



**PARKS AND  
RECREATION**

# **PONYTAIL SOFTBALL RULES AND REGULATIONS**

The rules of USA Softball shall be enforced in the Burbank Ponytail Softball Leagues except as amended below. Situations not specifically covered in these league rules shall be left to the discretion of the Burbank Athletic Federation (BAF) Board of Directors and Sports Office Staff.

## **I. PLAYERS ELIGIBILITY**

- A. All players must be in good standing with the Burbank Athletic Federation.
- B. A player is not eligible until her signature appears on a team's roster. PENALTY for using an ineligible player: FORFEITURE of all league games in which she played illegally, suspension of player and manager.
- C. A player may not play in two leagues under the auspices of B.A.F. or on two teams in Burbank Parks and Recreation Department leagues at the same time during the season. Girls have the option to play in either baseball or softball leagues, but not both. Boys may not play in the softball league.
- D. The following standards will be applied to the Ponytail classification procedure:
  1. Team grouping is determined by the highest grade represented by any player on the team.
  2. Players may play above their grouping but not below.
  3. Where there is more than one league within any given grade group, groupings shall be determined by team ability.
  4. Grade divisions (Grade as of March 1 of current season).

T-Ball – K and 1 <sup>st</sup> grades	Colt A – 5 <sup>th</sup> and 6 <sup>th</sup>
Coach Pitch – 1 <sup>st</sup> and 2 <sup>nd</sup> grades	Yearling – 7 <sup>th</sup> and 8 <sup>th</sup> grades
Colt B – 3 <sup>rd</sup> and 4 <sup>th</sup> grades	
  5. A player must play in three or more league games to be eligible for league playoffs.
  6. If a team requests to be placed in a higher age bracket and in the opinion of the Sports Office staff could handle it, the request may be approved.

## **TEAM ELIGIBILITY**

- A. No team shall bear the name of, or any trade name of, any alcoholic or tobacco products. All team names including those incorporating a sponsor name are subject to approval of the League Director.
- B. **Rosters**
  1. All coaches and players must register at [www.burbankparks.com](http://www.burbankparks.com) for current season.
  2. The roster must have a minimum of 12 players and may not contain more than 18 players unless by special arrangement with League Director.
  3. In any case where a participant has deliberately falsified his record, those games in which he participated shall be forfeited and the player suspended and their case will be reviewed by the Burbank Athletic Federation.
  4. All rostered players must live or attend school in Burbank at the start of the season. **Exception:** In all divisions each team will be allowed to have **five** non-resident players provided that the players' parents/guardians actively participate in a team organizational role as approved by the Sports Office. These non-resident players must be noted as such on the roster. A player's residency will be established as of the first day of practice round for the league. Eligibility established at that date will stand for the remainder of the season. Note: Non-resident players will be eligible to play any position including pitcher in these leagues.
  5. Any player that puts his signature on two different rosters shall automatically be suspended until his case is brought before the Burbank Athletic Federation.
  6. All rosters and waivers are subject to approval by the Burbank Athletic Federation with intentions of maintaining the leagues on an even competitive scale.

7. Managers are responsible for the eligibility of all names of personnel on his roster.

## II. TEAM ELIGIBILITY - CONTINUED

### C. **Waivers:**

1. All rosters are frozen immediately after the final practice game is played. A player may be added only by use of the waiver procedure at this time.
  - a. Managers must obtain waiver forms from the Sports Office. The waiver must be filled out completely and signed by the League Director before circulation for required number of manager's signatures.
  - b. Waivers must be signed by managers in the same classification as the team adding the players.
  - c. A waived player may begin to play as soon as a Sports Office staff member accepts the completed form.
  - d. New pitchers must be approved by the Sports Office and waivers must be signed by each manager of that league, except in the top division of each grade group where any rostered player may pitch.
  - e. No waivers will be accepted after the beginning of the second round of league play.
  - f. **WARNING:** Any manager who is asked by another manager to sign a waiver is free to sign or not sign. The signature of a Sports Office staff member on the form does not constitute approval of the waiver.

