



PLAYER HANDBOOK

(Revised 2/19/25)

If any members have questions about this handbook, contact information for league leadership can be found on the PPWSL website.

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I. PPWSL VISION STATEMENT

The PPWSL is an instructional softball league designed to provide an opportunity for women, transgender, and non-binary players of all skill and experience levels to participate in an organized, competitive sport. Integral to our mission is the inclusion of a diverse population of players.

We must skillfully engage across our differences and amplify the voices of those who have been marginalized in order to truly live up to the principles this league was founded upon. The longevity and success of the PPWSL depends on committed volunteers who believe in the league's vision and who provide administration, governance, and support for league-wide activities and principles. Potential volunteers should be mentored with respect and enthusiasm, with the goal of developing new leadership over time, continuing the success of the league.

We envision a community that fosters an inclusive and welcoming environment for all players across differences in race, ethnicity, religion, color, national origin, age, disability (physical or mental), sexual orientation, gender identity and expression, parental status, pregnancy status, marital status, political affiliation, military and veteran status, as well as health status, socioeconomic status or background, education level, neuro(a)typicality, or physical appearance.

We acknowledge that current and former PPWSL community members have experienced and have been harmed by marginalization, tokenism, erasure, and other damaging acts and failures to act. These experiences have prevented members from being safe and feeling a true sense of belonging in the league. We recognize that efforts by the league to combat these damaging acts and failures to act have been inadequate thus far, and additional efforts are necessary to achieve these stated ideals.

We commit to doing more than assemble a diverse population of players: we commit to teaching and modeling behaviors that will cultivate an equitable environment for players, coaches, and fans. We aim to be an intentionally inclusive and anti-racist organization that does not tolerate hateful language or actions.

We encourage the development of softball skills and endorse the benefits of supporting teammates at all levels of play and of all backgrounds, who are committed to working together, exhibiting good sportsmanship, challenging themselves, and enjoying the camaraderie of their teammates and the PPWSL Community.

With these guiding principles and founding visions in place the PPWSL plans to implement this Handbook as a guide for current and future players. In order to be a member, try out for the PPWSL, or participate in league events, it is required that each person review and agree to the terms set forth within this document.

All players invited to join a team will have an orientation organized by the Executive Board - hosted by a representative of the league to review League rules, guidelines, and expectations contained within the Handbook.

II. Summary of League

The PPWSL was conceived in 1981 as an instructional softball league designed to provide an opportunity for women of all skill and experience levels to participate in an organized, competitive sport. Currently, to be a league member, a person must be at least 18 years of age, who identifies as a woman, trans, or non-binary. (See *Gender Policy*, Pg. 26)

A. Teams

The league consists of 14 teams: Backlash, Beavers, Bodega Cats, Bombers, Crescendo, Diamonds, Ducks, Flamingos, Jaguars, Fuertes, Phoenix, Rebels, Thunder and Titans. Each season, the League is divided into two divisions based on the final standings of the previous season.

Each team is made up of 20 players per roster, composed of a mix of ratings as follows: 2 Advanced, 4 High Intermediate, 8 Middle Intermediate, 4 Low Intermediate, and 2 Beginner players. Players must be on a roster to play in games for that team. (For more information, See *League Rules: Roster Regulation*, pg. 18)

Following tryouts, the teams participate in a blind draft- acquiring new players of the appropriate rating to fill any open slots on their team. Players remain on the same team each year, unless they request a transfer to a team with an open slot for a player of their rating.

B. Season

The PPWSL season generally runs from May to August, with each team playing 14 games, and one or two preseason scrimmages. The PPWSL season culminates in a league-wide two-day tournament at the end of August (or early September).

C. Games

Games are played weeknights at 6:20 p.m. on the softball fields in Prospect Park, and run 7 innings- assuming sunset allows for full game play. (See *League Rules: Darkness Rules*, pg. 16)

Each player present must play for at least two defensive innings, and one offensive inning. (See *League Playing Rules*, pg. 15)

D. League Leadership

The league is led by the Board of Directors, referred to as the “Board”, which includes the Executive Committee, composed of a President, Vice President, Secretary, and Treasurer, and the General Members, comprising a representative from each of the teams. Executive Committee members are volunteer players elected to one-year terms, with a maximum of three terms, who can serve as their team representatives for the purpose of voting. The exception to this being the President who cannot vote as their team representative. See *By-Laws/Organization*, pg. 6)

Teams are responsible for selecting their own team leadership. Each team is run by a coach (coaches) or manager(s) -- who handle line-up, team management, etc, and a team representative(s) who represent the team at monthly league meetings.

The Board meets on a monthly basis- and the meetings are where league information is communicated and decisions on the PPWSL are made. Any player is invited to league meetings. Each team is required to have a representative present for League meetings. (See *By-Laws/Organization*, pg. 6)

E. League Rules & Team Rules

All players should receive a copy of this Player Handbook and familiarize themselves with it. Prior to each season, players sign a liability waiver, as well as stating they will follow all the PPWSL rules, and regulations including the Spirit of the League, Code of Conduct. (See [Player Waiver Form](#), pg. 39; *Spirit of the League*, Pg. 30; *Code of Conduct*, Pg. 31). Each individual team may have their own set of rules, particular to their team- pertaining to practices, etc. Please speak to your team manager or coaches to get more information.

Appendix A

STRUCTURE AND BY-LAWS **PROSPECT PARK WOMEN'S SOFTBALL LEAGUE** **REVISED AND ADOPTED - 2020**

ARTICLE I: NAME

The Prospect Park Women's Softball League (PPWSL) is a not-for-profit organization formed under the laws of the State of New York.

ARTICLE II: OBJECTIVE

The PPWSL was conceived in 1981 as an instructional softball league designed to provide an opportunity for women of all skill and experience levels to participate in an organized, competitive sport. Integral to that mission is the inclusion of a diverse population of players. The league contends that its competitive and instructional goals are compatible. As the league expands and players' overall athleticism increases, we continue to encourage development and endorse the benefits of players at all levels of play, working together, challenging themselves, and enjoying the camaraderie of their teammates.

ARTICLE III: ORGANIZATION

A. MEMBERSHIP

To become a team member of the PPWSL, a person must belong to one of the teams that comprise the league. A team member must be a person of at least 18 years of age who identifies as a woman, trans, or non-binary:

- a. A player who has been evaluated and received a current skills rating.
- b. A coach or manager.

B. BOARD OF DIRECTORS

Governing power is vested in a Board of Directors. The Board of Directors consists of its Officers (Executive Committee): the President, Vice-President, Secretary and Treasurer, and its General Members: one representative appointed by each team currently in the league.

C. OFFICERS

An officer must be a rostered member of a team, including coaches, managers, or active players. Officers are elected every year at the November meeting. No officer may serve more than three consecutive terms. The officers comprise the Executive Committee and will be named as follows;

1. President
2. Vice-President
3. Secretary
4. Treasurer

All officers have a fiduciary obligation to the corporation and its members. Officers may elect to serve as the representatives for their teams with the exception of the President who must remain neutral in order to cast a vote in the event of a tie.

The Executive Committee will meet as needed.

ARTICLE IV: DUTIES OF THE BOARD OF DIRECTORS & EXECUTIVE COMMITTEE

A. DUTIES OF THE BOARD OF DIRECTORS

1. To conduct regular business meetings.
2. To elect officers.
3. To remove officers.
4. To determine the powers and duties of officers.
5. To ensure that elected officers carry out their assigned duties.
6. To review alleged instances of misconduct by league members and to determine and carry out disciplinary actions as indicated.
7. To recruit teams, individuals, and sponsors.
8. To acquire field permits.
9. To determine yearly league registration fees.
10. To be responsible for contacting and exchanging information with other leagues and sports organizations.
11. To purchase trophies.
12. To disburse funds as needed. All four officers shall be authorized to sign checks. Each check must be signed by two officers.
13. To review and revise by-laws as needed by a majority vote of the board members.
14. To conduct all business and determine all policies with regard to the functioning of the league.

B. DUTIES OF THE OFFICERS OF THE BOARD OF DIRECTORS

The President will:

1. At the Board of Directors meetings:
 - a. Preside and maintain order
 - b. Present a League Meeting agenda
 - c. Announce all business
 - d. Entertain only one motion of at time
 - e. Extend every courtesy to opponents of a motion, even if presiding officer favors the motion
2. Be authorized to sign checks with other officers
3. Oversee the functions of the league, including committee work, as well as deal with all questions that arise between league meetings, in consultation with other officers
4. Act as contact for prospective players, current players, and sponsors
5. Perform any legally mandated function of the office
6. Cast a vote only in the event of a tie. The President shall not represent their team at the meetings of the Board of Directors.

The Vice-President will:

1. Perform the duties of the President in any absence of the President or at their request
2. Supervise the league's liaisons to the Park's Dept. and the umpires
3. Be the contact person for any member of the league who may be in conflict with the President
4. Be authorized to sign checks with other officers
5. Perform any legally mandated function of the office

The Secretary will:

1. Maintain league records
2. Create and publish a yearly schedule of minute-taking assignments for teams and ensure that every team is emailed a copy of the minutes within a week of every meeting
3. Keep a record of attendance at Board of Directors meetings and notify any team in noncompliance of attendance requirements
4. Disseminate information to teams as necessary
5. Draft an update of League Rules for the February meeting each year, including all motions approved by the Board of Directors during the past year
6. Be authorized to sign checks with other officers
7. Perform any legally mandated function of the office

The Treasurer will:

1. Be authorized to sign checks with other officers
2. Receive and bank all moneys due to the organization
3. Keep appropriate records of all funds received and disbursed
4. Disburse funds as the organization directs - No moneys shall be disbursed except as approved by the Board of Directors
5. Give a statement of finances at every meeting
6. Distribute a written financial report of the past year at the October Board of Directors meeting
7. File all required city, state, and federal documents
8. Draft a proposed budget for the upcoming year at the February Board of Directors meeting
9. Act as the contact for sponsors on specific financial related issues
10. Perform any legally mandated function of the office

C. DUTIES OF THE GENERAL MEMBERS OF THE BOARD OF DIRECTORS

Team representatives should act in good faith, carry out the wishes of their team and should inform their team of all matters before the Board as thoroughly as possible. Each member will:

1. Attend all Board meetings
2. Send a designated alternate if they are unable to attend
3. Chair or sit on committees as needed
4. Vote for officers
5. Vote on all motions or league business as indicated
6. Communicate pertinent league information to their team

ARTICLE V: MEETINGS

All meetings shall be conducted in accordance with the Rules of Order and the PPWSL Rules Document created by and for the PPWSL and voted on annually. Meetings shall be held according to the published schedule provided by the President. If there is no activity occurring for a period of months, the officers will decide on the next meeting date.

Attendance at the meetings is essential. Representation and penalties are described in the PPWSL Rules IV: LEAGUE MEETING AND POLICY RULES #2. At least one representative from each team is required to be present. Each representative is required to perform the duties as outlined in Article III, Section C.

A minimum of one (1) officer must be present for a meeting to be held. All four officers are expected to attend all meetings.

A quorum (51%) of the Board of Directors must be present in order to conduct league business.

ARTICLE VI: REGULAR ELECTIONS

The league should be notified by October 1st of each year when the elections will be held. Nominations for the officers will be held at the October Board meeting. Any nomination must be seconded before it is accepted. Elections will be held at the November meeting.

The term for the officers and the representatives will be the fiscal year; January 1 - December 31.

Any officer who is up for re-election may not count the votes for their said office.

All votes will be cast by closed ballot. The vote will be counted by 2 Board members. If the officer is running unopposed the vote can be counted by an open ballot.

A. IMPEACHMENT:

The procedure for impeachment of officers will be as follows:

One Board member representing a majority of the board members shall contact the President of the league in writing, or if the President is the officer in question, contact will be made with the Vice-President. This written notification shall state the names of the team representatives who are presenting the case along with the name of the officer in question and the cause for the desired impeachment as detailed in the following outline:

The term "cause" as used for impeachment purposes includes, but shall not be limited to, one or more of the following:

1. Dishonesty detrimental to the best interest of the organization
2. Continuing non-attendance to or neglect of the duties assigned to their office, except in the case of illness or injury
3. Conviction of the officer of any felony which would interfere with their regular duties and responsibilities under this agreement
4. Conviction of the officer of any lesser crime or offense involving the property of the organization or any of its subsidiaries or affiliates which would interfere with their regular responsibilities under the by-laws

An unscheduled meeting will be called as needed at which time the representative for the majority of teams bringing the complaint will present the case against said officer. The presentation will be allotted no more than thirty (30) minutes.

