

# MANAGER'S HANDBOOK AND LEAGUE RULES/GUIDELINES

PROPERTY OF  
THE WALDWICK BASEBALL/SOFTBALL ASSOCIATION

MANAGER'S NAME \_\_\_\_\_

LEAGUE NAME \_\_\_\_\_

TEAM NAME \_\_\_\_\_

**2011**

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# **SECTION 1**

## **THE WALDWICK BASEBALL/SOFTBALL ASSOCIATION CONSTITUTION**

### **ARTICLE I - NAME / OFFICE**

The organization shall be known as the "Waldwick Baseball/Softball Association" herein referred to as the WBSA. The principal office of the WBSA shall be 7 Pine Street with the mailing address listed as Post Office Box 168, Waldwick, New Jersey 07463.

### **ARTICLE II - OBJECTIVE**

- A. The objective of the WBSA shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, dedication, teamwork and respect.
- B. The objective will be achieved by providing supervised competitive baseball and softball games. Supervisors of these activities shall bear in mind that the attainment of exceptional athletic skills and/or the winning of games is secondary to the development of the youth into responsible future adults.

### **ARTICLE III - GOVERNMENT**

- A. The government of the WBSA shall be under the supervision of the President and the Board of Directors. The Board of Directors shall include the elected officers as listed.
- B. The Board of Directors shall consist of the following:

- President
- Vice President - Baseball
- Vice President - Softball
- Secretary
- Treasurer
- Player Agent - Baseball
- Player Agent - Softball
- Assistant Player Agent - Baseball
- Assistant Player Agent - Softball
- Purchasing Agent
- Assistant Purchasing Agent
- Insurance Agent
- Sponsor Agent
- Upper League Coordinator
- Lower League Coordinator
- T-Ball Coordinator
- Publicity Relations Agent
- Refreshment Stand Coordinator
- Field Maintenance Coordinator
- Fundraising Coordinator
- Special Projects Manager
- Umpire Coordinator
- Travel Team Coordinator - Boys
- Travel Team Coordinator - Girls

Registrar  
Webmaster  
Legal Consultant

The consolidation or combining of Board positions listed above may be as deemed necessary by the President. Interim position appointments may be made by the President as deemed necessary with the approval of the Board of Directors.

- C. The proposed Board of Directors shall be presented annually at the October General Membership Meeting. Any opposition to the President's proposed Directors must be made known at that time; otherwise, those named shall preside on the Board. If opposition is made, another candidate(s) present may make an appeal and a secret ballot will be cast immediately. The President reserves the right to reject any candidate(s) and can defer the final outcome at the November General Membership meeting.
- D. All matters concerning the policies of the WBSA shall be resolved by the Board of Directors and presented at the General Membership Meeting for discussion.
- E. Committees may be formed by the President as deemed necessary.

#### **ARTICLE IV - MEETINGS**

- A. General Membership Meetings shall be held on a monthly basis, when possible, and a vote of the majority of eligible voting members present at the meetings shall be binding. Additional General Membership Meetings may be called at any time by the President or upon written notice of at least three (3) members of the Board of Directors. An eligible General Member is considered a manager, coach, umpire or other person officially active in the association.
- B. Board of Directors Meetings shall be held on a monthly basis when possible. A majority of the members of the Board of Directors shall constitute a quorum and a majority vote of those present shall govern the decisions of the Board of Directors. Additional Board of Directors Meetings may be held at any time by the President or upon written request of at least three (3) members of the Board of Directors.
- D. Roberts Rules of Order shall govern the proceedings of all meetings.

#### **ARTICLE V - MANAGER/COACH MEMBERSHIP**

- A. Managers of each team shall be recommended annually by the Player Agent of each league, the Commissioner of each league from the previous season and the President.
- B. All Managers shall be approved by the Board of Directors - the Board of Directors, by a two-thirds (2/3) vote at any duly constituted meeting of the Board of Directors, shall have the authority to suspend any Manager whose conduct is considered to be detrimental to the best interest of the WBSA.
- C. All Coaches and Assistant Coaches selected by the Managers of the WBSA shall be approved by the Board of Directors and shall be subject to the same disciplinary actions as Managers (ARTICLE V - Item B).
- D. Individuals requesting a Managerial/Coaching position must meet all requires for the position:

1. Managers/Coaches must be a General Member of the WBSA, having met all conditions to become a member with full voting privileges.
2. Managers/Coaches must be permanent residents of the Borough of Waldwick, unless otherwise approved by the Board of Directors.
3. Managers/Coaches need not have children in the program, but individuals with a child on the team that he/she is requesting shall be given the opportunity to present to the Board of Directors their desire to Manage/Coach said team if the individual is fully qualified for the position.
4. Certified in Rutgers S.A.F.E.T.Y. Training
5. Acknowledges/understands the WBSA Code of Conduct.

## **ARTICLE VI - GENERAL MEMBERSHIP**

- A. Any young person may participate in the WBSA Program if they are a permanent resident of the Borough of Waldwick and they meet the age requirements of a particular league within the WBSA.
- B. A non-resident may participate as a player on the WBSA if approved by the Board of Directors.
- C. Any adult may be invited by the Board of Directors to become an active member of the WBSA, if they are permanent residents of the Borough of Waldwick or, if not a resident, approved by the Board of Directors.
- D. Individuals, 18-years of age or older who have children active in the program and are currently managing a team, will become General Members with full privileges after attending two (2) consecutive General Membership meetings. Voting privileges will start at the third meeting. To maintain this privilege, a member must be on record as to have been in attendance at fifty percent (50%) of General Membership Meetings during the previous twelve (12) months and have attended a minimum of one (1) meeting/quarter year. All Board Members are automatically considered General Members.
- E. The Board of Directors, by a two-thirds (2/3) vote at any duly constituted meeting of the Board, shall have the authority to suspend any member of the WBSA whose conduct is considered to be detrimental to the WBSA.
- F. The Board of Directors, by a two-thirds (2/3) vote at any duly constituted meeting of the Board of Directors, shall have the authority to suspend any player of the WBSA whose conduct is considered to be detrimental to the WBSA. Upon evidence of misconduct, the Board of Directors must contact the Manager of the team of which the player in question is a member. The Manager shall appear before a duly appointed committee of the Board of Directors to review the said misconduct. The committee shall have the power to suspend the Player and/or Manager from participation in future WBSA activities and shall recommend further action, up to and including permanent suspension from the WBSA.

## **ARTICLE VII- FINANCIAL POLICY**

- A. The Board of Directors shall decide all matters pertaining to the finances of the WBSA with the consent of the General Membership.
  - B. All income shall be placed in the general treasury.
  - C. No funds pertaining to the WBSA shall be used other than for the intent and purpose

of promoting and supporting the WBSA.

## **ARTICLE VIII- RULES AND REGULATIONS**

- A. The Board of Directors at its November Board Meeting shall adopt rules and regulations and affiliated organizations.
- B. Rules and regulations pertaining specifically to the WBSA shall not be in conflict with the rules and regulations as approved by the Board in Article VIII A which govern the following leagues: Stan Musial, Connie Mack, Mickey Mantle, Bob Feller, Sandy Koufax, Pee Wee Reese, Roberto Clemente and Willie Mays.
- A. Rules and regulations of the WBSA shall be reviewed, modified if necessary and approved not less than one (1) month prior to the first scheduled game of the season on an annual basis. These approved rules shall be binding for one (1) year from the date of approval.
- D. Any team or organization unaffiliated with the WBSA shall not be permitted to use our grounds. Express written consent via an established fee structure may be given only by a 2/3 vote by the Board of Directors. Special circumstances, particularly as it pertains to the Borough of Waldwick, will be given priority consideration. The criteria by which permission is considered shall include, but not be limited to, a signed contract, proof of insurance, hold harmless agreement and a special meeting with the Board of Directors to conduct an interview process.
- E Any/all proposed banners shall be subject to approval by the Board of Directors. The Board reserves the right to reject or apply fees to outsiders (neither sponsors, donators nor supporters of the WBSA).

## **ARTICLE IX - AMENDMENTS**

- A. General Members will be notified of any amendments and will be permitted to comment if in opposition at subsequent General Members Meetings.

## **ARTICLE X - BYLAWS**

- A. Bylaws, not in conflict with this Constitution, shall be established.
- B. Revisions in the Bylaws, not in conflict with this Constitution, shall be formulated and approved as set forth in the Bylaws.

## **ARTICLE XI - CHARITABLE PURPOSE**

- A. The WBSA is organized exclusively for charitable, religious, educational, and/or scientific

purposes under section 501(c)(3) of the Internal Revenue Code.

- B. No part of the net earnings of the WBSA shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose.

## **SECTION II**

# **THE WALDWICK BASEBALL/SOFTBALL ASSOCIATION**

## **BYLAWS**

### **A. BYLAW I - OFFICERS AND DUTIES**

The Board of Directors of the WBSA consists of the following elected officers with their primary duties outlined:

**Section 1 - PRESIDENT** - Presides at the WBSA meetings and assumes full responsibility for the operation of the association. Presides as the Chairman at Board of Directors Meetings.

**Section 2 - VICE PRESIDENT (BASEBALL)** - Presides at WBSA meetings in absence of the President, is ex-officio member of all committee's and carries out such duties and assignments as may be delegated to him/her by the President.

**Section 3 - VICE PRESIDENT (SOFTBALL)** - Presides at WBSA meetings in absence of the President and Vice President (Baseball). Is ex-officio member of all committees and carries out such duties and assignments as may be delegated to him/her by the President. Assumes full responsibility for the coordination and administration of the softball program including tournaments.

**Section 4 - SECRETARY** - Records the minutes of all General Membership and Board Meetings. Maintains attendance records for all General Membership and Board of Directors Meetings.

**Section 5 - TREASURER** - Signs checks and dispenses the WBSA funds as approved. Reports on the status of the WBSA budget and balance sheet at each General Membership meeting or when requested by the Board of Directors. Keeps the WBSA books and financial records and assumes full responsibility for all WBSA finances.

**Section 6 - PLAYER AGENT (BASEBALL)** - Organizes and handles player registration and is responsible to check birth records for player eligibility. Organizes and handles annual player selection system, whether involving a player draft or player distribution in non-draft leagues. Assists respective league commissioners in the All-Star balloting process as outlined in the WBSA organization rules. Conducts balloting and counting of Travel Team votes. Develops, along with league commissioner and Travel Team Manager the respective Travel Team teams. Assigns League Commissioners who report directly to the Player Agent. Presents a potential list of managers to the Board of Directors. Oversees League Commissioners in the scheduling of games and coordinates scheduling the T-Ball Coordinator and Softball Coordinator. Apprised by Commissioners of complaints by parents, players, umpires, managers and/or other parties. Will evaluate these complaints and present them to the Board of Directors if deemed necessary. Ensure that all managers meet state certification for medical/safe procedures.

**Section 7 - PLAYER AGENT (SOFTBALL)** - Organizes and handles player registration and is responsible to check birth records for player eligibility. Organizes and handles annual player

selection system, whether involving a player draft or player distribution in non-draft leagues. Assists respective league commissioners in the Travel Team balloting process as outlined in the WBA organization rules. Conducts balloting and counting of Travel Team votes. Develop, along with league commissioner and Travel Team manager the respective Travel Team teams. Assigns League Commissioners who report directly to the Player Agent. Presents a potential list of managers to the Board of Directors. Oversees League Commissioners in the scheduling of games and coordinates scheduling with the T- Ball Commissioners of complaints by parents, players, umpires, managers and/or other parties. Will evaluate these complaints and present them to the Board of Directors if deemed necessary. Ensure that all managers meet state certification for medical/safe procedures.

**Section 8 - ASSISTANT PLAYER AGENT (BASEBALL)** - Presides in the absence of the Player Agent. Carries out such duties and assignments as may be delegated to him/her by the Player Agent.

**Section 9 - ASSISTANT PLAYER AGENT (SOFTBALL)** - Presides in the absence of the Player Agent. Carries out such duties and assignments as may be delegated to him/her by the Player Agent.

**Section 10 - PURCHASING AGENT** - Responsible for the purchasing, distribution, inventory and maintenance of all WBSA uniforms and baseball/softball equipment. Prepares an annual budget for equipment and uniform requirements. Collects and is accountable for all uniform deposits. Responsible for the purchase of first aid kits.

**Section 11 - ASSISTANT PURCHASING AGENT** - Presides in the absence of the Purchasing Agent. Carries out such duties and assignments as may be delegated to him/her by the Purchasing Agent.

**Section 12 - INSURANCE AGENT** - Responsible for inspecting the current contract to see if current demands are met and handles the purchasing of the annual insurance policy. Handles the processing of all claims with the insurance carrier. Reports all serious claims to the Board of Directors and reports any changes on the policy to the Board. Responsible to oversee that fields meet necessary standards for safety including requirements indicated by the Borough of Waldwick. Responsible along with the Purchasing Agent that all equipment meets safety standards and is maintained in safe condition. Responsible for providing first aid kits for team/spectator use.

**Section 13 - SPONSOR AGENT** - Responsible for all matters pertaining to sponsors including procurement, collection of fees and distribution of awards. Coordinates with the Purchasing Agent the procurement of team hats with appropriate sponsor names Coordinates with the Field Coordinator the procurement of sponsor signs for ball park use.

**Section 14 - UPPER LEAGUES COORDINATOR** - Responsible for establishing and maintaining an on going channel of communication between the following leagues and the Board of Directors: Bob Feller, Mickey Mantle, Connie Mack, Stan Musial. Works with league managers for the purpose of keeping the Board apprised of league requirements, potential problems and overall status of each league. Maintains rosters, assures attendance at all league meetings. Coordinates acquisition of equipment and uniforms. Recommends managers for said

teams. Collects and coordinates with treasurer registration fees. Coordinates league fee payments with treasurer.

**Section 15 - LOWER LEAGUE COORDINATOR** - Responsible for establishing and maintaining an on going channel of communication between the following leagues and the Board of Directors: Sandy Koufax, Pee Wee Reese, Willie Mavs and Roberto Clemente. Works with league managers for the purpose of keeping the Board apprised of league requirements, potential problems and overall status of each league. Ensure that all league meetings are attended. Coordinate with player agents and Travel Team managers all tournament dates, schedules, procure and ensure payment of all league tournament fees which may become due.

**Section 16 - T-BALL COORDINATOR** - Responsible for establishing and maintaining an on going channel of communication between T -Ball League and the Board of Directors. Works with Baseball Player Agent in establishing teams and scheduling games and field locations. Works with league managers for the purpose of keeping the Board apprised of league requirements, potential problems and overall status of the league.

**Section 17 - PUBLICITY AGENT** - Responsible for the publishing and mailing of the WBSA newsletter and for communications with local news media. Coordinates the scheduling of team pictures. Contacts schools regarding registration. Responsible for any printing requirements during the year.

**Section 18 - REFRESHMENT STAND COORDINATOR** - Responsible for the operation of the refreshment stand including procurement of food and materials required for the operation of the stand and the scheduling of volunteers to work the stand.

**Section 19 - FIELD MAINTENTANCE COORDINATOR** - Responsible for the supervision of the maintenance of the fields and associated buildings and maintenance equipment.

