

2011-2012 Softball Operating Code

1. ORGANIZATION STRUCTURE

1.1 CONFERENCE STRUCTURE

1.1.1 The Conference consists of an East Division, Central Division, and a Western Division.

1.1.1.1 East: East Stroudsburg, Kutztown, Millersville, Shippensburg, and West Chester

1.1.1.2 Central: Bloomsburg, Clarion, Indiana, Lock Haven, and Mansfield

1.1.1.3 West: California, Edinboro, Gannon, Mercyhurst, and Slippery Rock

1.2 CONFERENCE COMMITTEES

1.2.1 Sports Chairperson: An athletic administrator shall be selected as the chairperson to the softball coaches. The chair shall preside at meetings of coaches. He/she shall appoint such committees as shall be deemed necessary for carrying on the affairs of the Conference.

1.2.2 Umpire-in-Chief (UIC): Selected on annual basis by the conference. See Section 2.2.4 for duties and responsibilities.

1.2.3 PSAC Certified Officials: Those umpires certified by Umpire-in-Chief.

1.3 MEETINGS: Softball coaches will meet at least once per year at times determined by the PSAC office.

1.4 PERSONNEL

1.4.1 Staff Limitations

a. 1 head coach

b. 1 full-time assistant (coaching contract with benefits) or part-time assistant or volunteer

c. 1 paid part-time assistant (half time or less) or graduate assistant or volunteer

d. 1 volunteer

e. **4 TOTAL COACHES**

1.4.2 Additional Staffing Notes: In addition to the above limitations, an institution is permitted to utilize an unlimited number of full-time undergraduate students with no limitation of duties. In addition to the above limitations, an institution is permitted to utilize a maximum of four (4) social equity positions with a maximum of one (1) per sport. These positions shall be determined by the President and reported to the Commissioner.

1.5 NATIONAL LETTER OF INTENT: Each Conference member agrees to abide by the regulations and procedures outlined in the National Letter-of-Intent Programs.

2. REGULAR SEASON PROCEDURES

2.1 GAME DAY PROCEDURES

2.1.1 Uniforms: Per NCAA rules.

2.1.2 Complimentary Passes: A minimum of two complimentary admissions will be provided to a visiting PSAC student-athlete at any member institution when admission is charged. The complimentary admission list is available online.

2.1.3 Game Balls: The official game ball is Worth. (NCAA approved) NCAA mandated championship ball.

2.1.4 Host institution shall provide water and ice.

2.1.5 Divisional Play: Time of games - unless otherwise mutually agreed, conference game times are as follows:

2.1.5.1 Weekday games shall start at 2:00 p.m. before Daylight Savings Time. After Daylight Savings Time, weekday games will start at 2:30 p.m., unless an institution has lights at which the start time will be determined by the host school.

2.1.5.2 Weekend games shall not start before noon.

2.1.5.3 Mandated Schedule: The mandated schedule requires that each team play four 7-inning games (two home and two away) against each team in its division

2.1.5.4 Mandated regular season schedule games must be completed by the Sunday prior to the conference championship.

2.1.5.5 Should the final regular season mandated date on the original schedule be reached and make-up games still remain to be completed only those contests that have a bearing on the outcome of the conference tournament seeding will be completed.

2.1.6 NCAA Rules, including the tie-breaker rule (beginning in the 10th inning), shall be used in regular season play only.

2.1.7 In the event a team is delayed for arrival at the site of competition, the team will be provided 45 minutes of preparation time before the start of competition upon their arrival at the site.

2.1.8 Postponement Due to Rain: Games which are postponed because of rain must be rescheduled for the next available date. The next available date is defined as a date on which no conference mandated game has been scheduled or rescheduled.

2.1.8.1 If a team has a non-conference opponent scheduled in advance for any of those dates, the opponent should be aware of the policy which requires that the non-conference game be canceled or rescheduled.

2.1.8.2 All games, including make-ups, must be scheduled before the last date of the original mandated schedule.

2.1.8.3 Whenever possible, in consultation with the Athletics Administrators, if the day following the originally mandated game is also rained out, teams must switch home/away dates during the first half of the double round robin in order to reschedule the contest if conditions permit a switch.

2.1.8.4 If a university has concerns due to academics, the two coaches should turn the rescheduling of rained out games over to the respective athletic directors.

