incomplete inning to win the game, the game reverts to the last inning that was fully completed. Since ties are not allowed in league play, if the score for the last completed inning is tied the game will start over at the beginning.

SECTION 3 The timers will be set with 60 minutes and will be started at the flipping of the coin. If an injury occurs that stops the game for longer than two (2) minutes, the timers will be stopped. If the game is not delayed longer than two minutes, the timers will continue to run.

POLICY 6 TEAM FORFEIT

SECTION 1 Teams shall be assessed and penalized for any forfeits resulting from:

- a. Disciplinary action taken during the course of a game.
- b. A team being unable to field an eligible complete team.
- c. Administrative action taken in response to protests or roster violations. Roster violations may be detected during or after the game. The line-up cards will be matched with rosters on a random basis. If an illegal player is detected at any time, any games he/she participated in will be forfeited.

SECTION 2 A team, which posts three (3), forfeits shall be terminated from league play for the remainder of the season. Note: If a team is schedule to play twice in one night and has to forfeit both games because they do not have enough players, it will only count as one forfeit for the purpose of league ejection. If a team uses illegal players, it will count as two forfeits for the purpose of league ejection. Teams will not be entitled to retain their status in league play after posting their third forfeit. All remaining future opponents of a disqualified team will be notified and shall receive an automatic win against that team. A team with a scheduled game against a disqualified team will not be required to appear at the game site to receive a "WIN" after being notified.

POLICY 7 TEAM UNIFORM & DRESS

SECTION 1 Teams will provide their own jerseys.

SECTION 2 Athletic shoes of some type must be worn. Steel cleats or open toes shoes (i.e. sandals, flipflops) are not allowed.

POLICY 8 HOME TEAM

SECTION 1 The home team will be decided by the flip of a coin prior to each scheduled game.

POLICY 9 INSURANCE

SECTION 1 Individual players are not covered by any insurance policy held by the Russellville Recreation & Parks Department.

SECTION 2 Teams or individuals must provide their own insurance coverage if they so desire.

SECTION 3 Glass breakage or other damage to moving vehicles on right of ways is not subject to any coverage under the City of Russellville's insurance policy.

SECTION 4 Theft, vandalism, or damage to personal vehicles parked on park property is not subject to any coverage under the City of Russellville's insurance policy. We recommend that players lock their cars while participating in league games.

POLICY 10 OFFICIALS

SECTION 1 Two officials will be assigned for all league games.

SECTION 2 In the event that less than two officials are at a scheduled game, this shall not be recognized as grounds for protest.

SECTION 3 NO person rostered on an *OFFICIAL TEAM ROSTER OF THE RUSSELLVILLE RECREATION AND PARKS DEPARTMENT* will be allowed to officiate a game in the same division of the team in which they or anyone in their immediate family are a rostered player unless approved by both teams playing. This will be in effect for ALL scheduled league games in a season.

POLICY 11 PLAYING RULES

SECTION 1 The Russellville Recreation and Parks Department Adult Softball Leagues will play under those playing rules established by the *United States Specialty Sports Association* and the aforementioned and supplemental rules and policies established by the Recreation and Parks Department.

SECTION 2 Knowledge of rules: It is the responsibility of the team manager or coach to make sure all team members read and are knowledgeable of all playing rules, administrative policies, and procedures.

SECTION 3 The home run rule for the men and women divisions will be decided at the divisional meeting. All home runs hit after the amount selected will be a single. Base runners will advance only if forced.

POLICY 12 GAMES BALLS AND EQUIPMENT

SECTION 1 Teams must provide their own USSSA approved game balls. If an illegal ball is discovered during the course of a game, the correct ball is substituted at this time and all play stands.

SECTION 2 Only bats deemed legal by USSSA are allowed in the Recreation and Parks League games.

SECTION 3 A pitching screen will be used by all teams. The screen must be placed in the appropriate spot. A foul ball will be called if the batted ball hits the screen. This includes the extra foul ball if applicable.