**Section 20 - FUNDRASINIG COORDINATOR** - Responsible for researching, organizing and coordination of all WBSA fundraising events. Provide monthly reports to the WBSA Board regarding the status of each fundraiser. Develop specific fundraising events to support special one time projects, as needed.

**Section 21 - SPECIAL PROJECTS MANAGER** - Responsible for implementing and managing to completion all identified special projects. Duties shall include: defining project scope; developing related financials; and overall start to finish project management. Shall provide monthly project status reports to WBSA Board.

**Section 22 - UMPIRE COORDINATOR** - Responsible for the overall management of WBSA approved umpire crew. Duties shall include: Selection and training of umpires for each league to ensure they apply the establish rules for each league in a fair and just manor. Schedule umpires for every game for both the recreational and travel seasons.

**Section 23 - TRAVEL TEAM COORDINATOR/BOYS** - Responsible for overseeing all aspects of the WBSA Boys Travel Teams. Duties shall include: Development of policies and

guidelines to promote fair selection and competitive WBSA travel teams. Coordination of the boys travel team tryouts. Act as the primary WBSA contact for AABC and other travel leagues. Promote and secure tournaments where possible. Work with lower league coordinate to promote developmental programs for both coaches and players at all age groups.

**Section 24 - TRAVEL TEAM COORDINATOR/GIRLS** - Responsible for overseeing all aspects of the WBSA's girls travel teams. Duties shall include: Development of policies and guidelines to promote fair selection and competitive WBSA travel teams. Coordination of the girls travel team tryouts. Act as the primary WBSA contact for travel leagues. Promote and secure tournaments where possible. Work with lower league coordinator to promote developmental programs for both coaches and players at all age groups.

**Section 25 - REGISTRAR** - Responsible for all aspects of registration and refreshment stand assignments. Duties shall include tracking of players, payments and penalties for not fulfilling the service option.

**Section 26 - WEBMASTER** - Responsible for maintaining and updating WBSA web-site as necessary for all to access a variety of tools , forms and other information inclusive of important dates and schedules.

## **B. BYLAW II - BYLAWS AMENDMENTS**

**Section 1** - The Bylaws shall be reviewed by the Board of Directors and any changes shall be presented to the general membership for review at the November general meeting.

## **C. BYLAW III - ELECTIONS**

**Section 1** - A Nominating Committee will be formed by the President which will develop a slate of candidates for office for the following year.

**Section 2** - The Nominating Committee will canvas the present members of the Board of Directors as to determine each officers desire to return to his/her present office or to run for another office.

**Section 3** - The Nominating Committee will then canvas the general membership for nominations to fill vacancies or to run for any position on the Board where the nominee meets the requirements to run for office.

**Section 4** - Nominations will be reported at the September general meeting. Nominations will be called for from the floor for inclusion on the October ballot.

**Section 5** - Elections will occur at the October general meeting,

**Section 6** - Voting will be taken for each office individually by secret ballot, unless there is only one nomination for each office, in which case the total slate will be voted upon by hand count.

#### **D. BYLAW IV - ELIGIBILITY FOR ELECTED OFFICE**

**Section 1** - Any candidate for President must have served at least two (2) years in some other elected office of the WBSA before being eligible for election to the office of President.

**Section 2** - An office may be held for only two (2) consecutive years by the same member. Additional consecutive years shall be permitted by a two-thirds (2/3) vote of the general membership who qualify under Bylaw VI in attendance at the October General Meeting.

**Section 3** - If a vacancy occurs on the Board of Directors by death, resignation or otherwise, it may be filled by a two-thirds (2/3) vote of the remaining members of the Board at a special meeting called for that purpose. Until such time that a special meeting is convened, the President is empowered to name an interim member to fulfill the position, without voting privileges until voted in by the Board of Directors.

**Section 4** - Should circumstances arise unbecoming and considered detrimental to the WBSA as caused by any member, said member may be suspended or dismissed by the rest of the Board of Directors members by a two-thirds (2/3) vote. Penalties or dismissal criteria shall be as established by the President.

**Section 5** - Facility improvements shall be implemented via the Board of Directors vote. General Members will be informed of proposed improvements.

**Section 6** - Attendance found to be less than as established; voting privileges, suspensions or dismissal from the Board of Directors may be levied as deemed necessary.

#### **E. BYLAW V - FINANCIAL**

**Section 1** - The Board of Directors shall submit a proposed budget to the general membership for their review at the November general meeting outlining estimated income and expenditures. The final budget will be approved at the January General Meeting.

**Section 2** - The treasurer's books shall be audited annually by one (1) former member of the Board and two (2) qualified members of the WBSA. A report on their findings is to be presented to the general membership at the February meeting. An unbiased audit by a party unaffiliated with the WBSA will be performed by a 2/3 vote as deemed necessary.

#### **F. BYLAW VI - MEMBERSHIP**

**Section 1** – New candidates for membership must be on record as attending minimum of two (2) consecutive General Membership meetings before they can assume full voting privileges. Voting privileges will start at the third meeting. To maintain this privilege, a member must be on record as to have been in attendance at fifty percent (50%) of General Membership Meetings during the previous twelve (12) months and have attended a minimum of one (1) meeting/quarter year. All Board Members are automatically considered General Members.

## **G. BYLAW VII - REGISTRATION**

**Section 1** – Registration of each player must be made by one of his/her parents or legal guardians. All new registrants must present their birth certificate. New registrations by mail must be accompanied by a copy of the birth certificate.

**Section 2** - Registration of the child requires payment of a registration fee and selection of a service option. The service option must be served by the parent or guardian during the season. Registration cannot be accepted without the selection of a service option.

**Section 3** - If the parent or guardian does not fulfill the selected service option, the player will be declared ineligible to play the following year, unless the parent or guardian pays the previous year's service option fee. Notification of disqualification will be made by letter, issued by the Secretary over the President's signature with a copy sent to the player's manager.

**Section 4** -If the parent or guardian wishes to contest a disqualification of a player as described in Section 3, a special committee will be formed to decide whether reasons for not fulfilling the selected service option are acceptable. The committee will consist of three (3) Board members and three (3) active members at large of the WBSA. In case of a tie, the President shall cast the tie breaking vote. Any and all special circumstances/fee waivers shall be reviewed on a case by case basis by the Board of Directors. Deliberations and final determination shall be made confidential.

## **H. BYLAW VIII - MANAGERS/COACHES**

**Section 1** - Each team shall have a manager with-maximum of one (1) coach and one (1) assistant coach officially assigned to the rosters who are registered with the player agent and who each hold a state medical certificate.

**Section 2** - During an official game, only managers and the registered and certified coaches may participate and be present on the field and in the dug-outs. In the case of their absence, alternates designated prior to game time may participate but may have no discussion with the umpires regarding calls or rules of the game and may not administer first aid unless certified to do so.

**Section 3** - Managers and coaches of all leagues must attend three (3) General Membership meetings (see criteria for General Members, Section VI) during the period of March through February in order to maintain their qualification to manage or coach during the following season.

**Section 4** - Coaches and Assistant Coaches will not be assigned to a team (in a drafting league) until after the annual draft has occurred.

**Section 5** - A manager has first call to manage the same team as the previous year if he/she fulfills requirements as in Section 3, and they have a child in the same league, unless the Board of Directors deems no other qualified candidates are available to manage the team. If he/she does not wish to manager said team, the coach of said team will have first call if eligible under

Section 3. If neither decides to manage, the position will be filled by appointment as outlined in Article V, Section A.

**Section 6** - No person may manage a team unless he/she has had at least one (1) year of experience managing or coaching a team in a lower, equal or higher league in the WBSA. This does not apply to managers/coaches of T -Ball teams. This rule maybe overruled by a two-thirds (2/3) vote of the Board of Directors.

**Section 7** - a person, who has served at least one (1) season as an umpire in any league, to the satisfaction of the Board of Directors, shall have the same opportunity to manage or coach a team, if he/she fulfills the requirements of Section 3 and meets the minimum age requirement of 18 years of age.

**Section 8** - A manager or coach who has been assigned to a team for a season may not change to another team in the same league unless he/she states their reasons in writing to the Board of Directors and such a change is approved by the Board.

**Section 9** - Managers and coaches shall be required to be certified by an approved Coaches Clinic offered by a local College, University or Hospital's Sports Clinic.

**Section 10** - Managers and coaches shall be required to attend a pre-season mandatory clinic presented by the WBSA for the purpose of reviewing WBSA rules and regulations.

**Section 11** - Managers will be held responsible for the equipment and uniforms used by his/her team.

**Section 12** - At the end of the season, the manager of each team will complete an equipment report and rating sheet for all players on the team. Forms will be supplied by the Purchasing Agent and Player Agent prior to closing day. The forms are to be returned by the September membership meeting.

**Section 13** - All candidates are subject to a screening process as deemed necessary by the Board of Directors.

**Section 14** - Certification by Rutgers S.A.F.E.T.Y. program.

**Section 15** - Acknowledges/understands the WBSA Code of Conduct.

## **I. BYLAW VIII - TRAVEL TEAM MANAGER SELECTION**

### **Section 1** - Travel Team Manager Selection

- A. At the mandatory managers meeting, each league Commissioner shall collect the names of candidates that wish to apply for Travel Team Manager Openings.
- B. Candidates wishing to submit written, supporting documents, detailing their coaching experience (All Sports), should do so no later than the Friday following the mandatory

managers meeting. Each league Commissioner shall collect these documents for submission to and review by the WBSA Board.

- C. Travel Team Manager candidates for the following age groups listed below shall be evaluated and approved by the WBSA Board of Directors:
  - i. Boys Ages 8, 9, 10, 11, 12, 13, 14
  - ii. Girls Grades 3rd, 4th, 5th, 6th, 7th, 8th, 9th

**Section 2** - Nominations are open to any qualified candidate, who has met the following criteria:

- A. Minimum two (2) years managerial or coaching experience with a WBSA Team
- B. Documented record of completion of the Rutgers Safety Class.

**Section 3** - Travel Team Manager Selection

The Travel Team Manager for each Travel Team age or grade slot shall be voted on and approved by the WBSA Board. Selection shall be based, in part, on the following:

- A. Managerial experience of WBSA Travel and Recreational teams;
- B. All other managerial and coaching experience.
- C. Demonstrated exemplary skills during recreation season.
- D. Recommendations/endorsements via consultation with other Coaches, Managers, Players, Parents. This can be a cross section randomly selected by Player Agent (minimum three (3) per group).

**Section 4** - Travel Team managers shall be selected and approved by the WBSA Board no later than the 1st Monday in April and shall occupy the position for a period of one (1) year.

**Section 5** - Each manager shall select the coaches of his/her team, which selection shall be approved by the WBSA Board.

**Section 6** - The manager, coaches and players of each Travel Team shall represent Waldwick and the WBSA in all contests to the best of their ability and shall, at all times, conduct themselves in a responsible and sportsmanlike manner. Simply put, the WBSA Code of Conduct must be upheld and followed.

**Section 7** - WBSA league rules pertaining to pitching and minimum innings to be played shall not be binding in Travel Team games.

**Section 8** - The League Commissioner will to monitor Managers' actions and may elect to make recommendations and enforce changes as deemed necessary.

**Section 9** – Travel teams are responsible for all financing required by the various leagues. Each manager shall lead the effort and ultimately be responsible for said funding of the team. Separate registrations from the recreational program shall be conducted accordingly.

**Section 10** – Travel teams are responsible for performing Refreshment Stand duty during the Travel league season. Criteria shall be as set forth by the Refreshment Stand Coordinator. Each manager shall lead the effort and ultimately be responsible for the team's parents rotation of this service.

## **SECTION III**

# **THE WALDWICK BASEBALL/SOFTBALL ASSOCIATION RULES**

The official rules of the Waldwick Baseball/Softball Association are those published by the American Amateur Baseball Congress (AABC). These rules pertain to age brackets for each league, player eligibility, and AABC tournament rules, pitching limitations, field dimensions, base stealing and game lengths. The following rules are those pertaining to the WBSA in particular and are reviewed and revised as required by the Executive Board as noted in Article VII of the Constitution.

### **A. GENERAL RULES / MANAGERIAL GUIDELINES**

1. Only the manager, coach and assistant coach will be allowed in the dugouts with the players. No players other than those on the team will be allowed in the dugout. All managers and coaches will be registered with the league and certified (Valley Hospital managers clinic or other accepted clinic).
  - No family members (outside of coaches) are allowed inside the dugout, no players allowed to walk into the stands without their coach's permission. This means no player can leave the dugout to go talk to friends or family and no player can just go running to the snack stand. Coaches are to stress this to the parents and the parents should help enforce this rule. No parents giving players food in between innings or during the game. There are no exceptions unless there is an injury or unless the coach is aware. This prevents distraction to the rest of the team and the game. Parents need to understand that the coach/coaches are responsible for the players on the field and are not caretakers.
2. When a team is at bat, managers and coaches will stay in the vicinity of the first and third base coaches' boxes except when talking to an umpire or player during a halt in the game.
3. All players must stay in the dugouts with the exception of the following: the on-deck batter, the batter, the warm-up pitcher and catcher and designated player-coaches.
4. Any discussions with an umpire will be held only by the manager or in his/her absence, by a coach or other adult in charge of the team during the game. A coach may request a "time out" to discuss a point with the manager.
5. Each team manager must prepare a line-up including every player present and submit it to the opposing manager prior to the start of the game.
6. Each player must bat in accordance with the line-up as submitted prior to the start of the game.
7. Managers will select the defensive team from among those players in the current line up.
8. All players present are to be included in the batting order and are to play at least three (3) innings in each complete game. This rule need not be followed by the manager if disciplinary action is taken against a player. The reason for the disciplinary action must be given to the opposing manager prior to the start of the game. These actions may be taken for such violations as missing practices or games or violations of other team rules.

9. Every effort is to be made to ensure that players are given equal opportunity to play both infield and outfield positions.
10. Injured or questionable players must be reported to the opposing manager prior to the start of the game.
11. In all competitive leagues, the winning manager must report scores, pitchers used by both teams and innings pitched by each pitcher to the league commissioner within 24 hours.
12. If a manager is found to have illegally used a pitcher in a game, the game is forfeited. This cannot be appealed.
13. In competitive leagues, if two teams are tied after the last regularly scheduled game, their head-to-head record will determine the champion. If tied in head-to-head records, a one game play-off will determine the league champion. The commissioner will schedule the play-off game.
14. In the event of three teams tied at the end of the regular season, a coin toss will occur. The “odd” coin will receive a “bye” and will play the winner of the game between the other two teams. The winner of this second game will be the league champion (single elimination).
15. An umpire must report all player, coach and/or manager ejections during a game. The league commissioner will report all ejections to the Board of Directors. EACH rejection will be reviewed by the board and appropriate action shall be taken.
16. Protested games must be reported to the commissioner of the league. The protest is then reviewed by the chief of umpires, player and/or assistant player agent and the league coordinator within 48 hours. It is then voted on by these three (3) individuals. If both player agents are involved, then the chief umpire will make an independent decision.
17. Teams may play with 8 players if a manager decides to “pull up” a player from a lower league, he/she may only pull up the number of players necessary to fill the roster (baseball = 9, softball = 10). The substitute player must play the outfield and bat in the last slot of the order. If a regular player shows up during the game, the substitute player will complete the FULL inning in progress before the regular player is inserted. Teams unable to field 8 players after 15 minutes from the scheduled start time passes will forfeit the game. There must be a minimum of six (6) players present from the original roster, otherwise forfeit occurs. Even though there may be a forfeit, the teams should make every effort to play the scheduled game (by sharing players amongst the teams, etc.)
18. A player’s regular team takes precedence over the team requesting him/her as a substitute player.
19. League play takes precedence over all-star play, travel, and club leagues.
20. All schedules shall be put together with specific times for practice during both the pre-season and season if possible. Coaches need to be mindful that teaching baseball cannot be done during the game itself. Commissioners will be responsible for making sure their prospective teams in their leagues are practicing.
21. In the spirit of making the leagues more competitive and fun for every player, drafting of players has been eliminated. Each league will have its own set of rules or priorities for how

the teams will be put together and distributed. All teams should be put together by the league commissioner, player agents and league coordinators. This will be done to ensure fair teams and make sure all teams have enough pitching and equalized talent. Every season coaches will be given an evaluation form and they will be responsible to submit them to the league coordinators at the conclusion of the regular season for assessment prior to the next year. All forms are to be handed in before the playoffs begin to be able to participate in the playoffs.