2.1.8.5 Institutions are required to email/call the conference office with rescheduling changes.

2.1.9 Called Games: All unfinished conference games are considered Halted Games (NCAA Rule) unless considered a Regulation Game - under the official NCAA rulebook and must be completed from point of being called. If this involves the second game of a double-header during the teams' initial meeting, it must commence at the point of being halted prior to the start of the second set of games between the two teams.

2.1.9.1 If the Called Game meets the definition of a Regulation Game, then the game may not be completed during the second meeting of the two teams). If it was impossible to begin the second game of the initial double header, that game will be played as the first game of a triple-header at the site of the second meeting. In all cases, the home team will be responsible for paying the officials for all games played at its site.

2.1.9.2 If during a second meeting of two teams a called game should occur, the visiting team must return to the site to complete the contests, unless the game meets the definition of a Regulation Game.

2.1.9.3 Ties may occur in regular season contests as defined by NCAA Rules.

2.1.10 Speed Up Rules: A team may only huddle at the start of an inning. A team will be charged with a timeout if it huddles subsequent to the one allowable huddle at the start of each inning.

2.1.11 The certified athletic trainer from the host institution will have the unchallengeable authority to postpone or suspend competition in the event of lightning. The certified athletic trainer and game official/or game administrator must consult and agree as to when play is resumed.

2.2 GAME OFFICIALS

2.2.1 Officials Fees

2.2.1.1 Doubleheader – 2012: \$210

Game Shortened During first game 2011: \$200

During second game - Full doubleheader fee

Tripleheader Fee 2011: \$300

2.2.1.2 Host school responsible for paying tripleheader fee

2.2.1.3 Umpire-in-Chief / Assigning Coordinator

University - \$250.00 per university

Umpires - \$25.00 per umpire

2.2.2 Umpires - PSAC certified umpires must be used for conference and non-conference games.

2.2.3 University Coaches

a. Recommend the Umpire-In-Chief to the softball liaison.

b. Develop policies/rules (performance standard, dress code, etc.).

c. Prepare and submit umpire evaluation forms to Umpire-In-Chief.

d. Contract for two (2) PSAC certified umpires for all games.

e. At the conclusion of each season the commissioner will send a ballot out to all coaches and have them rank each umpire. The assigning of the umpires will be coordinated by the commissioner for the following championship.

2.2.4 Umpire-in-Chief

a. Conduct annual rules and mechanics clinic.

b. Certify all PSAC umpires.

c. Consolidate umpire evaluation forms.

d. Serve as official rules interpreter.

e. Attend PSAC meeting as required.

f. Assist softball chair with regular season protests.

g. Recommended PSAC play-off umpires to Commissioner by August 31.

h. Conduct umpires annual performance review and make recommendation to executive committee at post-season meeting.

i. Provide list of certified umpires to PSAC coaches.

j. Attend PSAC championship play-off.

k. Serve as umpire-in-chief.

l. Member of protest committee.

m. Assign umpire rotation.

2.2.5 Umpires

a. Become PSAC certified by attending annual rules and mechanics clinic and meeting.

b. Have a minimum of 3 years college F.P. experience.

c. Pay a fee of \$25.00 to attend PSAC Certification Clinic.

d. Submit to a rating/evaluation system and annual performance review.

e. Adhere to a standard uniform dress code.

f. PSAC games are to be given special consideration when scheduling games.

2.3 GAME ENVIRONMENT

2.3.1 Sportsmanship: The PSAC is committed to developing sportsmanship and creating healthy environments for competition. We believe that part of the role of education through sports is to

educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

2.3.2 Crowd Control Statement: Each member institution is expected to have the following announcement read prior to each contest (at a minimum). Institutions are encouraged to develop a format in which participating student-athletes or other enrolled student-athletes recite this (or a similar statement) prior to competition. "The PSAC and (host institution) promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited. Thank you for your support of the PSAC and (host institution)."

2.3.1 Artificial noisemakers are permitted at outdoor athletic events except those devices (i.e. whistles, air horns) that would interfere with the conduct of the contest or those already prohibited by NCAA regular season playing rules.

2.3.2 The director of athletics or the designated representative is responsible for removing such instruments from the competition area.

2.3.3 Game Environment, The PSAC and Division II: Institutions have a unique opportunity to establish the link between the educational purpose of Division II athletics and the competition environment at Division II events. Game Environment goes beyond the behavior of players and coaches to include all that surrounds the event, including game administration, fans and student supporters. Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

2.4 MEDIA SHARING

2.4.1 Scouting: No member institution is permitted to exchange a scouting report about another member institution with an institution outside the conference.