POLICY 13 LEAGUE CLASSIFICATION

SECTION 1 TEAM CLASSIFICATION

The number of levels of competition shall be dependent upon the number of teams entered in a particular division of play as a result of team registration. The Recreation and Parks Department reserves the right to place all teams in a class of competition which will facilitate league balance, scheduling or for any other administrative reason. Team registration only guarantees your team a placement in a league of competition. We cannot guarantee your team will be playing in a particular class of play.

SECTION 2 CRITERIA FOR PLACEMENT

The Recreation and Parks Department will classify participating teams into a level of competition based on the following:

- A. How your team fared in league play last season, if a repeat team.
- B. Team's preference in participating in a specific class of play.
- C. Knowledge of the Athletic Supervisor regarding registered teams.
- D. Number of teams requesting to play in a specific division.

The format outlined is a guide for placing teams in a competitive league. Our aim is to place those teams whose ability is about equal in the same league, which will provide interesting competition. However, due to the number of variables, this is difficult to accomplish. As a result, we rely on those factors stated above to insert teams into an appropriate class of play.

A league, which has been dominated by the same team over the past several years, will be given honorary first place in their division. The remaining teams will compete for first, second, and third (if the division has five or more teams). The games played against the "honorary first" team will count in a team's win/lose record.

After the divisional meeting is held ALL TEAM PLACEMENT IN VARIOUS DIVISIONS IS FINAL. Team managers may not negotiate with other team managers to change from one class of play to another. Any and all requests for change in classification will be denied.

POLICY 14 LEAGUE SCHEDULE

SECTION 1 Games are scheduled at 6:30, 7:30, 8:30, and 9:30 PM on Mondays, Tuesdays, Wednesdays, and/or Thursdays. Each team is responsible for playing their games at the scheduled game times.

SECTION 2 The Recreation and Parks Department uses a standardized manual, numerical system in devising all program schedules and reserves the right to draw a number from the schedule to represent each team in compiling the schedule. Team managers shall understand that their entry fee and entry application into a specific division in no way guarantees that team of specific game times.

SECTION 3 Schedules of all game times, dates and playing sites will be e-mailed to the team managers, available for viewing on the River Valley Softball (Rsvl) Facebook page or they may be obtained from the Recreation and Parks Department.

SECTION 4 All teams will be scheduled at least 12 games. On occasion some of the twelve games will not be included in the team standings, however these games will be posted as a forfeit if a

team fails to appear. When this occurs the games, which do not count, will be chosen randomly.

POLICY 15 GAME SITES

SECTION 1 The Russellville Recreation and Parks Department reserves all rights in assigning teams to respective sites of play in order to facilitate program scheduling.

POLICY 16 STATUS OF PLAYING CONDITIONS

SECTION 1 The Athletic Director will make a decision on playing scheduled games on dates when playing conditions are questionable. The decision to play WILL NOT be made until just prior to 4:00 PM on scheduled game dates. Once the decision is made, notice will be posted on the River Valley Adult Slow Pitch Softball (Rsvl) Facebook page. The status of playing conditions will not be given to anyone who calls the Hughes Center. It is the team manager's responsibility to determine the status of a schedule game. Teams will be held responsible for playing if games are played on dates affected by inclement weather. In the event that inclement conditions exist and the first game of a date is not played, succeeding games will never be played. However, managers should make sure that the first game has been canceled and not merely delayed before making this assumption.

POLICY 17 RESCHEDULING GAMES

SECTION 1 Teams will be held accountable for playing their season schedule on those dates and times as stated in the programs schedule. Forfeits resulting from games which are rescheduled will count on a team's won/lost record and will count as a posted forfeit. The time of the rescheduled game may be changed. (This means that if games are suspended for the remainder of the night after some games are completed, the rescheduled games will be moved to the earliest available game time.)

SECTION 2 No game dates or game times will be shifted or altered to accommodate individual teams outside interest or activities.

