

SPOTSYLVANIA PARKS AND RECREATION DEPARTMENT
2021 YOUTH BASEBALL/SOFTBALL BY-LAWS

I. ORGANIZATION

The Spotsylvania Parks and Recreation Department shall be the Sponsoring **Agent of eight (8)** leagues within the Youth Baseball Program and **four (4)** leagues within the Youth Softball Program. The Parks and Recreation Director or his designated representative shall be the Executor of this program.

II. LEAGUES

*Developmental T-Ball	Age 4-5
*Mustang T-Ball	Age 5-6
*Bronco T-Ball	Age 6-7
*Bantam Baseball	Age 7-8
Minor Baseball	Ages 9-10
Major Baseball	Ages 11-12
Prep Baseball	Age 13-14
15-17 Baseball	Ages 15-17
*Pioneer Girls Softball	Age 7-8
Rookie Girls Softball	Ages 9-10
Junior Girls Softball	Ages 11-13
Intermediate Girls Softball	Ages 14-17

The date for determination of age limitations per league is July 31st of the current year.

* Leagues will not participate in the single elimination playoff at the end of the regular season.

III. PURPOSE

1. To develop character, skill, good sportsmanship, teamwork, and fair play.
2. To teach and/or stress the fundamentals of the game of baseball/ softball
3. To provide the opportunity for fun and enjoyment in a healthful activity.

IV. COACHES DUTIES

1. To abide by all rules, regulations, and by-laws set forth by the league and those not covered by the league that are published by Official Baseball Rules and National Federation of State High School Associations for Girls' Softball Leagues. (www.nfhs.org)
2. To insure that each and every team member that participates in the program is in accordance with the stated by-laws.
3. To maintain proper conduct among team members, assistants, and their followers.
4. Each team is allowed four coaches (one (1) head and three (3) assistants). Assistant coaches must be approved by the Parks and Recreation Department. It is the head coach's responsibility to make sure anyone working with the children has been approved by Parks and Recreation Department (Background Check).
5. To see that the players meet the age requirements.
6. To provide the Parks and Recreation Department with an up-to-date roster and to insure that the roster does not exceed or fall below the levels set forth by the Parks and Recreation Department.
7. To safeguard and maintain all equipment issued by the Parks and Recreation Department and to be directly responsible for the return and/or disposition of that equipment.

8. To notify all team participants of:
 - a. rules, regulations and by-laws set forth by the League.
 - b. scheduled games, play-offs, and practices. The Parks and Recreation Department will notify coaches of their first play-off game. It is then the coach's responsibility to keep up with the schedule for their team.
 - c. cancellations and/or make-ups as indicated by the Parks and Recreation Department.
9. To notify the official scorekeeper and the opposing team of any substitutes. All substitutions and the inning substitutions were made need to be recorded in both home and away scorebooks.
10. Head coaches are the only coaches allowed to come out of the dugout during the game to confront the umpire about a call. Assistant coaches are not allowed to confront the umpire concerning a call. Coaches should not leave the bench area and go into the stands at any time.

11. CHILD ABUSE Mandated Reporter Law

The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local Social Service Department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Social Services Department's toll-free child abuse and neglect hotline:

- Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;
- Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs;

Mandated reporters are required to report as soon as possible, but no later than 24 hours after having a suspicion of a reportable offense. The Social Services Department's toll-free child abuse and neglect hotline is **1-800-552-7096**. Training and other mandated reporter resources are available at <http://www.dss.virginia.gov/family/cps/index2.cgi>

V. PLAYER PARTICIPATION

1. **Player participation: Rules include both regular season and playoffs.** A player who missed two (2) or more consecutive games and/or practices is required to play only one half the minimum time stated. This rule does not apply if a player misses a practice held on Sunday. If a player is not playing the minimum, the coach should notify full-time personnel at the Spotsylvania Parks and Recreation Department during office hours only, opposing coach, and official scorekeeper. A player who is injured and cannot play or meet the minimum requirements must be called to the umpire's attention at that precise time. The umpire and coach will in turn make notation of the injury in the official scorebook. A forfeit may be declared if the minimum playing requirements are not adhered to.
2. If a game is legally shortened, a player who fails to complete required defensive innings will start the next scheduled game and play the equivalent time for two games.
3. Physical examinations for all youths participating in the league are highly suggested prior to the beginning of practice and the regular season, but are not required by the Parks and Recreation Department.
4. The Spotsylvania Parks and Recreation Department will not change the schedule games or make-up games due to player's involvement in school activities, scout activities, church activities, or any other activity.

VI. INCLEMENT WEATHER AND MAKE UP GAMES

1. Cancellations due to inclement weather will be announced on the cancellation line and through the Spotsy Alert Information Notification System. Cancellations will be placed on the cancellation line as soon as a decision is made. Listen to the announcement carefully. The cancellation line phone number is 898-8546. If weather conditions are questionable and you do not hear a cancellation announcement then you should report for your game.
2. Notification of makeup games should be received within five calendar days. If you have not received notification within five calendar days, it is the Head Coach's responsibility to contact our office. A team not attending a rescheduled game will constitute a forfeit.
3. The Parks and Recreation Department reserves the right to arrange postponed games at its convenience in order to catch up with the schedule. The Parks and Recreation Department also reserves the right to cancel games, if necessary, due to conditions beyond our control. In the event of misunderstandings or error, coaches are urged to contact the Parks and Recreation Department at 507-PLAY (7529).
4. The Spotsylvania Parks and Recreation Department reserves the right to cancel games when weather conditions present possible health problems, such as heat. The department will use caution when making these decisions.
5. Coaches, players, and parents should use extreme precautions in inclement weather especially during lightning or thunderstorms. Coaches should have players and parents wait in their vehicle until the official arrives if it is storming before game time.

Lightning Procedures:

Coaches and game officials please use the following criteria for suspension and resumption of play when thunder or lightning is present.

- a. When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
- b. Thirty-minute rule. Once play has been suspended wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
- c. Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock and another 30-minute count should begin.
- d. All team members should seek shelter in a vehicle away from dugouts and fields. Game officials will notify coaches when play will resume or if game will be suspended.

