



KMGSA

**RECREATIONAL LEAGUE
COACH HANDBOOK**

U9 – Mini Mite

U11 - Mite

2025

KMGSA RECREATIONAL LEAGUE RULES



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KMGSA RECREATIONAL LEAGUE RULES



Introduction

KMGSA would like to extend a warm welcome to all those who have volunteered to coach one of our recreational teams. We recognize that it is a huge commitment, and we greatly value your contributions to girls' softball in Kitchener. This handbook has been developed as a tool to help provide information to you, our coaches, to guide you through the season. It covers rules, policies, and roles & responsibilities as well as some guidelines you may find useful when managing your teams.

KMGSA Philosophy

KMGSA are committed to providing a developmental recreational program in which girls from Squirt through Midget can develop their softball skills within a positive and fun environment. We emphasize teamwork, commitment, and good sportsmanship, while at the same time, encouraging growth and development as athletes.

Recreational League Organizational Structure

It is the responsibility of the REC VP's and REC Convener's to oversee the operations and activities of the REC division. The REC Convener operates within the bylaws, policies and procedures of their respective organization, and reports to their Board of Directors at every Executive meeting.

As a head coach, your first line of communication is with the assigned REC Convener – houseleague@kmgsa He/she will answer questions, seek information, and provide support and guidance to all teams. The REC Convener will bring matters that require further discussion and approval to the attention of Rec VP and the Board, to be dealt with in a timely manner.

KMGSA

RECREATIONAL LEAGUE RULES



General Rules for All Divisions

Softball Canada's Official Guide and Rule Book will apply for all divisions, except as follows:

1. All players present for a game will be listed in the line-up and will bat in rotation. Free substitution of players in the field will be allowed. A player not present at the start of the game cannot be listed until she arrives. She will be listed at the end of the batting order when she does arrive.
2. The score at the end of the last complete inning will stand regardless of the number of innings played. All games including the Year End Tournament, no inning will start after 65 minutes. Games are limited to 1 hour and 15 minutes in length (drop dead time).
3. Any number of registered house league players from a younger division may be substituted to avoid a forfeit. Call up players must wear their regular team shirt or shirt of similar color of the team they are playing for. Call up players may not pitch except in the event where each of the regular pitchers have pitched their maximum innings per game (2).
4. If a game is forfeited, every attempt should be made to play the game as an exhibition game by "borrowing" members from the opposing team or other mutually agreeable conditions. A forfeited game will be registered as a 7-0 loss.
5. A rover (4th outfielder) is allowed.
6. A player will be limited to pitching a maximum of 2 innings in a game and cannot be consecutive (a single pitch in an inning will constitute an inning pitched).
7. The (child) pitching will pitch either six (6) total pitches or four (4) balls to each batter. If the ball is put in play or the batter strikes out before the pitcher has thrown four (4) balls and before six (6) total pitches have been thrown then the coach from the batting players team does NOT enter the game during that at bat. However, if the (child) pitching throws either four (4) balls or six (6) total pitches to one batter, before the batter strikes out or puts the ball in play, then the batting teams coach enters the game to finish the at bat for that player. The coach will take over the strike count for that batter and each pitch that is not put in play counts as a strike. The only exception is that if with two (2) strikes the batter fouls off the third strike and any subsequent pitches then the coach will continue to pitch to that batter until the batter puts the ball in play or misses a pitch for strike (3).
8. No player can play the same position twice in a game (Pitcher is an exception see rule #6)
9. No player may sit a second inning until every player has sat once. No player can sit for two consecutive innings (exception - injury).
10. Teams may play with a minimum of six (6) players.
11. Two out catcher rule is in effect. If catcher is on base with 2 out, last out is to run for the catcher.
12. Each half-inning (prior to open innings) ends when there are three outs or six (6) runs have been scored.
13. No Stealing, No Bunting, no dropped 3rd strike and infield fly is not in effect.
14. One (1) defensive coach is allowed on the diamond.
15. Runners can not leave the base for a steal until the ball crosses home plate.