SECTION 3 No games shall be rescheduled for any reason other than inclement weather, wet grounds, electrical failures, or other weather conditions, which could cause games not to be played as they are initially scheduled.

NOTE: RESCHEDULING OF RAINOUT GAMES will be posted at the game site once the rescheduling has been determined. The department will make an attempt to contact team managers with the rescheduled games information. It is the responsibility of the team manager to obtain this information.

SECTION 4 All suspended games will be started over at the beginning except for games that have completed four (4) innings or three and a half (3 1/2) innings if the team second at bat is ahead in runs scored. Games that have reached this point will be considered a regulation game. Past this point if a game is suspended, and the team second at bat has not scored more runs in their half of the incomplete inning to win the game, the game score reverts back to the last inning that was fully completed. Since ties are not allowed in league play, if the score for the last completed inning is tied the game will start over at the beginning.

SECTION 5 The Recreation and Parks Department reserves the right to schedule any and all make up games at their discretion in order to complete the entire schedule. Rained out games will be rescheduled to be played on the first night available.

POLICY 18 TEAM STANDINGS

SECTION 1 Program standings will be posted at the game site and/or the River Valley Adult Slow Pitch Softball (RSVL) Facebook group.

POLICY 19 TIE BREAKING SYSTEM

SECTION 1 At the conclusion of regular season play, determination of program standings will be based on final winning percentages.

SECTION 2 If two or more teams are tied for first or second in the standings, the following methods will be used to determine the final standings:

First method: The team with the lesser number of season forfeits shall be placed in the higher position.

Second method: A single play-off game.

Comment: In the event that an odd number of teams are tied for a trophies position, a draw or coin toss will be held among those teams to determine which team will receive a play-off “bye”.

SECTION 3 If two or more teams are tied for any position other than first or second, the following methods will determine final standings:

First method: The team with the lesser number of season forfeits will be placed in the higher position.

Second method: The team which dominated the other team(s) that it was tied with will be placed in the higher position.

Third method: The team which allowed the least number of points against the team(s) it is tied with will be placed in the higher position.

Fourth method: The team which scored the most points against the team(s) it is tied with will be placed in the higher position.

SECTION 4 The official record on file with the Recreation and Parks Department shall be official over independent teams records.

POLICY 20 AWARDS

SECTION 1 The Russellville Recreation and Parks Department will provide awards at the end of season play. The type and number of awards will be based on the number of teams participating during each season.

POLICY 21 TEAM AFFILIATION

SECTION 1 The Russellville Recreation and Parks Department adult softball leagues do not affiliate with any other one group or association. Affiliation with group or associations is open to any teams within our league.

POLICY 22 CONDUCT

SECTION 1 A player may be ejected from a game at the discretion of the official. If the team cannot make a proper substitution for the ejected player, that player's spot in the lineup will be an out every time he/she comes to bat. No team shall play with less than 8 players. Any player ejected shall be barred from participating in that team's next game if it is their first offense. "Next game" shall be interpreted as the game which is played after the ejection and may or may not be the next scheduled game. Any player ejected on two (2) occasions will be disqualified for the balance of the season including post season play. For grossly severe acts of misconduct, expulsion from the league shall be immediate. Any ejected player who is instructed to leave the game and thereafter causes a disturbance of any nature shall be ordered by the official to leave the game site. Failure to comply shall result in the disqualification of that player for the balance of the season including post-season play.

SECTION 2 Any player that physically touches an official shall be disqualified for a period of one (1) year. If an injury to the official or damage to the officials apparel results, that player shall be barred from all future programs operated by the Russellville Recreation and Parks Department until restitution is made. Also, legal action may be taken against that player.

SECTION 3 Any derogatory language or verbal badgering between opposing players or at the officials after an official has asked once for team captains control can result in player or players involved in the action being disqualified.

SECTION 4 Conduct after the game: Any team or team members who continues to display conduct which deters from the competitive recreational objective of the program, after the game is over, could result in disciplinary action being taken against the team or team members.