VII. CONDUCT OF COACHES AND PARTICIPANTS

1. The Spotsylvania Parks and Recreation Department will not tolerate unsportsmanlike conduct from the coaches or players toward officials, players or opponents. Coaches and Players will be subject to disciplinary action if unsportsmanlike conduct is displayed.
2. Any player or coach ejected from the game by an official shall automatically be suspended from the next game to be played by their team. The Spotsylvania Parks and Recreation Department reserves the right to suspend players and coaches for additional games or the remainder of games if it is felt necessary. If a player or coach deviates from this ruling, it will constitute an immediate suspension from the remainder of the league games.

3. **If a coach (head or assistant) is ejected from the game, by an official, that coach will be required to take and pass the Sportsmanship Class provided by The National Federation of State High School Sports. (<https://nfhslearn.com/courses/61130/sportsmanship>) The coach that was ejected will have to submit the certificate of completion and date completed to the Recreation Programmers before they can continue to coach. This is in addition to any suspension the coach has to serve.**

4. If a player or coach is ejected in the final contest of the season (including playoffs), the penalty shall carry over to the next sports season. (Ex. If ejected in the last baseball/ softball game of the season the ejected person will serve their suspension or suspensions the next baseball/ softball season.)
5. Any player or coach guilty of unsportsmanlike conduct in any manner on the field or adjacent to the field toward officials or partisans will be subject to suspension by the officials, Parks and Recreation Department and/or Commission for the remainder of league games.
6. Any player or coach guilty of striking an official in any manner during or after a game shall automatically be suspended from participating in all leagues sponsored by the Parks and Recreation Department in Spotsylvania County until further notice.
7. If a coach or team follower is ejected from the ball game, they must leave the playing field and go to the parking lot and is prohibited from any further contact (direct or indirect) with the team, umpires, and park staff for the remainder of the game and after the game. Failure to comply may result in termination of the game. A substitute coach shall be named as a replacement for the ejected coach or the game will be forfeited. (A substitute coach is defined as an adult named by the ejected coach.)
8. The Spotsylvania Parks and Recreation Department will not tolerate unsportsmanlike conduct from the officials toward coaches, players, or spectators. Officials will be subject to disciplinary action by the Official's Association and the Spotsylvania Parks and Recreation Department if unsportsmanlike conduct is displayed.
9. Coaches, players, substitutes, team assistants, parents, or followers shall not coach or address any players from the opponent's side of the field.
10. Coaches and players are reminded that they should not make derogatory remarks to opposing players such as "swing batter," "this player is an easy out," etc. All remarks and chatter should be encouragement to your team.
11. A player shall be ejected for leaving their positions or bench area for the purpose of fighting or physical confrontation.
12. A coach, player, or team follower shall not:
 - a. Disrespectfully address an umpire.
 - b. Attempt to influence the umpire's decisions.
 - c. Use profanity
 - d. Disrespectfully address or bait an opponent.
 - e. Incite undesirable crowd reactions.
 - f. Be penalized for not attending a Sunday practice.
 - g. Use of tobacco products is prohibited by coaches or players in the playing vicinity.
13. If an ineligible player is used, the game in question will be declared a forfeit. If an illegal player is used, then the coach who makes the line-up, along with the illegal player, will be suspended indefinitely.

VIII. PROTESTS

1. Protests will not be received or considered if they are based solely on a decision involving the accuracy of judgment on the part of an official.
2. Protests that shall be received and considered concern matters of the following types:
 - a. Misinterpretation of a playing rule.
 - b. Failure of an official to apply the correct rule to a given situation.
 - c. Failure of a referee to impose the correct penalty for a given violation.
3. Protests may involve a matter of judgment in the interpretation of a rule.

4. The notification of intent to protest must be made by the Head Coach or acting Head Coach immediately before the next legal play to the umpire and opposing coach and noted on the scorecard. If the protest involves the last play of the game, the umpire and both teams must be notified before leaving the playing field. (Exception: Player eligibility; Example: playing time, ineligible player, illegal player.)
5. The official written protest must be filed within the working hours of the next day at Spotsylvania Parks and Recreation Department, which is normally open 8:00 am to 4:30 pm Monday through Friday after as scheduled contest.
6. The written protest should contain the following information:
 - a. The date, time, and place of the game.
 - b. The names of the officials.
 - c. The rule and section of the official rules or local rules under which the protest is made.
 - d. The information, details, and conditions pertinent to the decision to protest.
 - e. All essential facts involved in the matter protested.
 - f. The written protest must be presented with a \$50.00 protest fee.
7. The decision rendered on a protested game must result in one of the following:
 - a. The protest is determined to be invalid, and the game score stands as played.
 - b. When a protest is determined to be valid because of the misinterpretation of a playing rule, the decision will be corrected, and the game shall be replayed from the point at which the incorrect decision was made.
 - c. When a protest for ineligibility is determined to be valid, the offending team shall forfeit the game being played, or the game last played, to the offended team.
8. A decision on the protest will be rendered within seven (7) working days.

IX. Communicable Disease Procedure:

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted.

For example, Hepatitis B can be present in blood as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to the following:

- a. The bleeding must be stopped, the open wound covered, and if there is an excessive amount of blood on the uniform it must be changed before the athlete may participate.
- b. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
- c. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
- d. Clean all contaminated surfaces and equipment with an appropriate disinfectant before competition resumes.
- e. Practice proper disposal procedures to prevent injuries caused by needles, scalpels, and other sharp instruments or devices.
- f. Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use.
- g. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athlete care until the condition resolves.
- h. Contaminated towels should be properly disposed of/disinfected.
- i. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles containing body fluids.

X. RULES

RULE 1: GENERAL RULES

1. If a player is traded to another team, then both coaches and parents must be in agreement on the player(s) being traded. All trades must be prior to the first game of the season. All trades must be reported to and approved by the Parks and Recreation Department.
2. The Spotsylvania Parks and Recreation Department will not change the schedule games or make-up games due to player's involvement in school activities, scout activities, church activities, or any other activity.
3. Standings in each league will be determined by:
 - a) League record;
 - b) Head-to-head competition between tied teams;
 - c) Pre-season drawing.
4. When more than three teams are tied for a position, the position will be determined by the pre-season draw.
5. It is recommended that practices last no longer than 1 ½ hours.
6. A maximum of three (3) practices and/or games may be scheduled per calendar week. Picture taking is not considered a function.
7. Definition of an inning: An inning consists of three outs or a team's entire turn at bat.