3. CHAMPIONSHIP PROCEDURES

3.1 TOURNAMENT FORMAT: The PSAC Softball Championship shall be determined by a three-team double elimination tournament, with the top three teams in each tournament playing in a three-team double elimination tournament at the top remaining seed the following weekend. NCAA rules shall be used.

3.1.1 Division Ties: Tie-breakers for determining conference tournament seeding:

- a. Head-to-head results
- b. Record versus conference divisional teams progressing downward until the tie is broken, (higher ties broken first)
- c. Road wins within division
- d. Result vs. common opponents outside the league
- e. Number of wins against NCAA Division II opponents at or over .500
- f. Winning percentage against NCAA Division II opponents under .500
- g. Coin toss

3.1.1.1 No play-in games are permitted under conference rules.

3.1.2 Non-completed mandated schedule: If because of weather or other natural causes, it becomes impossible to complete the mandated regular season schedule by the Wednesday night prior to the PSAC Championship, the commissioner shall select the division champion and runner-up in accordance with the following criteria:

- a. Total number of wins in mandated league play.

- b. Total number of wins in head-to-head league play.
- c. Total number of wins versus divisional champion.
- d. Total number of wins of opponents in mandated league play in rank order of finish.
- e. Coin toss.

3.1.3 Date/Time: At least one week prior to the NCAA Regionals.

3.1.4 Site: Two day, double elimination first round tournament on Friday and Saturday at sites TBD.

Site 1 TBD

#1 East Division

#2 West Division

#3 Central Division

Site 2 TBD

#1 West Division

#2 Central Division

#3 East Division

Site 3 TBD

#1 Central Division

#2 East Division

#3 West Division

Day 1

Game 1: #3 seed vs. #2 seed

Game 2: #1 seed vs. Game 1 Loser

Game 3: #1 seed vs. Game 1 Winner

Day 2

If all three teams remain after Day 1, lots will be drawn to determine which teams play in Game 4 and which is byed to Game 5.

If two teams remain after Day 1, the two teams will play 1 or 2 games to determine champion, depending on need of double-elimination format.

3.1.5 Determination of Home Team: The first two games played on the first day of the conference championships will be determined by the higher seed. The higher seed will automatically be the home team. Games #3, #4 and #5 will be determined by coin toss with the higher seed calling the toss.

3.1.6 Championship Round Seeding: Winners of each first round tournament will meet the following weekend for a three-team double elimination tournament at the top remaining seed. The following criteria will be used to determine the seeding and host site for the second weekend:

- a. Highest Seed
- b. Head to head competition
- c. Common opponents with winning percentage
- d. Record in first round tournament
- e. Record versus conference mandated teams of .500 or better
- f. Coin toss/computerized coin toss

3.1.7 NCAA Tournament Qualifier: The criteria for identifying the PSAC qualifier in the event of an early termination of the championship tournament is as follows:

- a. Highest Seed.
- b. Head to Head competition.
- c. Common opponents with winning percentage.
- d. Record in tournament.
- e. Record vs. conference mandated teams of .500 or better.
- f. Coin toss/computerized coin toss.

3.1.8 Scheduling of games (adjustments in the schedule shall be made by the Commissioner): TBD

3.2 TOURNAMENT PROCEDURES

3.2.1 Tournament Director: Shall be determined on the basis of site.

3.2.1.1 Tournament Director at Institutional Site: The host athletic administrator shall be responsible for the conduct of the Championship Tournament. It is inadvisable for the coach of the host institution to be appointed Championship Director if his/her team is a potential participant in the tournament.

3.2.1.2 Tournament Director at Neutral Site: The softball chair shall be responsible for the operations of the conference tournament.

3.2.1.3 Duties: Attend the pre-tournament conference call of the coaches.

- a. Prepare and distribute all necessary information and forms relative to the tournament.
- b. Make all arrangements necessary for the smooth operation of the tournament.
- c. Work with the conference softball chairperson in the preparation of post-tournament financial reports (hosted site only).

3.2.2 Championship Practice Times: All practice times are 1 hour long and the practice times will be determined in priority in this sequence:

- a. The team traveling the farthest distance will have the first choice.
- b. The team traveling the second farthest distance will have the second choice.
- c. The remaining team will have the last choice.

3.2.3 Officials: Three officials shall be assigned to each game and will be hired by the conference office with input from the coaches. The Umpire-In-Chief will meet coaches and team representative in the pre-tournament meeting.