SECTION 5 No player, coach manager, or team attendant shall be allowed to participate while under the influence of alcohol or drugs. Participation refers to being on the game site or in the team area. The official shall have the right to withhold or eject any player who, in his judgment, is under the influence of alcohol or drugs. No alcoholic beverages shall be permitted at the game site. Smoking will not be permitted in the dugouts or on the playing field.

POLICY 23 PROTEST

SECTION 1 STATEMENT OF THE INTENT TO PROTEST

All protests, regardless of nature, will not be considered unless the official is notified that the game is being played under protest (DURING THE GAME; BEFORE COMPLETION OF GAME.)

- SECTION 2** Nature of protest: Plays involving judgment calls are not valid grounds for a protest. Only protests that will be considered, concern matters of the following types:
- a. A policy violation stated herein governing the administration of the program.
 - b. Misinterpretation of a playing rule.
 - c. Failure of an official to apply a correct rule to a given situation.
 - d. Failure to impose the correct penalty for a given violation.
 - e. Player eligibility.

Protests for misinterpretation or application of a playing rule must be settled on the spot before the next play. Only the manager or the assistant manager may file a protest. They need not protest unless they have a copy of the rules and can validate their protest. All protests concerning eligibility or records shall be filed in writing on the standard Recreation and Parks Department Protest form. The completed form and fee must be turned in to the Recreation and Parks office during normal business hours. A protest must be submitted within twenty-four (24) hours of the game or the first business day following game. There will be a \$25.00 protest fee for all protest. This fee must be paid when the protest is filed. The protest must include the following:

- a. team name / manager's name
- b. opponent team name / manager's name
- c. field umpire and plate umpire names
- d. scorekeeper for the game
- e. the rule and section of the official rules or policies under which the protest is being made
- f. the decision and conditions surrounding the making of a decision
- g. all essential facts involved in the protests

SECTION 3 Protest decision: Protest decisions will be made by three-member panel composed of league officials. A representative from each team shall appear before the protest panel to present their case, as well as the officials of the game. A decision relative to the protest will be made within seventy-two (72) hours after the game. The \$25.00 fee will be returned if protest is upheld or the \$25.00 fee will be retained by the Recreation and Parks Department if protest is not upheld. Both teams involved will receive a letter regarding the decision as well as a copy of the protest.

Part VIII

COED DIVISION

GENERAL INFORMATION

SECTION 1 All policies of this *Recreation and Parks Department Team Manager's Guide* shall be in effect for the softball program with the exception of those specific areas covered in this section. The number of entries will determine if there are separate divisions. A player may participate in both the coed division and the men or women divisions. Nights of play will depend on the number of team entries for league. Rainouts will be scheduled by the athletic director on the first available night.

COED PLAYING RULES

SECTION 1 The Russellville Recreation and Parks Department adult coed softball leagues will play under the playing rules established by the United States Slow Pitch Softball Association and the supplemental rules and policies established by the Recreation and Parks Department.

SECTION 2 Regulation Team, batting order, and position of defensive players.

- A. Five (5) men and five (5) women constitute a regulation team.
A team may not begin a game with more males than females. A team may not play with more males than females unless a female is injured during the game and must leave. Her turn at bat will be an out. A team must field at least three (3) males to begin a game. If a team is unable to field five men and five women, they may start the game with one of the following options:
1. A team may use four (4) females and four (4) males.
 2. A team may use five (5) females and three (3) males. If/when a male arrives he may be inserted into the lineup between two women.
 3. A team may use five (5) females and four (4) males. If/when a male arrives he may be inserted into the lineup between two women.
 4. A team may use six (6) females and four (4) males. If a team does this the sixth female must be replaced with a male if/when he arrives.
- B. Six (6) men and six (6) women if extra hitter is used.
1. A team MAY NOT start with eleven batters. If a player is lost due to ejection, a team must replace the player with same sex player or that spot in the lineup will be an out. If a player is injured or must go to work, the game continues but each time this player's time at bat will count as an out. (this differs from our other league rules due to the alternating sex of batters.)
- C. The batting order must alternate sexes.
- D. The pitcher and catcher must be opposite sexes.
- E. Coed defensive positions shall include two (2) male players and two (2) female players in the infield, two (2) male players and two (2) female players in the outfield, and one (1) male and one (1) female in the pitcher-catcher positions. Once determined, the players must be stationed in fair ground, except the catcher.

