

Manager's Handbook/Bylaws



*Bismarck Women's Slowpitch
Softball Association
2023*

BWSSA ADVISORY BOARD

Chairperson

<i>Jessica Dirk</i>	<i>Vice Chairperson</i>	
<i>Sue Heilman</i>	<i>Secretary</i>	<i>426-4687</i>
<i>Jo McLeod</i>	<i>Tournament Manager</i>	<i>319-2329</i>
<i>Danielle Borseth</i>	<i>Website Manager</i>	<i>516-3341</i>
<i>Brenda McNamara</i>	<i>Treasurer</i>	
<i>Samantha Lachenmeier</i>		
<i>Jackie Fleck</i>		

TOURNAMENT MANAGER

<i>Joey McLeod</i>		<i>319-2329</i>
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LEAGUE REP

<i>Danielle Borseth</i>		<i>516-3341</i>
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BISMARCK UMPIRE-IN-CHIEF

<i>Mike Wolf</i>	<i>1926 Billings Drive Bismarck, ND 58504</i>	<i>222-0478</i>
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PARKS and RECREATION

<i>Ethan Eberle</i>	<i>420 E. Front Avenue Bismarck, ND 58504</i>	<i>222-6455</i>
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BWSSA MEETINGS

- February 23. Organizational meeting
- March 23 Tentative roster
Bismarck Eagles 6 PM
- April 13. Collect league fees (\$1500) and City Roster
Bismarck Amvets 6 PM
- May 11 Pickup – softballs and manager’s packets-Turn in STATE ROSTER
All Seasons Arena 4-6 PM
- May 22 League starts

STATE / INFORMATIONAL DATES

- June 19. Deadline for roster changes
- July 13. Entry deadline for STATE TOURNAMENTS.-late fee of \$25 assessed after
the 13th
- August 9Entry deadline for Women’s Masters State Tournament.

The State Registration fee *is not* a State Tournament Entry fee.

TOURNAMENT DATES

- July 29-30..... Rec 3 East– Grand Forks
- August 5-6 Rec 2 /Rec 4 West- Bismarck
- August 12-13..... Rec 1 / Rec 4 East - Jamestown
Rec 3 West – Minot
- August 19-20 Womens Masters 30 & Over State Tournament – Bismarck – Entry form on
state website.

NOTE: STATE TOURNAMENT ENTRY FEE is \$200 for all Rec and Masters Divisions Entry deadline is July 13. Checks should be made out to BWSSA. Mail to BWSSA, PO Box 403, Bismarck, ND 58502. Masters entries must complete roster and fees are sent directly to address on the roster.

State Tournament fees should be mailed to BWSSA, PO Box 403, Bismarck, ND 58502.

In the event of inclement weather, **DO NOT** call **PARKS and RECREATION DEPARTMENT**. Local radio stations will be given the necessary information pertaining to league and tournament play. Information concerning league play will be aired after 5:00 PM. Cancellations will also be posted on the Bismarck Women's Slowpitch website.

FEES

League Fees \$1500 – includes player fees for up to 20 players – also includes below:

- A. State sanction fee \$65.00

NOTE: This fee is a Registration Fee for sanctioning purposes.
It is NOT a STATE TOURNAMENT ENTRY FEE.

- B. Alcohol Permit \$30.00

PAYMENT OF FEES

- A. League fees and your final BWSSA roster will be due April 13.
- B. Make checks payable to: ONE Check Per Team - BISMARCK WOMEN'S SLOWPITCH SOFTBALL ASSOCIATION (BWSSA).
- C. **All games played while fees are delinquent will be forfeited.**

CLASSIFICATION

- A. Classification for the new season: Your classification is the same at the beginning of the season as it was at the end of last year's season; unless a change is requested or warranted by changes in the present season's roster. To request a change in classification, contact a League Representative or the Advisory Board President.

League Representatives: Danielle Borseth 516-3341

- B. New team's classification: New teams will receive a classification after their roster has been received by a League Representative and reviewed.
- C. **Request for change in classification:** If you wish a change in your classification; please notify a League Representative and she will explain the procedure to be followed in order to make the change.

BASES

- A. Seventy (70) foot bases will be used in all women's and youth slowpitch softball (except 12 years and under).

SOFTBALLS

- A. Each team will receive one game ball per scheduled game upon payment of all league fees. These are game balls - **DO NOT** use them for practice. Managers will be responsible for providing one game ball for league games.

NOTE: Girl's and women's slowpitch will use eleven (11) inch red stitch (.52 core) ASA /USA stamped balls for all league and tournament play.