RULE 2: PLAYER EQUIPMENT AND SAFETY

1. **Batting helmets must have face mask properly attached to the helmet.**
2. No uniform or equipment will be replaced unless the damaged item is returned.
3. No uniform or equipment will be issued to an individual until all items are returned from previous sports.
4. Any player warming up a pitcher shall wear a catcher's mask, protective head gear, and throat protector.
5. All casts, splints and braces on coaches and players must be padded with at least ½" of closed cell, slow recovery rubber, or material of the same minimum thickness and having similar properties.
6. Players who wear eyeglasses shall wear a safety strap to keep them in place.
7. Players who wear external hearing aids should have them fastened securely, with tape if necessary, so they cannot be jammed loose.
8. No jewelry or earrings shall be worn. Medic alert or religious jewelry must be taped to the body.
9. Long hair should be secured with rubber bands and/or soft fabric head bands.
10. No metal spikes are allowed in any Youth Baseball or Softball League (exception: 14-16 Baseball & 17-18 Baseball).
11. Players cannot play unless they are wearing their game jersey in its original form (shirts/sleeves shall not be cut or frayed in any manner) issued by the Spotsylvania Parks and Recreation Department. Teams may print their team name, player name or initials on their jerseys. No obscene names or nicknames are permitted.
12. Hats will be of similar color and style for all team members.
13. Players are prohibited from wearing bandanas, body paint, or objectionable body markings (baseball/softball).
14. All team members will be uniform by wearing either baseball pants (baseball/softball) or shorts (softball).
Exceptions: T-ball teams and Softball catchers.

15. A glove/mitt worn by the pitcher that includes gray or white shall be illegal.
16. Defensive players are permitted to wear facial/head protection in the field. If a pitcher or any defensive player wears facial/head protection, its outer covering shall have a non-glare surface.
17. The batter/runner is out when he intentionally takes off his helmet while on the playing field. A batter/runner may not be called out twice for a play on the field and removing one's helmet intentionally.
18. Bat throwing - either intentional or accidental - cannot be tolerated. Teams will receive one team warning per game. All subsequent incidents will mean the batter is out, ball is a delayed dead ball and all runners will return to the base they held at the time of the incident unless they are called out because of the play. The enforcement of this will be left to the discretion of the umpire.
19. Bats that are altered, that deface the ball or do not meet the rule specifications are illegal. Bats that are broken, cracked, or dented shall be removed upon discovery without penalty.
20. Any player equipment judged by the umpire to be unreasonably dangerous is illegal.

RULE 3: STARTING AND ENDING A GAME

1. Games will begin as scheduled. A five-minute grace period will be allowed for all games beginning at their specified times. NO EXCEPTIONS.
2. Player's names should be placed in the scorebook by last name and first name initial.
3. A game may begin with 8 players in all leagues. Upon arrival, the 9th player/10th player will be inserted into the line-up and assume the number 9/10 position in the batting order. If a game begins with 8 players, the 9th/10th batter shall not automatically be called out in 9 or 10 player leagues.
4. Teams may continue a game with one less player than it starts with whenever a player leaves the game for any reason. This includes for an injury or illness. Whenever the player who has left the game under this exception is scheduled to bat, an out shall be called. (Rule does not apply to T-Ball, Bantam or Pioneer Leagues)
5. Extra innings: games tied at the end of the time limit shall remain a tie. Games tied at the completion of regulation play with time remaining in the time limit may continue until time limit expires or one team is ahead at the end of an extra inning. (Not in effect for playoff games.)
6. In a game that is rained out for the regular season in a six inning game, it would be a complete game if 3 innings have been played or 1 hour and 15 minutes has elapsed. In a 7 inning game, it is a complete game after 4 innings or 1 hour and 30 minutes have elapsed. (Regular season games will start over if the above is not met.) Playoff games would have to be completed from the point of the game being stopped. If a playoff game is stopped, it will be considered a suspended game. Suspended playoff games will be made up at the earliest time available.
7. Playoff games will have time limits for all games except the semifinals and finals within each league.
8. After the completion of a game, both teams shall form two lines to congratulate each other and show good sportsmanship.

RULE 4: OBSTRUCTION AND INTERFERENCE

1. If obstruction occurs while advancing or returning to a base by a fielder who does not have the ball or is attempting to field the ball, the umpire gives the signal for dead-ball calls out "obstruction". If the runner is tagged out after being obstructed, a dead ball is ruled and she is awarded the base(s) she would have made had there been no obstruction. She may not be called out between the two bases where she was obstructed. Exceptions: leaving the base too soon, missing a base and malicious contact. (Softball)
2. It is not defensive obstruction if the player has possession of the ball. (Baseball) Example: The defensive player may block the base or plate as long as the defensive player is in possession of the ball.

3. When interference occurs, runners return to bases occupied at the time of interference. A runner must have touched the base to occupy it.
4. The batter/runner is out when he intentionally interferes with the catchers attempt to field the ball after the third strike (Baseball).
5. A player is ejected if he/she maliciously runs into a fielder.

RULE 5: GAME OFFICIALS

1. The Spotsylvania Parks and Recreation Department will not tolerate unsportsmanlike conduct from the officials toward coaches, players, or spectators. Officials will be subject to disciplinary action by the Official's Association and the Spotsylvania Parks and Recreation Department if unsportsmanlike conduct is displayed
2. If a call is questioned by a coach, the question needs to be addressed to the umpire that made the call.
3. An umpire may rectify any situation in which a decision that was reversed has placed either team at a disadvantage (Baseball).

RULE 6: APPEALS AND SLIDING

1. APPEAL PLAY: There is no longer an appeal play. When a runner misses a base, and the umpire sees it, the umpire will automatically call the runner out. If the umpire does not see it, the runner is safe.
2. A legal slide can be either feet first or head first. If a runner slides feet first, at least one leg and buttock shall be on the ground. If a runner slides, he must slide within reach of the base with either a hand or a foot. A runner may slide or run in a direction away from the fielder to avoid making contact or altering the play of the field. **Penalty:** The runner is out, the ball is dead immediately, and interference is called. On a force play slide with less than two outs, the runner is declared out, as well as the batter runner. Runners shall return to the bases occupied at the time of the pitch.