WARNING: Due to the fact that several experienced male players will participate in this program, female pitchers with little softball experience are discouraged from pitching. Female players pitch at their own risk.

- F. All outfielders may NOT move into the infield until the ball is hit.
Penalty: The ball is dead. The batter/runner receives an automatic double and all runners advance two (2) bases.
- G. In the event a male or female infielder elects to move into the outfield grass all outfielders must be positioned behind that infielder.

SECTION 4 Substitutions

Substitutions may be made during the ball game, but must be made by sex. USSSA rules governing substitutions shall apply to starting players and re-entry of players.

SECTION 5 Base on balls

On any base on balls to a male player (intentional or not), the next batter, a female, has her choice of either walking or batting.

SECTION 6 Game Balls

The 11-inch softball will be used when a female is batting and a 12-inch softball will be used when a male is batting. It is an appeal play when the wrong ball is pitched to a batter. If the appeal is allowed, the manager of the offensive team has the option of taking the results of the play or having the last batter return and assume the ball and strike count prior to the wrong ball being discovered.

SECTION 7 Home Run Rule

The home run rule for league is six home runs for upper division coed, three home runs for middle division coed, and one home run for the lower division. If the coed league is one division, the home run rule will be three home runs allowed and all others will be a single. Base runners will advance only when forced.

**Part IX
Policy and Rule Modifications**

POLICY 24 POLICY AND RULE MODIFICATIONS

SECTION 1 This policy is designed to provide modifications in rules and policies for the specific programs covered in this sports manual. These modifications may be adopted by the individual leagues at their league organizational meetings, and with the Recreation and Parks Department approval.

SECTION 2 No policy manual can cover everything that may occur. In the event a special problem or incident not covered in this manual occurs, a panel of professional recreation personnel or a softball commission, will adopt a policy or make an individual ruling on the incident in question.

SECTION 3 If changes or additions are necessary for the Russellville Recreation and Parks Department Softball Leagues during a season the manager will be notified.

**Part X
Forms**

The following pages are the forms used for the adult softball programs. They may be copied for your use.

NOTICE: All applicable fees must be paid when forms are submitted. All forms must be turned in to the Recreation and Parks Office during office hours.

RUSSELLVILLE PARKS DEPARTMENT ADULT SOFTBALL LEAGUE WAIVER ROSTER

Team Name _____

Manager _____

Phone _____

Print Player's Name	Player's Signature (Parent must sign if player is 16 or 17)	Date of Birth	Phone(s)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

MY SIGNATURE INDICATES THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED BELOW. I am a member of the above named team and, as a participant, will abide by all the rules, regulations and policies set forth by the City of Russellville Recreation and Parks Department, I understand participation in athletic activities may have an element of hazard or inherent danger, and I take full responsibility for my actions and physical condition. I hereby for myself, my heirs, executors and administrators agree to indemnify and hold the City of Russellville Recreation and Park Department and its employees, representatives, successors and assigns harmless from any liability, loss, cost or expense (including attorney's fees, medical and ambulance costs) that may occur while participating. In case of emergency, I give my permission for emergency medical treatment. This form shall be considered valid until canceled or changed in writing by the undersigned participant/parent/guardian. **THIS WAIVER MUST BE SIGNED BY EVERY PLAYER ON THE TEAM (OR THEIR PARENT/GUARDIAN). COMPLETE FORM WITH ALL SIGNATURES AND INFO MUST BE SUBMITTED AT THE TIME OF REGISTRATION.**

Coach's Signature Verifying AUTHENTICITY of Signatures: _____ **Date:** _____

For Office Use Only

Date Received by Office: _____ Number of Players on Roster: _____

Russellville Recreation and Parks Department League Entry Form

Men Softball

Women Softball

Coed Softball

Team Name _____ Date: _____

All correspondence will be mailed to the manager.

