

# GENERAL OPERATING RULES

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## **Article 1 – Registration of Teams**

### **A. Leagues and/or Associations**

1. Softball leagues/associations must apply annually for Softball Manitoba membership for the current year only, from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. Application for Minor membership must be in the Softball Manitoba office no later than June 1<sup>st</sup> of each year (June 15<sup>th</sup> for Adult Fast Pitch and Slo-Pitch). Any deadline day will be the first working day following the deadline if it falls on a Saturday, Sunday, or holiday. Minor and Adult Division Team Registration forms received after the Divisions' deadlines will not be reviewed by the Division. No Exceptions. These late registration applications must be reviewed and approved or denied by the Softball Manitoba Executive Committee. Team registrations received after the Divisions' deadlines that are denied will be accepted for insurance purposes only. Minor and Fast Pitch Division players/coaches registering late will be ineligible to participate in any Softball Manitoba or Softball Canada sanctioned events. The Slo-Pitch Division will allow late registration and accept all late Team Registration Forms until July 15<sup>th</sup> if submitted with a late fee of \$100.00 per roster.  
It is the responsibility of the League to ensure that all Team registration forms are completed properly and into Softball Manitoba by the team registration deadline. Team registration forms must be channeled through the League concerned. Softball Manitoba will not accept a Team registration form directly from any team that is registered with an affiliated league.
2. When applying for membership each year, a league/association must complete Softball Manitoba membership forms as per instructions issued:
  - a. League Executive List - Provide League Executive names, e-mails, addresses and phone #s to Office.
  - b. Team Contact List - Provide a list of all league participants and the names, e-mails, mailing addresses and telephone numbers of two contacts for each team in the league. Because player signatures are no longer required (other than Minor 'A' Female), Softball Manitoba requires at least one coach signature per team in your League approving the data on their Team Registration Form as submitted.
  - c. Indicate the category of each team in the league/association applying for membership.
  - d. Indicate the classification of each team applying for membership.
  - e. Provide a list for each team of the names of all team participants (including coaches and certification) and their mailing address, telephone numbers and email address (if applicable).
  - f. All information above must be provided electronically to Softball Manitoba.
  - g. The Head Coach is responsible to ensure their players are only listed on 1 roster unless otherwise allowed.
  - h. Ensure players pay the annual player registration fee required.

NOTE: If application for membership is not completed as indicated in Article 1 – Registration of Teams, A – (1) & (2) by June 1st (June 15th for Adult), the league or team will forfeit all membership rights including voting privileges with Softball Manitoba.

## **Article 2 – Rules of Play**

The playing rules, as printed in the Official Softball Rule Book adopted by Softball Manitoba, shall govern all championship play. However, special playing rules approved by Softball Manitoba will take precedence over the playing rules in the Official Softball Rule Book.

## **Article 3 – Hosting Regulation**

### **A. General**

1. Provincial Championships must be conducted in accordance with Softball Manitoba's General and Divisional Operating Rules. Excluded are all Canadian or Western Canadian Championships hosted in Manitoba.
2. Any registered League or Organization may apply to host a Provincial Championship, in a classification or category of their choosing provided they are in Good Standing with The Association.
3. Softball Manitoba will appoint a Delegate for each event. The Delegate will ensure that the tournament is conducted as per Softball Manitoba General and Divisional Operating Rules. This Delegate will be responsible for determining player eligibility (in accordance with the Softball Manitoba Office) and will also head up the protest committee. The Delegate has the final authority in all matters relating to the competition.
4. Softball Manitoba will post the draws <http://www.softball.mb.ca> once completed.
5. The Association will provide appropriate awards for all Provincial Championships.
6. Any Provincial Championship date may be changed as approved by the Division and Softball Manitoba.

**B. Provincial Championship Format/Draw**

1. Provincial Championship draws will be determined by Softball Manitoba once all provincial entries (for that event) have been received/approved.
2. Draw Type dependent on number of team entries in event. (Full Round-Robin/Modified /Pools/Playoffs)
3. Whenever possible round-robin and group round-robin will be played. Draws will be designed to ensure that all teams are guaranteed at least 3 games. No team will be eliminated with only one event loss. Following round robin play 'A' events will use the single round knockout formula in the playoffs and 'AAA' will use the Page Playoff. The "if game" no longer exists and teams can be eliminated with only one event loss."

