

City of Benicia
Parks and Community Services
370 East L Street
Benicia, CA 94510
(707) 746-4306

SOFTBALL MANAGERS HANDBOOK

For Men's & Coed Teams

The Benicia Parks and Community Services welcome all returning and new teams and players to our softball program. Our goal is to provide you and your team with the most enjoyable recreational softball experience possible.

This softball manual has been provided to assist you with the operation of our softball programs. It is very important that you take the time to read the material and share the information with your players.

If you have any questions, need additional information or would like to share concerns, please feel free to contact League Director Wendy Stratton Monahan at (707) 746-4306.

Revised 5/30/19
City of Benicia - Parks and Community Services Department

ADULT SOFTBALL (ALL DIVISIONS)

PLAYER'S CODE OF CONDUCT

The Benicia Parks and Community Services Department would like to encourage good sportsmanlike conduct among all the participants by implementing the following:

- A. A person who has been ejected will automatically be subject to a minimum one game suspension. The suspension will apply to the next game whether it is a league game, play-off or championship game. The manager of the team will also be subject to a minimum one game suspension. A player on suspension may not be present at any games from which they are suspended.
- B. If a player, manager or coach is ejected from a game, he/she must **immediately** leave the ball field area and the Benicia Middle School facility or Benicia Community Park (including the parking lot). A game will not continue play until the ejected individual(s) have left the site. If a player refuses to leave, or is found on site after the game has resume, that player will be subject to additional one game suspension (minimum). If the situation escalates to additional violations of conduct while the player is leaving the field, the game is subject to forfeit in additional to player sanctions.
- C. Any team or individual displaying unsportsmanlike conduct during a game will be warned of conduct violations and may be disqualified from further participation in the league. It is the responsibility of the team manager to control team members.
- D. Team managers and players will be held responsible for the conduct of their spectators.
- E. An official can immediately eject a player, manager or coach for any of the following misconduct:
 - 1. Refusal to abide by an official's decision.
 - 2. Using unnecessary rough tactics, which may cause bodily harm to another person.
 - 3. Verbally abusing or physically attacking another person.
 - 4. Using profane, obscene or vulgar language.
 - 5. Having the presence of alcohol on his/her breath.
- F. Any player, manager, coach or spectator who verbally abuses, physically harms or threatens a league official or City representative is subject to suspension for life from participating in City of Benicia adult sports programs and may face criminal charges.
- G. **NO ALCOHOLIC BEVERAGES** ARE ALLOWED ON THE BENICIA MIDDLE SCHOOL FACILITY PROPERTY OR ON BENICIA COMMUNITY PARK BALLFIELDS! Any person (player, manager, coach or spectator) found to have alcoholic beverages will be asked to leave the facility immediately!
- H. All decisions made by the League Director will be final. The League director has the right to amend, delete or add any rules deemed necessary.

GENERAL SOFTBALL LEAGUE INFORMATION

A. GAME TIMES AND LOCATIONS

1. All games will be played at either the Benicia Middle School Softball Field #1 on Southampton Road or at the Benicia Community Park Field #4 on Rose Dr. This includes Spring, Summer and Fall leagues. Your schedule will designate which site your game site. Any adjustment to game locations will be announced prior to the start of the season.
2. Game times for Wednesday nights are: 6:30pm, 7:35pm and 8:40pm. Friday night game times are: 6:30pm, 7:35 pm and 8:40pm. Each game will receive a five (5) minute grace period. This five minutes will be deducted from the playing time. The designated home plate umpire records all game times.

B. LIABILITY FORMS, ROSTERS AND INSURANCE

1. Teams will not be allowed to take the field and play a game until the completed player liability form has been signed by **EVERY** rostered player and submitted to the Parks and Community Service Department or an authorized representative. Teams must also have a completed roster that includes all players and their addresses and phone numbers.
2. Persons or players participating in activities sponsored by the Benicia Parks and Community Services Department are not covered in any way from personal liability or property damage. This means that **players are competing in softball leagues at their own risk** and are advised to obtain their own insurance as their personal needs may require.