An assistant manager must be listed.

Manager _____

Assistant Manager _____

Address _____

Address _____

City _____ Zip _____

City _____ Zip _____

Home Phone _____

Home Phone _____

Business Phone _____

Business Phone _____

E-mail Address _____

E-mail Address _____

New Team

Returning Team

Returning Team with New Name

If a team has six or more returning players it is considered the same team.

The number of teams which register to play will determine the number of divisions scheduled. Check the division you believe is best for your team with Division I being the highest and Division III the lowest.

Division I

Division II

Division III (if scheduled)

If you are registering for a lower division, please list the teams and divisions that your players have participated the past two seasons.

_____	Players from Team Name:	_____	Division	_____
_____	Players from Team Name:	_____	Division	_____
_____	Players from Team Name:	_____	Division	_____
_____	Players from Team Name:	_____	Division	_____

This form with the league **entry fee** and a completed **roster** must be turned into this department before the registration deadline for league entry. I, the undersigned, am listed as manager of this team and understand that all correspondence will be mailed to only me. I am responsible to relate any information to my players. I have paid all fees and turned in all forms required to register my team in the RRPD Sports Program specified.

Signature of Manager

Office Use Only

Date Received _____ Amount Received _____ Check Number _____

Receipt Number _____ Received By _____

WAIVER AND RELEASE OF LIABILITY FOR MINORS

Russellville Recreation and Parks Department Sports Program

I hereby grant permission for my child, _____, to participate in the Recreation and Parks Department athletic/sports program, related events and activities, and I the undersigned acknowledges, appreciates, and agrees that: 1. The risk of injury to my child from the activities involved in this program is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and, 2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my child's participation; and 3. My child willingly agrees to comply with the stated and customary terms and conditions for participation. If they observe any unusual significant hazard during their presence or participation, they will remove themselves from participation and bring such to the attention of the nearest official immediately; and, 4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE THE RUSSELLVILLE RECREATION AND PARKS DEPARTMENT, their officers, officials, agents, and/or employees, other participants, WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. 5. I, for myself and on behalf of my heirs, assigns, personal representatives, and next of kin HEREBY INDEMNIFY AND HOLD HARMLESS all the above releasees from any and all liabilities incident to my child's involvement or participation in these programs EVEN IF ARISING FROM THEIR NEGLIGENCE. 6. If any one numbered part of this release is declared void, such declaration of that numbered part will not void the rest of the parts of the release. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT INDUCEMENT

Child's Name (Print) _____ Age _____

Child's Signature _____

Parent or Guardian Name (Print) _____

Parent's Signature _____ Date _____

**Russellville Recreation and Parks Department
PROTEST FILING FORM**

League: Men's Softball Summer Fall
 Women's Softball Summer Fall
 Coed Softball Summer Fall

Team Name: _____
Manager: _____
Home Address: _____ City: _____
Home Phone: _____ Business Phone: _____

A \$25.00 PROTEST FEE MUST ACCOMPANY THIS COMPLETED FORM.

GAME INFORMATION

Opponent: _____
Date of game: _____ Time of game: _____
Game site: _____
Plate umpire: _____ Field umpire: _____
Scorekeeper: _____

List the official rule or local rule under which the protest is based on:

Give a description of the decision that was made and the conditions surrounding the decision:

List an essential facts involved in the matter protested:

Date Received: _____ Fee Paid: _____ Receipt Number: _____

Received By: _____

This protest must have been brought to the plate umpire's attention before the completion of the game under protest to be a valid protest. A decision by the softball commission will be made within 48 hours of the filing of this form.