XI. T-BALL RULES

1. Players take regular baseball field positions. A player assumes a position on the pitcher's rubber but does not actually pitch.
2. The catcher assumes a normal position after the batter has completed his swing and has become a batter-runner.
Clarification: This means that each team can have five infielders plus the pitcher and catcher. All other players must take their normal outfield position. The intent of the rule is not for any team to gain an advantage by positioning the excess players on the infield. Outfielders should not be involved in put-outs in the infield. Example: Receiving throws at any base or tagging a runner out.
3. A ball must be hit in fair territory beyond the 18-foot line to be in play. A batted ball that does not go beyond this line is considered a foul ball. If a player goes inside the 18-foot line to intercept a ball - the ball is automatically dead and the batter is awarded first and all runners forced to advance, do so without jeopardy.
4. The ball is hit off the tee situated at home plate. The ball is placed on the tee and in play by the coach. The ball is in play when the coach declares "play ball."
5. Each player is permitted six swings to hit the ball off the tee and beyond the 18-foot line. The ball must be hit clearly.
6. The infield fly rule does not apply and no tagging up on fly balls is permitted.
7. A swing that strikes the rubber part of the tee is considered a foul ball regardless of how far the ball may go.
8. Batters are not permitted to bunt or swing easy at the ball. If this occurs, the batter is called back to home plate and charged with a strike.
9. Once the play has been completed on a batter (either an out has been made or the runner is on base) the ball is returned to the coach who places it on the tee for the next batter.

10. Every player of each team bats each inning and the inning is over when the last player bats. The more putouts in an inning, the less runs that are scored. All players will be on the field for defense. This gives each youngster three innings of defensive play and at least three times at bat.
11. All players that are present to play must be placed on the batting roster and must bat in the order they appear on the line-up. No substitute pinch hitting is allowed.
12. Each game will be three innings in length. The bottom half of an inning is to be completed.
13. Each game will have a one (1) hour time limit.
14. Bat throwing - either intentional or accidental - cannot be tolerated. Players will receive one warning per game. All subsequent incidents will mean the batter is out, ball is dead and all runners will return to the base they held at the time of the incident. The enforcement of this will be left to the discretion of the umpire/coach.
15. The ball becomes dead when it is returned to the pitcher and no base runner is allowed to advance.
16. The inning is complete after the last batter has hit the ball and the defensive team has retrieved the ball and tagged home plate.
17. Coaches are allowed to stay in the outfield to help instruct the players.

XII. BANTAM BASEBALL RULES

1. Games will consist of six (6) innings. A regulation game is complete if three innings have been played or one hour and fifteen minutes has elapsed.
2. There will be a two (2) hour time limit for all Bantam games.
3. Teams will be provided a portable pitching machine. Pitching machines will be used to pitch during a game. An adult coach will operate the machine for his own team.
4. Each batter shall be allowed five (5) pitches total. The batter will receive three strikes which will be called by the coach or swung on by the batter. If the third strike is a foul ball, he will receive more pitches until the ball is hit into fair territory, swung at and missed, or called a strike by the coach.
5. A batter is out whether the last strike is caught or not caught by the catcher.
6. Any batted ball striking the pitching machine or adult pitcher is a live ball unless intentionally interfered with by the adult pitcher.
7. No base-on-balls will be allowed.
8. If a batter is hit by a pitch they will not be awarded first base. The pitch will be counted as if it was a ball.
9. Leaving a Base Early - In the Bantam Baseball league, teams will be given one warning per game for leaving the base early. All subsequent incidents will mean the runner is ruled out once the ball has become dead. If during the warning the batter hits the ball, the runner will advance an equal number of bases that the batter earns.
10. Base stealing is illegal.
11. Bunting is illegal.
12. Infield fly rule is **not** in effect.
13. No advancing by runners on passed balls is allowed. Passed balls are considered missed by the catcher. Runners may advance **ONE** base, at their own risk, on overthrows at first, second, or third base.

14. The side is out when three (3) outs or the entire team has batted, whichever comes first, except for the sixth inning: The inning is over when the ball is returned to home plate and the catcher or any other player touches home plate while having the ball in their possession, if no tag needs to be made on a player heading to home plate. The batting order will resume from that point in the next inning. In the event a game is tied, no game should go beyond six (6) innings unless time allows.
15. A catcher must wear normal catcher's equipment. (Shin Guards, Chest Protector, Helmet and Facemask or Hockey style mask)
16. Player Roster: A suggested 14-man roster with all players in the batting order.
 - a. A fourth outfielder and fifth infielder will be placed on the field defensively.
 - b. Defensive teams are allowed one (1) pitcher. The defensive pitcher may stand anywhere within five (5) feet of the pitching machine, but may not interfere with the machine.
 - c. The catcher takes his normal position.
17. Defensive teams are allowed five (5) infielders not counting the pitcher and catcher. Four (4) infielders should take normal infield positions with the fifth infielder placed on either side of second base.
18. This now means 11 players have been placed on the field defensively. The extra three (3) players are in the batting order and will be placed in the field defensively after the first inning. With each new inning the coach must rotate the extra players in the field and new players sit on the bench for the next half inning. Using this concept, no player is permitted to sit on the bench more than once until all players have sat out one inning defensively unless a special situation warrants such action and that is usually an injury. This allows all players to take part in almost the entire game. At this age level it is most important that players actively participate every moment and not waste time sitting on the bench and growing bored. Players should not sit on the bench except for one inning defensively during each game.