**22. CALL UPS/FARM SYSTEM (MAYS, REESE AND KOUFAX):**

In the event teams are short players for a game, they will be provided with a list of players from a team in the league below them that are eligible to be selected. If there are not an equal number of teams in the league below, then their league commissioner will have a list of players that can be selected. Coaches must make every effort to use all of the players on the list and not keep calling the same player. League commissioner has final say on any issues with call ups.

- 23. Late sign ups will be distributed to the teams to help balance them out, not necessarily assigned to the next team in line. This will be done by the league commissioner.

**B. PLAYING TIMES / MAKE-UP GUIDELINES**

- 1. All games must begin at their scheduled times. If another game follows the game in progress, play must end as designated below. The inning being played as the time frame ends may be completed, with approval of the umpire staff.

<u>LEAGUE</u>	<u>INNINGS</u>	<u>HOURS</u>	<u>OFFICIAL GAME</u>
CLEMENTE	4	1 ½	
MAYS	6	2	
REESE	6	2	4
KOUFAX	7	2 ¼	5
GIRLS MINORS	4	1 ½	
GIRLS MAJORS	6	2	4
GIRLS SENIORS	7	2 ½	5

- 2. No inning will start after 8:00 PM during the month of May unless the game is being played on a field with permanent lighting in which case the game may be continued after 8:00 PM.
- 3. On a field with permanent lighting, all play must end at 10:00 PM and the facilities must be closed down and vacated by 10:30 PM as mandated by the Borough of Waldwick.
- 4. All rained out games will be played on the next available day. No team shall be required to play three (3) days in row. Make up games will be coordinated through the league commissioner.
- 5. Commissioners will schedule all rained out, protested or incomplete games.
- 6. Rained out games scheduled by the commissioner but not played on the next available day

will be forfeited by the team unable to play. If both teams are unable to play, each team will take a loss.

7. Protested games scheduled by the commissioner but not played will be forfeited by the team unable to play. If both teams are unable to play, each team will take a loss.
8. On days where playing conditions or field conditions are questionable, the commissioner will decide whether the game will be played. In the event that the commissioner is not available, the home team manager will make the decision. After the game has begun, the home plate umpire will have the right to over-rule the decision to play.
9. During the game the home plate umpire may call the game due to darkness, adverse weather conditions, or other unsafe playing conditions.
10. In the event of a tie after the game is declared "official" but is halted due to any of the conditions noted in #9, the game may be continued prior to the next scheduled game between the same two teams. In the event no such scheduled game remains, the commissioner will schedule the game continuation at the earliest possible date.
11. Any make up game not completed by the last scheduled regular season game will be a forfeit for both teams. Games cancelled during last week of play must be rescheduled for not later than one week after the last scheduled game.

### **C. PLAYER SUBSTITUTION**

1. In the event an injured player is required to leave the game while on base, a courtesy runner may be inserted.
2. The opposing manager must be informed at the time of insertion that the player is a courtesy runner.
3. The status of the courtesy runner is valid only for the 1/2 inning that the team is at bat and the courtesy runner is on base.
4. The player replaced by the courtesy runner must be available to play once the 1/2 inning is concluded and his/her team takes the field. If unable to return to the game, any player not currently in the line-up may be inserted.
5. The courtesy runner must be the player who made the last out.

**D. PITCHING ROTATION**

1. There is no pitching in T-ball (see special rules under T-ball).
2. Managers or coaches will pitch to their respective teams in both the Clemente and Girls Minor leagues.
3. There are no walks in the Clemente league or Girls Minors.

<u>LEAGUE</u>	<u>INNINGS PER GAME</u>	<u>DAYS REST</u>	<u>INNINGS PER WEEK</u>
MAYS	1 2 or 3	1 2	6
REESE	1 to 3 4 to 6	1 2	6
KOUFAX	1 to 3 4 to 6 7	1 2 3	10

4. In Mays, no player may pitch in more than three (3) innings in a game (including extra innings) or in more than one (1) game per day.
5. In Girls Majors, a player may not pitch more than three (3) innings per game or more than one ( 1 ) game per day. There is however, no limit to the number of days pitched per week.
6. In Girls Seniors, a player can pitch a maximum of ten (10) innings per week, (11) if a team has 3 games THAT WEEK no limit set per game.
7. One (1) pitch constitutes one (1) inning in all leagues.
8. A pitcher may not pitch more than three (3) innings per game until after thirty (30) days after opening day in Boys' leagues, except for Koufax which will be 4 innings.
9. A pitcher may not pitch in more than the allowed innings per week. This includes extra inning games. The official week begins on Monday and ends on Sunday.
10. A pitcher removed from the mound cannot return to pitch in that game, unless otherwise slated in league rules.
11. In Koufax, a pitcher cannot pitch more than seven (7) innings in any one game (including extra innings in a tie game) or more than one (1) game per day.
12. No player will be intentionally walked; this could be considered bad sportsmanship by the umpire with either the pitcher and/or manager ejected from the game.

**E. EQUIPMENT / UNIFORMS**

1. All players will wear the uniforms provided by the WBSA. No other hats, shirts, etc. will be allowed. NO metal spiked shoes will be allowed until entry into the Bob Fellar league.

2. No jewelry may be worn during the game.
3. Pitchers may not wear white or light colored long sleeve shirts under their baseball jerseys while pitching.
4. All male catchers must wear a protective cup. An umpire must disqualify any catcher not properly protected.
5. Uniform shirts must be tucked in when at bat.
6. Catcher's helmet and batting helmets must cover both ears. Catcher's mask must have throat protector.

## **F. SPECIAL RULES**

### **T-BALL**

1. There is no pitching in the T-Ball league and there will be no catcher. There shall be a player assigned to the mound area will remain until the ball is put into play.
2. When a team is in the defensive position, one coach will be positioned at the pitcher's mound to act in a defensive manner, to protect the fielding pitcher. In addition, one coach will be positioned in short right field and one in short left field to give instruction.
3. A game will consist of 3 innings, not to exceed 75 minutes.
4. An inning will end when the offensive team has gone through its' entire line up.
5. Everyone plays and no one sits out. If a team cannot field the minimum of eight (8) players, all players will be divided evenly.
6. A player will remain at bat until the ball is put into play. If the ball goes foul or falls from the tee the coach will reset the ball.
7. The batter, players in running position and base coaches will be the only offensive personnel on the field at anytime. No "on deck" batter is permitted. One coach will be assigned to the batting area to assist and instruct. The remaining offensive players will be secured in the fenced area. No player will leave the designated area during the game.
8. The batter and runner(s) will advance only one (1) base at a time.
9. The players on defense will be assigned normal fielding positions regardless of the strength of the batter. No defensive player will be within twenty (20) feet of the tee. Excess players will be scattered in the outfield area.
10. Defensive positions will be rotated each inning so all participate regardless of skill level. No player will play the same position for more than one (1) inning.
11. T-Ball is an instructional league only. No score keeping or win/loss records will be kept.
12. The player's uniform will consist of league hat and shirt, long pants and sneakers or rubber-spiked shoes.

## **CLEMENTE**

1. The Clemente league is strictly an instructional league
2. The batting order shall consist of all players at the field prior to the start of the game. If a player arrives late, he or she will be added to the end of the line-up. Every player may bat in the line up in an inning provided that three (3) outs do not occur.
3. Three (3) outs constitute the end of the each half inning of play, or in the absence of three outs, the inning will end when all batters in the line-up have batted.
4. Defensive Teams will consist of all nine (9) traditional fielding positions. In the even that a team has fewer than nine (9) players available for a game, fielding positions shall be eliminated in the following order: Pitcher's helper first, catcher or one (1) outfield position second.

## 5. **PITCHING CRITERIA**

### ➤ ***CLEMENTE 1 (1<sup>st</sup> Grade)***

- When a team is scheduled to bat during a game, the manager of the batting team will designate one of that team's coaches as the pitcher for his team. Additionally, a coach from the batting team will stand behind the catcher and assist with passed balls. If a ball passes the catcher, the coach will retrieve the ball and either throws it back to the coach who is pitching or hand it to the catcher to throw back to the coach who is pitching. For the first thirty (30) days of the season, coaches shall stand on or near the pitchers mound and pitch in an underhand fashion to acclimate the batters to hitting a moving ball for the first time. After thirty (30) days, coaches shall pitch overhand from a seated position on a covered bucket, which will be provided by the WBSA, on or near the pitcher's mound.

### ➤ ***CLEMENTE 2 (2<sup>nd</sup> Grade )***

- The goal of Clemente 2 is to build upon the instruction and the learning of the game in Clemente 1 and to begin to develop pitchers and catchers while stressing a fun atmosphere and building player confidence. Kids pitch, 3 walks or 2 hit batters and pitcher is pulled, coach finishes inning. To keep the game moving and the players interested, coach should pitch last inning or 2 to make sure kids are hitting and fielding. Coaches will be responsible for rotating their pitchers and training/teaching basic pitching mechanics.
- This division will begin to integrate "kids pitch". The first half of the games will have coaches pitch with the same criteria as mentioned above for Clemente 1. For the second half of the games, children will be given the opportunity to pitch. Coaches are to select children to pitch based on their control of the strike zone. Speed of play must be upheld and the safety of the batter is priority above all else. If either is compromised, the umpires and coaches shall gather privately to either make another pitching selection or revert back to coach pitching.

6. Due to time restrictions, combined with the fact the Clemente is an instructional league; batters will be given five (5) swinging strikes during an at bat. If a batter is unable to successfully hit the ball prior to obtaining five (5) swinging strikes, that player is called "out" and the next batter in the order shall attempt his/her turn at bat. There are no walks in the Clemente league. Coaches are asked to verbally encourage those players who are

unsuccessful in their batting attempts and work with their deficiencies during practices.

7. No player shall be excluded from participating on the field for two consecutive innings. Additionally, managers are to make every effort to allow all players to change positions during a game, unless a safety issue prevents same. If a safety issue prevents a player from playing a particular position, the manager shall advise that player's parent or guardian. Players will not be designated as "infielders" or "outfielders" at any point of the season.

### **MAYS**

1. The goal of the WBSA in the Mays league is to continue development of players from the instructional leagues of Clemente 1 and 2 and begin to create a more competitive atmosphere while teaching sportsmanship. Coaches are to begin to stress being more serious on the field while still creating a fun environment and good learning experience for all. Mays will be made more competitive in the respect that scores and standings will be kept with a playoff system implemented for the end of the season. (whether or not it is a round robin or seeding is to be determined) The goal is to keep the players more interested and give them a sense of pride in how they play, learn, and keep them wanting to show up for games.  
The commissioner of the Mays league will be responsible for the assignment and drafting of players for each team. In an attempt to balance the teams in the league, the commissioner/player agent and or league coordinator shall ensure that each team receives an equitable core group of players. This shall be accomplished by assigning experienced pitchers to each roster prior to manager's drafting of the remaining players. Commissioner will consult with prior season's recreation and travel team managers as well as the player agents prior to assigning and drafting players.
2. The batting order shall consist of all players at the field prior to the start of the game. If a player arrives late, he or she will be added to the end of the line-up. Every player may bat in the line up in an inning provided that three (3) outs do not occur.
3. League standings are kept and scoreboard shall be used at all times. Mays play 3 outs with unlimited runs accumulated up to the total number of batters. If one team is batting 8 and one is batting 10 then the team with less can bat up to 9 in one inning. The scoreboard stops keeping score once the difference of scores is 12 or more runs. In the event the losing team catches up; scores can be updated on the scoreboard. Scores will be submitted to the commissioner by the winning team within 24 hours of the completion of the game. The date of the game, names of teams, final score and total number of pitches thrown by each pitcher will be reported to the commissioner.
4. Bunting is allowed.
5. Stealing is permitted with a maximum of three per inning. No delayed stealing or stealing of home plate. Sliding or avoiding contact at all bases. No head first sliding, coaches will teach proper technique. No scoring on an overthrow.
6. No player shall be excluded from participating on the field for one consecutive inning

unless there is an injury. Additionally, managers are to make every effort to allow all players to change positions during a game, unless a safety issue prevents same. Players must play a minimum of two positions per game inclusive of one outfield and one infield position. If a safety issue prevents a player from playing a particular position, the manager shall advise that player's parent or guardian. Players will not be designated as "infielders" or "outfielders" at any point of the season. Coaches must make every effort to allow players to play the infield and outfield in every game with the exception that it could cause injury.

7. In-field fly rule applies at the umpires' discretion. No balks will be called. Managers and coaches are required to instruct their pitchers on the proper technique of pitching from a stretch position. This instruction should begin as early as possible during the practice schedule.
8. Managers and coaches shall not be permitted to argue with any umpires call in a game. If there is a concern with a particular umpire's conduct or performance, the issue shall be brought to the attention of the Willie Mays League Commissioner. Umpires in the Willie Mays League shall consist of both new and experienced young adults, 13 years of age or older. It is imperative that the coaches conduct themselves in a manner conducive with the instructional league in which they are working.
9. Pitching Limits:  
In order to limit injuries and to encourage more players to pitch, there will be pitching limits in this league. All managers will be responsible for keeping a pitch count and reporting this to the commissioner after the game. Pitcher is allowed to finish off a batter if pitch limit is reached in the middle of an at bat.
  - A. 40 – 55 (55 being the max number of pitches) pitches in a game and they have to rest 2 calendar days
  - B. 20 – 39 pitches in a game and they have to rest 1 calendar day
  - C. Less than 20 pitches and pitcher can pitch in the next game
  - D. No more than 3 innings total in one game.
  - E. No more than 6 innings in one week (a week starts on Monday and ends on Sunday)

To further help prevent injury to pitcher's arms and to help develop other pitchers, no pitcher is to pitch in consecutive games if they have thrown in excess of 40 pitches or 3 innings in prior game.