### D. **Releases:**

1. A player desiring a release from her team must have a waiver form filled out and secures the signature of the releasing manager authorized by the Sports Office before signing up with another team.
2. A manager may drop a player from the roster only by writing a letter subject to approval by the Sports Office.

### E. **Forfeits**

1. If a team records more than three (3) forfeits during the season, that team will forfeit their eligibility to participate in any playoff or tournament format games at the end of the season.
2. If a team forfeits a game during the practice round, the Sports Office reserves the right to place that team in a division deemed most appropriate by the office administrators.

## III. MANAGER'S AND COACH'S RESPONSIBILITY

- A. All managers and coaches must be in good standing with the Burbank Athletic Federation.
- B. Managers and Coaches shall be required to comply with the requirements established by the Parks and Recreation Department for background checks for volunteers.
- C. Managers are directly responsible to the Burbank Athletic Federation and the Burbank Parks and Recreation for league fees, rosters, team eligibility, team business, and conduct of players, coaches, parents, and spectators.
- D. Managers are responsible for proper care and immediate return of all Parks and Recreation Department's equipment and all sponsor's equipment and uniforms.
- E. Managers are responsible for ensuring the eligibility of all the players who participate for their team. Penalty: Suspension of illegal player, forfeiture of all games in which ineligible player played illegally and suspension of manager.
- F. All teams must have an adult manager on the bench at all times during practices and games.
- G. The manager, coaches and bat handler signatures must appear on the official team roster to be eligible to sit on the players' bench.
- H. If a manager or coach is apt to be late, arrangements should be made for someone else to have the line-up and equipment in order to start the game on time.
- I. Only 3 coaches and 1 manager may be in the dugout at any given time. Any changes in this policy should be cleared with the field supervisor. Manager will be responsible for keeping unauthorized persons out of the dugout.

- J. It is the manager's responsibility to prevent players from leaving the field and mingling with the spectators during the game.
- K. Managers will be responsible for keeping their teams off the general playing area until the end of the preceding game.
- L. Managers are responsible for initiating Players' Medical Benefit Fund accident report forms (available in Sports Office) within 7 days of an accident.
- M. Managers must report all accidents to the field supervisor at the time of the accident so that a Burbank Parks and Recreation Department accident form may be completed.
- N. Coaches will refrain from verbally coaching their players in a negative manner while they are on the field. Discretion of the umpire or the Sports Office Staff will be used to handle the situation.
- O. Spectators may not verbally coach from the bleachers, sidelines; opposite side of the field, or in any way interfere with the game.
- P. Managers are responsible for the conduct of their spectators and for informing parents on the rules and philosophy of the program.
- Q. Managers, coaches and players may not smoke in the dugout or on the playing field.

**IV. EQUIPMENT**

- A. Each team must furnish its own equipment. All equipment should be properly marked for easy identification. Broken or unsafe equipment should be thrown away.
- B. Balls
  - 1. Both teams will furnish a new approved ball for each league game.
  - 2. If both balls are lost, then home team will furnish a third suitable ball and visiting team the fourth, etc.
  - 3. Home team will have first choice of balls at the end of the game.

**IV. EQUIPMENT - CONTINUED**

- 4. Teams must provide decent balls during practice round.
- 5. 3/4 girls will use the 11" RIF ball and 5/6 and 7/8 divisions will use an official leather 12" Optic Yellow .47 Core Non-glaze softballs.
- 6. The umpire will be the sole judge of ball acceptability.
- C. Bats:
  - 1. Bats must be manufacturer-stamped "Official Softball" and may not be altered in any manner and must have "taped" handles. (Bats must conform to USA Softball Standards)
- D. Protective Clothing: (Players must wear at both practices and games)
  - 1. Catchers must wear a complete one-piece safety helmet/face guard (NOCSAE Approved) with throat guard, chest protector, and shin guards.
  - 2. It is mandatory for each batter and runner to wear a protective batting helmet on their head, (NOCSAE Approved). Batting helmet with face guard is mandatory. The protective helmet shall be the type which has safety features equal to or greater than those provided by the full plastic cap with extended ear flaps which cover both ears and temples. If a batter enters the batter's box without a protective helmet, she will be declared out immediately. Any runner who scores or is put out is required to wear a batting helmet until reaching the bench/dugout while the ball is live.
  - 3. Teams must have their own catcher's equipment. Insurance is void if this equipment is not used at all times. Any person warming up the pitcher should wear a mask.
  - 4. Any minor-child warming up pitchers or any minor acting as umpire (practices) must wear mask and protector at all times.
  - 5. All players must wear gloves or mitt; catchers and first baseman may wear mitts, all others must wear gloves.
  - 6. All players must wear close-toed shoes. Rubber all-purpose cleats or tennis shoes are recommended. No metal spikes or open toe shoes or sandals. Managers and coaches must also wear close-toed shoes.
  - 7. No jewelry will be permitted during the game. The umpire has the right to ask any player to remove