The officer in question shall have the opportunity for a rebuttal at which time they will present whatever evidence they may have in their favor, including witnesses who may substantiate their position. The officer will be allowed thirty (30) minutes for their rebuttal. If more time is required, an extension may be granted at the discretion of the presiding officer.

There will be fifteen (15) minutes allowed for open discussion.

Three quarters (3/4) of the quorum of the Board of Directors must vote in favor in order for the impeachment motion to carry. In the event of a tie, the presiding officer will cast the deciding vote.

ARTICLE VII: COMMITTEES

Committees will be created as needed throughout the year. Standing committees will include:

1. Disputes
2. Fund-raising/Special Events

Committees will be chaired by a board member who will be responsible for reporting the activity of the committee to the board at large. The committee will consist of board members and other league members with each team represented being allowed one vote.

ARTICLE VIII: LEAGUE FEES and ROSTERS

League fees will be set each year by the Board of Directors after review of the proposed budget prepared by the treasurer at the February meeting.

League fees and penalties are described in the PPWSL Rules IV: LEAGUE MEETING AND POLICY RULES #10.

Roster regulations are described in the PPWSL Rules II: LEAGUE PLAYING RULES #12.

ARTICLE IX: PROCEDURES OF AMENDING BY-LAWS

By-laws may only be amended at a regularly scheduled meeting by a two-thirds (2/3) majority vote of the teams present.

ARTICLE X: VOTING

Board members may cast only one vote per team. The President or presiding officer will not be their team's representative and will vote only in the event of a tie.

PPWSL RULES

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Note: Prospect Park Women's Softball League (PPWSL) plays by USA (Amateur Softball Association) Rules for Modified Fast Pitch except as amended by these League Rules.

I: GAME RULES

1. ***Pre-Game Exchange:***

Teams must exchange ***batting lineups, positions, and uniform numbers*** prior to the start of the game as stipulated in USA Rule 4, Section 1.A.1. & 2., except that the last sentence of Section 1. A.1. is deleted and the following will apply: "All available substitutes must be listed on the pre-game lineup but their position in the lineup and defensive position may be announced when they are substituted into the game.

- a. The following is added to USA Rule 4, Section 1.A.2.: "Teams must announce players who arrive late to the field (i.e. after the lineups are submitted) and whether or not they will be substituted into the game when they arrive.
- b. Substitutions must be reported to the opposing team and umpire(s). These lineup and substitution rules must conform to our League Playing Rules, Section II. 2 & 3.

2. ***Minimum lineup requirement:***

The game must begin with at least nine (9) players on each team. If one player should not be able to finish the game and there are no backup players, the game may be played with eight (8) players but never less than eight (8). If the 10th player arrives, they may be entered immediately. They must be entered into the 10th batting position. When a game is started with ten (10) players and ends with nine (9), there shall not be an automatic out when the 10th batting slot comes up. The same shall be true when starting with nine (9) players and ending with eight (8). If a game starts with nine (9) players, there shall not be an automatic out when the 10th batting slot comes up. If a team does not have nine (9) players, the opposing team must bring this to the umpire's attention before the start of the game.

3. ***Emergency substitution rule:***

In the case of an injury to a player during the course of a game, a player on the bench may substitute for the injured player even if that player has already been in the game and since removed. This should only be done if all players on the bench have already played. If an eligible player on the bench has not yet played, that

player *must* be the substitute for the injured player.

4. A Courtesy Runner:

A Courtesy Runner may be declared at the plate conference at the start of the game for any player where necessary (such as due to injury or physical challenge), provided both coaches agree prior to the start of the game. Each player requiring a courtesy runner must be announced at the plate conference and starred on the lineup card, unless an injury occurs during the game. Additional courtesy runners can be added in the event of injury during the game. If a player requests a courtesy runner they must use one at every at bat. The courtesy runner must always be the player who made the last batted out -- i.e.: the courtesy runner might not always be the same player. Violation of the courtesy runner rule results in the runner being declared out.

5. Game balls:

Each team must provide one new ball to the umpire at the beginning of each game. The balls are to be used at the top of the first and bottom of the fourth innings.

6. Umpires and Scorekeeping:

- a. Only the team representative designated at the **plate conference** at the start of the game may discuss a play with an umpire.
- b. The two teams' **scorekeepers** should consult with each other at the end of every half-inning in order to ensure their records agree and confirm the score to the umpire.
- c. **Report final score:** The home team must report the final score to the umpire at the end of the game and to League scorekeeper and CC the away team, **within 24 hours after the game.**

7. Batting Rules:

- a. No bunting **or** stealing.
- b. A **hit batter** is not awarded first base.
- c. The batter may not become a runner on a **dropped third strike**.
- d. **Batter and On-deck Batter.** The batter must discard their bat in a way that does not prevent the defense from making a play on the ball, as outlined in USA Softball Rule 8, 2F. Immediately on a hit by the batter, the catcher may remove the bat from the play area, provided it does not interfere with their ability to make a play. The on-deck batter must be in the designated on-deck area or close by. The on-deck batter may also remove the bat from the play area if they are able and it does not interfere with the play.

8. **Base Running Rules:**

- a. **Taking a lead:** A player may not leave the base before the ball leaves the pitcher's hand.
- b. On an attempted pick-off play the ball is in play. The base runner or runners must re-tag the last held base before attempting to advance. A pick-off is a force play, not a tag play.
- c. On a play at a base, a player must slide or give themselves up. The umpire has the option to eject the runner from the game if they interfere with the defensive position player.

9. **Pitching Rules**

PPWSL will follow the USA pitching rules for modified fast pitch with a 10-person field as per [USA Pitching Rule 6B Sections 1-3 and 8](#) as modified below:

- a. Players with Advanced pitching ratings will be limited to up to four (4) innings pitched in any game, regardless of the inning they were inserted and the game duration, including any extra innings played beyond seven (7) innings. This applies to pitching only and does not otherwise limit the playing time of a player with an Advanced pitching rating. All other League rules, including but not limited to "lineup," "all players must play," "two-inning rules," and "substitution" rules otherwise remain in effect with the understanding that a player with an Advanced pitching rating cannot be reinserted to pitch under any circumstance after pitching a maximum of four innings.
- b. A **hit batter** is not awarded first base.

II: LEAGUE PLAYING RULES

1. **USA Official Softball Rules** and a copy of the **PPWSL Rules and Regulations** will be posted to the league website by the start of the season. Each team should have ready access at every game and every player is responsible for reading the rules, as stipulated in league waivers.
2. **All players must play:** Teams must inform each other, at the pre-game meeting, as to which present players will not play, except in case of injury during the game. Teams must specify if said players are not playing due to injury, sickness, advanced pregnancy, non-compliance with practice rules, violating the league code of conduct, or personal choice of the player.

As an instructional league, benching a player should be avoided. It can be resorted to, and considered consensual, for cases of players not complying with team practice requirements or violating the league code of conduct. If a team implements practice requirements that could lead to being benched, those requirements should

be:

- applied evenly to all players,
- approved by the team annually, and
- shared with the other teams by the May meeting

Players who are not playing must be informed by their team coach or manager prior to the game that they are not going to play and why. If this action is not the choice of the players and is done without their consent, they must immediately inform the opposing team coach and the umpire.

The game may be played under protest if the player is benched without their consent, or if a player has not played and had not been identified at the plate conference. If the protest is upheld, the offending team will incur a penalty as follows:

- if the offending team won or tied the game, the penalty is forfeiture of the game.
- If the offending team lost the game, the penalty is that the offending team begins the next played game with a three (3) run deficit.

3. *Each player is to play at least two defensive innings and at least one at bat.*

This applies to all games that last at least five (5) innings, and includes extra innings, as part of the complete game. The only exceptions to this rule are if:

- the game is called before five (5) complete innings, or
- a player did not meet this requirement because they were benched before the game or removed from the game due to injury or umpire discretion.

The game may be protested if every player did not have at least two (2) defensive innings and one (1) at bat. If the protest is upheld, the offending team will incur a penalty as follows:

- if the offending team won or tied the game, the penalty is forfeiture.
- if the offending team lost the game, the penalty is that the offending team begins the next played game with a three (3) run deficit.

4. PPWSL exempts itself from the USA “*Designated Player*” (DP) and “*Extra Hitter*” (EH) rules.

5. PPWSL “*run ahead*” rule: If a team is ahead by 15 runs after an official game, the “run ahead” rule shall be called and the official game will end and the score recorded. If they wish, teams may continue playing unofficially.

6. PPWSL exempts itself from the USA “*blood*” rule.

7. PPWSL uses a safety base at first base.

8. All players must stay in the *dugout*. Only the base coaches, batter, on-deck batter

and up to 10 defensive players may be on the field.

9. **Coaches and scorekeepers** in the dugout must meet the PPWSL eligibility requirements as defined in the Bylaws, Article III, Organization A: Membership. No one other than individuals who meet the eligibility requirements may enter the dugout or shout directions onto the field.

10. **Forfeit and Darkness Rules**

- a. **Game time** is 6:20 PM; **forfeit time** is 6:35 PM, no exceptions. The umpire will call the forfeit; the umpire's watch governs.
- b. All official league games must be played on the scheduled field or, if agreeable to both teams and the umpire, on another **official diamond**.
- c. **If the umpire does not arrive** by 6:35 PM., the game will be postponed, any play will be unofficial and the game must be rescheduled. The umpires will not be paid. An exception will be made if both teams agree to play. The game can proceed with one umpire if necessary.
- d. **Rainouts** or poor field conditions due to bad weather are decided by the home team prior to 4:00 PM. The home team is responsible for canceling the scheduled umpires and contacting the opposing team. If the home team fails to cancel the game by 4:00 pm due to pre-existing field conditions, they forfeit the game. The new scheduled playing date is the next one available and is not subject to the teams' approval.
- e. **Heat Index** - Unsafe heat conditions are determined via the NOAA heat index.

If at 2:00 PM on game day, the forecast at 6:00 PM is showing **Danger or Extreme Danger zone** the game must be canceled by the home team.

The decision to call the game must be communicated by the home team no later than 4:00 PM. The home team is responsible for canceling the scheduled umpires. The game cannot be officially canceled before 2:00 PM.

- f. **Air Quality** - Air Quality Index - Unsafe air quality is determined by the EPA Air Quality Index.

If at 2:00 PM on game day, the forecast at 6:00 PM is showing: **Unhealthy-Hazardous** (AQI of 150 or higher) the game must be canceled by the home team.

The decision to call the game must be communicated by the home team no later than 4:00 PM. The home team is responsible for canceling the scheduled umpires. The game cannot be officially canceled before 2:00 PM.

- g. **Other Unsafe Conditions** - In the event of other unsafe conditions for playing

games that are not outlined in the rules, teams should discuss canceling with each other and the scheduler and prioritize player safety.

- h. If a team must forfeit a game, the team rep. must contact the opposing team's rep. via phone and email by 2:00pm. The forfeiting team must call the head umpire to cancel the scheduled umpires and must email the League scorekeeper with a copy to the opposing team. If both teams agree, they may request to reschedule from the scheduler. The request can be approved or denied per the scheduler's discretion based on permit availability. The new date is not subject to either teams' approval. Note: if the non-forfeiting team would have to forfeit on the reschedule date, the forfeit goes to the initial forfeiting team.

- i. The following ***Darkness Rules*** apply:

The game must end according to this specified time frame. Teams may continue to play unofficially. Official game score will be the one recorded at the end of the official game. Applicable darkness rule will be indicated on game schedules. Umpire's watch governs.

The rules is as follows:

Weeks	Official Game	No new inning after:
Pre season	3 complete innings	7:30 PM
1st week of season through the 3rd Sunday in May	3 complete innings	7:45 PM
3rd Sunday in May through the 1st Sunday in June	4 complete innings	8:00 PM
1st Sunday in June through the 3rd Sunday in July	4 complete innings	8:20 PM
3rd Sunday in July through the 2nd Sunday in August	4 complete innings	8:00 PM
2nd Sunday in August to end	3 complete innings	7:45 PM

11. Rainouts After a Game has Started:

Should a game start and be called for rain after play has begun, the following occurs:

If the minimum number of innings were played in order for the game to be official, then the game is considered complete and is scored according to the runs at the time that the game is called. Note: PPWSL games are considered "official games" after the completion of 3 or 4 innings, depending on the time of the season and as noted under

“darkness rules”.

If not enough innings have been played in order to be an official game, the game will be rescheduled to be resumed on an alternative date. The game resumes at the same spot that it was called, as stipulated by USA Rule 5, Section 3D: “Games that are not considered regulation, shall be resumed at the exact point at which they were stopped”, ie: if a game is called mid-inning, play resumes on the rescheduled day at the same point in the inning including outs, runners on base, and pitch count. Managers should confer with each other on the count, outs, and point in the game at the game’s suspension and should have umpires sign both books if possible. It is up to the home team to email this information to the scheduler, with the away team cc’d, within 24 hours.