**NO COACH SHOULD BE ABLE TO OVER PITCH ANY PITCHER:**

If this happens the coach shall be reprimanded by the Board and appropriate disciplinary action applied. In teaching the kids how to pitch it should also be taught the importance of not over pitching and rest in between games. No more than 5 warm ups in between innings. Pitcher cannot return once taken out of the game as a pitcher. Pitcher hits 3 batters in a game he shall be removed. Not every player will be able to pitch. Players should demonstrate they can throw strikes 6 out of 10 times before they are allowed to pitch in a game. (Coaches discretion)

Schedules and Time Limitations:

- A. On Sundays through Thursdays no inning shall begin after 9pm and no pitch shall be thrown after 9:15pm. On Fridays and Saturdays the Playing Times outlined in Section B will apply.
- B. No games will be rescheduled or continued if time limitations force the game to end prior to a game being official.
- C. The schedule will be set with no make-up games re-scheduled due to weather.

The Commissioner is permitted to adjust rules for the Willie Mays League with approval from the Player Agent and WBSA President.

**REESE & KOUFAX**

1. All players bat in consecutive order and all must play the field for at least three (3) innings.
2. Runner (s) cannot break until the pitcher releases (pitches) the ball towards home plate. Pick off throw is live and on an overthrow, the runner may advance as many bases as can be attained.

The goal of the WBSA in the Pee Wee Reese and Sandy Koufax Leagues shall be to educate players, promote the game of baseball and to create a fun and competitive atmosphere. Managers must be willing to work together to accomplish these goals.

The commissioners in the Sandy Koufax and Pee Wee Reese leagues will be responsible for the assignment of players to each team. In an attempt to balance the teams in the league, commissioners shall ensure that each team receives an equitable core group of players. This should be accomplished by assigning experienced pitchers and position players to each roster, prior to allowing managers to draft the remaining players.  
(registration numbers will be a determining factor in following this guideline)

Commissioners will consult with prior season's recreation and travel team managers as well as the player agents prior to assigning and drafting players.

***PITCHERS WILL BE CATEGORIZED IN THE FOLLOWING MANNER:***

Tier 1 – Pitcher has had at least one year of experience and has the ability to effectively throw strikes. Players in this tier will preferably have had travel team experience as a pitcher.

Tier 2 – Pitcher has had experience as a pitcher and has been effective at the recreation level. Players in this tier may or may not have had travel team experience and should possess the ability to improve.

Each team will be assigned pitchers in the following order:

One tier 1 pitcher who has one remaining year of eligibility in the league.

One tier 1 pitcher who has two remaining years of eligibility in the league.

Two tier 2 pitchers who have one remaining year of eligibility in the league.  
Two tier 2 pitchers who have two remaining year of eligibility in the league.

### ***PITCHING LIMITS:***

In order to limit injuries and to encourage more players to pitch, there will be pitching limits in each league.

Koufax – maximum 85 pitches per game.  
Pee Wee Reese - maximum 75 per game.

A pitcher, who throws 61 or more pitches will require 3 calendar days of rest.  
A pitcher, who throws 41 – 60 pitches, will require 2 calendar days rest.  
A pitcher, who throws 21-40 pitches, will require 1 calendar days rest.  
A pitcher, who throws less than 21 pitches, will not require any days rest.

If 41 or more pitches are thrown, cannot pitch in next game. (This will push managers to develop more pitchers)  
Warm-up pitches are not counted in pitch total.

If a pitcher reaches his limit during an at-bat, he is permitted to complete the at bat.  
Scores shall be submitted to the commissioner by the winning team within 24 hours of the completion of the game. The date of the game, names of teams, final score and total number of pitches thrown by each pitcher will be reported to the commissioner.

### ***OTHER PITCHING GUIDELINES:***

Each team should make every effort to use first year pitchers at least 2 innings of every game. That would prevent a team from over-using two 2<sup>nd</sup> year players to pitch the entire season.

Pitch count protests to commissioner. Forfeit of the game or suspension of manager will be determined by the board.

Verify pitch counts with opposing manager and alert umpire after each ½ inning.

### ***STANDINGS AND LEAGUE PLAYOFFS:***

Commissioners will keep up to date standings, which will be posted at the refreshment stand on Monday evenings.

League playoffs will take place at the end of the regular season. The playoff schedule and format will be determined and announced to the league managers at a meeting with the commissioner, no less than 2 weeks prior to the start of the playoff round.

### ***GIRLS MINORS***

- **This is a CLINICAL LEAGUE. The EMPHASIS IS ON TEACHING, NOT ON WINNING. There is NO 1ST PLACE.**
  - **No scores are kept for games and no standings are kept.**
  - **These are the guidelines for play; they may be altered when agreed by the managers, see suggestions section.**
1. All batting is to be done in Cinderella batting form. Outs are not recorded.
  2. All players are in the field for every inning played. A total of six (6) should be in the infield. First base, second base, third base, shortstop, catcher and pitcher's helper. The balance of the players is placed in the outfield and is evenly dispersed along the outfield grass (shallow). Infield and Outfield position play time has to be evenly distributed among Children (no catcher).
  3. Coaches pitch to their team but may not field or play the ball. The pitcher's helper, who is slightly behind and to either side of the coach is to field any plays in the area. Batters are allowed 10 pitches to hit the ball. After 10 pitches, a batting tee is to be used to move the game along.
  4. There are no walks, no stealing, bunting (swinging bunts are okay).

### ***GIRLS JUNIOR LEAGUE SOFTBALL***

- **This is a CLINIC LEAGUE. The EMPHASIS IS ON TEACHING, NOT ON WINNING. There is NO 1ST PLACE**
  - **Scores and standings are kept.**
  - **These are the guidelines for play; they may be altered when agreed by the managers, see suggestions section.**
1. The Commissioner of the League may amend these rules as necessary after the halfway point of the season.
  2. Every player may bat in the lineup in an inning that three (3) outs do not occur. Free Substitution of infielders is allowed.
  3. Three (3) outs constitute the end of each half inning of play or, in the absence of three outs; the inning will end when the entire team has batted through. For example, if a team has 6 players they bat 6 and the team that has 10 players bat 10. Teams that show up should not be penalized for another team's no shows.
  4. This is a semi-competitive league. Pick off plays at first base and other bases is a force out.
  5. Game time as indicated by schedule. Games must begin on time.
  6. Six inning games. No Extra innings to break a tie. No new inning will be started after 9:00 PM or 15 minutes before start of next scheduled game.

7. Official game is 4 innings (3 1/2 if home team is leading after visiting team has had four terms at bats).
8. Team must field a minimum of eight (8) players. If less than ten (10) players from the teams roster are available, a manager may bring up players from the Minor League, under the following provisions:
  - A. A scheduled game for the minor league player in her own league takes precedence over being brought up to play in a junior game.
  - B. Minor League managers will submit to the commissioner of the Junior League a list of names of second grade players they feel are qualified to play in Junior games.
  - C. No Junior Team can field a player from the Minor League without the junior commissioner's approval.
  - D. At no time will a player from the minors be in the game if a Junior player from the team is capable of play and is on the bench.
  - E. Players brought up from the Minors must bat the bottom of the order. Minor players cannot pitch or catch for a junior team.
  - F. If a Junior player arrives after the start of the game, she will immediately replace the Minor player. If more than one Minor player is playing with the team, the arriving Junior player will take the place of the Minor player the highest in the batting order.
  - G. Minor league player must play the outfield.
9. Field ten (10) players. A short fielder must position herself in a 10' radius behind 2<sup>nd</sup> base. She may move from this position once the ball is hit (beginning of season). After mid-year, the short fielder may move after the pitcher releases the ball.
10. One foot must be on the rubber at start of pitch. Windmill pitching is allowed.
11. Pitching Rules:
  - A. Player can pitch a maximum of two (2) innings per game.
  - B. Player can pitch in only one game per day.
  - C. One pitch constitutes an inning.
  - D. Only the starting pitcher can be removed from the mound and return to pitch in a game as long as the pitch limit is not exceeded.
  - E. Hit batter awarded 1st base: base runners advance if forced. No bunting: no infield fly rule:
  - F. The umpire is encouraged to use the full strike zone ranging from the shoulders to the knees and 2" wider than the plate.
  - G. If a batter is struck by a pitch, it is her choice to advance to 1<sup>st</sup> base or remain batting. The pitch will be considered a ball. If the player is struck a second time during the at bat, she must advance to 1<sup>st</sup> base. If the pitch is ball 4, the batter must advance. A strikeout is awarded on the third strike.
12. Sliding allowed. A runner will be called out when she does not either slide or attempt to get around a fielder who has the ball and is waiting to make the tag or if she maliciously runs into any fielder. This is an umpire's judgment call: NO APPEAL.
13. Stealing will be allowed with these modifications:
  - A. A 4 foot (radius) circle will be drawn with the pitcher's mound at it's' center.
  - B. If runners successfully reach the next base, they may not leave that base: if the pitcher has the ball and is standing inside the 8 foot circle (4-foot radius), until release of the next pitch. One (1) warning per team, at Umpire's discretion.
  - C. If the runner or runners successfully attain the stolen base (and the pitcher does not have control of the ball within the 8-foot circle), runners can advance to another base

and can be put out only by being tagged. An example; is if the player steals a base successfully but overruns the base, she must be tagged to be out.

14. The ball is dead and the play is over once the pitcher has control of the ball in the pitcher's circle. The circle will consist of a 4' radius around the pitcher's rubber. Runners more than half way between the bases will be awarded the base on the umpire's discretion.
15. No lead until the ball leaves the pitcher's hand. One warning per team per game will be issued if runner leaves early. Subsequent violations and the runner will be called out. Leading is allowed as soon as the pitcher releases the ball.
16. A runner may advance on an overthrow to a base and will have to be tagged out as normal.
17. If a runner misses a base the umpire, at the completion of the play, will call her out. This is not an appeal play.
18. Each player has a minimum of 3 innings in the field. The entire roster bats throughout the game. Infield and outfield position play time has to be evenly distributed among Children. Both managers are responsible for clean up in and around dugout area. Like to put in that:
19. Above all, good sportsmanship.
20. Equipment:
  - A. 12" softballs will be used.
  - B. Only softball bats permitted.
  - C. Catcher must wear full protective equipment.
  - D. All batters and base runners must wear protective headgear.
  - E. Helmets must have chin straps and face masks.

### **GIRLS MAJOR LEAGUE SOFTBALL**

1. Game time- weeknights 7:00 PM for Home Games, away games and Saturdays as indicated by schedule. Games must begin on time. Teams that are not able to field eight (8) players 15 minutes after scheduled start must accept a forfeit.
2. Six inning games. Extra innings will be necessary to break a tie until darkness or time for next scheduled game. No new inning will be started after 2 hours of play from the start of the game.
3. Official game is 4 innings (3 ½ innings if home team is leading after visiting team has had four terms at bat).
4. General Rules:
  - Bunting
  - Infield fly rule
  - Dropped third strike applies
  - Hit batter is awarded first base, even if it hits ground first.
5. Any overthrow of base is in play; overthrow out of play results in "dead" ball: all runners awarded one (1) base from time of throw.
6. Team must field a minimum of eight (8) players. If less than ten (10) players from the

team's roster are available, a manager may bring up players from the Junior League, under the following provisions:

- A. A scheduled game for the Junior league player in her own league takes precedence over being brought up to play in a major game.
  - B. Junior League managers will submit to the commissioner of the Major League a list of names of players they feel are qualified to play in Major games.
  - C. The Major League commissioner will arrange this list in alphabetical order. Major managers will contact the commissioner with player needs. The commissioner will assign players (given their availability) to the teams on a game-by -game, rotating basis.
  - D. No Major team can field a player from the Junior League without the Major Commissioner approval.
  - E. At no time will a player from the Juniors be in the game if a Major player from the team is capable of play and is on the bench.
  - F. Players brought up from the Juniors must bat the bottom of the order. Junior players cannot pitch or catch for a Major team.
  - G. If a Major player arrives after the start of the game, she will immediately replace the Junior player. If more than one Junior player is playing with the team, the arriving Major player will take the place of the Junior player the highest in the batting order.
  - H. Junior league player must play outfield.
7. Field ten (10) players. Short fielder must position herself 10 ft. behind 2nd base. She may move from this position once the ball is released by the pitcher.
8. Each team on offense may be granted not more than one charged conference per inning. Manager must ask Umpire officially for conference for all play to be suspended.
9. Pitching Rules:
- A. Player can pitch a maximum three (3) innings per game.
  - B. Player can pitch in only one game per day.
  - C. One pitch constitutes an inning.
  - D. A pitcher removed from the mound "CAN" return to pitch in a game as long they have not pitched more than 3 innings by definition listed above.
  - E. One foot on rubber at start of pitch. Windmill pitching is allowed.
10. Sliding is encouraged. A runner will be called out when she does not either slide or attempt to get around a fielder who has the ball and is waiting to make the tag or if she maliciously runs into any fielder. This is an umpire's judgment call: NO APPEAL. When there is a play at the plate, runner must slide or make an attempt to avoid contact. If, in the umpire's judgment, the runner makes no attempt to slide or avoid contact, and collides with catcher, the runner will be declared "out" and the ball will be "dead". All other runners advancing must return to last base occupied before ball was declared "dead".
11. Stealing of Bases:
- A. No lead until ball leaves the pitcher's hand. One warning per team per game will be issued if a runner leaves early. Subsequent violations and the runner will be called out.
  - B. Stealing of bases is allowed with the following provisions: outs are by force plays to the bases, after initial base is obtained on a steal, ball is "live" and all plays are now tag plays.
  - C. Runner is out if before reaching the base she is attempting to advance to (or retreat to) she is tagged by a defensive player or the defensive player holds the ball while

- touching the base.
  - D. After a pitch, once the catcher has the ball securely in her possession the runner is obligated to move directly and immediately towards the next base or the base last touched. The runner may not stand motionless or change direction under penalty of being called out immediately. (Ball is live)
  - E. If the runner or runners successfully attain the stolen base and choose to proceed to the following base or retreat to the base already attained, they can be put out only by being tagged.
  - F. NO stealing of home at anytime.
  - G. Only two steals per inning.
  - H. Since there is stealing, pick-off plays by the catcher is a “force” play upon the base runner returning to the base. Runners advancing on a steal must be tagged out.
12. No appeal plays. Runners missing bases or leaving a base too soon– are called by umpire. Missing base: at conclusion of play, umpire will call “time” and declare appropriate runner out.
13. Throwing the bat: batters must make every attempt to avoid throwing the bat when hitting. Batters will receive one (1) warning; on second occurrence, batter will be declared “out”.
14. Equipment:
- A. Only softball bats, clearly marked as ASA approved are permitted.
  - B. Uniform consists of shirt, hat, shorts and footwear (no metal cleats). Uniform pants are not required, but pants used may not have metal decorations or devices.
  - C. No jewelry except that for medical identification purposes only.
  - D. Catcher must wear full equipment: mask with throat protector; helmet (if not part of mask); chest protector and shin guards. No player may warm-up pitcher without wearing protective mask.
  - E. Any player coaching first or third base must wear protective helmets.
  - F. All players must be properly equipped. This is the responsibility of the team’s manager/coach. Umpires and tournament officials assume that any player entering the field is properly equipped.
  - G. Helmets must have a face mask and chin strap.
15. Protests: any protest must be registered in the home team scorebook before the next pitch. All protests will be resolved within twenty-four (24) hours by tournament or League officials.
16. Fan Conduct - Each manager/coach is responsible for the conduct of his/her fans. We ask that complete cooperation be given to umpires and tournament officials in maintaining proper decorum before, during and after the game.
17. Field Practice - Each team will be allotted an equal amount of time (half the difference between the previous game’s end time and their scheduled start time) for field practice on the field. Please be conscientious in the use of your allotted time.
18. Team Rosters: name of players to be submitted at the start of the game.