Ball & Distance Chart

Division	Ball Diameter	Pitching Distance	Base Path	Home to Second 1 st to 3rd
U9 - Mini Mite	11"	30 feet	45 feet	63 feet 7 inches
U11 - Mite	11"	35 feet	45 feet	63 feet 7 inches
U13 - Squirt	11"	38 feet	55 feet	77 feet 9 inches
U15 - Novice	12"	40 feet	60 feet	84 feet 10 inches
U17 - Bantam	12"	43 feet	60 feet	84 feet 10 inches
U21 - Midget	12"	43 feet	60 feet	84 feet 10 inches

Additional Rules for Mite (U11)

1. Each half-inning (prior to open innings) ends when there are three outs or five (5) runs have been scored
2. Base runners can steal only one base per batter.
3. Base Runners cannot advance from third by stealing, wild pitches or passed balls.
4. Bunting is allowed
5. No extra bases are awarded on overthrows.
6. A player will be limited to pitching a maximum of 3 innings in a game, but only two can be consecutive (a single pitch in an inning will constitute an inning pitched).
7. After June 15th the coach will not come in to pitch if 6 total pitches or 4 balls have been thrown. If 4 balls have been thrown the batter will be awarded first base.
8. Coaches are encouraged to play pitchers that are more consistent at throwing strikes after June 15th to encourage faster and more competitive game play.
9. Courtesy runners may be allowed in the following situations: a coach identifies prior to the game player(s) that cannot run for themselves due to health/injury situations or a player is injured during the game, and continues to play, but cannot run for herself anymore.
 - A courtesy runner (last available player in the batting order) will be allowed for those players at either a) home plate if the player cannot run at all or b) first base in all other cases.
 - In the event the courtesy runner is from home plate, then the dropped 3rd strike is not in effect and for safety reasons a runner at 3rd MAY NOT advance home on a wild pitch or passed ball and CANNOT steal home during or after a pitch to the batter.

Rule Notes

1. Not sliding at home is not a reason for a player to be called out but players should be reminded that any close play they should be sliding for safety reasons. All players should be taught to slide and encouraged to slide at home anytime there is a potential play at the plate.
2. As per Softball Canada's rules, if a player is deemed to be deliberately trying to knock the ball out of the catcher's glove during a play at home plate, they may be called out (umpire discretion). This typically is called when a base runner makes first contact with the catcher by raising their forearms, elbows or leads with the shoulder.
3. As per Softball Canada rules, a catcher cannot position themselves on the baseline or plate while waiting to receive a throw. Once they have possession of the ball then they can block the base line and plate. The catcher should be standing just in front of home plate waiting to receive the ball.
4. Orange Safety Base - As per Softball Canada rules, if the catcher picks up the ball on the foul side of the 1st base line (ie for a dropped 3rd strike), the 1st baseman can choose to use the orange base but must give the runner access to the white base. 1st baseman must make the decision on which base they will use early in order to give the runner enough time to make the adjustment.

KMGSA RECREATIONAL LEAGUE POLICIES



Policies for ALL Divisions

1. All players must be registered with KMGSA, or their respective organization, prior to participating in any game or practice for insurance purposes.
2. All teams will participate in the Finals tournament. The format used for each division will be determined by the Recreation Conveners and Vice Presidents based on the number of teams.
3. All players on each team are to play as close to an equal amount of time in each game as is possible. Deficits are to be made up in the following game.
4. In case of rain causing field closures, the Convener will attempt to email the coaches or tweet the status by 5:30pm to cancel the game. If the decision is not made by 5:30 pm the coaches and umpire(s) will make the decision to play or to cancel the game by 6:30 pm at the field. If the game begins, the decision to stop is the umpire's responsibility. If a game is cancelled due to rain when at the field, please notify houseleague@kmsga.com. If there is visible lightning, seek shelter. A game can only resume after 20 minutes since the last visible lightning strike. Rain out games will NOT be made-up/rescheduled.
5. Home teams must report the score within 24 hours (email houseleague@kmsga.com).
6. The home scorekeeper will be the official scorer. Scorekeepers MUST check with each other between innings.
7. The umpire's decision shall be FINAL. NO protests will be considered.
8. The uniform provided by the KMGSA must be worn for each game as a courtesy to the sponsors who have provided the funds for the uniforms. Coaches, as well as players, are expected to wear their team shirts. No alterations to uniforms are allowed.
9. Running shoes or ball cleats are acceptable but metal cleats are only allowed at Novice (U15) and above as per softball Canada.
10. No exposed items, including jewelry, judged by the umpire to be distracting to opposing players may be worn or displayed. The umpire may require the item to be removed or covered.
11. All players must have their own batting helmet with a chin strap and face cage for insurance purposes (helmets cannot be shared due to health and safety reasons).
12. Catchers in the game must wear protective mask with throat protector, chest protector and shin pads. Any player or coach warming up a pitcher must wear a protective mask (catcher's mask, infield mask or helmet).
13. Pitchers in all divisions must wear a pitcher's mask. There is one provided to each team.
14. We will attempt to have umpires at every game but due to the limited number of umpires available there may be games in which no umpire will be available. In that case each team is to provide someone to be an umpire. At minimum the umpire behind the plate must wear a face mask.