jewelry.

EXCEPTION: Medical ID bracelet can be worn, but must be taped.

## V. PLAYING RULES

- A. At the start of the game, each team shall designate their Head Coach. This individual shall meet with the Umpires prior to game time to discuss ground rules, official starting time, etc. and shall thereafter be the only individual to enter the playing field for the purpose of necessary time-outs, rules interpretations by the Umpires, or player assistance (i.e.: injury, equipment repair, etc.). Abuse of this privilege by either coaches or managers may result in the ejection and suspension of the offending individuals and possible forfeiture of the game.
- B. A double base will be used at first base. On all plays being made on a batter-runner at first base, the batter-runner must use the outside base, and the fielder must use the inside base. If the batter-runner does not touch the outside base they will be considered to have missed the base and subject to being put out if the base is not re-touched before a play is made on them.

EXCEPTIONS ARE:

1. If the ball is thrown from the foul side of the first base line.
2. When an errant or missed throw pulls the defensive player into foul ground.

If when using the double base, and there is a force play by an infielder on the batter-runner, the batter-runner, in any way interferes with the fielders ability to make the play while on the inside base, interference will be ruled on the batter-runner and all other runners will be

returned to the base last occupied at the time of interference.

C. Home team will occupy the bench near third base.

D. Pitching Distances

1. 3/4: 32 feet
2. 5/6: 36 feet
3. 7/8: 40 feet

E. League time limits:

Colt B, Colt A & Yearling: 7 innings or no new inning after one hour and thirty minutes, whichever comes first.

1. Any inning started will be completed.
2. When more than one game is scheduled, the first game will start as listed on schedule. The second and third game, if applicable will start as scheduled or immediately following the conclusion of the first game. There may not be time for infield practice and other arrangements for warmups should be made.

## V. PLAYING RULES - CONTINUED

4. **START OF GAME:** Umpire and both team representatives will synchronize their watches and the Umpire will announce game time after the pre-game ground rules meeting.
- F. Tie games will not be played out: Regulated number of innings or time limit, whichever occurs first.
1. Tie score will be half a win and half a loss to each team.
  2. Tie games will not be played over.
- G. Radical Scores: A ten (10) run lead will constitute a radical score.
1. No new inning shall be started if one team is leading by 10 runs after 1 hour 15 minutes from starting time. After the completed inning, the score will be final. This will be the official score. At the request of the losing team, the game will continue and end at 1 hour 30 minutes exactly.
  2. **No team will be allowed to steal a base with a 10 or more run lead. If a steal is attempted by runner team with a 10 or more run lead the runner will be sent back with no out recorded if the runner was safe. If the baserunner is thrown out, the out will be recorded.**
- H. Forfeits:
1. If a team knows that they cannot meet a specific date, they should inform us in writing, BEFORE the schedule is run, and we will attempt to schedule accordingly. Requests for not playing on certain dates must be requested on line.

2. There will be ABSOLUTELY NO SCHEDULE CHANGES after the schedule has been prepared and the league has started. Cases involving extreme circumstances may justify canceling a game. Cancelled games will not be made up.
3. **Forfeits: A \$10 ADMINISTRATION FEE WILL BE CHARGED FOR ALL FORFEITED GAMES.**
4. Teams must field a minimum of 7 players or forfeit.