C. DIVISION FORMATION

1. Requests to play in a specific division are not guaranteed.
2. Divisions will be created based on field availability and anticipated duration of season.
3. Teams that win the previous season should expect to be moved up to the higher division for the following season. The team that is seeded last at the end of pool play should expect to be moved down to the lower division for the following season. Also, the team with the best pool play record will also be considered for movement to the upper league.
4. If, for example, more than one team is needed to be moved up, the team that wins the Championship and the team with the highest standing at the end of pool play (if different teams) should expect to be moved up. If they are the same team, then the Champion team/first seed and second seed team from pool play should expect to move up, regardless of 2nd seed performance in the playoff round. If more than one team is needed to move down one division, the two lowest seeded teams should expect to be moved.
5. Moving of teams between divisions is necessary in order to create competitive and fair divisions. Moving up or down a division does not guarantee that you will remain in that division for future seasons.

D. TEAM ROSTERS AND ROSTER CHANGES

1. All teams are limited to eighteen (18) players who must be listed on the official team roster.

2. Changes made to the team roster must be on an “add/drop” form available in the Parks and Community Services office (or will be emailed or mailed upon request). NO NON-RESIDENTS MAY BE ADDED unless the maximum non-resident fee has already been paid (\$90).
3. Individuals are not “officially rostered” players until the completed “add/drop” form is received in the Parks & Community Services office or by a league official at the ball fields.
4. All changes must be made prior to the third game of each league. A total of three (3) players may be added, but cannot exceed the eighteen-player limit. NO NON-RESIDENT MAY BE ADDED unless the maximum non-resident fee has already been paid.
5. All rosters will be audited throughout the season. Any non-residents on the roster will be charged the \$15 fee (to a maximum of \$90). The fees will be posted to the manager’s registration account and must be paid prior to the end of the season.
6. **ANY PLAYER THAT IS ON THE ROSTER, BUT HAS NOT SIGNED THE WAIVER OF LIABILITY BY THE THIRD GAME OF THE SEASON WILL BE DROPPED FROM THE ROSTER.**

E. TEAMS AND PLAYERS

1. Players must be 18 years of age or over and out of high school.
2. Players must not have any professional baseball experience.
3. No player may play on a team unless his/her name has been officially listed on that team’s roster and they have signed the liability form.
4. A player found to be ineligible or playing under an assumed name will be suspended for the season and all games in which he/she played may be declared forfeits.
5. The team manager who uses illegal player will be subject to the same penalties as the illegal player.
6. Players may be asked to show valid identification at any time throughout the season. This proof must be provided upon demand by the League Director or designated league officials.
7. A player is eligible to play on only one (1) men’s, women’s or coed team in the Benicia league on the same night.
8. A player cannot transfer to another team once that player has played in a league game. Players may transfer from one team to another between Spring, Summer and Fall leagues.
9. A player found to be playing on more than one team in the same night will be considered ineligible and suspended from the season and all games in which he/she played may be declared forfeits.
10. Non-players will not be allowed in the dugout at anytime. Children are not allowed in the dugout.
11. Players are only eligible for playoffs if they played in at least 2 games during the regular season.

F. PROTESTS

1. Protests will only be considered regarding rule violations, clarifications or misinterpretations **not if they involve judgment calls by an official.**
2. The notification of intent to protest must be made to the plate umpire and scorekeeper **immediately and prior to the next pitch.**
3. All protests must be filed in writing to the Parks and Community Services office within two business days following the protested game. The written protest must include the date, time of the game,

the rule and section of the official rules or local rules under which the protest is made and the conditions surrounding the incident. All essential facts must be included.