XIII. MINOR AND MAJOR BASEBALL RULES

1. Games will consist of six (6) innings. If a team is ahead by fifteen (15) runs or more after four (4) innings, the game shall be terminated. A regulation game is complete if three innings have been played or one hour and 15 minutes has elapsed.
2. There will be a two (2) hour time limit for all games. No new inning will start after the time limit has expired.
3. A batter is out when a third strike is caught or not caught by the catcher.
4. Leaving a Base Early - In the Minor and Major Baseball league, teams will be given one warning per game for leaving the base early. All subsequent incidents will mean the runner is ruled out once the ball has become dead. If during the warning the batter hits the ball, the runner will advance an equal number of bases that the batter earns.
5. A catcher must wear normal catcher's equipment. (Shin Guards, Chest Protector, Helmet and Facemask or Hockey style mask)
6. Each player in attendance at the game must play three (3) innings defensively. Defensive substitutions must be announced to opponent's scorekeeper for playing time records.
7. All players in the Minor and Major Leagues who are present will be placed into the batting order. Those players that are not defensive starters will be identified as extra hitters (EH) on the line-up card. There will be free substitution in the Minor and Major League. Any player substituted for may reenter the game an unlimited number of times. Players must remain in their same spot in the batting line-up. Players arriving late will be added to the bottom of the batting order upon arrival. This will immediately be reported to the opposing team scorekeeper.

8. Minor League (only) 10 Batter Rule:
 - a. The side is out when three (3) outs or ten (10) batters have batted, whichever comes first, except for the sixth inning. The batting order will resume from that point in the next inning. The inning is over when the tenth (10th) batter touches first base if he walks or when the ball is returned to home plate and the catcher or any other player touches home plate while having the ball in their possession. The tenth batter must be pitched to.
9. A courtesy runner may be used for the pitcher and catcher at any time. The same runner may not run for both positions. The courtesy runner will be the last batter to make an out. If there are no outs in the inning, then the last batter of the previous inning may be used as a courtesy runner.
10. Outfielders:
 - a. The Minor League has four (4) outfielders which includes (right-fielder, right centerfielder, left centerfielder and leftfielder). (No short-fielders.)
 - b. The Major League has three (3) outfielders
11. Pitchers:

Any player on the team roster may pitch. A league player may pitch a maximum of six (6) innings per calendar week. In the case of a team having three games in one week (Monday - Saturday), a player is allowed three additional innings for the third game. A pitcher may not pitch more than six (6) innings in a game. Delivery of a single pitch constitutes having pitched an entire inning. A pitcher may pitch only one time during a game. The pitcher cannot pitch again after being removed from that position whether they leave the lineup or not. They may play any other position, but they may not return to pitch.

Note: Coaches are allowed one (1) conference per pitcher per inning without removing them from the mound. A second conference in an inning and the pitcher must be replaced.
12. Innings pitched during regular season games will be included with innings in the playoffs if regular season and playoff games are played during the same calendar week (Monday - Saturday), not counted as two separate weeks.
13. The fifteen (15) run rule will remain in effect for all playoff games.
14. A bat may not be larger than 2 1/4" in diameter at its thickest part.
15. Playoff games will have time limits for all games except the semifinals and finals within each league.
16. The infield fly rule is in effect for Minor and Major Leagues.

XIV. PREP AND 15-17 LEAGUE BASEBALL RULES

1. Games will consist of seven (7) innings. If a team is ahead by ten (10) runs or more after five (5) innings, the game shall be terminated. A regulation game is complete if four innings have been played or one hour and 30 minutes has elapsed.
2. A two (2) hour and fifteen (15) minute time limit will be in effect for all Prep and 15-17 League's games. No new inning will start after the time limit has expired.
3. A catcher must wear normal catcher's equipment. (Shin Guards, Chest Protector, Helmet and Facemask or Hockey style mask)
4. Each player in attendance at the game must play three (3) innings defensively. Defensive substitutions must be announced to opponent's scorekeeper for playing time records.
5. All players in the Prep and 15-17 Leagues who are present will be placed into the batting order. Those players that are not defensive starters will be identified as extra hitters (EH) on the line-up card. There will be free substitution in the Prep and 15-17 League. Any player substituted for may reenter the game an unlimited number of times. Players must remain in their same spot in the batting line-up. Players arriving late will be added to the bottom of the batting order upon arrival. This will immediately be reported to the opposing team scorekeeper.

6. A player may pitch a maximum of seven (7) innings per calendar week. In the case of a team having three games in one week (Monday - Saturday), a player is allowed three additional innings for the third game. A pitcher may not pitch more than 7 innings in a game. A pitcher may only pitch one time during a game. The pitcher cannot pitch again after being removed from that position whether they leave the lineup or not. They may play any other position, but they may not return to pitch. Note: Coaches are allowed one (1) conference per pitcher per inning without removing them from the mound. A second conference in an inning and the pitcher must be replaced.
7. Innings pitched during regular season games will be included with innings in the playoffs if regular season and playoff games are played during the same calendar week (Monday - Saturday), not counted as two separate weeks.
8. When the pitcher becomes set, the ball shall be in both hands in front of the body and the glove entirely below the chin. (Baseball)
9. The ten (10) run rule will remain in effect for all playoff games.
10. A courtesy runner may be used for the pitcher and catcher at any time. The same runner may not run for both positions. The courtesy runner will be the last batter to make an out. If there are no outs in the inning, then the last batter of the previous inning may be used as a courtesy runner
11. Playoff games will have time limits for all games except the semifinals and finals within each league.
12. Prep and 15-17 League players may wear metal cleats.

XV. PIONEER SOFTBALL RULES

1. Games will consist of six (6) innings. A regulation game is complete if three innings have been played or one hour and fifteen minutes has elapsed.
2. There will be a two (2) hour time limit for all Pioneer games.
3. Teams will be provided a portable pitching machine. Pitching machines will be used to pitch during a game. An adult coach will operate the machine for his own team.
4. Each batter shall be allowed five (5) pitches total. The batter will receive three strikes which will be called by the coach or swung on by the batter. If the third strike is a foul ball, he will receive more pitches until the ball is hit into fair territory, swung at and missed, or called a strike by the coach.
5. A batter is out whether the last strike is caught or not caught by the catcher.
6. Any batted ball striking the pitching machine or adult pitcher is a live ball unless intentionally interfered with by the adult pitcher.
7. No base-on-balls will be allowed.
8. If a batter is hit by a pitch they will not be awarded first base. The pitch will be counted as if it was a ball.
9. Leaving a Base Early - In the Pioneer, Softball league, teams will be given one warning per game for leaving the base early. All subsequent incidents will mean the runner is ruled out once the ball has become dead. If during the warning the batter hits the ball, the runner will advance an equal number of bases that the batter earns.
10. Base stealing is illegal.
11. Bunting is illegal.
12. Infield fly rule is **not** in effect.