KMGSA RECREATIONAL LEAGUE POLICIES



15. Coaches are responsible for the actions of their players, parents, and spectators. A warning will first be issued to the coach and if the actions continue the coach will be ejected and offending parties will be asked to leave the playing area. This includes anyone who openly criticize umpires, players, or coaches.
16. Harassment and bullying of umpires will not be tolerated. Complaints about umpires should be detailed and emailed to hlvp@kmgsa.com and UIC.
17. Player & Coach Ejections:

Any PLAYER or Coach ejected from a game will receive

- ◆ 1st time: an automatic one game suspension
- ◆ 2nd time: an automatic two game suspension. Must meet with the UIC, Convenor, and VP before returning.
- ◆ 3rd time: an automatic suspension for the rest of the season

Any coach who is ejected from a game must submit a report to the Vice President prior to the team's next playing date. The coach is suspended from participation until the report is received and a determination is made whether the ejection was of a nature to warrant referral to the Joint Rules and Discipline Committee. In addition, the umpire will be required to submit a written report of the incident to the UIC immediately following the game.

18. KMGSA Tobacco Free Environment:

- All games, activities, tournaments, competitions, sponsored events, and other activities sanctioned by our organization will be tobacco-free. Tobacco-free means no smoking, snuffing, dipping, or chewing tobacco by players/participants, coaches/leaders, parents, spectators, board members and officials.
- In addition, all City of Kitchener fields are smoke free environments by city bylaw, therefore no cigarettes, including e-cigarettes, within 20 meters of participants and spectators.

19. Due to shortage of Umpires at all divisions, teams should plan on having to umpire their own games. Since the home team already has pre game responsibilities, it will be the **VISITING** team's responsibility to find an umpire for the game. Note: the umpire can be a volunteer from either team's group of staff or spectators.
20. A volunteer umpire is allowed to umpire the plate from the infield (Behind the pitcher). This approach is recommended as a safety issue due to the lack of proper umpire equipment availability.

KMGSA RECREATIONAL LEAGUE POLICIES



Standards of Conduct

Violations of the following Zero Tolerance policy and Standards of Conduct are to be reported immediately through an Incident Report to be submitted to the REC Vice President, REC Convener or other KMGSA Executive. Incident Reports are available on the KMGSA websites. Incident Reports will be forwarded to the Disciplinary Committee for review.

Everyone is asked to reflect on the incident, the actions of the individuals involved and complete an Incident Report regarding the events and/or issues of concern. The Disciplinary Committee reserves the right to invoke the 24-hour rule to allow for a cooling off period before addressing the incident.

Zero Tolerance

KMGSA have a Zero Tolerance policy regarding:

- the use of drugs and alcohol at all sports fields and parks during all games, practices, and events.
- the use of social media to bully or harass a coach, player, parent, spectator, umpire, executive member, or any other participant in KMGSA, or other organization.

The above Zero Tolerance policy is in effect with or without a signed consent. Any participant who violates the above policy may be subject to disciplinary action by the associations Disciplinary Committee.