19. Player has a minimum of 3 innings in the field. Entire roster bats throughout the game.
20. Home Team Manager:
  - A. Make sure field is lined, bases are out and returned.
  - B. Responsible to see that field is in playing condition (rake pitcher's mound, around bases. dry excess water, etc.)
  - C. Notify other team of rain out not less than one hour before game time. Call commissioner for rescheduling.
  - D. After the bases are removed, the plugs must be inserted.
21. Winning team manager reports score to commissioner.
22. Both managers are responsible for clean up in and around dugout area.
23. Above all, good sportsmanship.

### **GIRLS SENIOR LEAGUE SOFTBALL RULES**

Game time: weeknights 7:00 PM, Saturdays as indicated on schedules. Games must begin on time. Teams unable to field eight (8) players 15 minutes after scheduled start must accept a forfeit.

1. Seven inning games. Extra innings if necessary to break a tie until darkness or time for next scheduled game. No new inning to be started after 10:00 PM.
2. Official game is five innings (or 4 1/2 if home team is leading after visiting team has had five terms at bat).
3. Team must field a minimum of eight (8) players. If less than ten (10) players from die team's roster are available, a manager may bring up players from the major league, under the following provisions:
  - A. A game scheduled for the major league player in her own league takes precedence over being brought up to play a senior game.
  - B. Major league managers will submit to the Commissioner of the senior league a list of names of players they feel are qualified to play in senior games.
  - C. The senior league commissioner will arrange this list in alphabetical order. Senior managers will contact the commissioner with player needs. The commissioner will assign players (given their availability) to the teams on a game-by-game rotating basis.
  - D. No senior team can field a player from the major league if a senior player is capable of play and is on the bench.
  - E. At no time will a player from the Majors be in the game if a Senior player from the team is capable of play and is on the bench.
  - F. Players brought up from the Majors must bat at the bottom of the order. Major players cannot pitch or catch for a senior team, they all must play outfield.
  - G. If a Senior player arrives after the start of the game, she will immediately replace the Major player. If more than one Major player is playing with the team, the arriving Senior player will take the place of the Major player highest in the batting order.
  - H. You must have 6 players from the senior team and a maximum of 4 players from the lower league.
4. Field ten (10) players. Short fielder must position herself 10 ft. behind 2nd base. She may move from this position once ball is released by the pitcher.

5. Pitching rubber distance: 40 feet, base line 60 feet.
6. Windmill pitch is allowed. One foot on rubber at start of movement.
7. Pitching Rules:
  - A. Player can pitch a maximum of 10 innings per week; 11 innings if a team has 3 games THAT WEEK. (week ends Sunday evening).
  - B. A pitcher removed from the mound cannot return to pitch in game, with the exception of the starting pitcher.
  - C. One pitch constitutes an inning.
  - D. Each team when on defense may be granted not more than three charged conferences during the seven inning game, without penalty, to permit a manager or his or her representative to confer with a defensive player or players. In any extra innings, each team will be permitted one charged conference per inning while on defense without penalty. Time granted for an obviously incapacitated player shall not constitute a charged conference nor shall a conference be charged whenever the pitcher is removed as pitcher (3.4.1).
  - E. Each team on offense may be granted not more than one charged conference per inning.
8. Hit batter awarded base. Base runners advance if forced.
9. Bunting allowed. Sliding allowed. A runner will be called out when she does not either slide or attempt to get around a fielder who has the ball and is waiting to make the tag or if she maliciously runs into any fielder. This is an umpire's judgment call: no appeal.
10. No lead until ball leaves pitcher's hand. If runner leaves early she will be called out. The ball is dead. If a pitch has been released it will be declared "no pitch." This is not an appeal play.
11. Stealing is allowed, under these modifications:
  - A. Runner is out if, before reaching the base she is attempting to advance to (or retreating to), she is tagged by a defensive player or a defensive player holds the ball while touching the base. She is tagged out by a defensive player.
  - B. After a pitch, once the catcher has the ball securely in her possession, the runner is obligated to move directly and immediately towards the next base or the base last touched. The runner may not stand motionless or change direction under penalty of being called out immediately (ball is live.).
  - C. If the runner or runners successfully attain the stolen base and choose to proceed to the following base or retreat to base already attained, they can be put out only by being tagged.
12. Infield fly rule applies.
13. With first base open and less than two outs, the third strike must be caught by the catcher. With two outs, regardless of whether first base is open, catcher must catch third strike. On dropped third strike and live ball: runners do not have to re-tag before advancing.
14. If a runner misses a base she will be called out by umpire at the completion of the play. This is not an appeal play.

15. Players have to play 3 innings in the field. Entire roster bats throughout the game.
16. Equipment:
  - A. Only softball bats permitted.
  - B. Catcher must wear protective equipment.
  - C. Any player warming up the pitcher must wear a mask.
  - D. All batters and base runners must wear protective headgear including chin straps and face masks.
17. Home Team Manager:
  - A. Make sure field is lined, including 8-foot circle around mound (4' radius), and bases are out and returned.
  - B. Responsible to see that field is in playing condition (rake pitcher's mound, around bases, excess water, etc).
  - C. Notify other team of rainout not less than one hour before game time. Call commissioner to reschedule.
18. Winning team manager reports score to commissioner.
19. Both managers responsible for clean up in and around dug out area.
20. All play will be governed by ASA (High School) rules unless modified by the above.
21. Above all, good sportsmanship.

## SECTION IV

### TRAVEL TEAM SELECTION PROCEDURES

1. **Player Eligibility Criteria:**  
All players who participate in the WBSA recreational season are eligible to tryout for the Travel Team(s). If selected via the tryout process stated below, the players shall be invited to participate on an age appropriate Travel Team, provided that a team has been established.
2. **Official Travel Team Year:**  
The Travel Team Year shall start approximately 30 days after the start of the Recreational Season and shall end at the start of the following years Recreational Season.
3. **Travel Team(s) Creation Criteria:**  
No Travel Team shall be created without meeting the following criteria:
  - A. Demonstrated commitment of an eligible, WBSA Board approved manager.
  - B. Minimum number of children as set forth below in Section 5.
4. **Additional Travel Team(s) Creation Criteria:**  
Additional Age Group Teams may be created provided that conditions 3(A) and 3(B), as set forth above, have been met. Travel Team coordinator will determine the appropriate league for that team.
5. **Travel Team Player Evaluation Process:**
  - A. Players for the age groups listed below that wish to play on the Travel Team must sign up and participate in an evaluation process. Should a player that has signed up be unable to make the scheduled evaluation date, the approved manager may arrange for a separate evaluation at a later date. Player must participate on team in applicable age group as determine by the WBSA Board:
    - i. Boys Ages 8, 9, 10, 11, 12, 13, 14
    - ii. Girls Grades 3rd, 4th, 5th, 6th, 7th, 8th, 9th
  - B. Players trying out for Travel Team need to commit to and participate in 66% of their recreational games. Failure to do so will allow manager to remove player from Travel Team.
  - C. Players shall be evaluated and ranked on the following skill sets:
    - i. Fielding-Infield;
    - ii. Fielding-Outfield;
    - iii. Hitting;
    - iv. Throwing;
    - v. Base Running
  - D. Evaluation Staff shall be comprised of the following:
    - i. A qualified third party, and/or
    - ii. A staff selected by the WBSA Board and/or Travel Committee

- iii. An Approved Manager
  - E. Other resources to aid in the selection process:
    - i. Prior season's recreation league evaluations
    - ii. Prior season's travel league manager's evaluations
- 6. Travel Team Player Selection:
  - A. Top 9 players based on evaluations/rankings shall be placed on the team as recommended by the Travel Committee President.
  - B. Travel Team manager shall add additional players, if needed, from remaining pool of evaluated players. The Manager has the option of requesting the travel committee review the evaluation process to assist in selecting the remaining players for their team. Managers should note that they may be required to follow additional guidelines as set forth by the league in which they participate.
  - C. The results/ranking of players via of the evaluation process is *strictly* confidential and shall be made known only to the Travel Committee President and the Evaluators. The team manager will be permitted to view the player overall rankings upon request. In matters of dispute or judgments that cannot be reconciled by the Travel Committee President, the WBSA Board of Directors may be consulted.
  - D. Should the participation level be insufficient to field a team, the manager may obtain the required players from the following sources (in order of precedence):
    - a. Players that participated in the evaluation process;
    - b. Players from lower level, as approved by the WBSA;
    - c. Outside sources, as approved by the WBSA Board of Directors.
- 7. League Determination and Participation:
  - A. The Travel Committee President shall continually monitor and recommend the league each age group shall participate in.
  - B. Boys Teams will participate in leagues appropriate for their age group and capabilities. The intent is to enter a league that is in the suburban area. This will be determined via Manager's consultation with the Travel committee.
- 8. Uniform Designation:

Uniform Design shall be approved by the WBSA Board and shall be consistent in their design for all age groups.
- 9. All funding of the Travel Team shall be the responsibility of the Manager.

## SECTION V

### MUDCATS: SELECT TEAM CRITERIA

**1. Mission Statement:** The goal of the MudCats (10U-14U) baseball team(s) is to create an environment that will allow players to realize their capabilities as baseball players; to develop confidence, self-esteem and poise as athletes; to understand that their achievements are a direct result of their efforts; to develop friendship with their teammates and opponents; to support each other in all situations; and to understand sportsmanship is the main ingredient. While it is apparent that the select team is competitive team, winning alone is not the primary objective. The primary objective is to teach life skills through the vehicle of baseball.

**2. Player/Parent Commitment:** Select baseball is a step-up over recreational travel baseball; with major differences being player/parent commitment, competition and overall cost. We do not require baseball to be the player's only sport. We recognize good athletes, the type who would be a good baseball player, also play other sports. We ask that players make as many winter practices as they can and have little or no sports conflicts from the end of May through July. We expect the baseball season to be the primary activity.

**3. Team/Player Selection:** The Manager along with his assistants will select the players. Players will be determined by level of commitment, ability and past performance evaluations based on coaches in various age groups.

**4. Yearly Commitment Breakdown:** Fall season 5-8 games Sundays only used for development. Winter Workouts late January –March. Develop technique with repetition in Fielding, Hitting and Pitching. Spring season 8-10 game schedule concluding with a Memorial Day tournament. The spring season is to refine player's skills to get ready for the summer season. Summer Season will play 25-35 games including local weekend tournaments finishing with a travel tournament at a site to be determined.

**5. Competition:** We expect the team to be competitive and will balance overall results, unity and player development including playing time. However, the stronger position players and top pitchers will most likely receive more innings. This allows for healthy competition between teammates and serves as just reward for personal improvement. We encourage the boys to work hard and stay focused. The team shall incorporate the notion that most things in life are competitive and that they need to put forth a strong, committed effort if they are going to succeed.

**6. Financial Commitment:** The Select team will have a greater financial commitment with the cost per player as determined by the Manager. These costs will include, but, not be limited to, Uniform, Winter Workouts(approx. 8-10 weeks), Spring Season with Memorial Day Tournament, Summer League Season, (*Local Tournaments and Travel Tournament not included*), Fall Season (5-8 games with the mindset of trying players in secondary positions, development of pitching alternatives and working on player's needs.) The approach to the fall season shall be considered an alternative season. The fall season will also be used as an evaluation of teams needs for the following season.

**7. Who is Eligible:** Mudcats 10 and under, 11 and under, 12 and under, 13 and under, 14 and under

- a. Must participate in a minimum of 66% of WBSA recreational games.
- b. Team must be made up of 66% participating WBSA players
- c. The manager may elect to reach out to out of town players to fill the roster if necessary. These players must be drawn from the “Suburban” area.
- d. The team shall be chosen by the manager and must be approved by the Travel Committee and WBSA Board of Directors.
- e. Although the manager has the right to select players participating in other WBSA recreation & travel league divisions, he shall consider the impact to these travel teams. The preservation of another travel team within the Mudcats team age group being the goal provided there are enough viable players interested. A blend and balanced mix for each age group (i.e. 10U: 8-10 year olds) supplemented with players from out of Waldwick will assist in achieving this goal.

**8. Manager Selection:**

Must have 2 years coaching experience at a High School or Higher level, played at college or semi pro level of baseball have the ability to give players a higher than average experience in baseball and responsibility to see the team is prepared by a year round commitment.

**Section 1-** Nominations are open to any qualified candidate, who has met the following criteria:

- A. Minimum 3 years of managerial or coaching experience with a WBSA team
- B. Documented record of completion of the Rutgers Safety Class

**Section 2-** the Manager shall be voted on and approved by the WBSA board and Travel Committee. Selection will be based, in part, on the following:

- A. Managerial experience of WBSA Travel &Recreational teams
- B. Managerial & Coaching experience equivalent to High School level and played at College or Semi Pro level
- C. Demonstrated exemplary skills during recreation season.

**Section 3-** The MudCats manager shall be selected and approved by the WBSA Board no later than the 1<sup>st</sup> Monday in January and shall occupy the position for a period of one year.

**Section 4-** The manager shall select the coaches of the team, which selection shall be approved by the Travel League Committee and WBSA Board.

**Section 5-** The manager, coaches and players shall represent Waldwick and the WBSA in all contests to the best of their ability and shall, at all times, conduct themselves in a responsible and sportsmanlike manner. Simply put, the WBSA Code of Conduct must be upheld and followed.

**Section 6-** WBSA league rules pertaining to pitching and minimum innings to be played shall not be binding in the select Waldwick MudCats games.

**Section 7-** The MudCats team is responsible for all financing required by the various leagues and tournaments. The manager and team representative shall lead the effort and ultimately be responsible for said funding of the team. Separate registrations from the recreational program shall be conducted accordingly.

**9. Field Usage:**

Alternative locations in Waldwick are being explored so as to mitigate any conflicts with recreation or travel leagues. If any conflicts arise with the scheduling and managers cannot work out arrangements, the Board of Directors shall resolve. Generally speaking the order of procedure for scheduling conflicts shall be:

1. Waldwick Recreation Leagues
2. Waldwick Travel Leagues
3. Waldwick MudCat Select Team

## **SECTION VI COOPERSTOWN 12U**

1. The Cooperstown experience is supported by the WBSA with the bid being held by the association. Participation in the Cooperstown experience is encouraged by the WBSA; however, it is the Travel team's option to participate. All costs shall be the responsibility of the team. Fundraising events shall be coordinated and approved by the WBSA with no fundraising to take place until the prior year's team has completed their tournament.

2. The 11U Travel and/or MudCats team manager shall proclaim their intent to manage the team a minimum of one year in advance of the scheduled trip. In circumstances where multiple managers are vying for the position, the WBSA shall select the best candidates based upon the manager's experience, dedication and qualifications. The principles and guidelines set forth throughout the manager's handbook are to be at the forefront of the selection process.