3.2.4 Coaches Meeting: A mandatory pre-tournament conference call of coaches shall be held. Each coach shall present an official roster for the PSAC tournament. Clarification of the rules and announcements.

3.2.5 Equipment and Maintenance

3.2.5.1 A minimum of four (4) Conference adopted balls shall be provided for each game.

3.2.5.2 Fields must be raked, lined, and watered if necessary before start of each game.

3.2.5.3 An official scorer's table with score sheets, line-up cards, and pencils shall be set up at each field.

3.2.5.4 Emergency aid and training facilities must be available within a reasonable distance. Each participating team shall be responsible for supplying its own training material (taping, etc.).

3.2.5.5 Drinking water must be available for each team.

3.2.6 Bench Personnel: Maximum number of personnel permitted in the bench area is 26, not to exceed 6 non-uniformed personnel. Medical personnel are excluded from the bench personnel limit, i.e. ATC, student-trainers, physicians.

3.2.6.1 Only the eligible players may dress and sit on the bench.

3.2.6.2 Changes in the roster must be made at pre-tournament meeting.

3.2.7 Trainer:

3.2.7.1 Neutral site- appointed by the Commissioner.

3.2.7.2 Hosted site- furnished by host institution.

3.2.3.4 The Protest Committee shall consist of the four umpires not included in the contested call and chaired by the umpire in chief. This includes two game officials plus two officials who are unassigned at the time. All protests must be resolved (interpretation of rules only) before play can resume.

3.2.8 Awards

3.2.8.1 Provided by the conference office. PSAC Champion Trophy, PSAC Runner-up Trophy, 26 Individual Awards to the Championship Team and an MVP Plaque.

3.2.8.2 A Tournament Most Valuable Player shall be selected by the Games Committee.

3.2.8.3 Awards Ceremony Protocol: The second place team is required to remain present at the site of competition until they are presented with their runner-up trophy.

4. ALL-CONFERENCE AWARD PROCEDURE

4.1 TEAM COMPOSITION and INDIVIDUALS AWARDS

4.1.1 Each Division shall select an All-Conference team consisting of a first team with eleven (11) players and a second team with seven (7) players.

4.1.2 The positions of catcher, first base, second base, shortstop, third base, outfielders, *designated player/utility will all be voted together. The top vote getter at each position and the top three vote getters at outfield will make first team (nine total). The next six highest vote getters at those positions will make the second team, regardless of position. (For example, there could be two or more shortstops on the second team.) Pitchers will be voted on separately. The top two vote getters make first team; the third highest vote getter will make the second team.

*DP/Utility combines to make one position.

4.1.3 A utility player shall be defined as one who has played at least 60% of her games at a field position, including those played as a pitcher. A player who meets the criterion of playing less than 50% of her games at one position, but has played 40% or more of her games as a designated hitter/player may be nominated as a designated hitter/player, but not as a utility player.

4.1.4 Each Division shall select a Player of the Year, Pitcher of the Year, Coach of the Year and Freshman of the Year. To be eligible for the Freshman of the Year award, a student-athlete should be listed by the institution as a freshman or red-shirt freshman and must be competing in their initial year of eligibility for that sport.

4.2 NOMINATION PROCEDURES

4.2.1 A coach may nominate no more than the total number of players selected on a first team (12) from his/her team only

4.2.2 A player must have played in at least 66% of her team's games in order to be nominated.

4.2.3 A player must have played at least 50% of her total games played at a particular position in order to be nominated for that position.

4.2.3.1 A player not meeting this criteria may be nominated as a utility player.

4.2.5 Pertinent statistics must be included with each player's nomination.

4.2.6 A coach may only nominate a Player, Pitcher or Freshman of the Year from his/her team.

4.3 VOTING PROCEDURE

4.3.1 A coach may **not** vote for his/her own players or himself/herself.

4.3.2 A coach must cast votes equal to the total number of players selected on the first and second teams (24).

4.3.3 A coach must rank his/her votes at each position selected.

4.3.4 A ballot must be completed fully in order to be counted.

4.3.5 Ties shall be broken by a revote of uninvolved coaches.

4.4 MISCELLANEOUS

4.4.1 The All-Conference Team shall be released during the week following the Conference Championship.

4.4.2 The selection process will be conducted by the Conference Media Relations Director in accordance with the PSAC policy.