4. The written protest will only be accepted if accompanied by a protest fee of \$25.00. If the protest is upheld, the money will be returned. If denied, the money will go into the league general fund.
5. A game in which a protest has been upheld will be **replayed from the point of the protest and only if it has a bearing on the final standings.**

G. FORFEITS

1. A team will forfeit if they do not have eight (8) rostered players present and ready to play at game time.
2. A \$35.00 forfeit fee is required for all forfeited games and due by 5:00pm prior the next scheduled game.
3. If you contact the Recreation Supervisor between 9am – 12pm the DAY BEFORE your scheduled game (i.e. about 36 hours notice) you will not be charged the forfeit fee. This gives the Supervisor sufficient time to contact the other team and the officials and alter staff schedules. Any forfeits that are less than 36 hours in advance will be charged the forfeit fee of \$35 which will be due before your next scheduled game.
4. If a team forfeits a second game, there is another \$35.00 fee and the team may be dropped from the league. The decision to drop a team will be at the discretion of the league director.
5. Teams and all players on the team roster will not be allowed to participate in any Benicia adult sports program until all forfeit fees are paid.
6. A “forfeit” game will not be played or replayed/rescheduled.
7. Neither umpires nor scorekeepers will be authorized to work a “practice” game once it has been forfeited.
8. If a game is forfeited, the teams will be given the allotted time to use the field for practice, EXCEPT for the final game of the night.

H. RAINY DAY PROCEDURES AND GAMES CALLED DUE TO RAIN/OTHER ISSUES

1. On rainy days or days when field conditions may be questionable, you may call 746-4285 AFTER 3:30pm, Monday through Friday. If games have not been canceled by the Parks and Community Services Department, teams are required to appear at the field at which time it will be determined if the game will be played. If the first game is canceled, all following games will also be canceled.
2. If a game is called due to rain, emergency, mechanical failures, or any other issues outside the control of on-site staff, prior to it being an official game (five completed innings or half of the time limit of 33 minutes) every attempt will be made to reschedule and finish the game but only if that game has a bearing on the final standings.

I. DIVISION PLAY-OFFS

1. The top teams in each division (as determined by overall league standings at the conclusion of the league) will qualify for the single elimination play-off series to determine the Championship team.
2. SPECIAL NOTE: In the event of a TWO-WAY tie in team standings, the team that defeated the other during league play will be determined the winner. In the event that both teams tied each other (if

double round robin league) during regular season play, the winner will be determined by Run-Differential between the tied teams. In the event of a THREE-WAY (or more) tie where each team beat the other, the winning team will be determined by run differential between the tied teams; or as a final tie breaker, the run differential among all teams in the league, to break the tie. **In no case will there be play-off games to determine who gets into the play-offs!**

3. **PLAYOFF/TOURNAMENT GAMES:** In consideration of a possible tie game during playoffs/tournament games, the following protocol will be followed: If there is a tie game at the completion of an inning after 55 or more minutes have been played, one (1) additional inning will be played to allow for a possible tie break. If the game is still tied after the additional inning, the score will revert back to the last untied inning to award the win.
4. **CHAMPIONSHIP GAMES:** The requirements to have all field lights extinguished no later than 10:30pm, and for safety of players, staff, and spectators, the following rule will apply to the championship game: **Teams, spectators and staff must begin to exit the field no later than 10:15pm. Therefore, championship games will be limited in time. The game is permitted to go 7 innings or 1 hr 15min in length, whichever comes first. No new inning will start after 1 hr 10 min. If the game is in the middle of an inning at the 1 hr 15 min mark, but there is time to complete the inning before 10:15pm, the inning can continue. If the game is in the middle of an inning at 10:15pm, the championship will be awarded to the team with the higher score at the last completed inning. If the game ends in a tie and has met/surpassed the 7 inning or 1 hr 15 min limit, the championship will be awarded to the team with the higher score in a previous inning where there is no tie.**
5. Awards for each Division play-off series include: 15 individual awards for both first and second place teams in each division. No team trophies.

PLEASE NOTE: ALL DECISIONS MADE BY THE LEAGUE DIRECTOR WILL BE FINAL. THE LEAGUE DIRECTOR HAS THE RIGHT TO AMEND, DELETE OR ADD ANY RULES DEEMED NECESSARY.