3. The players shall be selected from the current 11U Travel and/or MudCats team(s). In order for a player to be eligible, he/she must have participated in travel baseball during the 11U and 12U seasons. A player must proclaim their interest a minimum of one year in advance of the scheduled trip. In instances where the pool of players interested in participating is greater than twelve, the WBSA shall institute following in order of precedence:

- a. Request the manager voluntarily take additionally qualified players as permitted by the Cooperstown rules and guidelines
- b. Mandate a Cooperstown team tryout and capping the number of players to be selected as determined with input of the manager and as permitted by the Cooperstown rules and guidelines.
- c. In a situation where enough players have expressed interest to form a second team to make the trip, the WBSA shall consider this option only if a viable managerial candidate is available (see item 2 above) and the pool of qualified players is deemed adequately competitive and committed.
- d. Seek out other towns in the Suburban area with similar numbers issues who would be willing to blend a team with the pool of remaining WBSA travel players

## **SECTION VII**

# **LETTER OF INTRODUCTION TO ALL MANAGERS AND COACHES AS WELL AS TEACHING TECHNIQUES**

### **INTRODUCTORY LETTER TO ALL COACHES**

The Waldwick Baseball/Softball Association has adopted the principle that a strong skills development program creates not only better and more complete players in the long run, but also players who ultimately think better of themselves as people. As coaches and parents, we all desire happy children who think well of themselves. The joy and benefits of success resulting from attention and hard work go a long way towards achieving that goal.

Consequently, the association has put this working pamphlet together in the hopes of helping managers and coaches find a wide variety of tools to enhance the content and effectiveness of their skills practices. It is our belief that the best results come from maximum use of planning, players, time, and coaching staffs. The drills and exercises are intended to help create a good working atmosphere which is both fun and purposeful, and are directed specifically towards enhancing the development of player skills at all levels.

These materials provide a simple framework for establishing a strong learning foundation by involving all your players in a no-nonsense atmosphere which gives credibility to the coach's leadership and forces players to mentally concentrate while practicing their skills. There are many opportunities for positive communication whereby coaches can emphasize their pride, joy, and high standards, and also build character and strong self esteem. It is our hope that these drills help create a situation in which every child can perform to the best of his/her ability, can succeed and grow.

We suggest that with these tools and strong organization, managers can martial each practice session for maximum effectiveness. It is recommended that managers plan ahead by setting daily practice goals and confer with their staffs about assignments. Make your players aware of your standards; make clear your expectations about their performance and conduct. Before you expect compliance, demonstrate and coach how to do each task correctly. Rather than finding fault through criticism, emphasize the positive with your terminology and gestures by encouraging good work and success. Have faith that time, goad-will and common sense will bring your players along.

Please bear in mind that this work is a joint effort and has been constructed in good faith for the benefit of all who coach and play in our association. It is written on paper; not carved in stone. We invite and encourage your suggestions and contributions and are ever ready to make additions and follow your strong recommendations.

The success of this program depends upon your acceptance, active participation and good-will.

Thank you,  
Good Luck and Have Fun

## **DATABASE OF SKILLS AND TEACHING TECHNIQUES**

### **Divisions are classified by the following codes:**

T = T-Ball

M = Minors (Boys & Girls)

K = Majors & Koufax (Boys)

S = Majors & Seniors (Girls)

## **FUNDAMENTAL GOALS OF THROWING AND CATCHING**

Through the use of modeling and formal drills teach throwing & catching as progressive skills. First attentions should be on understanding the mechanics as process and mastering form. Throwing should be taught as a whole body motion with a rhythm that incorporates all parts of the body. Catching should be taught as an active, assertive response rather than as a passive secondary consequence of throwing. Special attention will be given to relating the importance of eye and hand coordination. Drills will endeavor to develop form, strength, accuracy and confidence as well as providing tools for remediation and special needs.

## **THROWING DRILLS AND TECHNIQUES**

- 1. Point, Step and Throw:** For introduction to the proper method of throwing, turn body sideways, head facing target, glove hand points to target, glove foot steps to target, throwing hand projects ball forward over head, ball is released forward of head, throwing arm follows through and down, weight transfers to glove foot and leg. As an after-action, the glove hand pulls down to the side as throwing arm comes thru release. Use “swimming” action as an example of arm flow starting with the glove hand reaching out first to start action.
- 2. Grip and Hold:** A “gather-round & demonstrate” session to illustrate the proper finger hold as opposed to “palming” the ball. Prevent younger players from encompassing the ball with their entire hand. During this time coach can also illustrate proper wrist motions for snapping the ball.
- 3. Tennis Ball Bounce:** Using correct ball grip, throw the ball straight down in front of feet, snapping the wrist and releasing the ball with finger tip control. Repeat.
- 4. Standing Swimming:** Variation of 1 with or without ball, for the purpose of getting the throwing arm to revolve the full arc without a break in the motion. Adjust each players motion as needed. When players are comfortable with two-arm motion, advance to next level by imitating catching, centering both hands in mid torso, separate the ball from the glove, and initiate throwing motion.
- 5. Walking Throw:** Same as Item 1, but with no ball. Players come to set position with glove and throwing hands met at chest, start the Point, Step, & Throw routine and walk through several “throws”. This drill is best done with players shoulder to shoulder, “On-Line”.
- 6. Right Leg Hop (or Stand), Right Arm Reach:** (Left leg and arm for lefties). This is a focus exercise for those whose motion needs greater attention. Position body with head, shoulders, hips, and feet correctly aligned to target, require player to focus weight on throwing foot and extend throwing arm as far backward as possible. This establishes correct starting position for forward throw. Follow with windmill or other appropriate drills, i.e.; P,S,&T.

- 7. The Clove Throw:** Adds weight and substance to throwing motion. Coach controls speed with focus on form.
- 8. Guided Pressure Throw:** A step up from Glove Throw with coach standing behind or to side of player and using two arms as a channel to help guide path of players throwing motion. Use only for remediation.
- 9. Throw the Bat:** Coach presents head of bat to players throwing hand, guides hand and bat behind player to start-up position, players throws bat forward, with proper release.
- 10. Underhand Lob:** Work in pairs with tennis ball, then baseball, each player lobbing ball to partner. Focus on smooth finger control and awareness of rotation. Also ground ball lob.
- 11. One Ball Juggle:** For Hand & Eye coordination. Can also be done against a wall, catching with alternate hands.
- 12. Lob Up, Throw Down:** Variation on Tennis Ball Bounce. Lob ball in air, catch with two hands, overhand throw ball straight down in front of feet, let ball bounce hard and high, catch with two hands, and continue several minutes.
- 13. Smash the Grass:** After throwing motion is fairly well established, player throws ball in front of him/her, with full force into the grass. Ball should stay in immediate vicinity of player. This builds confidence in several areas of the throwing art without the player having to worry about accuracy. Coaches remember to watch for glove arm pull down.
- 14. Hold Down Throwing Foot:** For throwers, pitchers in particular, who release ball, come off back foot, throw with a “leading hip” or fail to push off and get weight behind ball. Second player loosely holds throwers pivot foot ankle during pivot and push off but secures foot to ground upon release of ball preventing foot from swinging around.
- 15. Kneel & Throw:** For older or stronger armed players to develop wrist and shoulder strength. Performed in pairs. Not permitted for division players under majors.

## LEARNING TO CATCH / TECHNIQUES AND DRILLS

- 1. One Ball Juggle:** Underhand throw of ball up and over to other hand. Ball may be caught underhand, waist level, or overhead, arm extended. Keep moving for several minutes, use open hands, no glove. Develops eye and hand coordination.
- 2. Around the World Glove Rotation:** Moving the gloved hand clockwise and counter-clockwise teaches the proper position of the glove at each body location. Also teaches how to snap and rotate the glove at the mid point between the knees. Drill is done with players on-line with glove starting above shoulder.
- 3. Fingers and Eyes in a Circle:** Players gather around coach at an appropriate reaching distance without gloves. Each player stands in ready position. Coach rapidly “carries” ball to different players who reach to catch the ball with glove hand. Good for younger players to develop anticipation and confidence without dropping the ball. Gives coach maximum control because ball is not thrown. Option: Drill with Gloves on. Bring the ball right to and into the glove. Make sure player watches ball go into glove.
- 4. One-On-One No Glove Catch:** Players pair up and throw to each other either underhand or

overhand dependent upon skill. Younger player should be directed and supervised to catch with two hands and move feet and body to ball wherever it may be thrown. Teach Cradle Catch with palms up.

**5. Quartering Drills:** Introduce players to the four basic quadrants of the body by showing different glove and body positions. Best developmental rotation works from: 1. Glove hand high, to 2. Glove hand low, same side, to 3. Glove hand high cross over, to 4. Glove hand low crossover.

**6. Above the Shoulder Catch:** Focus on First Quadrant catching techniques. Focus is on insuring proper glove hand position which is forward of the body and slightly off centered to the side of the face. Players should be instructed to “push” the glove out in front of their bodies and not “rest” the glove “on” their shoulders. Ball is caught with “eyes” seeing the ball all the way into the glove.

**7. The Reaching Catch: (Right and Left):** From a standing position, one on one, the ball is thrown to the side of a player who reaches to make a glove hand “only catch moving glove, body and one leg. For right handers, the one leg cross over step with the left leg can be added as an option. Reverse this for left handers. Coach needs to demonstrate how ball is to be thrown, i.e., not too wide!

**8. Two Hand Open Mitt Catch:** Coach has option to player arrangement here. Bring players either on-line or paired to catching position with glove hand in front support, one on one, the ball is thrown to the side of a player who reaches to make a glove hand “only catch moving glove, body and one leg. For right handers, the one leg cross over step with the left leg can be added as an option. Reverse this for Left Flanders. Coach needs to demonstrate how ball is to be thrown, i.e., not too wide!

**9. Catch & Peel:** From a single file line, players advance to coach who flips ball to player, who then catches ball, returns it to coach, and peels one way, as directed back to the end of the line. Fast moving and directional as to kinds of balls caught and thrown. This is a strong “combining” drill, with or without gloves, that develops attention to detail, and a smooth sense of personal and team rhythm.

**10. Set Position:** Infielder and Outfielder ready positions. For infielders, concentrate on three point stance with feet spread shoulder length, knees bent, bottom lowered, weight on ball of feet, throwing hand reaching forward off of leg, glove hand touching the ground in front of player. Teach low position remembering that is much easier to come up to a ball than go down to one. Outfielder’s ready stance with legs spread shoulder width, hands slightly raised above belt, weight balanced and centered, ready for fast reaction in any direction. “Ready” position is not a “Resting” position.

## FIELDING DRILL AND FOCUS

The Educational Targets of fielding are to teach the fundamentals of the Doyle Method of Play as described below, to develop defensive skills of ball handling, and to create a sense of field presence and game awareness.

1. Doyle Method of Ball Control:
  - A. Capture ball, grounder or fly ball.
  - B. Cradle ball with glove and throwing hand.
  - C. Separate ball from glove, assume set position.

- D. Throw from different body positions.

## FIELDING DRILLS

**1. Set Position (Infielders Crouch) Reaction Drill:** Coach calls out or directs flow of players on line to react to cue, players react three or four steps to right, left, forward, or behind en-masse. Focus on correct body and glove position, as well as foot cross-over technique. Variation: Players in line, coach lobs three balls to each, throwing over opposite shoulder works backward pursuit and pivot.

**2. Stationary Ground Ball Pick-Up:** Line up all players, place ball on ground in front of them, call players to set position. Ball can be within or just out of reach. Cue to action, players reach, pick up ball and throw. Step, Reach, Cradle, Separate, Set and Throw all in one drill. Option: ball can be scooped with glove, coming over the top. Separate with throwing hand, stop and throw. Option: Ball can be bare hand.

**3. Moving Line Ground Ball:** Variation of above with players in single file line-up, assume set position, coach rolls ground ball to player who retrieves and throws to base, then advances to first base position. Rotation gives practice at fielding, throwing, and First Base play.

**4. Fielder Flip To Second:** From either side of second base players field thrown or hit ground balls, set for underhand flip throw to fielder covering base. Allows all players to work second base as short stops or second baseman, and prepares for double play. Baseman in this routine can either tap bag for out or can fake tag runner. Coach should be setting players up for correct positioning of feet and body for the throw to first base. That throw is not made here.

**5. One Hop Grounder:** Fielders in line, set position, coach from 20-25 feet away throws one hop grounder to one of three directions, player reacts, catches, throws to first. Variation has player throw to second base for full or half of double play. Fun for younger players, use tennis ball. Many variations to focus on short hop reaction for fielder, especially well for one-on-one throwing at feet.

**6. Short Poke Pop-Up:** Players in line, set, coach throws soft arc, 10—12 foot high pop up to multi direction of player who catches, controls, then reacts to base runner situation or to base. Degree of difficulty dependent on age and skill level.

**7. Pop Fly, Deep Throw To Plate:** From grass position coach throws soft arc pop to fielder behind second base. Catch and throw to home plate for tag play, catcher throws back to bag for base tag. Variation: Runner on third steals for home just as catch is made, MUST MUST MUST hook slide.

**8. First Base Play With Runner & Pitcher:** Establish triangle with First Base, Second Base and Pitcher. Start drill with pitcher throwing to home, throw or fungo grounder back to him, throw over to first base. Coach chooses method of bag tag, either Stand-on or Catch and Step. Run thru all players. Step up drill: Pitcher throws grounder to second baseman who throws to first, covers bag for re-throw, back to pitcher. Step up: Add runner on first, Pitcher to set position, Runner leads and steals, throw to first, throw to second, tag slider. Step up: coach or catcher starts drill with runner on first, ground ball between pitcher and first, fielder throws out advance runner at second, throw back to first for out, back to plate to restart cycle.

**9. Double Play:** Use third baseman and short stop for “long” double play. Practice- flip and feed to second, and various pivots leading to throw to first. Variation: Ball grounded to second

baseman, feed to short stop covering bag, throw to first.

**10. Run Down Drill:** Use all players as runners and fielders regardless of the possible location of run down. Focus on pressuring runner back to bag, accurate snap throw to fielders, and continuous overlapping of fielders. Everybody plays, everybody learns.

**11. Outfield Catch & Throw:** Fungo to outfielders who throw to cut off man drifting into position with hands up. Hit, Hit, Hit cut of f man with low -level throw. Cut off man pivots and throws to home. Catcher can shift his position right and left, requiring cut off man to adjust position. He must listen to “left” or “right” call out from catcher.

**12. Outfielders Ground Ball Position:** Variation on above with fielder addressing long ground ball with circling approach, torso flush to ball approach, drop to one knee, dragging downed leg behind tail, hands well out in front of body to capture and guide ball. Catch, step up and throw.  
**Tell Fielder:** Never let ball get through.

**13. Outfielders Line Drive Run:** Catcher, not coach, throws line drives to either side of running fielder, head high throws 60-90 feet long, maximum effort to catch ball, stop on dead run, plant and throw to base. Best results if catcher throws from pitcher’s mound with fielders running from left to right and right to left deep in field crossing a line with second base. Ball should be thrown over second base by catcher then back to second by fielder. Baseman should cover bag or act as cut of f.

**14. Routine Infield Workout:** Great warm-up and morale builder. Needs good fungo hitter to put ball on mark.

#### **Round One:**

Each fielder takes throw from catcher, covers bag, and fakes tag before throw back.