- I. Number of Players: Colt B, A and Yearling: A defensive team will consist of no more than nine players.
  1. A team must play nine players when nine are present.
  2. A team may start with seven (7) players. The line-up becomes official at game time. After game time, players who arrive late may be added to the bottom of the line-up only, even if every batter has already batted.
  2. If a team starts with nine (9) players, and is then forced to play with less because of injury or discipline, the game may continue with the permission of the Sports Office Supervisor. A team may never play with less than seven (7) players.
  3. If a player is injured and removed from the game, she may not return even if she recovers completely.
- J. Play Requirement: Every player must be played in every game.
  1. Every player must play in the field and come to bat. Exception: There is a possibility that a batter may not bat if her team has not batted through the line-up by game time limit.
  2. Manager of opposing team violating this rule must submit a written complaint to the Sports Office within a twenty-four (24) hour period.
  3. If a complaint is found valid, game will be forfeited for this violation.
  4. Managers may have to substitute by time rather than innings in order to get all their players in the game.
  5. All leagues: Free substitution including hitting all the way through their line-ups and changing defensive players at any time must be used. (Exception: A courtesy runner may be used for an injured player only. The runner shall be the player who made the last out.) Any change must be cleared with the umpire. There is no designated hitter. Each player must play one inning per game defensively. In the event that a batter cannot take her turn at bat and continue to play due to injury or having to leave the game, her turn will be ruled an out on the first occurrence and then removed from the order for the remainder of the game. This player shall not participate further in the game. All players in attendance will appear on the line-up card and must bat in proper rotation. No change is ever permitted in the batting order. If a player arrives late to the game, her name will be added to the bottom of the order.

**Note:** A pitcher who is substituted from the game may re-enter the game as a pitcher.

  6. A manager does not have to play a girl if for disciplinary reasons. Formal notification must be given to Sports Office field supervisor and the scorekeeper before the game begins. This should be noted on scorecard and is for your protection from forfeit.

## V. PLAYING RULES - CONTINUED

- A. Defensive Conferences: There shall be only 3 charges conferences between the manager from the dugout with any defensive players in a 7 inning game. The 4<sup>th</sup> Defensive Conference and each additional will result in the pitcher being removed from the game. The pitcher can play any defensive position but cannot pitch again. Coming out for an injured player will not be considered a time out at the discretion of the umpire. Offensive Conferences: There shall be only 1 charged conference between the manager and the batter and/or runners in an inning.
- L. General Information
  1. Base Coaches:
    - a. Colt A & Yearling: A coach or a player may coach the bases.  
T-Ball, Colt B: A coach or a coach with a player may coach the bases.
    - b. Base coach may not leave the coaching box and should not touch the runners at any time. If

he/she does touch or assist the runner while a play is being made on a runner, the runner shall be declared out.

2. Bats and equipment should be kept at first and third base ends of the dugout for safety reasons.
3. Gloves and clothing must be kept off the dugout fence.
4. Players must sit on the bench during the entire game. ONLY one "On-Deck" batter allowed off the bench.
5. Managers will be limited to one offensive time-out per inning. Stalling the game will not be tolerated.
6. Courtesy runners should be used only as an "EMERGENCY" and you must obtain the opposing manager's permission BEFORE doing so. Opposing managers will probably not agree to use a courtesy runner more than once for a particular batter. Runner who is substituting can be someone who is not presently in the game. The courtesy runner will be the person who made the last out.
7. Throwing the bat will constitute an out. Players will be warned during practice round.

M. **SPECIAL RULES FOR 3/4 Division**

**Batting:**

1. During each half of an inning, the batting team will bat until three outs are made, until **8** batters have completed their turn at bat. The umpire should announce that the 8th batter is coming up to bat. After 8 batters have batted that half of the inning will be considered completed.

A. **After 4 balls from the pitcher, the coach from offensive team will come out to pitch**

Coaches pitch to their own team. Coaches can kneel or stand and can pitch overhand or underhand inside the pitcher's circle. Coaches pitching area will be marked between 25 - 30 feet.