ADULT MEN'S SOFTBALL LEAGUE RULES & REGULATIONS

The official rules governing play in the Benicia Adult Softball League shall be those of the A.S.A. (Amateur Softball Association of America) except as amended below:

A. THE GAME

1. Teams must start and finish with a minimum of eight (8) players. Upon the arrival of an additional player, he/she must be added to the bottom of the line-up. This player must arrive prior to the end of the first at bat to be added to the bottom of the line up card.
2. Seven (7) innings or one hour and five minutes shall constitute a game. A game will be considered official after five complete innings **or thirty-three minutes (half the allotted game time)**.
 - a. *Games called due to rain, emergencies, mechanical failures, or any other issues outside the control of on-site staff will be marked as an official game if the time has passed the 33 minutes mark. These scores from the last completed inning of the game will be recorded as the final score of the game.*
3. No new inning will be permitted to start after sixty minutes past the start of the game.
4. Once an inning has begun it will be completed (unless the home team is ahead after the visiting team has completed its at bat).
5. Stalling (in the judgment of the officials) is considered unsportsmanlike conduct and teams will be penalized accordingly.
6. Extra inning games will not be played unless ten minutes or more remain from the original 1 hour
7. The Home Plate umpire is the official timer for all games.
8. If there is only one umpire, the game will still be played.
9. No infield practice will be permitted prior to games.
10. No metal cleats will be allowed.
11. **HOME RUN RULE FOR BENICIA MIDDLE SCHOOL FIELD #1: A team will be allowed five (5) home runs per game. A sixth home run and any thereafter will result in an out.**
12. **HOME RUN RULE FOR BENICIA COMMUNITY PARK FIELD #4: There are no homeruns recorded at Benicia Community Park Field #4. The field is an "open field"; all fair balls will be played.**
13. **SLAUGHTER RUN RULE: If one team is behind by 15 or more runs by the end of the third (3rd) inning, the manager of that team has the option to end the game at that time or to continue the game. If either team is ahead by 15 or more runs, by the end of the fifth (5th) inning, the game will be officially over. This rule applies to regular season games, play-off games & championship games.**
14. Infield warm-ups will not be allowed between innings.
15. The pitcher will be allowed two (2) warm-up pitches between innings.

B. BATTING

1. Team managers must submit line-up cards to the scorekeeper and be ready to play by game time. **If line-ups are not ready and submitted to the scorekeeper by game time, the time will be**

deducted from playing time. Line-up cards MUST have first and last names printed legibly. In addition, all players also must sign the lineup card before the game will start.

2. **A "TWO STRIKE-THREE BALL" COUNT WILL BE USED.** (The batter will come to the plate with a one & one count.) The "four strike" rule will still be used: A batter will be called out when after having two strikes, the batter hits a second foul ball.
3. **Continuous BATTING ORDER: All players at the game bat and ten players play defense. Players can freely substitute on defense every inning.**
6. If a player leaves a game because of an injury, all remaining batters in the batting order will move up in the order one place to fill the vacant space (Continuous batting order). If the player leaves for reasons other than injury (this will be a judgment call by the officials), an out will be recorded only the first time the batter would have come to bat. After this out is recorded, everyone else in the batting order will move up one in the batting line-up. If one is not available, an out will be recorded only the first time the batter would have come to bat.
7. A batter must have both feet in the box when the pitch is released. If the batter has an entire foot or both feet on the ground, outside the batter's box when contact with the pitch is made (fair or foul) that batter is out. Foot on the plate when contact is made is also an out.