KMGSA RECREATIONAL ROLES & RESPONSIBILITY



Roles & Responsibilities

Coaches:

- check equipment & fields for hazardous conditions prior to each game; refer them to the umpire & conveners
- if home team, supply & place all bases and pitching rubber no later than 15 minutes prior to game
- if home team, sign umpire's forms
- if home team, supply a new or lightly used ball for the game (a new ball does not have to be used each game)
- if visiting team, supply a lightly used ball for the game
- have batting order & defensive line ups ready 10 minutes prior to game time (players full name and jersey #)
- practice fair play; rotate players accordingly; encourage players to try different positions & learn new skills. A position tracker sheet is available to help you manage equal playing time for each player/position on your team. Playing time should be equal for all players in all positions by the end of the year. Contact the convener if you would like a copy.
- will not use delay of game tactics..
- shall refrain from heated discussions with umpires, opposing coaches, parents, or fans
- be positive & encouraging to all players, coaches, and umpires
- ensure a volunteer scorekeeper is aware of his/her roles
- HOME team will submit scores within 24 hours of the game to the convener.
- agree to the Fair Play Pledge
- be aware of the Zero Tolerance and Disciplinary Policy
- be aware of the Social Media Policy
- inform all players, parents, assistant coaches & fans of the zero-tolerance policy for abusive behavior & help enforce this policy

Players:

- provide their own helmets (due to health and liability reasons, sharing of helmets is not permitted)
- shall not alter their uniform by ripping, cutting, or writing on their jersey any time before the end of the final weekend tournament.
- at no time purposely interfere with opposing players, including yelling or screaming with the intent of distracting a player.
- support and encourage your teammates, respect coaches, umpires and opponents
- provide assistance to your coach when needed (scorekeeping, helping with equipment etc)
- provide sufficient notice if you are unable to attend a game or practice
- agree to the Fair Play Pledge
- be aware of the Zero Tolerance and Disciplinary Policy
- be aware of the Social Media Policy

Scorekeeper:

- shall verify score with umpires upon their requests
- shall notify coach of any problems in batting order
- keep track of defensive player innings played at positions and notify coaches of any violation
- ensure players full names and numbers are provided and on the line ups

KMGSA RECREATIONAL ROLES & RESPONSIBILITY



Umpire:

- the umpire shall call for ground rules and use his/her discretion at determining out of play, foul lines, etc.
- will verify scores in between innings
- the umpire's decision will be final; there are no appeals
- shall establish a ZERO TOLERANCE LEVEL for any abuse from coaches, players, parents, or fans
- shall warn and/or eject any individual(s) that do not honour the zero-tolerance policy
- shall file a report immediately regarding any conflict, situation or occurrence that took place during the game, no matter how minor; this report shall be made in writing and submitted to the conveners and umpire in chief
- will be responsible for having home team coach sign their umpire forms
- will ensure they mail in their forms for payment
- if an umpire is unavailable at game time, a parent or fan may umpire the game; no person shall umpire a game from behind home plate without a protective mask; a volunteer can take a position from behind the pitcher if desired

Parents/Spectators:

- are encouraged to stay & watch their children play ball; in the event of an injury a parent is the best person to provide care to their children. Keep in mind that you are your child's biggest fan; no matter their age your presence is very important to them!
- Agree to the Fair Play Pledge
- Be aware of the Zero Tolerance and Disciplinary Policy

KMGSA RECREATIONAL CONTACT LIST



Rainouts, Cancellations, Scores, Umpire Forms

Game Cancellations Due to Weather Conditions:

- If all games are to be cancelled either by the City of Kitchener, City of Waterloo or KMGSA, the coaches will receive an email from the Conveners at the earliest possible time available. Coaches shall contact their players to let them know of the cancellation.
- If the weather does not look good check your email or KMGSA Twitter feed for updates. You can also check the city website to see the status of fields. A link to this page is available on the KMGSA website, www.kmgsa.com and the KMGSA twitter feed will post updates if available.

Note: Rain may not affect all areas of the city. Only games/diamonds affected by weather will be cancelled.