In the rescheduled game, teams should make every effort to replicate the batting order from the original game at the time that play was suspended. The following guidelines are to be followed in attempting to replicate the lineup, as it is possible that different players will be present at the rescheduled game:

- Any players that were playing at the time that game was suspended, and who are present at the rescheduled game, must remain in the same slot they occupied in the batting order.
- Players who attend the rescheduled game, who did not play at the suspended game, can be inserted into open positions in the batting order as subs.
- If the game was suspended before players played the minimum 2 defensive innings and one at bat, teams will not be penalized for players who do not play in the rescheduled game who did not meet the minimum play requirement.
- Players who are present at both games must meet minimum play requirements.
- Players who were subbed out of the original game before it was suspended, should still be considered as being subbed out, and can be re-entered during the rescheduled game in the same spot in the batting order, in line with regular substitution rules.
- If a player who was subbed out of the first game, before it was suspended, is needed to play in a different slot in the lineup in order for the team to have enough players, an exception to re-entry rules is made and they can be placed in a new slot in the lineup.

The same applies for any game that is called by the umpire midway during a game, before regulation game is completed as stated in USA Rule 5, Section C.

12. Uniforms and Equipment

- a. **Uniforms:** All players on the field must be in uniform by **the first Monday in June**. Uniforms consist of (at least) shirts of similar color with numbers on the back and the team name. Opposing teams may request that the umpire disqualify a player out of uniform.
 - i. A late draftee has three (3) weeks from the date they joined a team to get a uniform.
- b. No loose or exposed **jewelry** is allowed. If a player refuses to remove jewelry that the umpire judges to be dangerous, the player will be ejected from the game.
- c. No metal **cleats** or spikes allowed.
- d. **Batting helmets** are optional.
- e. It is each team's responsibility to provide its own **first aid kit** and ice packs.
- f. The home team is responsible for retrieving a complete set of bases, including a pitcher's rubber (24"x 6") and a home plate from the league storage unit and supplying this equipment for the game. Should the home team not retrieve and supply this equipment, the visiting team has the option of retrieving and supplying the equipment and thereby gaining the home advantage. If the equipment cannot be retrieved by either team, the home team will be penalized by forfeit. The Home team is responsible for putting the equipment away at the end of the game.
- g. Before each game, the umpire is responsible for measuring the correct distance between bases, pitching rubber, and home plate. The distances are: 40 feet¹ from the back point of home plate to the front of the pitcher's rubber and 60 feet between the bases.

The umpires must remeasure the fields upon the joint request of both teams.
- h. All other equipment requirements, including bat regulations, are governed by USA softball rules.

13. Roster Regulations:

Each team must submit one copy of its roster to the League Secretary by the **last Monday in June**. The roster must list 20 players, *as well as non-playing coaches and managers*. If a roster and/or set of waivers is not in on time and complete, the offending team will incur a penalty as follows: each batter comes to the plate at the next played game with a one-strike count each time they come to bat. The penalty is repeated for each game thereafter until the complete roster and/or set of waivers is received. An offending team must play at least one game under penalty. If a team's completed roster and/or set of waivers is not received by the first Monday in July, the offending team will incur an additional penalty as follows: that team begins

¹ Note USA Softball uses 43 feet and the league has not made this update.

the next played game with a three (3) run deficit. If a team's completed roster and/or set of waivers is not received by the second Monday in July, the offending team will incur a penalty as follows: forfeiture of the next played game.

Teams may not remove a pitcher rating from a player on their roster who has been given such a rating either from tryouts or another team UNLESS that player is listed as having a rating change AND that change is approved by the league at the ratings challenge meeting.

A COMPLETE ROSTER INCLUDES EVERY PLAYER'S NAME, SHIRT NUMBER, AND LETTER ABILITY RATING.

- a. ***Liability Waiver:*** All players must sign a liability waiver form in order to participate in the league. The waivers must be submitted via TeamLinkt, or whatever method the board deems appropriate. Each team member must submit a liability waiver online by their first attended league event, or no later than May 1st. Paper waivers are not accepted.
- b. ***Age minimum:*** Players must be at least 18 years of age by the date they tryout.
- c. ***One team rule:*** A player's name may not appear on more than one roster.
- d. ***Roster preparation:*** In preparation for completing the rosters and for the new-player draft in April, each team must deliver to the League Secretary one copy of its team list with the names of non-returning players removed by the **first Monday in March**. If a team fails to deliver the team list by this date, the offending team will incur a penalty as follows: each batter comes to the plate at the next played game with a one-strike count each time they come to bat.
- e. ***Roster closing deadline:*** No changes in the roster will be permitted after the **last Monday in June**. After the initial pool distribution at the draft meeting, teams can continue to remove players from their roster, and fill vacancies with players of the same rating; or if none of the same rating are left in the pool, with the highest-rated player one rating below; or if none of one rating below are left in the pool, with the lowest-rated player one rating above. By the last Monday of June, players can no longer be removed from rosters, and new players can no longer be drafted from the pool. The teams final roster is submitted to the Secretary and draft coordinator at this time.

When rosters are submitted to the secretary, the secretary will share final rosters with all team reps. This happens 3 times: before tryouts, the last Monday in June, and before the re-rating meeting. The secretary will also share rosters after the draft meeting, reflecting new players in the league.

- 14. *Tournament requirements:*** In order to play in the postseason tournament, a player must have played in at least seven (7) regular season games when a team

has played fourteen (14) season games, unless exempted because of (i) illness, (ii) injury, (iii) pregnancy (self or partner) or (iv) the death and/or illness of a close family member.

When a team has played a twelve (12) or thirteen (13) game season then a player must have played in at least six (6) games; when a team has played a ten (10) or eleven (11) game season then a player must have played in at least five (5) games.

For players drafted later in the season, follow the same protocol to determine how many games they must play in order to qualify, with a minimum of five (5) games required.

Exemption Process:

- a. Tournament player exemptions must be submitted to the President and Vice President **two weeks before the tournament prep meeting held in August.**
- b. Submissions shall include the player's name, jersey number, and basis for exemption (i-iv above) and shall include no additional details. Any submissions that do not fall within the permitted exemption categories set forth above will be summarily rejected.
- c. The combined list of proposed exempted players meeting the exemption criteria above must be distributed to all teams via email **one week prior to the August meeting.**
- d. Teams may challenge a given player's proposed exempt status at the August meeting. If necessary, challenges will go to a team rep vote at the meeting.

15. Sponsors: No sponsor is responsible for the actions of their team, as a group or individual, nor do they decide or direct the action of the team. The individual team must direct itself. (See also Uniforms rule 10 a.)

III: PROTESTS

1. *Protests of a Game:*

When a protest is made over misinterpretation of a playing rule the protesting team must, before the next pitch, tell both the coach of the other team and the umpire that they are playing the game under protest. Protests related to ineligible or illegal players can be made at any point during the game. "Under Protest" must be written in both teams' scorebooks and the umpire must sign both books.

- a. ***Protests of USA Rule:*** A written protest must be sent within 48 hours to Tony Ferrazo, Buddieferr2@yahoo.com. Mr. Ferrazo can be reached at (917) 721-1114.
- b. ***Protests of League Rules and Regulations:*** A team protesting any League Rule or Regulation must send a written protest to the Chairperson of the

Disputes Committee by email within 24 hours of any alleged violation. (The other team involved in the dispute may also send the Chairperson a written statement within the same time frame). The Committee must consult and render a decision within 72 hours of receiving a protest and notify the teams involved and the Executive Committee of such decision.

2. ***Non-game Protest:*** Issues covered by League Rules but not related to a particular game, should be brought before the next league meeting.
3. ***Uncharted Territory:*** Issues not covered by League Rules and related to softball should be sent to the Disputes Committee for at least preliminary consideration.

Issues not covered by League Rules that are not related to softball should be sent to the Conflict Resolution Chairs for consideration. The process for contacting the Conflict Resolution Chairs is outlined in the Code of Conduct.

For both III. 1. and III 2., the Disputes Committee Chair should be notified by phone or email.

4. ***Disputes Committee:*** Disputes involving league rules, guidelines or decisions shall be directed to the Disputes Committee. The disputes chair is elected at the beginning of the season. The Chairperson of the committee is listed in the League Rules each year, together with their email, and phone. This information is also listed at the bottom of the league contact list.

The disputes committee does not need to be selected at the beginning of the season, as they are only called to service as needed and should be selected at the time of need, based on availability.

Disputes Committee Chair 2025: Meghan McCarthy megmccarthy7@gmail.com

5. ***Disputes Committee Proceedings:*** The parties to protest are welcome to attend the meeting, but they are not required to. One representative from the parties involved in protest must be allowed to speak on their behalf & answer questions from the committee, but can not be present during the committee debate and resolution.

If any of the seven members of the committee are teams involved in a dispute, they should not take part in the consideration and resolution of that particular protest.

The Disputes Committee consists of the following teams:

In Odd Years: Beavers, Bodega Cats, Crescendo, Flamingos, Jaguars, Rebels and Thunder

In Even Years: Backlash, Bombers, Diamonds, Ducks, Fuertes, Phoenix, and Titans.

If the Committee Chair is on the team that is involved in the dispute, the League

President shall function as Chair for that dispute. If the League President is on the team that is involved in the dispute, the League Vice President shall function as Chair for that dispute. If the President, and Vice President are on the teams involved in the dispute, the League Treasurer or League Secretary shall function as Chair for that dispute.

The meeting will convene, hear a verbal account of the dispute, and then discuss and vote on a decision. Once a decision is rendered, the Chair must notify the representatives of the involved teams without delay and simultaneously. Team representatives are then responsible for notifying their own teams. Results of a disputes committee are final and without grounds for appeal.

6. **Code Committee:** Grievances involving players, teams, and other on-softball matters should be directed to the Code Committee. The process for contacting the Conflict Resolution Chairs is outlined in the [Code of Conduct](#).

IV: LEAGUE MEETING AND POLICY RULES

1. Neither the league nor any of its officials may be held responsible for any ***injuries*** that may occur to any member of the league during the playing season. (See also “liability waiver” rule, 11 a.)
2. Each team is required to have a ***representative at all meetings***. Only current team members, managers, or coaches may represent the team. It is the team’s responsibility to know the date, time and location of each meeting and to have a representative there. Attendance is tracked on an annual (calendar) basis and absences and associated penalties carry over to the following season.

If a team misses more than two (2) league meetings during the calendar year, the offending team will incur a penalty as follows: that team begins the next played game, even if such game is played in the next calendar year, with a three (3) run deficit (i.e. the penalty is assessed upon the team’s third missed meeting). If an offending team misses any meeting thereafter, the offending team will incur a penalty as follows: that team begins the next played game with a three (3) run deficit.

3. **Spokespersons:** Only league members appointed or designated by the league at an official league meeting may speak or conduct business on behalf of the league.
4. **Bylaws:** The league is governed by its bylaws, available on request to any league member from the president or secretary. The Bylaws are also posted to the league website.
5. **Draft Rules:** The procedure for drafting new and returning players is governed by the Player Draft Protocol, found in [Appendix E](#). The Draft Protocols are also posted to the league website.

6. **Tournament Rules:** The League Tournament is governed by the End of Season Tournament Guidelines, found in [Appendix H](#), and to be distributed to the team reps prior to the League Tournament.
7. All teams will be required to take **minutes of the meetings** on a rotational basis, schedule to be distributed at the January meeting by the Secretary. Minutes of the previous meeting shall be accepted at the beginning of each league meeting. Minutes shall always include an agenda for the next meeting if available. Attendance must be recorded at each meeting and included in the minutes. The recorder must email copies of the minutes to the Secretary as soon as possible after the meeting, and no longer than 6 days after the meeting. The Secretary will review the minutes and email copies of them to the Contact List within a week of the meeting. Failure to email meeting minutes within one week prior to the next meeting will result in the recorder's team incurring a penalty as follows: the recorder's team begins the next played game with a three (3) run deficit.
8. All league matters must be discussed with teams and voted on at league meetings prior to adoption. League matters include but are not limited to: policy and rule changes, team name and/or color changes, etc.

Every effort should be made for teams to be notified that a vote is expected to take place and given any relevant information available on the matter a minimum of 7 days prior to the expected vote.

Votes are to be placed and counted at league meetings. Team reps must be present to vote. In the event that a voter is disconnected from a virtual meeting or must leave a meeting abruptly, votes will be counted and the voter may place their vote when they return to the meeting. If the voter does not return, their vote is counted as "Abstained" and it is noted in the minutes as "Abstained due to absence". Special meetings may be called as necessary to address urgent business.