C. BASERUNNING

1. A line will be drawn perpendicular to the third base line approximately 22 feet from home plate. Any runner crossing this line must continue toward home plate. Until the runner crosses this line, he/she may return to third base. "Extended Home Plate Line" - An extended chalk line from first base will be extended across home plate approximately 5'-6'. Runners cross this line will be considered "safe". If the runner touches home plate, he/she will be declared out! This is a safety rule **and applies in live ball situations only**.
2. Sliding is optional **HOWEVER** the runner **must avoid contact** with the fielder or he/she will be declared out as well as the batter/runner behind them.
3. A courtesy or "pinch" runner may be granted when agreed upon by both team managers. The courtesy runner shall be the player who made the last out.
4. In the Men's league only base stealing will be allowed in accordance with 2013 ASA Rules. Please refer to the ASA handbook for complete rules regarding base stealing.
5. When running towards first base, the runner must touch the safety portion (orange base) of first base. The runner will be called out if he or she touches the "white base" of first base.

D. PITCHING

1. The pitching distance for **men and women** shall be 50 feet. Officials will allow a player to pitch from behind the pitching rubber (at a max of 6 feet behind), but pitcher must stay within the width of the rubber. When pitched, the ball must reach a height of at least 6' while not exceeding a maximum height of 12'.
2. Men will use a 12" .52 core softball.

F. EQUIPMENT

1. Bats that are banned by ASA and/or are made of Titanium Alloy shall not be used. (Please see last page for link to ASA banned bat list)

COED SOFTBALL RULES & REGULATIONS

The official rules governing play in the Benicia Adult Softball League shall be those of the A.S.A. (Amateur Softball Association of America) except as amended below:

A. THE GAME

1. Teams must start and finish with a minimum of eight (8) players. Upon the arrival of an additional player, he/she must be added to the bottom of the line-up. This player must arrive prior to the end of the first at bat to be added to the bottom of the line-up card.
2. Seven (7) innings or one hour and five minutes shall constitute a game. A game will be considered official after five complete innings **or thirty-three minutes (half the allotted game time)**.
 - a. *Games called due to rain, emergencies, mechanical failures, or any other issues outside the control of on-site staff will be marked as an official game if the time has passed the 33 minutes mark. These scores from the last completed inning of the game will be recorded as the final score of the game.*
3. No new inning will be permitted to start after sixty minutes past the start of the game.
4. Once an inning has begun it will be completed (unless the home team is ahead after the visiting team has completed its at bat).
5. Extra inning games will not be played unless ten minutes or more remain from the original 1 hour.
6. The Home Plate umpire is the official timer for all games.
7. In the event only one umpire shows up, the game will still be played.
8. No infield practice will be permitted prior to games.
9. No metal cleats will be allowed.
10. Stalling (in the judgment of the officials) is considered unsportmanlike conduct and teams will be penalized accordingly.
11. **HOME RUN RULE FOR BENICIA MIDDLE SCHOOL FIELD #1: A team will be allowed five (5) home runs per game. A sixth home run and any thereafter will result in an out.**
12. **HOME RUN RULE FOR BENICIA COMMUNITY PARK FIELD #4: There are no homeruns recorded at Benicia Community Park Field #4. The field is an "open field"; all fair balls will be played.**
13. **SLAUGHTER RUN RULE: If one team is behind by 15 or more runs by the end of the third (3rd) inning, the manager of that team has the option to end the game at that time or to continue the game. If either team is ahead by 15 or more runs, by the end of the fifth (5th) inning, the game will be officially over. This rule applies to regular season games, play-off games & championship games.**
14. Infield warm-ups will not be allowed between innings.
15. The pitcher will be allowed two (2) warm-up pitches between innings.