**C. Host Committee Responsibilities**

1. The hosting body will be responsible for providing all the necessary equipment and services for the proper conducting of the playoff.
2. No hosting body may charge an admission charge to participants in a Special Playoff or Provincial Championship without receiving prior permission to do so from the Association.
3. Where the host does not provide a scorekeeper, the home team will be designated as the official scorekeeper.
4. The hosting body will be responsible for all pre-and post-tournament publicity.
5. The host must ensure that an updated record of the official draw is maintained at all times for the benefit of participants. The official draw shall be posted in a location accessible to all concerned.
6. Ensure that the daily results reach all media that received pre-tournament publicity.

**D. Areas of Importance**

1. Playing Facilities and Equipment
  - a. Suitable/sufficient softball diamonds available to play the number of games required in the time allotted.
  - b. Indicate the availability of the following support areas.
    1. Central control (Delegate area).
    2. Pre-tournament meeting room.
    3. Umpire meeting and change rooms.
    4. Posted schedule and result area.
    5. Canteen facilities.
    6. Washroom facilities - indoor/outdoor.
    7. Parking area and proximity to diamonds.
    8. Home Run Fences.
  - c. Provide all necessary field equipment.
    1. Home and pitching plates.
    2. Double base and bases for 2<sup>nd</sup> and 3<sup>rd</sup> base.
    3. Foul flags (flexible if possible)
    4. Tape measure.
    5. Marking equipment.
    6. Rakes & shovels, etc., must be available along with a supply of infield material if needed to keep diamonds playable.
    7. Adequate groundskeeping should be provided to ensure that the diamonds and equipment are maintained in a playable condition at all times.
  - d. Only Softball Canada approved Worth/Rawlings balls (provided by Softball Manitoba) may be used. The type & size of ball will be determined by Softball Manitoba.

**E. Officials**

1. Officials for each Championship will be the responsibility of Softball Manitoba and its UDC.
2. A 1-Umpire System will be used for all 'A' Division Round-Robin games. A 2-Umpire System will be used for all 'A' Division Tiebreaker and Playoff games and for all 'AAA' games in U12, U14 and U16 categories (Round-Robin, Tiebreaker and Playoff Games). A 3-Umpire System will be used for all 'AAA' games in the U19 category (Round-Robin, Tiebreaker and Playoff games). A 2 or 3-Umpire System will be used for all Open (Adult) Division games (Round-Robin, Tiebreaker and Playoff games) at the discretion of Softball MB.
3. Softball Manitoba is responsible for the payment of Provincial Championship umpire fees.

**F. Scorekeepers**

1. One (1) Official Scorekeeper must be assigned to each game in progress.
2. Scorekeepers must ensure an accurate record of the game is maintained at all times.
3. Once complete, each scoresheet is to be given to the Delegate at the conclusion of each game.
4. Where the host does not provide a scorekeeper, the home team will be designated as being responsible to keep score for the game and submit sheet to Delegate after the game.

**G. Protest Committee**

1. The host body shall appoint a Protest Committee which is to be made up of at least three (3) people who are familiar with the rules and who are knowledgeable in the game of softball. Two of these three (3) will include the Delegate and the event UIC that were assigned to the Championship by Softball Manitoba.
2. Any properly registered protest, as defined **below**, must be considered and decided upon before the game may continue.
  - a. **The Protest Committee for all Provincial Championships shall consist of three (3) people selected by the Softball Manitoba Delegate as outlined below:**
    - i. **i) the Softball Manitoba Delegate or Assistant Delegate**
    - ii. **ii) the Umpire-in-Chief or Deputy Umpire-in-Chief**
    - iii. **iii) an individual appointed by the Softball Manitoba Delegate**
  - b. **All game play protests must be made at the time of the play in question (i.e., before the next pitch). The home plate umpire must announce the outcome of the protest.**
  - c. **There shall be no protests on:**
    - i. **i) the rescheduling of games**
    - ii. **ii) the contents of a line-up card**
  - d. **Upon arrival of the Protest Committee, the protesting team will supply the committee with the protest fee of \$250.00 (cash or certified cheque). Failure to do this will nullify the protest and the game shall continue immediately. If the protest is upheld, the fee will be returned after the game.**

**H. Accommodation**

1. The host body (in the application) must include:
  - a. The quantity and type of accommodation available, both in housing and food service.
  - b. Other accommodations available within a reasonable travel distance.
  - c. Possible camping or tenting areas.