9. The **League fee** for 2023 is \$2,000.00 per team.

The full balance is due by **the second Wednesday in May**. Failure to meet this deadline will result in the offending team incurring a penalty as follows: (i) each batter will come to the plate at the next played game with a one-strike count each time they comes to bat and (ii) starting that same game with a three (3) run deficit. If the full balance is not received by the League Treasurer by the following Friday, the offending team will incur a penalty as follows: forfeiture of the next played game. Further games will be forfeited until the fee is paid in full. An offending team must play at least one game under penalty.

Summary of Deadlines and Penalties

Page	Date	Deadline	Due to	Penalty
21	1st Monday in March	Pre season rosters	Sec	each batter comes to the plate at the next played game with a one-strike count each time they come to bat.
20/21	May 1 or first League Event	Sign Liability Waiver	Team Linkt	each batter comes to the plate at the next played game with a one-strike count each time they come to bat
25	2nd Wednesday in May	League Fees Due	Treas.	(i) each batter will come to the plate at the next played game with a one-strike count each time they comes to bat and (ii) starting that same game with a three (3) run deficit. If the full balance is not received by the League Treasurer by the following Friday, the offending team will incur a penalty as follows: forfeiture of the next played game. Further games will be forfeited until the fee is paid in full. An offending team must play at least one game under penalty.
19	1st Monday in June	All Players must be in Uniform	At games	Opposing teams may request that the umpire disqualify a player out of uniform.
20	Last Monday in June	Submit Final Roster	Sec	each batter comes to the plate at the next played game with a one-strike count each time they come to bat. The penalty is repeated for each game thereafter until the complete roster and/or set of waivers is received. An offending team must play at least one game under penalty. If a team's completed roster and/or set of waivers is not received by the first Monday in July, the offending team will incur an additional penalty as follows: that team begins the next played game with a three (3) run deficit. If a team's completed roster and/or set of waivers is not received by the second Monday in July, the offending team will incur a penalty as follows: forfeiture of the next played game.
21	2 weeks before August meeting	Submit Tournament Exemptions	Pres.	n/a

Summary of Meeting Requirements and Votes

Section	Meeting	Process
Code of Conduct - Grievance Process	January	Vote in three (3) grievance chairs
By-Laws: VIII League Fees	February	Approve season budget and league fees
Protests: Part 4	Pre-Season	Vote in disputes chair
Tournament Requirements	August	Tournament Exemptions
By-Laws: Officers	November	Vote in executive committee

Appendix C

GENDER INCLUSION GUIDE

PPWSL was founded as a space to serve women, but the intention and practice has always included people of all marginalized gender identities. As gender is expansive and language continues to evolve, our league aims to be as inclusive as possible. The by-laws were officially changed in 2019 to specify that PPWSL is a space for women, trans, and non-binary players. The idea isn't to remove the historical context of being a women's league, but updating the language we use, and our practices and policies to be more expansive and inclusive.

This guide is intended to serve as a helpful aid in maintaining a gender inclusive league.

Pronouns 101

Pronoun Usage

When we use someone's pronouns without asking we are making assumptions about them. Some people use more common pronouns (e.g. "he" and "she"), while others use less common pronouns (e.g. "they" and "zir"). We all use pronouns, and some identify with ones that they were assigned at birth, others don't.

However, regardless of how someone identifies, you have a responsibility to respect them. The best way to do this is by using gender-neutral pronouns when you're unsure, and by asking each team member to share their preference.

Common Pronouns

- she/her/hers
- he/him/his
- they/them/theirs (singular)
- ze/hir/hirs (pronounced "zee"/"here"/"heres")

Respecting Boundaries

While it is important to respect people's pronouns and gender identities, it is also important to respect people's comfort levels. Do not ask about a person's body, their former names, why or how they know they are a certain gender, their sexual practices, or any other personal questions that are invasive unless the person invites you to ask.

Pronouns in PPWSL

Introductions

During group introductions, encourage players to share their pronouns (e.g. "Hey, I'm Brooklynda, I live in Gowanus, play outfield and I use they/them pronouns.")

During individual introductions, share your pronouns and ask the other person theirs (e.g. “Hi, I’m Prospectia and I use they/them pronouns. What are your name and pronouns?”)

Check-Ins

Don’t expect that if you ask once, you’re set forever — people’s (gender) identities can change, so check in if you’re curious (e.g. “Hey Hudson, what pronouns are you using these days?”)

Pronoun Etiquette

- Share your pronouns when you introduce yourself.
- During introductions, encourage (don’t force) players to share pronouns.
- Don’t say:
 - “I use female pronouns” or “I use male pronouns.”
 - “I use she/her/hers pronouns, OBVIOUSLY.”
 - “I don’t care” or “You can call me a unicorn or something.”

****Each of these phrases are disrespectful and invalidating.****

Include Pronouns in TeamLinkt

Since we all use TeamLinkt, we can add our pronouns as part of the rosters. You can edit your Last Name to add your pronouns so your name reads as “Hudson Valley (they/them)”

Referring to PPWSL Teams and Players

In a space where not everyone identifies as a woman, or uses the same pronouns, using terms like “ladies” or “women’s softball” can be exclusionary. Try using gender neutral terms like:

- Jaguars/Jaggies/Jags (get creative with your team name/nicknames)
- PPWSL players/softball players
- You all/y’all
- Everyone/everybody
- Folks/people/players
- Friends/pals/peeps

Pronoun FAQs

What if I make a mistake?

If you misgender someone, try not to draw more attention to your mistake. An extravagant apology is not necessary, and it will often make the situation more uncomfortable. Simply apologize and correct yourself (e.g. “She likes – I’m sorry, they like playing outfield more than first base.”)

Do not address people by pronouns or names that they don't use, even if the person used the names or pronouns in the past. If you realize or are told later that you made a mistake, a brief apology can help. (e.g. "I'm sorry I used the wrong name and pronoun for you. I'll be more careful in the future.")

What if someone else makes a mistake?

If you notice other people make a mistake, first consider whether the other person would like you to say something. Some people may not want a lot of attention drawn to them, while others may appreciate you standing up for them. You can ask if the person would want you to correct others. (e.g. "I heard our coach use the wrong pronoun for you. Should I correct her or others in the future?")

If the wrong pronoun is used for a person who isn't present, try a brief correction. Remember, you may not know the correct pronoun or want to out the person. (e.g. "I think Captain Underpants uses 'they/them' pronouns. Please correct me if I'm wrong.")

What if I keep messing up people's pronouns?

Using pronouns you have not typically assigned to people can be difficult at first. If you find yourself struggling, practice!

Here's a fun solo game to play: mentally assign random pronouns to a person and internally narrate their actions (e.g. you see a burly, bearded person, assign them she/her pronouns, and think "*Look at that beautiful lady, I love the way she is sipping on her coffee. Oh no, she burnt her tongue!*"). This can help you use unfamiliar pronouns and unlearn automatically assigning pronouns based on gender expression.

What should I do if a teammate decides to use a different pronoun?

Ask them if and how they would like to communicate this to the team. Some players may choose to:

- Have a teammate notify the rest of the team
- Share with teammates in one-on-one conversations
- Send a note on TeamLinkt

Some people may be comfortable having others refer to them as their previous pronoun, others may not. Either way, the comfort of your teammate is the most important thing, so taking their lead is the best way to go!

What can I do if I'm being misgendered?

If you are comfortable correcting the person, please do. If not, bring your concerns to your team manager, coach, or a trusted teammate so they can talk to the player and advocate on your behalf. If you feel the player is being deliberately disrespectful, you can file a formal grievance with the PPWSL grievance committee.

Glossary of Terms

Gender Identity

A person's internal sense of self. Gender identity can be the same, or different from the sex that they were assigned at birth.

Gender Expression

How one expresses their gender physically through clothing, hair, style, walk, talk (e.g. While Sally's gender expression is pretty masculine, she identifies as a woman.")

Transgender

Having a gender identity that does not match one's sex assigned at birth.

Cisgender

Having a gender identity that matches one's sex assigned at birth.

Non-binary (i.e. Genderqueer, Gender Non-conforming)

Umbrella term for people whose gender identity doesn't fit into the male or female binary.

Gender Transition

The process of aligning one's gender expression with their gender identity. Some people socially transition (e.g. wardrobe change, using new names and pronouns, etc). Others undergo physical transitions in which they medically modify their body.

Resources

<https://www.mypronouns.org/>

<https://www.transead.org/>

<https://www.hrc.org/resources>

<https://www.brynmawr.edu/sites/default/files/asking-for-name-and-pronouns.pdf>

<https://www.carleton.edu/gender-sexuality-center/students/pronoun/>

Appendix D

PPWSL CODE OF CONDUCT

(Revised 04/17/24)

Background and Purpose

The PPWSL is a community committed to fostering an inclusive and welcoming space for all members. We prioritize dignity and respect for everyone. We value the growing diversity of our members' identities and lived experiences. We know that being in a diverse space means interacting with people who have different experiences than us. We take the opportunity to learn from others as we build trust as a community. Building trust requires having clear processes to address conflicts and grievances between PPWSL members. This process will continue to evolve as we learn together how to best foster this community.

The PPWSL By-Laws require that the Board of Directors (ie, Executive Committee and Team Representatives), review alleged instances of misconduct by league members and determine and carry out disciplinary actions as indicated. The Board of Directors has chosen to fulfill this obligation through the establishment of this Code of Conduct, which includes the guiding principles we aspire to live up to and the creation of a formalized conflict resolution process overseen by our Code Committee.

Spirit of the League

Guiding Principles:

- **MUTUAL RESPECT** - Respect your managers, coaches, teammates, and opponents.
- **ACTIVELY MAKE THE LEAGUE MORE INCLUSIVE** - Contribute to making our league a more welcoming and inclusive space for all by challenging your own bias towards others.
- **HAVE FUN** - Engage in competitive play, but remember this is a recreational and instructional league. It's supposed to be fun for everyone!
- **RESPECT OUR UMPS** - Respect umpire decisions. If a call is in question, only team managers/coaches may approach the umpire. Direct your complaint to your team manager and ask that they approach the umpire(s).
- **CONGRATULATE EACH OTHER** - Congratulate your opponents on their successes and enjoy those of your own team. Thank the officials and your opposition at the end of the game with the traditional "high fives" and "good game" no matter the result.
- **OFFER SUPPORT** - Ensure that feedback is positive, constructive and supportive. Engage in, and encourage civil dialogue.
- **BE KIND** - Gossiping, taunting, aggression, intimidation, and intentional rule breaking is not acceptable.

- **SPEAK UP** - Educate yourself about best practices for creating a safe space. Take the initiative to intervene when others are exhibiting conduct that violates the vision of the League and Code of Conduct.
- **ACCEPT RESPONSIBILITY** - for your conduct, your team's, and fans who accompany your team.
- **CULTURE OF APPRECIATION + GRATITUDE** - We are grateful for the people and history that makes PPWSL possible: thank your managers & team reps, and our PPWSL founders.

Examples of Misconduct

- Violation of league rules, including safety or health rules.
- Bullying, discrimination, threatening harm, or seeking to intimidate or coerce people.
- Communicating slurs, epithets, discriminatory sentiments or images, towards a person, identity, or group of people, in any format, including verbally, on clothing, via social media, etc.
- Physical harassment, assault, fighting, or threatening violence.
- Sexual harassment or assault, including unwelcome sexual comments or advances.
- Theft or inappropriate removal or possession of property.
- Making false statements, allegations, or accusations about PPWSL players and coaches.
- Using positions of institutional or political power maliciously against another member of the PPWSL.
- Retaliation or punishment of anybody for pointing out misconduct or engaging with the formal PPWSL conflict resolution process.

Code Committee Chairs

Three Conflict Resolution Chairs will serve to assist league members in conflict resolutions for the upcoming year.

Annually, at the January meeting, the PPWSL will nominate potential Chairs. Brief biographies and qualifications will be provided to the Board of Directors and distributed to the league. The election to determine the three Chairs will be held at the February meeting.

The Chairs should be players with experience in the league and should aim to have an understanding of DEI, power dynamics, facilitation, people or personality management, and methods of justice. They should consider part of their role providing validation, empathy, and resources to all parties involved in complaints. It is advised that at least one of the Chairs be BIPOC, if not more.

If at any point during the year one of the Chairs steps down, at the next league meeting the Executive Committee should open up nominations for new potential Chairs, and then vote Chairs in at the following meeting. The process will follow what occurs at the January meeting. The league should make every effort to either have three active chairs, or actively be in the process of electing new chairs to have a full slate of three.

Temporary Chairs can be called upon to serve if any of the current Chairs are involved in the complaint or as otherwise needed/requested by current Chairs as outlined in the process below.