13. No advancing by runners on passed balls is allowed. Passed balls are considered missed by the catcher. Runners may advance **ONE** base, at their own risk, on overthrows at first, second, or third base.
14. The side is out when three (3) outs or the entire team has batted, whichever comes first, except for the sixth inning: The inning is over when the ball is returned to home plate and the catcher or any other player touches home plate while having the ball in their possession, if no tag needs to be made on a player heading to home plate. The batting order will resume from that point in the next inning. In the event a game is tied, no game should go beyond six (6) innings unless time allows.
15. A catcher must wear normal catcher's equipment. (Shin Guards, Chest Protector, Helmet and Facemask or Hockey style mask)
16. Player Roster: A suggested 14-man roster with all players in the batting order.
 - a. A fourth outfielder and fifth infielder will be placed on the field defensively.
 - b. Defensive teams are allowed one (1) pitcher. The defensive pitcher may stand anywhere within five (5) feet of the pitching machine, but may not interfere with the machine.
 - c. The catcher takes his normal position.
17. Defensive teams are allowed five (5) infielders not counting the pitcher and catcher. Four (4) infielders should take normal infield positions with the fifth infielder placed on either side of second base.
18. This now means 11 players have been placed on the field defensively. The extra three (3) players are in the batting order and will be placed in the field defensively after the first inning. With each new inning the coach must rotate the extra players in the field and new players sit on the bench for the next half inning. Using this concept, no player is permitted to sit on the bench more than once until all players have sat out one inning defensively unless a special situation warrants such action and that is usually an injury. This allows all players to take part in almost the entire game. At this age level it is most important that players actively participate every moment and not waste time sitting on the bench and growing bored. Players should not sit on the bench except for one inning defensively during each game.

XVI. ROOKIE SOFTBALL RULES

1. The starting pitchers may warm up by using not more than eight pitches, completed in one minute. At the beginning of each half-inning or when a pitcher relieves another, no more than one minute may be used to deliver no more than five balls to the catcher or other teammate.
2. A catcher must wear normal catcher's equipment. (Shin Guards, Chest Protector, Helmet and Facemask or Hockey style mask)
3. Games will consist of six (6) innings. If a team is ahead by fifteen (15) runs or more after four (4) innings, the game shall be terminated. A regulation game is complete if three innings have been played or one hour and 15 minutes has elapsed.
4. The infield fly rule is in effect for all leagues except T-Ball, Bantam Baseball, and Pioneer Softball.
5. Each team can have four outfielders, which includes right-fielder, right centerfielder, left centerfielder and leftfielder. (No short-fielders). The intent of the rule is not for any team to gain an advantage by positioning the excess players on the infield. Outfielders cannot be involved in put outs in the infield, for example tagging a runner out or receiving a throw at a bag.
6. The batter is out when the third strike is caught or not caught by the catcher.

7. Base stealing is illegal.
8. Bunting is **not** allowed.
9. Leaving a Base Early - In the Rookie, Junior, and Intermediate Softball leagues, a dead ball will be called if any player leaves the base early. Teams will be given one warning per game for leaving the base early. All subsequent incidents will mean the runner is ruled out.
10. If a batter is hit by a pitch they are awarded first base.
11. Pitching:
 - a. Before starting to pitch, the pitcher must come to a full and complete stop facing the batter with the ball held in one or both hands in front of the body.
 - b. The Rookie League will play fast pitch rules. The pitching distance shall be 35 feet.
12. If the ball slips from the pitcher's hand during the back swing or forward motion, it is a pitch. The pitch may be swung at by the batter or will be called a ball. In either case, the ball remains in play and runners may advance at their own risk. (Junior, and Intermediate Softball)
13. Player Participation: Each player in attendance at the game must play three (3) innings defensively. Defensive substitutions must be announced to opponent's scorekeeper for playing time records.
14. All players who are present will be placed into the batting order. Those players that are not defensive starters will be identified as extra hitters (EH) on the line-up card. There will be free substitution in the Rookie Softball League. Any player substituted for may reenter the game an unlimited number of times. Players must remain in their same spot in the batting line-up. Players arriving late will be added to the bottom of the batting order upon arrival. This will immediately be reported to the opposing team scorekeeper.
15. There is a two (2) hour time limit for all youth girls' softball games.
16. A courtesy runner may be used for the pitcher and catcher at any time. The same runner may not run for both positions. The courtesy runner will be the last batter to make an out. If there are no outs in the inning, then the last batter of the previous inning may be used as a courtesy runner.
17. The side is out when three (3) outs or ten (10) batters have batted, whichever comes first, except for the sixth inning. The batting order will resume from that point in the next inning. The inning is over when the tenth (10th) batter touches first base if she walks or when the ball is returned to home plate and the catcher or any other player touches home plate while having the ball in their possession. The tenth batter must be pitched to.
18. At the beginning of each inning or when a pitcher relieves another, no more than one minute may be used to deliver no more than five (5) balls to the catcher or other teammate. The one-minute time limit begins from the third out of the previous half-inning.
19. Playoff games will have time limits for all games except the semifinals and finals within each league.
20. The 15 run rule will remain in effect for all playoff games.

XVII. JUNIOR SOFTBALL RULES

1. Games will consist of six (6) innings. If a team is ahead by fifteen (15) runs or more after four (4) innings, the game shall be terminated. A regulation game is complete if three innings have been played or one hour and 15 minutes has elapsed.
2. The Junior League has three (3) outfielders.
3. The batter is out when the third strike is caught or not caught by the catcher.
4. Base stealing is legal, however, on a modified level. The base runner may steal when the ball crosses the plate.