Adult pitcher will have 3 balls with them to start each at bat.

The coach pitch pitcher must be 18 years or older.

The pitcher will stand on the Pitcher's Plate in the circle during the delivery of a pitch. If the ball is hit straight back at the mound, the adult pitcher must try to get out of the way, being careful not to interfere with a fielders attempt to make a play on the ball. If at any time the adult pitcher intentionally interferes with a batted ball or a fielder, interference will be called, and the ball will become dead immediately. The lead runner on the base will be called out at the time of the interference, and the other runners will be returned to the last base touched. If the adult pitcher is struck unintentionally by the ball, the ball will become dead the batter and all runners will be safe.

There are no called strikes or balls when the coach is pitching. A batter cannot walk.

If a batter has not put the ball in play after 3 pitches, the player is out.

**Baserunning:**

1. Runners starting at first or second base are entitled to advance one base only per pitch with liability to be put out. Runners starting at third base may not steal or advance home but are liable to be put out if they come off the base.
2. A runner, attempting to advance beyond the one base they are entitled to advance or steal, may be put out while between bases. A runner cannot be put out while in contact with a base.
3. After all play ceases, and the ball becomes dead, if a runner was entitled to advance or steal, the runner will be returned to the correct base without liability to be put out.
4. If a batter strikes out and the ball is dropped, the batter is out and cannot advance to first base, but the ball remains live for the purpose of throwing an advancing runner out.
5. A batter, who receives a base on balls, cannot advance past first base. If the batter-runner advances further, once the ball becomes dead, the runner shall be returned to first base.
6. Runners can only score:
  - a. On a batted ball, or
  - b. When forced home by a hit batter, or
  - c. On an awarded base when the ball goes out of play or obstruction. (Home base will not be awarded during a steal situation.)

7. A runner cannot score or steal a base on a return throw or catchers error from the catcher to the pitcher. A runner may steal second or third base when the ball leaves the pitcher's hand. No delayed steals allowed. Base running rules pertaining to a runner on third base remain in effect. A runner will not be awarded home on a steal to third base when the ball goes out of play. It will become a dead ball and advancement to home will not be awarded.

**VI. GROUND RULES**

All ground rules will be explained by the umpires and/or park supervisor before game time. These will become the official ground rules for the game. Any situations not covered are left to the discretion of the umpire. It would be in the manager's best interest to ask pertinent questions during the pre-game meeting.

**VII. PROTESTS**

- A. Protests will be resolved between the sports staff and the umpires. The protest must be lodged prior to the next pitch. Protest will not be entertained for judgment calls. Misapplication of the rules by the umpires can be protested only. The decision made on the field will be final.

**IX. UNIFORMS ARE REQUIRED**

Some type of uniform with numbers is required. Teams will decide on own colors, styles, etc. Display of commercial sponsorship is allowed on girls' softball uniforms. This display is limited to a sponsor's name appearing on one place on a girl's shirt, either front or back. Names of alcoholic beverages and tobacco products may not appear on the uniforms. All team names, including those incorporating a sponsor's name, must be approved by the Sports Office.

**X. SPORTSMANSHIP**

- A. Yelling at the opposing team will not be tolerated. No negative yelling will be allowed including the harassment of the pitcher, officials or opposing players. One warning will be issued; after that, the game will be subject to forfeiture. Parents, coaches and managers are expected to serve as examples.
- B. Unison Cheers: The Umpire and/or Park supervisor will be the judge of whether a "cheer" is acceptable or is meant to distract.
- C. Good sportsmanship will be expected at all times, under all circumstances. This includes spectators and participants.
- D. Teams must participate in a courtesy handshake at the end of the game. Unsportsmanlike conduct will not be tolerated. Coaches and managers should set a good example by participating in post-game handshakes.
- E. Encourage your own players. Do not talk about or talk to opposing players.
- F. It is mandatory for at least one manager or coach from each team to shake hands before the start of each game and at the conclusion of each game. Teams must participate in an end of game cheer for the other team. Good Sportsmanship must be kept in mind when doing the cheer.