The Chairs must keep any notes taken and reports written throughout the investigation. Such documents shall be considered the record of the investigation, and shall be kept confidential in the Chairs' Google Drive. Only Chairs who have been voted in should have access to this Drive.

At the November meeting, Chairs should present a summary of the season to the Board at a league meeting. Chairs should maintain confidentiality on specific issues, but this should at minimum be a count of how many league members reached out with issues and how many issues escalated to a Grievance complaint. Chairs should consider if they have suggested updates for this process, the Code or any league documents. The intention is to make sure the league understands how this process is going and that it continues to evolve with the needs of the league.

Conflict Resolution Process

The PPWSL is committed to an inclusive & welcoming environment that focuses on building trust between a diverse body of players. The Conflict Resolution Process is a formal mechanism for resolving disputes and/or reporting misconduct. Chairs will work with anyone who reaches out to them to discuss the best path for the league member to be able to participate fully and freely in all league activities without further harm.

For all types of issues league members should follow the following steps as soon as possible after the incident has occurred.

Step 1 - Address the Issue Directly (Optional)

In the event of conflict (either hurt or harm), players agree to attempt to look within, take responsibility as appropriate, identify their needs in the situation, then openly and respectfully express them directly to the involved party, if it is safe to do so. It may be helpful to discuss with a team member or manager.

If Step 1 is not safe, not possible, or ineffective, move on to Step 2.

Step 2 - Address the Issue with an Ombudsperson

I. Contact the Chairs

Any league member dealing with a conflict or potential Code violation may reach out to the Chairs for assistance with the issue through their email. They should provide at minimum a summary of the issue and individuals involved. "LINK HERE".

II. Chairs Select an Ombudsperson

Upon hearing from a league member, the Chairs must

1. Determine whether the issue involves a Chair and if so, ensure the involved Chair does not partake in the subsequent steps.
 - a. If all 3 of the elected Chairs are involved the Executive Committee should find a temporary acting Chair to replace them for this issue. The elected Chairs and Executive Committee are empowered to select temporary acting Chairs without an election.
2. The Chairs will determine between them one person to serve as an Ombudsperson for the league member bringing the issue forward, and they will be assigned and make contact with the league member within 3 days. An Ombudsperson is serving as a neutral party to assist the league member going forward. They will look at the issue impartially, but will advocate on behalf of the league member who has raised the issue.

III. Ombudsperson's Role

The Ombudsperson² assigned is available to support the league member confidentially in their hurt, and discuss resources and solutions to end harms. They should provide validation and empathy. The Ombudsperson and league member will work together to identify what resolution would look like.

The Ombudsperson is a designated neutral party. They can provide coaching, shuttle diplomacy (communication with other parties involved without having the parties speak directly to each other), generic solutions (meaning a solution which protects the identity of one individual by applying to a class of people, rather than just for the one individual) and mediation for conflicts; track problem areas; and make recommendations for changes to policies or procedures in support of orderly systems change.

The Ombudsperson will be the main point of contact at this step. They should maintain confidentiality about the identities and details of the issue unless permission is given by the league member. The league member who brought the issue forward will be the main decision maker for how things move forward, though the Ombudsperson should make suggestions. With permission from the league member, the Ombudsperson can communicate with others involved in the issue to find out if they are interested in repairing harm or participating in conflict resolution. If parties are open - they can discuss possibilities for conflict resolution, such as formal conflict resolution with a trained mediator at the free NY Peace Center (e.g. <https://nypeace.org/get-help/>). If appropriate, the Ombudsperson can provide resources to all parties.

The Ombudsperson is expected at minimum to contact the league member at least weekly until this issue is resolved, though they may be in more frequent contact depending on the issue. It is recommended that the Chairs resolve this step within 30 days or less of the initial incident.

² History and definition of [Ombudsperson](#)

IV. Finding Resolution

If at any point the league member determines that the issue has been resolved, the process will end.

Issues can only proceed to Step 3 and file a Grievance if the complaint is a potential Code violation and the league member bringing the issue forward is seeking formal consequences for another league member. Ultimately, the original league member will determine if they want to pursue this step - though they should discuss with their Ombudsperson.

If after the Ombudsperson and league member have exhausted all avenues for resolution, but filing a grievance is not appropriate because the issue is not a potential Code violation, the Ombudsperson should communicate that to the league member and let them know this issue will be considered when discussing possible changes to this process for the next season. Elected Chairs (which may not be the acting Chairs) should attempt to maintain semi-regular contact (suggestion is once a month during the season, and every other month during the offseason) with league members in this situation to continue to see if there are opportunities for resolution unless the league member asks for the process to stop.

This process cannot anticipate every issue that will arise, and it's possible that this process, the Code, or other league documents may need to be revisited to address unforeseen issues. Chairs should keep notes of what is working well and make suggestions to the board if they see opportunities for changes. League members may make these suggestions to their Ombudsperson directly.

Step 3 - Filing a Grievance

If after discussion with their Ombudsperson, the league member has determined they want to proceed with filing a Grievance for a potential Code violation then the PPWSL has established the following procedure. The PPWSL will treat all aspects of the procedure confidentially to the extent reasonably possible. This process will follow all the outlined steps unless the league member requests to end the process early.

I. Submitting the Grievance

- A. The Chair serving as the Ombudsperson will work with the league member ("Complainant"), to report the Grievance. This complaint should outline the specific Code violation and should include as much information as possible, including but not limited to:
- B. Specific Code violation(s)
- C. Date(s) of the violation(s),
- D. Name and team of harmed individual,
- E. Name and team of the alleged offender ("respondent"),
- F. Name and team of any known witnesses,
- G. A description of the violation, and
- H. Any other relevant information.

II. Assigning Chairs

- A. To respond to issues that are escalated to a Grievance - the Chairs and Executive Committee should ensure that there are three acting Chairs serving to respond.
 - 1. The Ombudsperson from step 2 should continue to serve in their Ombudsperson capacity and will also serve as an Acting Chair.
 - 2. If any elected Chairs were removed from the process during step 2, they should continue to recuse themselves.
 - 3. If additional acting Chairs are needed to have a total of 3 Chairs then the remaining Chairs and Executive Committee are empowered to select temporary acting Chairs without an election.
- B. The league member who initially brought the issue forward is now considered the "Complainant". The Chair serving as their Ombudsperson will remain their main point of contact, and assist them through this process.
- C. At the submission of a Grievance, another of the three Chairs must be assigned as an Ombudsperson to the "Respondent(s)" to the complaint. They should reach out to the individual(s) and let them know a Grievance has been filed. The Respondent may be aware because of steps taken in step 2. The Respondents' Ombudsperson should advise the Respondent(s) of the basic details of the Grievance, and Grievance Procedure. The Ombudsperson assigned is available to support the respondent confidentially as they deal with this process, and discuss resources and solutions to end harms. They should provide validation and empathy, and if appropriate, resources for the Respondent.
- D. The third Chair will remain neutral over the course of responding to this complaint and won't serve in an Ombudsperson role.
- E. The acting Chairs must be selected, Ombudspersons solidified, and contact made with the Complainant and Respondent within 7 days of the submission of the Grievance.

III. Response to the Complaint

- A. Upon request of any harmed individual, or at the discretion of the Chairs, the Chairs may direct the PPWSL Executive Committee to separate the Complainant and the Respondent during the course of the investigation. If on opposing teams and set to play, those games may be rescheduled to a later date. If on the same team, any games and practices involving that team may be rescheduled to a later date. To maintain confidentiality, those teams should not be told of the circumstances, only that there has been a grievance filed that is being looked at.
- B. The Chairs should begin a fact-finding phase to determine what codes were violated and what repairs - if any - have occurred using any of the following options that the Chairs deem necessary:
 - 1. interviewing the Complainant, the Respondent, team manager/coach, and any other witnesses or relevant parties that the Complainant, Respondent, or Chairs deem appropriate;
 - 2. requesting and reviewing any available supporting documentation (ex., photos, emails, witness statements, screenshots).

The Chairs should work to ensure both the Complainant and the Respondent remain anonymous at all times to the greatest extent possible and minimize impact on players when possible.

- C. The Chairs must give weekly updates to the Complainant and the Respondent of progress that is being made on responding to the Complaint. The Chairs should try to resolve this step quickly but thoroughly.

IV. Recommended Findings

Following their investigation the Chairs must vote on three possible outcomes. The Chairs find that:

1. a Code violation has occurred
2. there was no Code violation
3. there is insufficient information to confirm or disconfirm

Code Violation Consequences. If the Chairs determine that there has been a Code violation, Chairs should also look at any previous reports of Grievances to understand if there is history with the Respondent. Chairs should use the following outline for consequences in the event of Code violations

1. If it is the Respondent's first finding of a Code violation and they only engaged in one instance of a Code violation - the Respondent will receive a warning and guidelines for appropriate repairs from the Chairs.
2. If it is the Respondent's second code violation or there were multiple instances of Code violations broken in the same situation, then the Chairs should recommend the Respondent be suspended for 1 game.
3. If the Respondent has already received a warning, and served a game suspension for a violation of the Code, then the Chairs should indefinitely suspend the player from the league until adequate repair occurs, as assessed by the elected Chairs (not necessarily the acting Chairs).
 - a. Elected Chairs must unanimously agree to reinstate a player from an indefinite suspension, which the player can request upon providing proof of repair (e.g. mediation, public repair, sensitivity/anti-oppression training, or any recommendations for repair from the chairs) up to once a month during the active season, or once during the off-season.

The acting Chairs must write up a report outlining the findings and consequences and share with the Complainant and the Respondent. The Complainant and the Respondent must review the report within 3 days.

The acting Ombudspersons should ensure that the Complainant and Respondent each understand the report. If all of the Chairs, Complainant, and Respondent agree with the findings and consequences then the next step (Grievance Review Panel Approval) step can be skipped. If any party has concerns about the report & findings, proceed to the Grievance Review Panel Approval process.

V. Grievance Review Panel Approval

If there are concerns from any of the acting Chairs, the Complainant, or the Respondent, then the outcome of Grievances must be approved at a league meeting with the Board of Directors. The Chairs must add the concluded Grievance to the next league meeting agenda. At the league meeting the Chairs must present a brief and de-identified summary of the complaint, along with the recommended findings, consequences (if any), and concerns that have been highlighted about the final report. The Chairs must then open the meeting to discussion and questions. Confidentiality should be maintained.

1. The following motion will be put forward by one of the Chairs “The Chairs properly followed the guidance in this Grievance Procedure. The recommendations from the Chairs are accepted and final”
2. When voting on this motion, the board should not substitute their opinions for those of the Chairs. The board should only reject the recommendations if they determine, by majority vote, that the Chairs did not properly complete the investigation, or that the Chairs otherwise significantly departed from the guidance in this Grievance Procedure.

If the board rejects the recommendation of the Chairs, they must explain the identified deficiency in the investigation or significant departure from the guidance in this Grievance Procedure. The Chairs must then return to the investigation to address the board’s concerns, update their report, and again discuss with the Complainant and Respondent. The Chairs must address the board’s concerns, and may, but are not required to, change their ultimate recommendation. The Chairs should update the Complainant and Respondent throughout this process. At this point, the recommended findings and consequences, if any, shall be considered final.

VI. Notification of Final Findings and Consequences

If the consequences include any kind of suspension, then acting Chairs must then notify the PPWSL Executive Committee and the team managers of the teams affected of the findings and outcome.

Throughout the response to the complaint, the Chairs must communicate regularly (at least weekly updates) with the Complainant and the

Respondent about actions taken until either the Complainant feels the issue has been resolved or the Grievance's resolution has been considered final.

The Ombudspersons will ensure that the outcome is understood by all parties and answer any questions. After the Grievance has been resolved, if it is agreed upon between the Respondent and the Complainant, the conversation can continue about harm repair, and the acting Ombudspersons for both can stay involved until either party requests for the issue to be closed.

1. Request to Transfer Teams

Following a Grievance, if the Complainant and the Respondent are on the same team, and the Complainant or Respondent do not want to stay on the team, the Executive Committee may assist with a transfer to the extent possible, but is not guaranteed. (see League Rules: League Transfer Rules, link on pg. 6)

2. Roster

If players are suspended- they remain on that team's roster.

Confidentiality

The Grievance process should be kept as confidential as possible by all parties involved as part of the notification, investigation, or appeals process. If any member of the league has been found to intentionally break that confidentiality by the Chairs, this is considered a Code violation, and harmed individuals can bring this issue to the Chairs.

Retaliation

In accordance with anti-retaliation and whistleblower protection, the PPWSL will not tolerate any retaliation against players or coaches who:

- Make a good faith complaint or state intentions to make a good faith complaint, regarding any policy in this Code;
- Provide information to assist in an investigation; or
- File or make a complaint, or assist in a proceeding concerning alleged violations of the Code.