5. Leaving a Base Early - In the Rookie, Junior, and Intermediate Softball leagues, a dead ball will be called if any player leaves the base early. Teams will be given one warning per game for leaving the base early. All subsequent incidents will mean the runner is ruled out.
6. Pitching:
 - a. Before starting to pitch, the pitcher must come to a full and complete stop facing the batter with the ball held in one or both hands in front of the body.
 - b. The Junior League will play fast pitch rules. The pitching distance shall be 40 feet.
 - c. If the ball slips from the pitcher's hand during the back swing or forward motion, it is a pitch. The pitch may be swung at by the batter or will be called a ball. In either case, the ball remains in play and runners may advance at their own risk. (Rookie, Junior, and Intermediate Softball)
 - d. The starting pitchers may warm up by using not more than eight pitches, completed in one minute. At the beginning of each half-inning or when a pitcher relieves another, no more than one minute may be used to deliver no more than five balls to the catcher or other teammates.
7. For an intentional walk, all pitches must be thrown to the batter.
8. Player Participation: Each player in attendance at the game must play 3 innings defensively. Defensive substitutions must be announced to opponent's scorekeeper for playing time records.
9. All players who are present will be placed into the batting order. Those players that are not defensive starters will be identified as extra hitters (EH) on the line-up card. There will be free substitution in the Junior Softball League. Any player substituted for may reenter the game an unlimited number of times. Players must remain in their same spot in the batting line-up. Players arriving late will be added to the bottom of the batting order upon arrival. This will immediately be reported to the opposing team scorekeeper.
10. There is a two (2) hour time limit for all youth girls' softball games.
11. A courtesy runner may be used for the pitcher and catcher at any time. The same runner may not run for both positions. The courtesy runner will be the last batter to make an out. If there are no outs in the inning, then the last batter of the previous inning may be used as a courtesy runner.
12. The side is out when three (3) outs or ten (10) batters have batted, whichever comes first, except for the sixth inning. The batting order will resume from that point in the next inning. The inning is over when the tenth (10th) batter touches first base if she walks or when the ball is returned to home plate and the catcher or any other player touches home plate while having the ball in their possession. The tenth batter must be pitched to.
13. A catcher must wear normal catcher's equipment. (Shin Guards, Chest Protector, Helmet and Facemask or Hockey style mask)
14. Bunting is allowed.
15. Playoff games will have time limits for all games except the semifinals and finals within each league.
16. The 15 run rule will remain in effect for all playoff games.

XVIII. INTERMEDIATE SOFTBALL RULES

1. A catcher must wear normal catcher's equipment. (Shin Guards, Chest Protector, Helmet and Facemask or Hockey style mask)
2. Games will consist of six (6) innings. If a team is ahead by fifteen (15) runs or more after four (4) innings, the game shall be terminated. A regulation game is complete if three innings have been played or one hour and 15 minutes has elapsed.
3. Base stealing is legal.
4. Bunting is allowed.
5. Leaving a Base Early - In the Rookie, Junior, and Intermediate Softball leagues, a dead ball will be called if any player leaves the base early. Teams will be given one warning per game for leaving the base early. All subsequent incidents will mean the runner is ruled out.
6. Pitching:
 - a. Before starting to pitch, the pitcher must come to a full and complete stop facing the batter with the ball held in one or both hands in front of the body.
 - b. The Intermediate League Softball will play fast pitch rules. The pitching distance shall be 43 feet.
 - c. If the ball slips from the pitcher's hand during the back swing or forward motion, it is a pitch. The pitch may be swung at by the batter or will be called a ball. In either case, the ball remains in play and runners may advance at their own risk. (Rookie, Junior, and Intermediate Softball)
 - d. The starting pitchers may warm up by using not more than eight pitches, completed in one minute. At the beginning of each half-inning or when a pitcher relieves another, no more than one minute may be used to deliver no more than five balls to the catcher or other teammates
7. Player Participation: Each player in attendance at the game must play 3 innings defensively. Defensive substitutions must be announced to opponent's scorekeeper for playing time records.
8. All players who are present will be placed into the batting order. Those players that are not defensive starters will be identified as extra hitters (EH) on the line-up card. There will be free substitution in the Intermediate Softball League. Any player substituted for may reenter the game an unlimited number of times. Players must remain in their same spot in the batting line-up. Players arriving late will be added to the bottom of the batting order upon arrival. This will immediately be reported to the opposing team scorekeeper.
9. A courtesy runner may be used for the pitcher and catcher at any time. The same runner may not run for both positions. The courtesy runner will be the last batter to make an out. If there are no outs in the inning, then the last batter of the previous inning may be used as a courtesy runner.
10. There is a two (2) hour time limit for all youth girls' softball games.
11. Playoff games will have time limits for all games except the semifinals and finals within each league.
12. The 15 run rule will remain in effect for all playoff games.

Spotsylvania Parks and Recreation Department Youth Sports Concussion Policy

Spotsylvania Parks and Recreation Department has created the following policy that will be in effect as of **August 2015** and beyond for all youth sports leagues.

Objective:

To establish a policy that will provide ALL youth sport coaches and parents associated with the Spotsylvania Parks and Recreation Department with guidelines relating to how to recognize signs of a concussion, procedures for dealing with athletes and parents when a concussion is suspected, as well as mandatory rules concerning the return to action for the participant.

Criteria:

A concussion can be caused by a blow to the head, jolt to the body, or any sudden force that results in a rapid acceleration/deceleration of the brain inside the skull. This impact of the brain against the rigid inside walls of the skull can cause a change in neurological function and a host of other symptoms depending on which part of the brain was injured. Youth athletes are particularly vulnerable to the effects of a concussion. Even what appears to be a "minor ding or bell ringer" has the real risk of catastrophic results when an athlete is returned to action too soon. Second impact syndrome, which in some cases can be fatal, is a direct result of returning to game action before all symptoms have cleared. While most players heal within a few weeks, an athlete who returns to play before a concussion has completely resolved risks re-injuring an already injured brain which can have life threatening consequences. Therefore, continued participation in any sport following a concussion can lead to worsening concussion symptoms, as well as increased risk for further injury to the brain, and even death.

The well-being of the athlete/participant is our greatest concern during any practice or game. Officials, coaches, and parents are being asked to make all efforts to ensure that concussed athletes do not continue to participate. Thus, coaches, parents, and officials should be looking for signs of concussion in all athletes and shall immediately remove any suspected concussed participant from play.