MANAGER INFORMATION

Managers please become familiar with the following:

- A. All roster changes will be made through the League Rep. No roster changes will be made until the league rep. has received **official roster change form in the mail**. Mail to BWSSA, PO Box 403, Bismarck, ND 58502. **NO ROSTER CHANGES WILL BE MADE BY TELEPHONE.** (Bylaws: Article IV, Section 1).
- B. There is a \$30.00 charge for alcoholic beverage permits this year (the permit is included in your manager's packet).
- C. The manager or team representative will be required to attend two manager meetings and one Rules Clinic. **Managers or team representative are required to stay until meeting is adjourned.** [As of 2/13/03]
- D. **Managers are responsible for team conduct while they are on the playing field and on softball complex. This includes the parking lot before and after the games. If your team enjoys food and/or beverages in the parking lot before or after your games, please make sure to leave the area clean.**
- E. **No drinking of alcoholic beverages or smoking is permitted anywhere inside the diamond complex.** (Bylaws: Article V, Section 4).
- F. If you know your team will be forfeiting, contact Susan Heilman 426-4687 or email bwssa@live.com. If League games are scheduled on public holidays will be played or forfeited. Teams will be allowed a 2 games late notification, after which if **notice of forfeit is received less than twenty-four (24) hours before league game time**, teams will be required to pay the umpires fee (\$50 per game) prior to the next league night. (Bylaws: Article V, Section 10).
- G. Rained-out games will not be rescheduled unless it affects the league standings. (Bylaws: Article V, Section 2).
- H. Teams using ineligible player(s) will forfeit all games in which the ineligible player(s) was used. (Bylaws: Article III, Section 2).

- I. The official score sheet must be signed by the umpire and at least one manager. This includes games that are forfeited, unless notification has been made twenty-four (24) hours in advance. (Bylaws: Article V, Section 10).
- J. If no umpire, the official score sheet must be placed in the score sheet collection boxes located at the Clem Kelley and Sam McQuade, Sr. diamond shacks. The score card should include the name and address of the person who officiated the game.
- K. If a player is found using a banned bat, the penalty is ejection with suspension of up to 5 years – a banned bat list is available on the USA softball of ND website.

PUBLICITY

- A. All league standings will be submitted to the Bismarck Tribune once a week and posted on the Bismarck Women's Slowpitch Website.

PLAYER EJECTION

- A. Any player ejected from a game for cause is out of play for the rest of the game. Any player ejected will be suspended for that game and the next 4 games she plays, whether in league or in tournament. A report will be given to the Umpire-in-Chief within twenty-four (24) hours. The Advisory Board will then decide if further action should be taken. (Bylaws: Article III, Section 5).

ROSTER

- A. Your final BWSSA roster is due with player fees on April 13.
- B. Minimum of twelve (12) players and maximum of twenty (20) players. (**Teams must have 12 players on the roster to be eligible for State Sanctioning**).
- C. Any **changes** to your city roster **after May 11** should be **mailed** to the (BWSSA; PO Box 403; Bismarck, ND 58502). **Final changes** must be **mailed to BWSSA by June 16**. The changes will then be forwarded to a League Representative for the change to your State Roster.
- C. Player fees cannot be switched from one player to another after league starts, if the player being dropped from the roster has played for the team; however briefly. Your most recent roster is your official roster for any league or tournament play.
- E. **Once you have received the copy of your official State Roster; it must be carried with you to all league games and tournaments.**
- F. Players must meet the age requirement of 13 years of age anytime during the current year.

ADVISORY BOARD MEETINGS

- A. Board meetings will be held on a regular basis. If you are interested in attending, please contact any Board member for specific dates.

INVITATIONAL TOURNAMENT PARTICIPATION

- A. How a team does in invitational tournaments has a great effect on their classification as it is the only way people at the State Classification meeting can tell how teams compare throughout the State. If **your team participates** in a **tournament outside the city**, please let a **League Representative know the results** as it will help in obtaining a classification which is as accurate as possible for your team.

NOTE: Teams must follow State pickup rules.

EJECTIONS

- A. The USA softball of ND Association has a **mandatory four game sit-out** for any player or coach ejected by a State Registered Umpire. This sit-out **MUST** be the next games the player participates in; whether in league or tournament play.

NOTE: Direct any questions to a League Representative.

2023 STATE TOURNAMENT DATES AND SITES

Women's Slowpitch

July 29-30	REC 3 East	Grand Forks
August 5-6	REC 2 REC 4 West	Bismarck Bismarck
August 12-13	REC 1 REC 4 East REC 3 West	Jamestown Jamestown Minot
August 19-20	Women's Masters 30	Bismarck

PLAYERS ON MORE THAN ONE ROSTER (Multiple players)

1. Players on more than one roster must report to respective managers that they are multiple players and which rosters they are on. **Multiple players** must be **listed on the reverse side of each roster** they are on.
2. You must pay player fees on all teams you are rostered with.
3. No multiple players may be rostered on two (2) teams playing on the same night.
4. All other rules are the same as the State Ruling.
5. The penalties for problems or conflicts will be the same as those listed in Article III, Section 5 of the BWSSA Bylaws.

ROSTER REVISIONS

- A. Completed USA softball of ND Roster Revision Forms (Official Roster Revision Form For **DROPS** only) and (Official Roster **ADDITION** Form) will be the **ONLY** means of changing your rosters. **NO CHANGES BY PHONE WILL BE ACCEPTED.** These **forms must be mailed** to BWSSA; PO Box 403, Bismarck, ND 58502.

When adding or dropping players, please remember that there is a **minimum of twelve (12) players and a maximum of twenty (20) players required for an official roster.** Make sure your roster meets these requirements when making your changes.

FINAL ROSTER REVISIONS ARE DUE BY JUNE 19.