- Teams who have not received notification of a cancelled game shall assume their game is on and show up at the diamond to play. The umpire(s) and coaches will determine if the conditions are safe for players to play. The main concern will be the safety of the players.
- Games cancelled due to weather or diamond conditions are recorded as a tie unless the game is made up at another time.
- If diamond conditions are deemed to be unplayable, please report to houseleague@kmgsa.com the same evening as KMGSA can get credit for diamond rentals if they are not playable, but we need to report it within 24 hours.

Game Cancellations Due to a Lack of Players:

- Any time a game is to be canceled due to lack of players you must contact the opposing team ASAP and the Convener 3 hours prior to scheduled game start so the umpires can be cancelled. The team that has cancelled the game will report the score as a forfeit.

Reporting Scores:

- Game Scores are emailed to houseleague@kmgsa.com within 24 hours by the home team. Include the following:

Game Date	Home Team Score, Visitors Team Score
Division	Number of Completed Innings

Umpire Authorization:

Upon completion of a game umpires will be asking the home team coach to sign and print their names on their game's logs. This game log is the umpires pay card which needs to be submitted to KMGSA for them to receive payment.

KMGSA RECREATIONAL GLOSSARY OF TERMS



Glossary of Terms

The following is a list of the most common terminology and situations that occur as extracted from the rule book.

1. **Dropped Third Strike:** a batter can run when the catcher drops the 3rd strike if 1st base is not occupied and there is less than 2 out or when 1st base is occupied or not and there are 2 out. (Exception - Mite & Squirt divisions - batter is out)
2. **Out of Play:** a base runner or batter/runner is awarded 2 bases on any ball thrown out of play or a hit ball that travels out of play at the time of the throw or at the hit.
3. **Infield Fly:** is a fly ball, though not a line-drive as would normally be defined, that any in-fielder can catch with ordinary effort. The "infield fly rule" applies when there are less than 2 out and runners on 1st and 2nd or 1st, 2nd and 3rd. The umpire shall loudly announce upon a hit "Infield fly, batter is out if fair". Runners are not forced to advance once the infield fly has been declared but may do so at their own risk; if the ball is dropped the batter is still out.
4. **Wild Pitch:** any ball that goes out of play as a result of a wild pitch - runners are awarded one base. If ball four the batter will be awarded 1st base only.
5. **Pitch Delivery:** prior to the pitch, the pitcher must pause with both feet in contact with (not at the sides) of the rubber, facing the batter, hips square to the plate and hands apart. Once a pitcher begins the pitching motion she must deliver the ball. Failure to do so is an illegal pitch and will result in a called ball; runner(s) will be awarded one base. If the ball slips from the pitcher's hand during her wind up or her back swing a ball is awarded to the batter; the ball remains in play and any runner(s) may advance at their own risk.
6. **Catcher Obstruction:** is when a catcher obstructs or prevents the batter from hitting a pitched ball. One such example is extending the catcher's mitt in anticipation of catching the pitch and the batter makes contact with the glove during the swing. If the batter hits the ball and reaches 1st base safely and other runner(s) have advanced at least one base without being put out then the catcher obstruction is canceled. Otherwise, obstruction is enforced by awarding the batter first base and advancing the runner(s) one base.
7. **Obstruction:** is the act of impeding the progress of a runner or a batter/runner or blocking access to a base or the plate by any defensive player who does not have possession of the ball or is not about to receive a thrown or batted ball. Effect: The runner will be called safe and awarded the base or bases she would have reached in the umpire's judgement.
8. **Interference:** a player will be called out who makes contact or interferes with a defensive player who is:
 - a) making a play on a ball whether hit or thrown
 - b) has the ball and is waiting to make a tag
9. **Stealing:** a player may steal any base when the ball leaves the pitchers hand on delivery. (Exception - Mite & Squirt divisions - runner may not steal home)

KMGSA RECREATIONAL DIAMOND LOCATIONS



Diamond Locations

Westheights P.S. 429 Westheights Drive Kitchener, On N2N 1M3	Queensmount P.S. 21 Westmount Rd, W Kitchener, On N2M 1R6	Queen Elizabeth P.S. 191 Hoffman St Kitchener, On N2M 3N2	East Forest Park 140 Eastforest Trail Kitchener, On
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