If any member believes they have been retaliated against by a PPWSL player or coach, all of the facts of the incident and the names of the individuals involved must be reported to the Chairs.

Additionally, if any player believes they have witnessed retaliation against a PPWSL player or coach, all the facts of the incident and names of individuals involved must be reported to the Chairs.

The Chairs will investigate and make decisions regarding retaliation complaints in the same manner as regular Code violation complaints.

Team Rights

Nothing in this Grievance Procedure prevents a team from handling matters internally, including the right of removing the player from practices, scrimmages, games or the roster entirely.

If a team doesn't want a particular player on their team, they cannot be required to keep the player on their roster. The player can request a transfer.

PLAYER DRAFT PROTOCOL

Updated Feb 2024



1. Overview

a. Goal:

- i. A blind draft to place new players on teams that have open spots on their rosters in the rating category that is needed to complete the team to 20 players.
- ii. To help league demographics better match our larger Brooklyn community by prioritizing draft placement of self-identified Black, Indigenous, and People of Color who try out for the league.

b. General procedure:

- i. Preseason rosters are collected from each team to determine the number of spots and their associated rankings that are open.
- ii. Draft order is determined by the preceding season rankings and pitching draft order is determined based on our calculator as outlined in section [3.c.iv.](#)
- iii. After tryouts, the draft pools are prepared following the draft pool priority order outlined below.
- iv. The draft proceeds by team in the determined draft order, with each team getting one player at a time.
 1. Exceptions to this general procedure have been made on a case-by-case basis where a team has lost most of its players. Factors considered include the ratio of needed players to players of those ratings in the pool, as well as the ranking of the team that is making such a request. Any exception needs to be voted on by the board of directors in advance of the actual commencement of the draft.
- v. Players are randomly pulled from the correct rating following the priority order. No team may request a specific player.
 1. Exceptions are for Alumni and Beginners and are noted in section 3.d.i.
- vi. Once all roster openings have been filled OR no players remain in the draft pool, whichever comes first, the draft drawing is complete.
- vii. Teams may then request to trade any drafted players of the same rank.

c. Draft Pool Priority Order (updated 2024)

- i. Pitcher Draft (by rating):
 1. BIPOC pitchers from preceding season
 2. BIPOC pitchers from current season
 3. Remaining pitchers from preceding season
 4. Remaining pitchers from current season

- ii. PPWSL Alumni Draft
- iii. Player Draft (by rating):
 - 1. BIPOC players from preceding season (Group A)
 - 2. BIPOC players from current season (Group B)
 - 3. Remaining players from the preceding season (Group C)
 - 4. Remaining players from the current season (Group D)

2. Before The Draft Meeting

a. Transfer Period:

- i. Transfer Instructions and Contact List should be distributed league wide within a week after the January League Meeting.
- ii. Teams must inform players they may transfer to another team if they wish and that transfers must be completed by the time pre-season rosters are submitted in March.
- iii. A player seeking to transfer must:
 - 1. discuss and confirm the transfer with the desired new team, including the availability of a rating slot for a player off their skill level; and
 - 2. confirm with their old team that they are leaving.
- iv. No player can be transferred or traded without their knowledge and complete consent. (However, a team may remove a player from their roster with communication, on an as-needed basis.)

b. Preseason Team Rosters:

- i. Preseason rosters must be submitted by the first Monday in March.
 - 1. If any other players drop from the team before the draft meeting it should be communicated to the Draft Coordinator ASAP
- ii. Rosters should show all returning players and any new players transferring in from another team with their approved ratings
 - 1. Ratings, including challenges, are to be finalized at the October League Meeting
 - 2. Players that pitch will be categorized by whichever rating is higher, overall rating or pitching rating.
- iii. Rosters should also show what players have left the team and their contact information to assist in alumni management

c. Preparation of Draft Organizer:

- i. The draft organizer is a spreadsheet saved in the league drive including team preseason rosters, draft orders, and draft pool summaries
- ii. The draft organizer should be distributed to all team reps a week before the draft meeting
- iii. Team preseason rosters are populated highlighting the team spots/ranks that need to be filled
 - 1. The standard rating allotments on a team are:
 - a. 2 advanced (ADV)
 - b. 4 high (HI)

- c. 8 middle (MID)
 - d. 4 low (LOW)
 - e. 2 beginners (BG)
- 2. Any team with more players than the standard allotment for a given rating, fill the next higher rating.
 - a. Exception for advanced as there are no higher ratings.
- iv. Draft orders are based on the following:
 - 1. Player draft order is the reverse of the preceding season standings
 - 2. Pitcher draft order is determined using the team's pitching score based on the number and ranking of pitchers on the team's preseason roster (including any changes made before the draft commences). The draft order goes from the lowest to highest score using the following scoring criteria:
 - a. Points added equal to the team's draft order position
 - b. 1 point added for each LOW pitcher
 - c. 2 points added for each MID pitcher
 - d. 3 points added for each ADV and HI pitcher
 - e. 1 point subtracted for having only one pitcher
 - f. Points subtracted equal to the team's draft order position if:
 - i. a team has only one pitcher, and that pitcher has an ADV rating, or
 - ii. a team has NO pitchers
 - g. 2 points added if a team has 2 LOW pitchers
 - h. Teams with 2 pitchers, at least one of whom is rated MID or higher, are disqualified from the pitching draft
- v. Totals of the available draft pool and positions to fill, broken down by tryout season and rank should also be included

d. Registration:

- i. [Digital registration through a google form](#) is open year round. Access to completed registration list is limited to the Draft Coordinator with oversight from the Executive Committee to minimize risk of data breach
- ii. Registration list may be used to update potential players on future PPWSL tryouts and events
- iii. Registration should collect:
 - 1. Registrants name, personal contact information, and an emergency contact's information
 - 2. PPWSL alumni status and team request
 - 3. Opportunity to opt into our diversity draft priority initiative using below language
 - a. "New Diversity Initiative - PPWSL has historically conducted a blind draft to match players with teams who have openings for their skill level. We are proactively working to have the league better reflect the community we play in. While the blind draft structure remains the

same, we will be prioritizing placement of Black, Indigenous, and Players of Color first.

Do you identify as Black, Indigenous, and/or a Person of Color? This question is optional.

- i. Yes
- ii. No
- iii. Prefer not to say”

4. Affirmative response to the following waivers and statements
- a. “I have read the following and I agree to hold harmless the Prospect Park Women's Softball League (PPWSL), its directors, volunteers, and personnel from, by, and against any and all liabilities (statutory and likewise), claims, suits, demands, judgments, costs, interests, and expenses in connection with PPWSL tryouts and/or softball season activities.
 - b. I understand that the PPWSL games are played on various weeknights (no weekend games) from April through August in Prospect Park, Brooklyn from 6:00-8:00 pm.
 - i. Note - Players are not expected to attend every game of the season, there is a requirement to play in a minimum of 6 out of the 14 games of the season in order to participate in the final August tournament (which is on a weekend).
 - ii. Individual teams may have their own additional expectations around practice and game attendance.
 - c. I understand there is a non-refundable tryout fee of \$5.00.
 - d. I am 18 years of age or older.”

e. Tryouts:

- i. Two days beginning in late-March after Daylight Savings, including a rain date; actual dates vary year by year.
- ii. The League Draft Coordinator and Vice President are responsible for organizing and facilitating the annual tryout, as well as collecting and tabulating the tryout scores and draft pool groups.
- iii. At tryouts each player's abilities are rated by at least 3 high/advanced players from 1-5, 1 being a beginner and 5 being advanced. The abilities tested, their weight for calculating the player's tryout score, and skills to consider are:
 - 1. Infield Fielding (12.5%) quickness, range, ability
 - 2. Infield Throwing (12.5%) quicknes, strength, distance, accuracy
 - 3. Outfield Fielding (12.5%) quickness, range, ability
 - 4. Outfield Throwing (12.5%) quicknes, strength, distance, accuracy
 - 5. Bat Contact (20%) strength, plate coverage

6. Batting Quality (20%) light hit on grounders and fly balls and hard hit on grounders and line drives
 7. Base Running (10%) speed and savvy
 8. Pitching (Independent Score) throwing strikes, handling stress, speed of pitch
- iv. Players must acknowledge the below statements prior to being rated as a pitcher.
1. Only players given a pitcher rating of MID, HI, or ADV will be put into the pitcher draft pool. Any players tested at a pitcher rating of BG or LOW will not receive a pitcher rating and will remain in the general player pool.
 2. If you tryout as a pitcher, receive a pitcher rating, and are drafted to a team you must be willing to pitch if called upon. If you decline to pitch, the team can remove you from their roster and you will not receive alumni status for priority in future tryouts.
- v. A \$5 fee is requested from all people who try out. Any players unable to pay will still be allowed to try out.

f. Contact Undrafted Pool from the Previous Season:

- i. Players and pitchers who tried out the previous season but were not placed on a team are to be contacted by the Draft Coordinator and asked if they wish to remain in the pool for possible selection by a team. If they respond affirmatively, they will join the pool and draft flow outlined in 1.c.

g. Preparation of Draft Pool Groups

- i. A draft pool spreadsheet should be created with 3 tabs for each of the draft pool groups:
 1. Pitchers
 2. Alumni
 3. Players
- ii. Each tab will have the following columns:
 1. Last Name
 2. First Name
 3. Priority (This will be an A-D corresponding to following)
 - a. BIPOC player from preceding season
 - b. BIPOC player from current season
 - c. Remaining players from preceding season
 - d. Remaining players from current season
 4. Player Rating
 5. Pitcher Rating (if applicable)
 6. Tryout Player Score
 7. Tryout Pitcher Score (if applicable)
 8. Team Request (only for Alumni tab)
 9. Random Number Generator (only for Player tab, will be an equation generating random numbers)
- iii. Once the pitcher tab is fully populated it will be sorted*:

1. First by priority from A to Z
2. Then by tryout player score from Z to A
3. And finally by tryout pitcher score from Z to A
- iv. Once the player tab is fully populated it will be sorted*:
 1. Three times by random number generator from A to Z
 2. Then by priority from A to Z
 3. And finally by player rating from A to Z.

*sorting order is important as it ensures we pull from the pools in the correct order

3. Draft Meeting Procedures

a. Final Roster Review:

- i. Teams are polled alphabetically to confirm their roster as shown on the spreadsheet:
 1. Any changes or inconsistencies from the distributed spreadsheet will be updated at this time

b. Pitcher Draft:

- i. **Preparing for the Pitcher Draft:**
 1. The pitching draft order should already be set in the draft organizer, but will be verified again if any changes were made to the rosters in the final review.
 2. The pitching draft pool should be populated and organized/sorted as outlined in the preparation of draft pool groups section above.
- ii. **Filling Open Pitching Spots:**
 1. Start with the first team from the pitching draft order and continue down the list, with each team receiving one pitcher. Once all qualified teams have received a pitcher start from the top again.
 2. For each team select the highest skill level pitcher for the highest rank spot open on the team.
 - a. If there are no available pitchers ranked at the highest open spot on the team, the team will be offered the highest rated pitcher of the next available, lower rating class, or if available, the highest rated pitcher with the correct player rank the team has available.
 3. It is at the team's discretion to accept or decline the pitcher offered to them.
 - a. If a player of lower rating is accepted the drafted player will be considered to be occupying the higher slot if no slot for that rating is available on the team's roster, though the rating listed on the team's final roster should be the player's assigned rating from the draft.
 - b. If offered pitcher is declined, the team's pitching need is considered satisfied and the team will not be included in future pitching draft rounds.