When in doubt, sit them out! It's far better to miss one or two games as a precautionary matter than to risk possible brain injury. No game is worth that.

What to look for:

Concussions can appear in many different ways. We know that a person does not have to lose consciousness to suffer a concussion. Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion, such as those mentioned below shall be immediately removed from the game or practice and shall not return to play until cleared by an appropriate health-care professional.

1. PROBLEMS IN BRAIN FUNCTION:

- a. Confused state – dazed look, vacant stare or confusion about what happened or is happening.
- b. Memory Problems – can't remember assignment on play, opponent, score of game, or period of game; can't remember how or with whom he or she traveled to the game, what he or she is wearing, what was eaten for breakfast, etc.
- c. Symptoms reported by participant – headache, nausea or vomiting; blurred or double vision; oversensitivity to sound, light or touch; ringing in ears; feeling foggy or groggy; dizziness.
- d. Lack of sustained attention – difficulty sustaining focus adequately to complete a task, a coherent thought, or a conversation.

2. SPEED OF BRAIN FUNCTION: Slow response to questions, slow slurred speech, incoherent speech, slow body movements and slow reaction time.

3. UNUSUAL BEHAVIORS: Behaving in a combative, aggressive, or very silly manner; non-typical behavior for the individual; repeatedly asking the same question over and over; restless and irritable behavior with constant motion and attempts to return to play; reactions that seems out of proportion and inappropriate; and having trouble resting or "finding a comfortable position."

4. PROBLEMS WITH BALANCE AND COORDINATION: Dizziness, slow clumsy movements, inability to walk a straight line or balance on one foot with eyes closed.

Seek medical help immediately if...

Most concussions do not result in emergency care. However, if symptoms worsen, or you notice behavioral changes or any of the following, seek care immediately:

➤ Headaches that worsen; seizures, neck pain; very drowsy, can't be awakened; repeated vomiting; increasing confusion or irritability; weakness, numbness in arms and legs; inability to recognize people/places, less responsive than usual.

If you observe any of the above signs, call your doctor or go to the emergency room immediately.

Role of Coaching Staff:

Coaches/Coaching Staff will NOT be expected to "diagnose" a concussion. That is the job of an appropriate health-care professional. Coaches/Coaching Staffs will be asked to use their best judgment in observing the signs, symptoms and behaviors, associated with concussions. If a member of a youth team coaching staff observes questionable signs, symptoms, or behavior, he/she must remove the participant from the game for further evaluation and notify the parent/guardian.

The responsibility of further evaluating and managing the symptomatic participant falls upon the head coach, parent/guardian or appropriate health-care professional. If an appropriate health-care professional on site determines that the athlete HAS NOT suffered a concussion, the athlete may return to play. If there is no appropriate health-care professional available to evaluate the athlete, the athlete SHALL NOT be allowed by the coach or parent/guardian to return to play.

Role of Game Officials:

Neither officials, nor coaches, will be expected to "diagnose" a concussion, as that is the job of an appropriate health-care professional. Officials are being asked to use their best judgment in observing the signs, symptoms and behaviors, associated with concussions. Officials will not be asked to make what could be perceived to be a medical opinion. If an official observes questionable signs, symptoms, or behavior, the official must notify the coach and remove the participant from the game for further evaluation.

The game official is not responsible for the sideline evaluation or management of the athlete after he or she is removed from play. The responsibility of further evaluating and managing the symptomatic athlete falls upon the head coach, and/or an appropriate health-care professional. If an appropriate health-care professional on site determines that the athlete HAS NOT suffered a concussion, the athlete may return to play. If there is no appropriate health-care professional available to evaluate the athlete, the athlete **SHALL NOT** be allowed by the coach or parent to return to play. The official does not need written permission for an athlete to return to play after evaluation, nor does the official need to verify the credentials of the appropriate health-care professional. Ensuring compliance is the responsibility of the head coach and NOT the game official

Spotsylvania Parks and Recreation Department Required Course of Action when an athlete is suspected of sustaining a concussion:

1. Remove athlete from any activity (game or practice).
2. Notify parent or guardian.
3. Any participant suspected of having a concussion should be evaluated by an appropriate health-care professional within a day of the "injury". NOTE: An "appropriate health-care professional." A Physician, Physician Assistant, Osteopath Physician, or Athletic Trainer licensed by the Virginia Board of Medicine; a Neuropsychologist licensed by the Boards of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.
4. No participant may return to play or practice on the same day after a concussion has been diagnosed, nor until evaluated by an appropriate health-care professional.
5. Any participant with a concussion shall be medically cleared by an appropriate healthcare professional prior to resuming participation in any practice or league play. This clearance shall be in the form of a written letter signed by the healthcare professional. One copy must be supplied to Spotsylvania Parks and Recreation Department and one must be supplied to the head coach prior to any return to play. The formulation of a gradual return to play protocol should be a part of the medical clearance.

NOTE: Athletes with continued concussion symptoms are at significant risk for recurrent, cumulative and even catastrophic consequences of a second concussive injury. Such risks are minimized if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete may return-to-sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

These guidelines shall be applied to all sports related activity.

Coaches Compliance:

Any coach that disregards the safety and well being of a youth sport(s) participant as it relates to concussions will be suspended indefinitely from coaching. Additionally, any coach that misuses this policy to prohibit an otherwise, healthy, fit, uninjured player from participating will be suspended indefinitely from coaching.

We strongly suggest taking one of the following course on concussions.

<http://www.cdc.gov/headsup/youthsports/training/index.html> or <http://nfhslearn.com/courses/38000>

These courses can be found on our website at <http://www.spotsylvania.va.us/parksandrec>

**Senate Bill 652, the 2010 General Assembly
Code of Virginia § 22.1-271.5
House Bill 410 & Senate Bill 172, the 2014 General Assembly
Code of Virginia § 22.1-271.5
and
House Bill 1096, the 2014 General Assembly
Code of Virginia § 22.1-271.6**

The Spotsylvania Parks and Recreation Department has provided these by-laws for each coach to read and fully understand. If you have any questions concerning any of these rules, you should make it known before signing this document.

I hereby pledge that I have read and understand these by-laws.

Team _____

Signature _____

Date _____