NOTE: Leagues or teams participating in the Provincials are responsible for reserving their own accommodation.

**I. Host Committee**

1. The Host should serve as contact for inquiries related to accommodation, meetings, locations, etc.
2. The Host (in the application) must identify the Host Committee Chairperson and Alternate. (Contact #s).

**J. Additional Information**

1. Upon application the Host Committee should include
  - a. other diamonds available within a reasonable travel distance.
  - b. any additional activities the host body is prepared to offer such as social activity, evening barbecue, etc.

**K. Equipment and Services Checklist (All Categories)**

|  |   |
|--|---|
| Softball Diamonds  | Field Equipment                               |
| Central Control Area (for Delegate and Event UIC)  | Pre-Tournament Meeting                        |
| Publicity  | First Aid Kit and ice/ice packs (recommended) |
| Protest Committee  | Proper restroom facility                      |
| Umpire change facility   | Umpire & Delegate water                       |
| Groundskeeping   | Scorekeeping                                  |
| Awards Presentation (Medals or Prizes). Photos of the top 3 finishers provided to Softball MB in each event. |   |

## **Article 4 - Sanctioned Competition**

### **A. Rules**

1. All Softball Manitoba sanctioned competition will be conducted in order and accordance with the following regulations:
  - a. The Softball Manitoba General and Divisional Operating Rules
  - b. The Softball Canada By-Laws and Special Operating Rules
  - c. The Softball Canada Rulebook
  - d. The WCSA By-Laws and Special Operating Rules (as per WCSA Handbook)

### **B. Officials**

1. One umpire will be appointed Event Umpire-in-Chief. This appointment will be made by the PUIC and the Umpire Development Committee. The Event UIC shall be responsible for assigning the officials for the Championship.
2. Duties of the Event UIC shall include the following:
  - a. Hold a pre-tournament meeting with the assigned officials prior to first game of Championship.
  - b. Participate in Pre-Championship meeting with Delegate and Team Representatives.
  - c. Serve as a member of the Protest Committee.
  - d. Submit event expense report / other duties - as outlined in Umpires Handbook.

### **C. Smoking, Alcohol and Substance Abuse**

1. Smoking will not be allowed on the field or the players' benches while a game is in progress. The game is considered in progress once team participants enter the field to prepare to start their warm-up.
2. There is to be no drinking of alcoholic beverages or consumption of other drugs before, during, or after any game at, or near any game site. It is the responsibility of the team coach and manager to ensure that no persons with alcoholic beverages or other drugs are on or near the bench area. Failure to observe this regulation could result in forfeiture of the game as well as further action by the Delegate and Softball Manitoba.

### **D. Draws**

1. Additional Draw Information is listed in the Divisional Operating Rules Whenever possible round-robin and group round-robin will be played. Draws will be designed to ensure that all teams are guaranteed at least 3 games.
2. In the event of delays or cancellations due to rain or other uncontrollable circumstances, alternate types of playoff draws will be available:
  - a. Succeeding games may be boosted or re-scheduled into other times, or onto other available diamonds.
  - b. Competing teams must be available to play and are expected to co-operate to the fullest extent in attempting to complete their respective playoffs.
3. If a playoff cannot be completed due to weather conditions, unplayable facilities or other uncontrollable circumstances, the Delegate, after consultation with the tournament committee, has the right to declare co-winners or joint winners of the playoff.  
If a decision is made to re-schedule the playoff at a later date, it will be held or completed the following weekend if possible at the same or an alternate location.
4. When criteria is used to determine team placement, should the home team score the winning run in the last inning, the inning shall be counted as a full inning.

## **ARTICLE 5 - Provincial Championship Duties**

### **A. Softball Manitoba Office & Divisional Responsibilities**

1. Confirm as soon as possible after the entry deadline the number of teams that will be participating in each event.
2. Develop draws, based on and including:
  - a. General rules of team placement in groups including distribution of rural/urban teams, league representation, seeding and previous year's schedule, if available/relevant.
  - b. Game times with reference to number of innings & games per day per team.
  - c. Provide tie-breaking rules.
  - d. Provide the final playoff format.
3. Provincial Championship participants (Leagues or teams) are responsible to book their own accommodations.