B. BATTING

1. Team managers must submit line-up cards to the scorekeeper and be ready to play by game time. Line-up cards **MUST** have first and last names printed legibly. All players in addition must also sign the lineup card before the game will start.
2. **Continuous BATTING ORDER**: All players at the game bat and ten players play defense. **Players can freely substitute on defense every inning.**
3. Teams will bat male-female-male or the reverse. If there are more men than women, the next female in the batting order will come to bat. At no time will two men or women bat in consecutive order.
4. Any walk to a male batter will result in a two base award. The next batter (a female) will bat. Exception: With two outs, the female batter has the option to walk or bat.
5. A **TWO STRIKE-THREE BALL COUNT WILL BE USED**. However, there is a "four strike" rule: A batter is out when after having two strikes, the batter hits a second foul ball.
6. If a player leaves a game because of an injury, all remaining batters will move up in the order to fill the vacant space. Men will replace men, and women will replace women. If the player leaves for reasons other than injury (this will be a judgment call by the officials), an out will be recorded each time the batter would have come to bat.
7. A batter must have both feet in the box when the pitch is released. If the batter has an entire foot or both feet on the ground, outside the batter's box when contact with the pitch is made (fair or foul) that batter is out. Foot on the plate when contact is made is also an out

C. BASERUNNING

1. Outfielders cannot throw out a batter/runner who is going from home plate to first base on a batted ball. A batter/runner who over runs first base in an attempt to go to second base can be played on by an outfielder. When running towards first base, the runner must touch the safety portion (orange base) of first base. The runner will be called out if he or she touches the "white base" of first base.
2. "Extended Home Plate Line" - An extended chalk line from first base will be extended across home plate approximately 5'-6'. Runners cross this line will be considered "safe". If the runner touches home plate, he/she will be declared out! This is a safety rule **and applies in live ball situations only.**
3. A line will be drawn perpendicular to the third base line approximately 22 feet from home plate. Any runner crossing this line must continue toward home plate. Until the runner crosses this line, he/she may return to third base. The runner must touch the home plate line in order to score. The defensive player must touch the plate or runner to record the out.
4. Sliding is optional **HOWEVER** the runner **must avoid contact** with the fielder or he/she will be declared out.
5. A courtesy or pinch runner may be granted when agreed upon by both managers. The replacement runner must be of the same sex as the runner who made the last out.

D. DEFENSIVE PLAYING

1. Defensive alignment consists of 10 players: (5) men and (5) women. If a team plays with 9 players, there must be (5) women and (4) men. If playing with 8 players, there must be (4) women and (4) men. At no time can there be more men than women or less than 4 women. You can play with 6 women and 4 men if preferred in the field.
2. In coed, if a team has only four women, and at least 5 men, they may use the extra guy to serve as a courtesy catcher to allow the other 8 players to be in the field. The man that is the courtesy catcher is throwing the ball back to the pitcher. He will not be involved in any play.
3. Players can be positioned in any combination on the field. Once the inning begins, infielders and outfielders cannot change positions in the field. EXCEPTION: The outfield may switch from a four player position outfield to a "rover" alignment as long as all outfielders stay on the outfield grass. All other changes must be done prior to the first pitch of the inning. Outfielders must begin play on the outfield grass before the pitched ball crosses the plate.
4. Players may substitute into the game defensively at any time during an inning.

E. PITCHING

1. The pitching distance for **men and women** shall be 50 feet. Officials will allow a player to pitch from behind the pitching rubber (at a max of 6 feet behind), but pitcher must stay within the width of the rubber. Teams will pitch to the opposing team.
2. Men will use a 12" .52 core softball and women an 11" .44 core softball.
3. When pitched, the ball must reach a height of at least 6' while not exceeding a maximum height of 12'.

F. EQUIPMENT

1. Bats that are banned by ASA and/or made of Titanium Alloy shall not be used. (Please see last page for ASA banned bat list)

**PLEASE NOTE: All decisions made by the League Director will be final.
The League Director has the right to amend, delete or add any
rules deemed necessary.**

Additional Information

League Standings- You may view standings at www.ci.benicia.ca.us/adultsports (click on City Departments/Parks and Community Services/Sports/Adult Sports/Softball). Currently standings are updated once a week on Tuesdays.

League Director- For questions regarding schedules, standings, playoffs, or any other specific items pertaining to the league please call Wendy Stratton Monahan at 746-4306.

Bats – To check if a bat is legal or not please go to the ASA website at www.asasoftball.com and click on the certified equipment tab.