Must look down.

1. Straight to SB—throw 1B—home—3B—back home.
2. Ball straight to SS—1B—home—2B—3B—or home.
3. Ball straight to 2B—1B—home—2B—3B—or home.
4. Ball straight to 1B—2B—1B—home—1B—home.
5. Roll ball down 1B line—catcher-1B—2B-3B-home.

#### **Round Two:**

1. Hit left of 3B—1B—home—3B—2B—1B—home
2. Hit left of SS—1B—home—2B—1B—home
3. Hit left of 2B—1B—home—2B—3B—home
4. Hit left of 1B—2B-1B (Get Back)—home—1B—home
5. Roll straight to pitcher for catcher--2B—1B—home

#### **Round Three:**

1. Hit right to 3B—1B—home—3B—home.
2. Hit right of SS—1B—home—2B—1B—home.
3. Hit right of 2B—1B—home—2B—3B—home.
4. Hit right of 1B—2B—1B—home—1B—home.
5. Roll down 3B line for catcher—3B—2B—1B—home—3B-home

#### **Double Play Round:**

3B, 2B, 1B, Pitcher—2B, Catcher—2S

#### **Second Double Play Round in Reverse Order:**

Repeat round three with infielders on grass in tight. Finish round and bring all players of field together. (While infield is drilling, outfielders practice rope throws in groups of three, including extra players, fungo grounds and fly balls, return throw to extra base on line up from 3B if home team, 1B if visitors.)

#### **Round Four:**

Option to eliminate repeat of round three and substitute with Outfielders Drill.

1. Hit ground ball to LF——2B (hit SS cut off)——home.
2. Hit ground ball to CF——2B——home.
3. Hit ground ball to RF——2B(hit 2B cut off--home.
4. Hit fly to LF——3B——home.
5. Hit fly to CF——3B——home.
6. Hit fly to RF——LF——home.
7. Hit line drive to LF——home (hit cut off)
8. Hit Line drive to CF——home (hit cut off)
9. Hit line drive to RF——home (hit cut off)

**NOTE:** Bring in outfield and infield together

#### **15. Infield Weaknesses to focus on for correction:**

- A. Bad Set, with bottom too high, feet too wide, knee not bent, weight on heels.
- B. Straighten up and stand tall for all throws.
- C. Lets ball “play” him.
- D. Fields ball too close to body, tangling hands.
- E. Fields ball on one side only, showing inability to move comfortably to right or left.
- F. Fielding and throwing motion choppy or too slow.
- G. First baseman unable to shift to sides for throws.
- H. Silent players not giving direction call to team.

### **RUNNING AND SLIDING / FOCUS AND DRILLS**

1. It is the leagues intention to teach excellence in running at the earliest opportunity. In order to develop strength, stamina, speed, agility, confidence, and intelligent base running the thrust of drills will be to stress the importance of good stretching habits, the correct body positions, running with the correct lean, on the balls of the feet, arms counter-swung, and head and eye focused. Good running skills are one of the pillars of a strong offense. Smart, alert, confident, and aggressive base runners win ball games. The more attention coaches give to these fundamental early in the season, the greater the rewards down the line. Good runners turn slow outs into safe calls.

### **RUNNING DRILLS**

1. **Straight Sprint:** From a two-point stance, with arms down and forward of torso, run on—line sprints of 60 to 90 feet with clear stopping line which simulates 1B. Always stress running thru first base, and never sliding. (The only exception for allowing slide is when 1B man is off bag and reaching to tag runner. Slide to avoid tag yet stay in base path.) Focus on digging in balls of feet, pushing off hard with toes, lifting the knees high and straight in the stride, leading with the chest and eyes. Runners should be told to “see” thru the bag and run thru that point, not slowing as they approach their goal. Punch foot in the middle of the

bag to avoid injury on an obvious single.

2. **From the Box:** To the Bag and Back: Either with or without a bat in hand, runners on line mimic standing in the batter's box, and on cue race to first base and thru the bag. Variation: race to first of foul line, sharply carve the inside of the base, and stop short 3 or 4 steps later anticipating possible advance to 2B. Focus on runners curling behind plate on return to line.
3. **Carving, Not Circling:** Full base path running to the maximum efficiency. Main points to stress: Sharp carving of bag at first, elimination wide swing prior to 2B man's position, narrow arc at midway point, inside carving to 2B, tag inside corner of bag. Straight approach to 3B inside of SS position, narrow curve to 3B, up to 3Bman, sharp carve down to inside corner of 3B, mad dash to home in foul lane. Coach should walk team through each leg of the full base trip pointing out and marking "decision" or "cutting" points. Each runner should trot over the base paths to make a mental imprint of exact points of stress while coach check—walks with runner on infield grass. Each runner should make two complete circles of base paths with coach in order to map the cleanest route and eliminate errors. **Note:** Touch bases with left foot, dipping left shoulder in toward next base, and swing right foot and leg over base to align hips and shoulders. Call this "Cutting" or "Carving"
4. **Lead and Steel:** Teaching the QUIET lead, with body balanced, runners should come off the bag, find their comfort zone, and on cue, dart at a sprint to next bag. On the diamond this can be done with a one base advance per cue with all players participating. When bases are full each runner takes a lead, on cue all run, with batman running thru 1B. Mention runner position and responsibility. Variation: Runners to 2B, 3B, and home can slide to base.
5. **Break And Leading Drill:** Coaches give sign to runner, cue and go. Test runner on sign knowledge.
6. **Listen And Look:** Without a live ball to capture their attention, runners again circle diamond. Coaches stand in 1B & 3B coach's boxes and give running signals and commands to runners. One coach controls action by calling out situation to assistant coach prior to running cue. i.e. Runner on 1B, head coach signal with 1 finger to assistant, cues runners, two runners advance, batman holds at first, advance runner stops or slides at 2B, or can be advanced to 3B by coach to stand or slide. Many variations: Goal is to condition players to listen for coaches commands and look to the base coaches for signals. Note: If the race for the base on the "long safe drive" is dominated by runner "watching" the ball, valuable seconds are lost as runner's path WIDENS. "If you LOOK OUT, you RUN OUT."
7. **Beat Me! Beat Me!:** Target work for outfielders, baseman, and runners. Sample can be altered for all field and base positions. Set up: Runner on 1B/no baseman. Right fielder deep in position shaded hard to 1B foul line. 2Bman/SS cover bag for slide tag. Coach stands on 1B. At same time cues runner to go, flips easy pop fly to RF. Ball and Runner race to the bag on either "hit play or "Tag-Up". Great for skill work and competition amongst out and infielders. Stress throwing strength and accuracy, correct base coverage and tagging, proper slide; straight, stand—up, or hook away. Infield variation with great success is to eliminated outfielder and replace with catcher. Coach stands just off pitcher's mound, as he rolls "dribbler" or "passed ball" to catcher, runner at 1B or 2B darts for next bag. Again, Runner and Ball are off the races.
8. **Hit And Run on Last Swing:** During Batting practice put runner on 1B and have fielders

run situation on batter's last contact, Coach calls the number of outs or play. Batter should then complete circuit of bases if stranded by play. If he/she hits a fly out, consider it 2 outs and both runners circle bases.

9. **Suicide Drill:** Use pitcher, Catcher, and 3Bman. Runner should take normal lead and be careful to (1) be sure signal is received by Hitter and "signed" back to runner and (2) not five play away to Pitcher too early. Runner should start race to plate just when pitcher's lead foot touches down to prevent check throw or pitchout. If hitter misses bunt the must get out of the way of the slide play so as to avoid an interference call or injury to both players. Coach may choose not to call "Squeeze" on each occasion. Pitcher pitches, runner holds, catcher can throw back to third for attempted pick-off.
  
10. **Double Steal Pick-Off:** Same as above with runners at 1B and 2B. Coach signs out "Squeeze" to runner at SB and "steal" to runner at 1B. All Defensive baseman read signs and respond with pitch out, throw back to 3B with possible run-down, fake throw to 2B by catcher with SS taking cut off throw and checking runner at 2B. If bunt is made, runner at 1B or 2B should attempt advance, catcher may throw. Lots of action, lots of focus.
  
11. **The Basic Sliding For-Us:**
  - A. The Straight Slide
  - B. The Sitting Standing, Fast Recovery Slide
  - C. The Hook Slide, Left and Right
  - D. The Diving, Head First Slide
  
12. **Back to First Drill:** With a comfortable two-way lead, runner is challenged by pitcher back to base. Practice left hook slide and diving slide.
  
13. **Slide Into Unattached Bag:** 2 lines, 2 bases, shoes off, slide on grass or large cardboard boxes.
  
14. **Making a Tag: AVOID THE BIG SWEEP!**
  - A. Low to ground and legs spread.
  - B. Back of gloves raise runner.
  - C. Let runner slide into glove.
  - D. Do not sweep or extend arm out to tag.

## **HITTING - AN OPEN LETTER OF RECOGNITION AND INVITATION**

Concerning matters about which there may be great controversy, one can remember the famous assertion of Abraham Lincoln which affirms that, “indeed, honorable men can agree to disagree about the same facts and still remain honorable men, and in fact, even maintain sincere cordial relation.” The instruction of hitting is just such a matter, and it is therefore generally held that “agreement” about the single best or the most correct way to teach hitting is unattainable. Consequently our association makes not presumption to assume that one hitting philosophy should either hold special virtue or gain supremacy over any other methodology. To say so would presume an arrogance and naiveté, which contradicts the principals guiding these efforts.

The WBSA has invested considerable energies and resources assessing the problem of coaching hitting. It has investigated the various professional sources and media presentation, as well as the wealth of coaching experience of our staffs. It has been concluded that owing to the great diversity and measured success that each brings, the association shall attempt to follow a simple and abbreviated formula to establish for new and younger players a solid, confidence building foundation for hitting upon which coaches can exercise their individual arts.

With the main focus of effort directed toward T-Ball, Minor and New Players, coaches will be given a guideline to teach a compact, quiet, fundamental hitting stance, which incorporates a smooth, level swing, as conventional finger grip of the bat, a hands out-bat of f the shoulder position, an “all forward” motion to address the ball, and a series of devices to instruct correct head position for good eye and bat coordination. From this narrow construct, all managers and coaches are invited and encouraged to review the offerings of drills and techniques presented in this directory, and come to their own decisions about what will be most acceptable for them. It is our hope that these materials will help coaches find devices to improve the efficiency of their hitting practices in tens of both time and production.

## HITTING DRILLS

- 1. Finger Grip:** Focus on holding bat forward of palms with the strength coming from the thumbs and fingers. The knuckles can be positioned either on or slightly off line so as to allow a comfortable draw back of the bat to the rear and over the shoulder. Hands need to be comfortable for a smooth draw back, a quiet set hold, and a fluid level swing forward.
- 2. Multi-Swing and Recoil:** Step and swing with a grooved, level motion keeping the bat at the same height off the ground throughout the swing motion. Break wrists in follow—though, holding onto bat with both hands while completing follow—through. Hold for a one count, reverse swing at full speed, returning to the starting position with a quiet bat. (This drill should be initiated only when coaches are confident of “good” to “excellent” form in each hitter.) This drill builds strong hands and arms as well as a fluid motion, confidence in swing, and eventually “Bat Head Speed”. Do 25 —30 times with supervision, then add 10 reps. as strength builds. Good for on—deck hitters in batting practice. Should use a heavier bat than is used at the plate.
- 3. Assume the Position:** Use several plates or batting tees, rotate players on—line up to the batting position. They assume a new stance with each new trip up to the plate. Coach checks off proper position of feet, head, hands, bat, and shoulders, as well as distance from plate. Rotate players through several trips to the plate.
- 4. Chin to Shoulders:** This is a form drill for establishing and maintaining a steady head in the box. Teach stance with chin tucked into the lead shoulder, bat and hands fully back in the set position. When the swing is completed to the follow-through, the chin touches the back or following shoulders.
- 5. Batting Stick at Plate:** From correct stance at the plate, coach brings tethered ball to plate, hitter makes contact. Good for eye, hand, bat coordination as well as teaching the strike zone. Later, make hitter swing at only good pitches, nothing out of the zone.
- 6. T-Ball Adjustment:** Use white plates or bases for stance and set positioning, use Tee for placing the ball at the correct “forward” contact position for a “straight” or “pull” hitter. Discontinue use of Tee as a “true” plate for establishing stance. The relationship of the ball over the plate is incorrect and creates improper and “late” swings.
- 7. Feed And Swing:** Coach and player positioned before fence or batting cage. Coach, on side, of f line from direction of hit balls, feeds underhand balls to hitter from a STANDING position. Hitter drives balls to fence/cage. Standing lob allows balls to come to hitter from a good height allowing for a level swing. Kneeling lobs produce low balls and makes hitter bend, scoop, and develop a golf swing. Golf swings created pop fly hitters. Focus here is a “drive” the ball.
- 8. Wait on the Pitch:** Hitters on line, come to the plate with bat, TAKE two pitches WITHOUT swinging. Hitter calls his own balls and strikes, follows ball across plate into catcher’s glove. He/she keeps count, goes to the end of the line, returns to plate with previous count in mind, and Takes pitches until full count or two strikes. Bunts on third strike.
- 9. Square Bunt And Snap Dragon:** For square bunt teach squaring feet, hips, and shoulders toward pitcher just prior to delivery. Focus on correct positioning of feet astride, and 6 inches away from plate to prevent touching plate, and being called out. Teach finger slide up barrel of bat with fingers withdrawn from contact surface for safety. SNAP DRAGON

bunt maintains normal astride stance thru delivery of the ball, snap bat with lead hand across plate, and effect a drag bunt with following arm recoiling bat head to “kiss” ball into a slow roll.

10. **Three And Go:** Hitters, on line at plate lay down two, or three bunts to various fielders should make play to 1B on each bunt by charging in on ball. Flexible drill for all players.
11. **Switch Hitting Stance:** Teach players to swing from the opposite side of the plate. The earlier one starts, the better chance one may have of becoming a true switch hitter. The benefits are many. Even if never used in a game it helps develop good ball sighting and vision. It is also a great defense against the breaking curve. A switch hitter can always choose how he wants to hit the breaking ball.
12. **Two-On-One Pepper:** Two fielders throw ball to single batter. This is a contact drill for hitter who punches the ball down as a grounder to fielders in this reaction drill. NOTE: SAFETY FIRST. This drill requires strict supervision, player maturity, and adequate spacing. No Hitters should be facing in the same direction unless players are stretched on line across the breadth of the field. This is an important exercise which produces great results but if mismanaged can be dangerous. Coaches and assistants must really be on their toes and demand good player behavior at penalty of strict discipline.
13. **Multi-On-Deck:** During Batting Practice, 1st ODH (On Deck-Hitter) takes set position behind catcher, behind protective screen, swings with pitch. 2nd ODE practices from stationary tee. 3rd ODE does swing & Recoil Drill. 4 ODM works fungo to outfielders up let base line.
14. **Wiffle Ball Batting:** Five players per hitting station; Hitter, Tosser, Three fielders. Each takes five swings, then rotates. Fielders gather ball quickly. Each bats ten times, keep rotation moving, 50 swings per hitter.
15. **Bunting Station with Wiffle Ball:** Same as above but one fielder acts as catcher. With three fielders, Middle player acts as tosser/pitcher. For younger division, coach tosses.