4. The event Umpire-in-Chief or his designate is to be provided with a copy of the draw.
5. Opening ceremonies, if held, shall be confirmed with the host, as to time, available time and length of ceremony.
6. The Office will provide the Delegate a provincial championship kit consisting of:
  - a. Rule Book
  - b. Draw
  - c. Playoff and hosting regulations & By-Laws
  - d. Plaques and medallions as applicable
  - e. Rawlings Softballs and Rawlings/Worth banner
  - f. Team Registration Information including Pickups
  - g. Blank Championship Team Rosters for participating teams to complete
  - h. Scoresheets and lineup cards
7. The Event Umpire-in-Chief or designate is to provide sufficient umpires for all championships. This includes a pre-determined number of umpires per game.
8. Hosts are to arrange for official scorekeepers. In the event that scorekeepers are not available, the Delegate is to advise the home team that they must provide the official scorekeeper.

#### **B. Delegate Duties**

1. Ensure that all the necessary equipment and information is available.
2. Conduct the pre-tournament meeting with reference to information provided.
3. Liaison with the Event Umpire-in-Chief to ensure sufficient qualified umpires are on site and that a Protest Committee is formed.
4. Meet with the host to ensure all conditions are met; verify actual diamond numbers to listed schedule diamonds. The host is to provide one member of the Protest Committee. Finalize official scorekeeping arrangements - provided by the Host or by the home team.
5. Check Softball Manitoba Championship Team Rosters to confirm eligibility of players. This should be done before play begins if possible. If any question arises in regard to the eligibility of a player, the player's coach or manager should be informed as soon as possible. By making the coach or manager aware of the eligibility questions, the coach or manager may be able to keep the player in question out of the game until the problem is resolved.
6. Important - Before you make any decision on team or player eligibility or any rulings that will affect the outcome of any game, check the By-Laws, Playoff Regulations, draw, etc. completely. If you are not sure how to interpret the By-Laws or Playoff Regulations, contact a Softball Manitoba Director for clarification.
7. Monitor the progress of the event, making changes to the draw as necessary.
8. Present the awards and take photos (with Worth/Rawlings banner).
9. Return event kit promptly. Included should be your report on the tournament. The report must include the final score of all games and Delegate and Officials Expense report. If possible please forward the 2 expense reports to the Office electronically.

#### **Article 6 - Hosting Regulations for Western Canadian Softball Championships**

1. Hosting bodies for WCSC held in Manitoba must abide by Hosting Rules/Regulations of the WCSC Association in addition to the following:
  - a. Once a host has been selected, the Softball Manitoba Director on the WCSC Board or their designate will meet with the Host Committee to review all responsibilities, commitments and expectations to be followed by the Hosting Committee.
  - b. Host sites should have a minimum of two (2) diamonds/category.
2. Umpire Game Fees (as determined by the WCSC Draw) in total, will be paid by the Host to the Tournament U.I.C. prior to the Umpire Meeting. The U.I.C. will ensure that all officials receive their game fees prior to departure of the championship. Any differences (rainouts, tiebreakers, other) between Official Opening Draw and Final number of games in regards to Total Game Fees will be amended between Host Chair and UIC.
3. Hosting Rules/Regulations of the WCSC Association available from Softball Manitoba Office.

**Article 7 – The Border Rule – Provincial Championships**

Softball Manitoba has adopted The Border Rule and is part of the same agreement that Softball Saskatchewan has with Softball Alberta. The rule is as follows:

The Border Rule – or - Boundary Border Rule – (applies to Players that reside within 40 km of the border) that allows players who are residents of Saskatchewan (and Northern Ontario) to apply to us to play in a neighboring Province. The players must apply by May 15<sup>th</sup>. Once Softball Manitoba receives the application it will check with the neighboring Province (Saskatchewan) to see if they would allow the player to register with them. Players who reside in Manitoba who do not apply to play in a neighboring Province would be suspended should we find they have registered in another Province. This rule applies to adult players as well as minor players. This rule can also work in the reverse manner allowing Manitoba players that reside within 40 km of the border to apply to play in Saskatchewan.

**Article 8 – Softball Canada Canadian Slo-Pitch Championships - Special Operating Rules**

Any team from Manitoba or Saskatchewan attending the Canadian Slo-Pitch Championship can pick up to five (5) players from each other's Province with the release of the player's home province. All releases must be handled as per the Softball Canada Guidelines.