- iii. **Conclusion of the pitching draft:** The pitching draft will end when all pitchers have been selected or all pitching needs have been satisfied, whichever occurs first.
 - 1. Selecting a pitcher of any given rating in the pitching draft will not constitute the team's first selection in the player draft.

c. Alumni Draft:

- i. Any alumni players returning to the PPWSL after more than a one year absence from a PPWSL roster must tryout again and be re-rated.
- ii. All alumni players will be drafted after the pitching draft concludes.
 - 1. The player will first be offered to the team they listed on their registration form.
 - a. It is at the team's discretion to draft the player.
 - b. Drafting of the player is contingent upon the availability of a rating slot for the skill level of the player. If the skill level is not available the player can take up a spot of a higher ranked opening but not of a lower ranked opening.
 - 2. If the player did not list a team or is not placed on their requested team, other teams may request the alumnus.
 - a. Drafting of the player is contingent upon the availability of a rating slot for the skill level of the player. If the skill level is not available the player can take up a spot of a higher ranked opening but not of a lower ranked opening.
 - 3. If the player is not drafted to any team, they will be placed into the general pool.
- iii. **Conclusion of the Alumni Draft:** The alumni draft will end when all alumni players have been selected or all teams have passed on drafting the remaining alumni, whichever occurs first.
 - 1. Selecting an alumni draftee of any given rating in the alumni draft will not constitute the team's first selection in the player draft.

d. Beginner Request Draft:

- i. Beginners have traditionally been allowed to name a team to play on. Teams may also name and request Beginners. The PPWSL Draft Coordinator is to facilitate the draft of Beginners and will review the Player Draft Rating Forms of Beginners to see if they name a team. If so, those players will be offered to the named teams after the completion of the alumni draft. The Player Draft Rating Form selected will be given to the team representative so that the team may contact the player. Selection of such players is entirely at the discretion of the named teams. If they choose not to select the player, the Undrafted Player will remain in the draft pool and will be available for random selection by any team needing a Beginner when the position player draft reaches the Beginner portion.

e. Player Draft:

- i. **Preparing for the Player Draft:**

1. The draft order is set in the draft organizer.
 2. Any undrafted players from the pitching and alumni draft should be copied into the player draft pool and the pool should be reorganized/sorted as outlined in the preparation of draft pool groups section [2.g.iv.](#) above.
- ii. **Filling Open Player Spots:**
1. Start with the first team from the draft order and continue down the list, with each team that has a spot open receiving one player. Once all qualified teams have received a player start from the top again.
 2. For each team select the first player listed in the draft pool for highest rank spot open on the team.
 - a. If there are no available players ranked at the highest open spot on the team, the team will be offered the highest rated player of the next available, lower rating class.
 - b. If a player of lower rating is drafted they will be considered to be occupying the higher slot but listed on the team's final roster should be the player's assigned rating from the draft.
- iii. **Conclusion of the Player Draft:** The player draft will end if all players have been selected or all playing openings have been satisfied, whichever occurs first.

f. Trades:

- i. Trades may proceed after the draft itself is completed.
- ii. All trades are contingent upon the availability of a rating slot for a player of that skill level or below
 1. Pitchers can only be traded for another pitcher

g. Recording the Draft and Associated Trades:

- i. All teams are to review their draft selections and trades with the PPWSL Draft Coordinator immediately after the draft meeting is completed to ensure each drafted player is recorded.
- ii. The PPWSL Draft Coordinator will then send the contact information of each drafted player to their new team's rep

4. After the Draft Meeting

a. Drafting Players after the Meeting

- i. If a player leaves a team before the deadline on the last Monday of June, a team can draft from the undrafted players pool to fill that spot.
 1. The Draft Coordinator will facilitate the selection of the late draftee following the draft protocols as outlined in sections [1.c.](#) and [3.e.](#)
- ii. If a newly drafted pitcher is no longer willing to pitch, the team may request a replacement pitcher before the last Monday of June:

1. The Draft Coordinator will confirm refusal to pitch with the player themselves before the player is removed from the roster.
2. Once confirmed, the Draft Coordinator will facilitate the selection of the new pitcher following the draft protocols as outlined in sections [1.c.](#) and [3.b.](#)
3. If no pitchers are available, the spot is filled following the draft protocols as outlined in sections [1.c.](#) and [3.e.](#)

Appendix F

END OF SEASON TOURNAMENT GUIDELINES

1. Purpose

- a. These Guidelines are to be used to provide Tournament-specific guidance. The current PPWSL Rules, as supplemented by the USA Softball (former ASA) rules, are to be used, unless otherwise superseded by provisions contained herein.

2. Structure

- a. Date: Typically the fourth weekend in August.
- b. Game start times: Determined by Tournament Brackets diagram.
- c. Game intervals: 105-minutes (1-hour 45-minutes) between game start times, unless otherwise noted. Teams should expect to start each game at the posted start time, regardless of the finish time of the previous game.
- d. Duration of game: Seven complete innings or 90-minutes (1-hour 30-minutes) after game start time, whichever comes first for all games except the championship game. No new inning to start after 90-minutes from the game start for all games except the championship game(s). The teams must confirm and record the actual game start time with the umpire at the start of each game. If there is a lengthy, unforeseen stoppage of play (i.e. injury), umps may be asked by either team to start a stoppage time clock. When the game resumes, the stoppage time can be played beyond the 90-minute window. (i.e. If the game started at 1pm, end time should be 2:30p. But if stoppage time of 10mins needed, then game end should be extended to 2:40p). See tie-breaking rules below for any additional details.
 1. The championship game is to be seven complete innings with no new inning to start after the game cut off time. The game cut off time for the championship game(s) to be 7:07pm (sunset is approximately 7:37pm on 8/27/23). See tiebreaking rules below for any additional details.
- e. Format: The planned tournament is for a two-day tournament on four fields with a round-robin segment on Day One and a single elimination segment on Day Two.
 1. Bad weather alternate: one-day, single elimination seeded tournament on up to four fields with seeding determined by the regular season standings, see item 3, below.
- f. Forfeit time: Five minutes after game start time. It is important and necessary to start games on time to accommodate tiebreakers, if needed.
- g. Warm-ups: Warm-ups will be held prior to each game only if time allows before designated game start time. If time is available, each team is to have approximately the same amount of time on the field. Visiting Team goes onto the field first, followed by the Home Team. The Home Team may stay on field for start of game if it desires.
 1. Teams may also warm up on fields not in use for scheduled Tournament play or in the outfield spaces between the Fields as long as games in use for scheduled Tournament play are not obstructed.
- h. Field Measurements: Umps must recheck base & pitcher's mound measurements before each game, and teams must confirm acceptance of them before the game's scheduled start time. (The distances are: 40 feet from the back point of home plate to

the front of the pitcher's rubber and 60 feet between the bases). Re-measuring of bases will not be allowed once the game has started.

- i. Tie-breakers – SATURDAY- ROUND ROBIN SEGMENT ONLY (adapted from USA Softball rule 5, section 11).

If, **after the completion of seven innings** of play **and before the game cut-off time**, the score is tied, teams are to continue play as follows:

1. Starting with the top of the eighth inning, and in each half inning thereafter (as needed), the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
2. Play will continue with each complete inning with no new inning beginning after the game cut-off time or until the tie is broken, whichever comes first. If the game is still a tie at that time, teams are to vacate the field and benches to allow the next game (if any) to proceed. A tie will be recorded.

If, **after the completion of seven innings** of play and **after the game cut-off time**, the score is tied, teams are to vacate the field and benches to allow the next game (if any) to proceed. A tie will be recorded.

If, **before the completion of seven innings of play**, **the game is tied at the game cut-off time**, teams are to continue to play a single, additional inning as follows:

Starting with the top of the additional inning, and in the bottom half inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base)

If the game is still a tie after that single inning, teams are to vacate the field and benches to allow the next game (if any) to proceed. A tie will be recorded.

- j. Tie-breakers – SUNDAY SINGLE ELIMINATION DAY ONLY (adapted from USA Softball rule 5, section 11)

If, **after the completion of seven innings of play** and **before the game cut-off time**, the score is tied, teams are to continue play as follows:

1. Starting with the top of the eighth inning, and in each half inning thereafter (as needed), the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
2. Play will continue with each complete inning with no new inning beginning after the game cut-off time or until the tie is broken, whichever comes first. If the game is still a tie at that time, teams are to vacate the field and benches to allow the next game (if any) to proceed. The winner is the team that was higher in the overall regular season standings.

If, **after the completion of seven innings of play** and **after the game cut-off time**, the score is tied, teams are to vacate the field and benches to allow the next game (if any) to proceed. The winner is the team that was higher in the overall regular season standings.

If, **before the completion of seven innings of play, the game is tied at the game cut-off time**, teams are to continue to play a single, additional inning as follows:

1. Starting with the top of the additional inning, and in the bottom half inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
2. If the game is still a tie after that single inning, teams are to vacate the field and benches to allow the next game (if any) to proceed. The winner is the team that was higher in the overall regular season standings.

Championship game: If, after the completion of seven innings of play and before the championship game cut-off time, the score is tied, play will continue as usual with no new inning beginning after the game cut-off time or until the tie is broken, whichever comes first. If, in the unlikely event, the game is still tied at the championship game cut-off time, teams are to continue to play a single, additional inning as follows:

1. Starting with the top of the additional inning, and in the bottom half inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective inning being placed on second base (e.g., if the number seven batter is the leadoff batter for that inning, the number six batter in the batting order will be placed on second base).
 2. If the game is still a tie after that final single inning, teams are to vacate the field. The winner is the team that was higher in the overall regular season standings.
- k. A substitute may be inserted for either the batter or the base runner only in conformance with USA Softball and PPWSL substitution rules, as well as other League rules.
- l. League pitching and courtesy base runner rules will be in effect. If the player who is scheduled to bat last in the respective tie-breaking inning(s) is playing with a courtesy runner, the last out from the previous inning would start at 2B.
- m. Home Teams/seeding – round-robin segment, Day One: Teams are divided into three pools as determined by the rankings (seeds) based on overall season standings – see Tournament Brackets diagram. **The team with the highest ranking is the Home Team in each game.** The final overall standings must be distributed by the end of the day on Friday before the tournament at the latest.
1. Benches: The Home Team in each game chooses the bench it prefers.
 2. Standings: The regular season standings are determined in the following order and are used as seeding (ranking) for the round-robin segment of the tournament:
 - i. Total points, as follows: two-points for each victory, one-point for each tie, and zero-points for each loss.
 - a. Alternate if one or more teams are unable to play their full schedule of games due to the weather: winning percentage – defined as wins divided by the total number of games played (wins plus ties plus losses) with a tie counting as a half a win.
 - ii. If two or more teams were tied in points, the winner(s) is/are the team that won (best winning percentage) when the teams played each other (head-to-head).

- a. If the teams played two or more games head-to-head and split them evenly (same winning percentage), the winner is the team with the greater run differential when the teams played each other (head-to-head run differential).
 - iii. If they tied in head-to-head play or if they tied in head-to-head run-differential, the winner is the team with the greater run differential for the season (season run-differential).
 - iv. If the season run-differential is the same, a coin toss will take place (coin toss).
3. The regular season standings are as follows:

1.	4.	7.	10.	13.
2.	5.	8.	11.	14.
3.	6.	9.	12.	

- n. Home Teams/seeding – single elimination segment, Day Two: Home teams are determined by the rankings (seeds) based on the standings from the round-robin segment on Day One. **The team with the highest ranking as determined in the round-robin segment on Day One will play as the Home Team in each game,** up to and including the final. The final overall standings and updated bracket will be distributed after play ends on Saturday.
 1. Benches: The Home Team in each game chooses the bench it prefers.
 2. Standings: The round-robin segment standings are determined in the following order and are used as seeding (ranking) for the single elimination segment of tournament:
 - i. Total points, as follows: two-points for each victory, one-point for each tie, and zero-points for each loss.
 - ii. If two or more teams are tied in points, the winner(s) is the team that placed highest in the 2023 regular season.
- o. Field choice: Field choices will be made as part of the Tournament preparation prior to the tournament and included on the bracket diagram
- p. Tournament winner: If the Tournament is played in part as listed below and canceled at some point due to weather or field conditions.
 1. Round-robin segment on Day One: no tournament champion will be declared if play does not advance to the single elimination segment on Day Two, see below.
 2. Single elimination segment on Day Two.
 - i. The highest and second highest seeded teams (based on seeding from the round-robin segment on Day One) remaining will be the Tournament Champion and the Runner-up, respectively if six or less teams remain in the tournament when canceled.
 - ii. No tournament champion will be declared if more than six teams remain.
 3. Single elimination one-day tournament format (if used in place of two-day format due to field conditions).

- i. The highest and second highest seeded teams (based on regular season finish) remaining will be the Tournament Champion and the Runner-up, respectively if six or less teams remain in the tournament when canceled.
- ii. No tournament champion will be declared if more than six teams remain.

3. Format changes due to poor field conditions

- a. Delays or format changes: Poor weather before or during the tournament may result in format changes involving game duration, number of fields, number of days, single or double elimination format or, in the most extreme circumstances, number of teams or Tournament cancellation
- b. Decision: Decisions regarding format changes as noted above are to be made by the League Executive Committee consisting of any combination of the League Officers – President, Vice President, Treasurer, and Secretary but no less than two, as well as the Tournament Coordinator.
 - i. If weather and field conditions warrant, the League Officers and Tournament Coordinator will meet at the fields or otherwise communicate as early as possible each day of the Tournament before the first game time slot and make a group decision as to the condition of each of the field, as needed.
 - ii. Alternate brackets for a variety of different conditions such as reduced number of fields or days will be provided in advance to assist the League Officers in making and implementing any changes.
- c. Notification: For both days of the tournament tournament-related messages will be emailed to the League Contact List TeamSnap by 7:30am. Coaches/managers or team representatives should check their email and/or check the team snap for team reps if the weather or ground conditions are questionable and is then responsible to notify their own team. Do not have individual players call the Tournament Co-Chairs nor should they contact the Executive Committee members individually.