DRESS CODE

PSAC UMPIRES ASSOCIATION

Note: Umpires must be in matching uniform

Cap	Navy blue, sized fitted, umpire's cap. Must be worn at plate, as well as, bases.
Shirt	Navy or powder blue shirt with pointed collar REQUIRED. MUST BE CLEANED AND WRINKLE FREE.
Patch	No patches may be worn, except the NCAA patch or insignia.
Slacks	Light gray (Fechheimer or Hagger Sansabelt style) slacks with belt loops. MUST BE CLEAN AND WRINKLE FREE.
Belts	Black leather with plain buckle.
Socks	Black or navy blue ONLY.
Shoes	Black leather (plain) with appropriate sole configuration for Umpiring (NOT baseball or track spike shoes). Shoes must be clean and polished for the start of the game.
Sweater	If a sweater is worn, it must be navy blue, flat knit pullover with a V-neck.
Turtleneck	A turtleneck may be worn, but it MUST be navy, powder blue, or red. Turtlenecks are to be worn in conjunction with a jacket or sweater.
Tee Shirt	Navy blue, gray or red
Jacket	Navy blue pullover ONLY.
Ball Bag	Navy blue or gray.

CODE OF ETHICS - PSAC UMPIRE'S ASSOCIATION

1. Study the rules of the game diligently, observe the work of other officials, and attempt to improve at all times.
2. Remember that while your work as an umpire is important, you must conduct yourself in such a way that spectator attention is directed to the players playing the game and not at you.
3. Dress and maintain your appearance in a manner befitting the dignity and importance of the umpire.
4. Be fair and unbiased in your decisions, rendering them without regard to the score or the quality of the play on the field.
5. Cooperate and be professional in your associations with your fellow umpires and do nothing to cause them public embarrassment.
6. Be firm but not overbearing; positive, but never rude; dignified, but never "cocky"; remember the good umpire doesn't have the last word.
7. Be prepared both physically and mentally to administer the game.
8. Do not use tobacco in any form on or in vicinity of the campus, nor drink any alcoholic beverages while in your uniform or before a game you are to work.
9. Do not give information which might be used by a team's future opponent.
10. Keep in mind that the game is more important than the wishes of any individual player or coach or the ambitions of any individual umpire.
11. Refrain from fraternization with coaches and players of any member university.
12. Cannot umpire at any institution employed at.

SOFTBALL UMPIRES EVALUATION FORM

Home: _____ Visitor: _____ Date: _____

Coach: _____ Institution: _____

Athletic Administration Approval (Required by PSAC – Optional for others): _____

Please circle the appropriate number for each umpires' performance. (1 = Poor / 2 = Fair / 3 = Average / 4 = Good / 5 = Excellent) Comments are REQUIRED for any rating of a 1 or 2. Complete and return every MONDAY to Dennis R. Mader - 1142 Cross Creek Road - Burgettstown, PA 15021-2402.

(Plate 1st Game / Bases 2nd Game)

(Plate 2nd Game / Bases 1st Game)

_____ <<< UMPIRE'S NAME >>> _____

(CRITICAL ELEMENTS)

1 2 3 4 5

Mechanics

1 2 3 4 5

- Hustle for Best Angle
- Positioning
- Clarity / Emphasis of Signals

1 2 3 4 5

Technical Competence

1 2 3 4 5

- Knowledge / Application of Rules
- Line-up Card and Substitutions
- Consistency of Calls
- Preventative Officiating
- Game Control (Fans, Players, Coaches, Self)
- Calls not affected by crowd / coaches

(NON-CRITICAL ELEMENTS)

1 2 3 4 5

Professionalism

1 2 3 4 5

- Attitude
- Dress Code Compliance
- Pre-Game Conference
- Timeliness - 30 Minutes before 1st game
15 minutes between games
- Appearance (Uniform & Personal)

1 2 3 4 5

Communications

1 2 3 4 5

- With Partner as officiating team
- With coaches, players and game administration

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 Yes \_\_\_\_\_ No \_\_\_\_\_ <<<< **Recommend for Advance Play** >>>> Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_ Comments: \_\_\_\_\_

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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Score: 1<sup>st</sup> Game: \_\_\_\_\_ Winner: \_\_\_\_\_ Score: 2<sup>nd</sup> Game: \_\_\_\_\_ Winner: \_\_\_\_\_

(USE THE BACK OF THIS FORM FOR ADDITIONAL INFORMATION)