## PITCHING / FUNDAMENTALS AND MECHANICS

### Wind-Up:

1. Begin taking signs with two feet on the rubber, good balance, ball in glove, (optional to have two hands joined at waist), find relaxed body position.
2. Take SHORT, repeat; Take a SHORT motion step to the back of the rubber with glove foot to start windup. Maintain balance.
3. Push off foot should come parallel to the rubber for good contact. Do not stand on rubber! Push weight off and drive body weight off rubber.
4. Leg kick to get good balance point. Raise knee no higher than belt/waist, and get glove hand elbow high, hiding bait, moving glove and throwing arm behind the face. Slight hesitation at this point to confirm balance point. Watch for any exaggeration like too much bend or backward lean.

### Delivery:

1. Reach back with throwing arm with hand on the top of the ball. (Ball should face down to

the ground, fingers on top, until the ball is behind shoulder. If fingers are under ball and white is showing to the sky it means ball is being thrown with too much elbow and shoulder and can cause pain/injury.)

2. From hesitation, weight transfers... leads to delivery with stride. Full arm and body follow through ending in pivot foot & throwing arm extended over towards plate.. .ready to field a ball.
3. Stride should be comfortable; not too long or flat footed, landing on the heel. If heel falls first stride is too long. Result; too much ann., power & weight go to stride leg and not to the ball. Correct form is to land on ball of foot as ball comes over the top, and land in the same general spot consistently.
4. Drive off back/pivot foot: gives power and velocity to throw resulting from pushing weight into and thru ball.

### **Pitching from the Stretch:**

1. Start with push off foot parallel to rubber, two hands joined below waist, ball hidden from runners.
2. Relax, take sign check runner situation.
3. Draw kick foot and glove up for 1 second hold.
4. Bring kick leg up to balance point, (keep it low, smooth, yet “speedy” to defend against runners getting a jump on a slow motion.).
5. Deliver with same push of f motion finding same stride distance and contact point, finish with balanced follow—thru and set position ready to field ball.

### **Key Points for Young Pitchers:**

1. Balance
2. Control
3. Smooth Form
4. Pivot and Push Off
5. Follow-Through and Fielding
6. Keeping “On Top of the Ball”
7. Delivery with Both Arm and Weight
8. Learn “Area” or “Quartering” Pitching:
  - A. High-Inside
  - B. High-Outside
  - C. Low-Inside
  - D. Low-Outside

**NOTE:** This is sometimes called “throwing to the catcher’s corners”.

### **CATCHING / STANCE, TARGET, FIELDING AND THROWING**

1. Assume a comfortable crouch position on balls of feet.
2. Shield view with the glove and give signs to pitcher.
3. Assume receiving stance by bringing free hand and glove to the waist.

4. Move body into stance with consistent 1-2 step to left and right, shoulder width, to achieve balance.
5. Keep heels on the ground, rear up a bit, glove forward, and head up and out over knees.
6. Target glove with fingers and arm forward and relaxed.
7. DO NOT COCK GLOVE VERTICALLY UP IN AIR.
8. Point to Pitcher with index finger, rest of fingers follow downward, thumb points across plate. This keeps glove from riding out of hand at reception.
9. **Throwing Hand Options:**
  - A. Behind Back **OR**
  - B. Safely Up Behind Thumb of Glove

**NOTE:** Young catchers: 2 hand catching TRAINS CONTROL OF HEAD AND EYES. IT PREVENTS NATIONAL FLINCHING AWAY.
10. **All Catchers:** With runners on base use two handed method for speed and control.

## CATCHING

1. Seeing The Ball: Lift eyebrows, curl forehead, and draw the top lip down over the teeth to stop the eyes from blinking. These are all options dependent upon need.
2. Go to the ball by moving arms and glove to ball. Don't wait on the ball to arrive and absorb recoil.
3. If ball is far below knees, turn glove over to catch.
4. Help Pitcher by framing pitches. Curl or Funnel slightly for strikes. "Close but not quite" or "Maybe" pitches can be curled into strikes.
5. DO NOT CURL OBVIOUS BALLS. It doesn't fool the umpire, and chances are greater that the catch will be missed.

**Drill:** Short throw, No glove, Rag or Tennis ball, 10-12 foot distance. Catchers oppose one another in stance, with throw down plates, practice targeting, reception and snappy arm motion.

## THROWING (60 Feet to Pitcher, 90 Feet to 1st, 127 Feet to 2nd)

1. Strength and accuracy will determine who continues on in this position. Comfort and smoothness starts with early entry and reception of the ball followed by a clean, quick separation from the glove.
2. Bring glove back with ball and throwing hand to a reference point where the throw begins. This point is different for one player to another because of arm strength. Younger or weaker armed players may lower their reference point to below the arm pit so as to allow full sweep or arm backward for build-up of velocity. **KEY POINT:** No matter where the

ball is caught, bring ball and glove back to the same reference point for consistency in throwing motion. Don't swing arms around. Bring arm back directly and quickly.

- 3. Jab Step:** Just as ball arrives jab push off foot 6-8 inches forward, planting it perpendicular to pitcher's rubber or second base, catch ball, cock arm, stride forward with left foot, and throw.
- 4. Rock And Throw:** Another throwing form for stronger arms: as ball comes in, slightly rock weight back on pivot foot and gun ball over the top.
- 5. Jump-Pivot:** Fairly common two foot action just as ball arrives, both feet move into throwing position, push-off foot goes back, stride foot plants forward, glove and arm cock, and throw is made, all in smooth but quick motion.
- 6. Grip:** For best control and action on the ball teach catchers to get used to gripping the ball across the long seams. Spinning the ball comes with practice and time only.

**Footwork - Footwork: Simple Mention, Step or Crow Hop to the Ball Blocking in the Dirt:**

- A. Drop to knees.
- B. Glove down, facing up, soft hands.
- C. Don't shovel glove and hands out to ball.
- D. Keep nose on the ball.
- E. Drop shoulders and curl upper body so ball may roll up and in front of catcher, not glance off or go behind.

**POP-UPS**

1. Quickly find the ball.
2. Pull mask, don't throw it off.
3. Hold mask until ball is sighted, drop mask away from play and danger as you pursue.
4. Don't be in too much of a hurry to get to ball. Keep a little away. Spin will usually bring ball back to you.
5. Take front and back steps to ball, not cross over or side steps which can get one caught up in equipment. Pursue like a catcher, not an outfielder!

**COLLISION: AVOID THEM!!!**

1. Encourage your catchers to give the plate to the runner and not block it with the body. Get a good inside position in front of the plate, force runner to hook slide away, be prepared tag and move out of harms way.
2. **Crouch:** Teach catcher to take throw up the line and ahead of the plate to avoid injury and develop better focus on making the catch first. Keep left foot open, pointing toward 3rd base, collapse on left knee, forcing slide, but giving room for plate.

**Drills:**

- A. **Pop Flies:** Punched off tennis or paddle racket.

- B. Short throws for form and reaction.
  - C. Passed balls: pitcher delivers ball, coach throws ball behind catcher, and pitcher yells direction to go, then covers plate for throw from catcher.
  - D. Pitcher = 10 deliveries, Catcher = 10 throws to 2nd Pitcher = 10 pop-flyers, Catcher = 10 throws to 2nd. Pitcher = 10 deliveries, coach dribbles bunts out to catcher = 10 fields and throws to any base.
  - E. Pitcher delivers to catcher, throws grounder to 2nd, who flips to covering pitcher at 1st. Rotate players.
- NOTE:** Pitcher path to 1st should be arched with final steps parallel to foul line. Step on fair side of bag, push away to stay clear of oncoming runner.

## **SECTION VIII**

### **PRACTICE GUIDELINES / SUGGESTIONS CHECKLIST**

#### **PRACTICE / ORGANIZATION**

- Set Dates, Times, and Field
- Staff, Safety and Emergencies Health and Status Check
- Communication
- Demonstrate
- Encourage
- Discipline
- Leadership
- Objectives and Development / Team vs. Individual Goals:
  - A. Warm-Up / Stretch / Run
  - B. Skills and Drills
  - C. Strategy and Plays
  - D. Batting Practice
  - E. Battery and Reserves

#### **THROWING**

- Grip the Ball
- Proper Foot Position and Set
- Rhythm of Point, Step and Throw
- Proper Arm Motion and Arc
- 3/4 Overhand Delivery
- Push-Off and Follow-Through
- Wrist Snap and Finger Roll
- Point, Step and Throw

#### **RECEIVING THROWN BALLS**

- Ready Position: Be Alert!
- Move To Ball
- Align Flight To Glove Shoulder; Glove Extended, Eye Height
- See The Ball Into The Glove
- Two Hand Catching
- “Soft Hands”, Bend Elbows
- Ground Balls (See Drills)

#### **DRILLS**

- Around The World
- **NO**-Glove Tennis Options
- Catch and Peel Series

#### **FIELDING**

- Set and Ready Positions
- Situation Awareness
- Move to The “Fly Ball”
- Cradle and Separate
- Glove and Leg Cross-Overs

### **DRILLS**

- On-Line Team Reactions
- In-Line Feeder Drill
- Ground Ball: Move into Ball—Charge It Don't stand still or back up
- Hands Low-Knees Bent Bottom Down
- On balls of feet, glove Touches ground

### **HITTING**

- Hand Position and Grip
- Position to Plate
- Balance, Breath, Relax
- Concentrate: Visual and Mental
- Find The Ball Quickly
- Stance: Head, Hips, Shoulders Level
- Bat Position: Comfort and Quiet
- Rhythm: Smooth Shift, Stride and Swing
- See The Ball Hit The Bat
- Pivot Foot “Squishes the Bug”
- Roll The Wrists Through Swing
- Complete Follow-Through
- Aim “Above” High Balls “Below” Low Balls
- Twice As Many Contacts

### **RUNNING**

- Correct Body Position
- Forward Lean / Chest Out
- Knees Lift High and Straight
- Arms Counter-Swung
- Run on Balls of Feet
- Toes Power Push Off
- Head and Eyes Focused

### **BASE RUNNING**

- Run Thru 1st Base
- Obey “Foul Lines”
- Cut Corners, Narrow Track
- Watch Coach I Not Ball
- Quiet, Not Jerky Leading
- Balance, Control, Reaction

### **TERMS AT PLATE**

- Astride
- High In Box
- Deep In Box
- Close Into P
- Back Off P

## **SLIDING**

- Straight & Stand-Up = 4
- Bottom Leg Bent/Top Flexed
- Top Leg Base Tag W/Toes
- Controlled Fall W/Speed
- Fist Up - No Palms Down Hook Slide: Figure #4 +:
  - A. Arms Up
  - B. Body Away
  - C. Lead Foot Tags
- Strong and Weak Side Slides
- Get Low

## SECTION IX THE WALDWICK BASEBALL/SOFTBALL ASSOCIATION CODE OF CONDUCT

### THE WALDWICK BASEBALL/SOFTBALL ASSOCIATION PARENTAL CODE OF CONDUCT

As parents, we play a special role in contributing to the needs and development of our children. Through encouragement and good example, we as parents: a) help assure that our children learn good sportsmanship and self discipline, b) teach our children to work together and sacrifice for the good of the team, c) to enjoy winning and deal appropriately with defeat - all while becoming physically fit and health, and best of all, d) we encourage them to have fun.

In order to support these goals, the Waldwick Baseball/Softball Association (WBSA) has established the following guidelines for all parents and their guests.

1. **Support Your Child** - Support your child by giving encouragement and showing interest in their team. Teach your child that hard work and an honest effort are more important than victory - that way your child will be a winner despite the outcome of the game. Send your child ready to play. They should be properly fed and clothed, and they should arrive on time and be picked-up on time. Report to the coach all injuries, special medical conditions (such as asthma) or extenuating circumstances (such as lack of sleep or family crisis) that may affect your child.
2. **Always Be Positive** - Parents serve as a role model for their children. Become aware of this and work to be a positive role model. Applaud good plays by your child's team as well as plays by the opposing team. Support all efforts to remove verbal and physical abuse of players, coaches, referees and spectators. Treat all players, coaches, officials and spectators with respect. Do not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent (such as booing and taunting or using profane language or gestures).
3. **Reinforce Positive Behavior** - Positive reinforcement is the best way to help your child achieve their goals and their natural fear of failure. Nobody likes to make mistakes. If a child makes a mistake, remember it is part of learning, so encourage the child's efforts and point out the good at what is being accomplished.
4. **Don't be Sideline Coaches** - Coaches are usually parents just like you who have sacrificed their time to help make your child's baseball experience a positive one. They need your support too. Support the team but do not instruct the players. It confuses your child and others, and undermines the efforts of the coach. Use positive encouragement instead. This would include such comments as "Way to Go", "Nice Effort" or "Stay with It".
5. **Respect the Umpire** - Respect the officials and their authority during games and never question, discuss or confront umpires at the game field. Refrain from speaking to umpires unless to say thank you after the game. Remember that children learn accepted behavior from their parents. If we disrespect the umpires, the children will learn to do likewise. If you have questions or concerns with the umpire, relay the information to the coach after the game has ended and you have left the field. Coaches have a process for rating inadequate umpires, let them deal with it.

I understand that if I fail to abide by these guidelines, I will be subject to disciplinary action by the WBSA that could include any of the following:

- Verbal warning by official, coach and/or head of club or league organization.
- Written warning.
- Parental game suspension with written documentation of incident kept on file.
- Parental season suspension.
- Monetary fine (when imposed by the AABC or other authority).

I agree to honor the disciplinary action (including payment of any fine) imposed by the WBSA, AABC or any baseball/softball association governing the games my child is participating in.

**THE WALDWICK BASEBALL/SOFTBALL ASSOCIATION  
MANAGERS/COACHES CODE OF CONDUCT**

All Waldwick Baseball/Softball Managers/Coaches must read and sign this certification.

1. I am the assigned Manager/Coach responsible for this team.
2. I have read, am familiar with and understand the rules of the Waldwick Baseball/Softball Association (Manager's Handbook) applicable to my team and to this game.
3. I promise to treat my players, the opposing players, the opposing coaches, all spectators and the officials with the same respect that I would want my own children, family and friends treated.
4. I have discussed with my players their responsibilities, including the proper conduct and behavior towards players, coaches and umpires required by the Waldwick Baseball/Softball Association rules.
5. I have discussed with all players' parents the proper behavior required of spectators at a Waldwick Baseball/Softball Association event, including:
  - Encourage your team (but only the Managers/Coaches coach).
  - Treat the opposing team (players, managers, coaches and spectators) with the same respect that you would treat your own child, your team's Manager/Coach and fellow spectators.
  - Treat the umpires with respect. Dissent of any type, by word or action, is prohibited by the Waldwick Baseball/Softball Association rules.
  - No alcohol and no smoking of any type at the field during the games.
  - As adults, and especially as Managers/Coaches, we must set a good example for the players and other young persons present who will follow our conduct.
6. I have provided a copy of this Code of Conduct to each player's parent(s).

Name of Team: \_\_\_\_\_ League: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Name: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Name: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Name: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coach's Name: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_