4. Tournament grounds preparation

- a. Field prep: Due to park rules we are not allowed to prep or repair the fields.
- b. The first home team for each field each day should arrive early to get the bases and set up the fields.

5. Tournament administration and game day organizing

- a. The Tournament Administration Station (TAS)
 - i. The TAS will be located at a table near Field 6 (on day 1) and Field 1 (on day 2), or as determined based on the condition of fields and each team will be responsible for probably one volunteer to work at the table during the time they are not playing.
 - ii. League merchandise for sale will also be adjacent to this table and whoever is manning the table is responsible for them.
 - iii. Equipment or materials
 - 1. Official Tournament Record; on a clipboard with pen(s) for updating.
 - 2. Tournament Bracket Board(s) with markers for updating.
 - 3. Tournament Guidelines and 2023 League Rules.
 - 4. Dispute Notification Forms.
 - 5. Tournament Bracket diagram fliers.

6. First aid kit and ice packs
 7. Trash bags: teams should also bring one with you in case there is an overflow of garbage at your field.
 8. Game balls: balls will be pre-divided into one bag for each field for that field's games. The first home team at each field will deliver to the field.
 9. Bases and pitching rubbers: when not in use (up to four-sets)
 10. Umpire fees: to be held by the Treasurer or a designated League Executive Committee member and distributed as noted below.
 11. Perpetual trophies: the Bombers (2022 Regular Season and Season Tournament winners) are to bring the trophies to the TAS at the start of Day Two of the Tournament for viewing and later distribution in a brief ceremony to the 2023 Regular Season and End of Season Tournament champions directly after the Tournament ends.
- b. Tournament Organizers are to include:
- i. League Executive Committee: Treasurer (Aimee Creed, 646-425-4897), and Secretary (Jax Gill, 909-938-6723).
 - ii. Tournament Coordinators: Monica Hill, 914-760-1187 & Jenni Schalk, 917-239-3660
 - iii. Umpire Liaison: Kelly McConnach, 917-971-6401
 - iv. Tournament Organizing Volunteers: one or two volunteers are required at any given time at the TAS.
 1. Each team is to designate at least one to two individuals each day willing to serve as a Tournament Organizing Volunteer during the time slots developed by the Tournament Coordinator. Due to the uncertainty about the schedule and playing times of each team, it may be necessary for the Tournament Coordinator to assign teams to volunteer time slots. Teams are required to have a volunteer present for any assigned volunteer time slot.
- c. Official Tournament Record
- i. This document is to contain the reported results of all games and will be certified by the signatures of the League President and Vice President at the conclusion of the Tournament as the Official Tournament Record. The final Tournament results will be derived from this Record.
 - ii. The Official Tournament Record is to be publicly maintained at the TAS.
 - iii. Immediately after each game, each team is to send a single representative to the TAS to report game results. The team representative is to print their name in the Official Tournament Record when reporting results.
- d. Tournament Bracket Board
- i. This board is to publicly display the agreed upon Tournament brackets, as well as game time and location information. It will be updated as the Tournament progresses by the Tournament Organizers from results recorded in the Official Tournament Record.
 - ii. The Tournament Bracket Board is to be publicly maintained at the TAS.

- e. Game balls
 - i. 34 games are scheduled over a two-day period, and 68 new Clincher game balls (two per game) will be required as follows – Day One: 42 game balls for 21 games; Day Two: 26 game balls for 13 games.
- f. Umpire fees
 - i. Umpire fees will be paid directly by the League Treasurer, or an Executive Committee designee, to the designated Head Umpire each day prior to commencement of play. The Head umpire on each day will be responsible for distributing the fees directly to the umpires.
- g. Portable toilets
 - i. The Tournament Chairs are to contract with and pay the supplier/maintainer of the portable toilets in the park (usually near Field 7) to clean those toilets prior to each day of play.
- h. Bases and pitching rubbers
 - i. Bases and pitching rubbers are the responsibility of the Home Team for games at the start and end of each day. They are to be set-up prior to game start time and returned when no longer in use for that day.
 - ii. Four complete sets of bases and pitching rubbers will be required for the Tournament.

6. Miscellaneous

- a. Umpires: The League's Umpire Liaison, Kelly McConnach, 917-971-6401, is to inform the head of the umpire association of the tournament dates and field locations, and of how many and which umpires the league wants. Kelly is also responsible for informing the head of the umpire association immediately as to any rainouts, delays, or other tournament schedule changes.
- b. Two umpires will be hired for each game.
 - i. Umpire selection will be determined by the designated Head Umpire. The League's Umpire Liaison will ask the head of the umpire association to instruct the umpires to rotate fields between games, to avoid the possibility of pairing more than once a team and umpire who may have developed a poor relationship.
- c. Player exemptions, the following players were exempted from the minimum-games rule:

Backlash		Flamingos	
Beavers		Fuertes	
Bodega Cats		Jaguars	
Bombers		Phoenix	
Crescendo		Rebels	
Diamonds		Thunder	
Ducks		Titans	

- d. Litter: Teams should check to be sure they have left nothing behind on their bench – including garbage – as they leave after a game. Players on the sidelines should make an effort to discard garbage, trash, bottles, and cans in the trash cans and trash bags provided.
- e. Protests (changes as noted below, otherwise as per PPWSL Rules)
 - i. Process: A Disputes Notification Form shall be completed and submitted to Tournament Chairs. This shall constitute notification. Volunteers will then immediately, prior to each team's next game, and during the break between games, inform the Chairperson of the Disputes Committee, Nancy Tejada, 917-656-8821. In 2023, the Committee consists of a representative from Beavers, Crescendo, Flamingos, Jaguars, Rebels and Thunder
 - 1. For a dispute on Day One during the round-robin segment, the Committee Chair must call a Disputes Committee meeting at some point during the period of play for that entire day (play begins at 8:30am and ends about 6:30pm). Games shall continue during the dispute process, where possible, with the exception of the any teams involved in the actual dispute. If the dispute involves any of the six members of the team on the committee, that team will withdraw from the proceedings for that dispute and will not be replaced. At least three committee members must be present to make a decision, but Chair must make every effort to have the full six representatives.
 - 2. For a dispute on Day Two, due to the potential urgency of this process, the Committee Chair must call a Disputes Committee meeting as soon as the complaint has been received. The Committee Chair may, at her discretion, draft a representative from any team not represented on the 2023 Disputes Committee in order to help convene a meeting and resolve a dispute. (Drafted representatives have a full vote) If there are not six committee representatives available, they may convene with no less than three members but Chair must make every effort to have the full six representatives.
 - 3. That meeting will immediately convene and listen to a verbal account of the dispute and then produce a decision, which must be reported to all parties without delay.
 - ii. Conflicts: If the Committee Chair is on a team that is involved in the dispute, the League Treasurer shall function as Chair for that dispute. If the League Treasurer and the Committee Chair are on a team that is involved in the dispute, the League Secretary shall function as Chair for that dispute.
 - iii. Availability: If, for some reason, the Committee Chair is not available in a timely fashion to call and convene a Disputes Committee meeting, the League Treasurer shall function as Chair for that dispute. If, for some reason, the League Treasurer and the Committee Chair are not available in a timely fashion, the League Secretary shall function as Chair for that dispute.
- f. Rules: As noted previously, the current PPWSL Rules, as supplemented by the USA Softball rules, are to be used, unless otherwise superseded by provisions herein. "All players must play and minimum playing time," "Courtesy runners," "Pitching," "Tournament eligibility," "Uniforms," and other League rules have been omitted for purposes of clarity only and will be in effect for the Tournament.
 - i. The mercy rule shall not apply during the tournament.

Appendix G

2024 Player Waiver

I hereby understand and state as follows:

1. I wish to participate in the Prospect Park Women's Softball League (hereinafter referred to as "PPWSL" or the "League"), as a player and so voluntarily for my own personal enjoyment;
2. The PPWSL is defined to include, but is not limited to, the League itself, any and all organizers, officials, officers, directors, team sponsors, coaches, and any other individual or entity having any control, responsibility or authority over the matters and functions of the League.
3. "Participation" or "participate" is defined to include, but is not limited to, playing in PPWSL games, participating in team practices, and any other function(s) of the team or PPWSL.
4. I wish to play for a team in the PPWSL during the 2024 Season, which includes but is not limited to official & exhibition games, team practices, and a Playoff Tournament.
5. If I am offered and accept a position as a player on a PPWSL team for the 2024 Season, I agree to waive and release any claims for any personal injury, death and property damage, which I may sustain as a result of my participation in the PPWSL.
6. I am aware of the possible risks, hazards and dangers normally associated with playing softball, and I voluntarily assume the risk of all such hazards and dangers including, but not limited to, physical injury, death and property damage. I assume the risk of all dangerous conditions in and about the playing and practice fields and dangerous weather conditions. I am responsible for visually inspecting each field prior to each practice or game, and determining whether or not to participate. Participation on my part is voluntary and I have the absolute discretion to refuse to play, practice or participate as the case may be.
7. I understand and I am aware that no insurance coverage of any kind is provided for me by the PPWSL, and that I am personally responsible to obtain insurance, should I so choose, to cover me for any illness, personal injury, death or property loss which I may sustain as a result of my participation in the PPWSL.
8. I am unaware of any physical or health condition, which would prevent or limit my participation in the 2024 Season.

RELEASE & WAIVER OF LIABILITY:

I hereby RELEASE the PPWSL and WAIVE any and all LIABILITY claims, causes of action and/or suits against them for any personal injury, death or property damage which I may sustain arising out of or occasioned by my participation in the PPWSL. I agree that this Waiver and Release of Liability shall also apply to any claims made by my spouse, partner, heirs, personal representatives, or any other person who may make a claim on my behalf.

I HAVE READ AND UNDERSTAND THIS ENTIRE DOCUMENT PRIOR TO SIGNING IT, AND VOLUNTARILY ACCEPT ITS TERMS.

Appendix H

GLOSSARY

Anti-Violence: *acting against, or opposing violence, including but not limited to the following examples: excessive unnecessary physical contact, threats to injure another person, and intentionally causing damaging property of another.*³

Bullying: *Any unwanted aggressive behavior(s) by another person or group, that involves an observed or perceived power imbalance, and is repeated multiple times or is highly likely to be repeated. Bullying may inflict physical, psychological, or social harm or distress.*

Common types include:

Physical harm (hitting, kicking, shoving)

Verbal (name-calling, teasing)

*Relational/Social (spreading rumors, leaving out of the group)*⁴

Cyber Bullying: *a form of bullying done through technology—social media, texting, emails, etc.*

Discrimination: *the unfair treatment of people or groups based on characteristics such as race, gender or sexual orientation. Can come in many forms—big or small—such as micro-aggressions.*

Erasure (Cultural Erasure): *the exclusion of a minority group or member from historical, or discussion of current events. The replacement or whitewashing of a minority group or member from the dominant culture. The denial of an individual's or group's minority identity, or misidentification of a minority group member.*⁵

Harassment: *unwelcome behavior or conduct that may include, but is not limited to, offensive jokes, slurs, epithets, name calling, intimidation, ridicule, insults, or put-downs. The victim does not need to be the person harassed, but can be anyone affected by the offensive conduct*⁶

Marginalization: *treatment of a group, person, or concept as insignificant or peripheral. Examples include, but is not limited to, assuming someone will act a certain way based on stereotypes about their identity, denying opportunities because of aspects of someone's identity, derogatory language or bullying, and singling someone out because of their religious beliefs or cultural practices.*⁷

Retaliation: *The act of harming someone because they have harmed oneself, or revenge.*

³ <https://static.wftda.com/files/wftda-code-of-conduct.pdf>

⁴ <https://www.cdc.gov/violenceprevention/youthviolence/bullyingresearch/fastfact.html>

⁵ <https://www.dictionary.com/browse/erasure>

⁶ <https://www.eeoc.gov/harassment>

⁷ <https://www.inhersight.com/blog/guide/marginalization>

Sexual Harassment: *unwanted and unwelcome advances of a sexual nature. It could be a touch, written note, joke, picture, etc. It can be intentional or unintentional.*⁸

Slurs: *an insulting remark—that could be ethnic, personal, racial in nature.*

Epithets: *a word, name, or phrase that describes someone by their attributes or qualities—that can be disparaging or abusive.*

Tokenism: *The practice of making only a symbolic effort to do a particular thing, such as recruiting a small number of people from underrepresented groups, in order to give the appearance of equality within a community.*

⁸ <https://www.cdc.gov/eeo/faqs/discrimination.htm>