



**A Captain's Guide
to the
Kevin McAuliffe
City Softball League**

A Captain’s Guide to the Kevin McAuliffe City Softball League..... 1

 General 3

 Getting Started 4

 Existing Captains 4

 New Captains 4

 Paying the Fee 5

 The Roster 5

 Purchasing Equipment 5

 Game Time..... 6

 Post Game 7

 Standings and Results 7

 What if 8

 There is inclement weather 8

 Forfeits 8

 No Umpire is present at Game Time 8

 There is an existing game taking place on the field..... 8

 The Umpire asks for money..... 8

 The League Website is down..... 9

 A team wants to practice..... 9



General

The captains are the most important keys to running a successful and efficient league. Constant email updates are sent out throughout the season that indicates schedule changes, rule clarifications and the infamous playoff scenarios. The primary and secondary contacts are included on the emails unless otherwise specified. If a captain knows that they will be out of town and the secondary contact is unavailable, a backup contact should be supplied.

Unless specified, the League uses ASA rules. Captains should always have the League specific rules with them when playing to clarify in the event that the League rule overrules the existing ASA rule.

If the Commissioner is out of town or will be unavailable, the captain's involved in the games and will be designated another contact. Voicemails to the Commissioner will normally be returned within 24 hours. If there is a forfeit for a game, you must contact the Commissioner directly by phone. Email is not an option!

Captain responsibilities include:

- *Communicate with the Commissioner including payment of league fee*
- *Coordinate individual team's attendance and team's equipment*
- *Verify scheduled games are in their proper location*
- *Carry all necessary permits and League Rules to each game*
- *Provide the on-field umpire with game ball and lineup*
- *Submit a final regular season roster*
- *Serve as the point person with umpire if there is a disputed call or question*
- *Report game scores if you are the winning team within 24 hours of the game's completion including the field condition, umpire id and any additional relevant comments*
- *Manage the field include checking to see the condition of the field both before and after game time*
- *Remind all of their team's participants to never give money to anyone at the field. The league fee covers all of the costs for the permits and umpires.*



Getting Started

Existing Captains

Existing captains should contact the Commissioner to verify that they wish for their team to return.

New Captains

New captains should contact the Commissioner to see if there is availability within the league.

Before the season begins, a Captain's Meeting is commonly held to go over any existing rule changes and proposed changes to the league.

All captains are required to complete a contact form.

Figure 1 - Sample League Contact Form

2007 Kevin McAuliffe City Softball League Contact Form					
Team Information					
Company Name	Company ABC				
Team Nickname	ABC CO				
Team Color	Maroon				
Scheduling					
Perceived Team Strength	Top Tier - X	Middle Tier		Lower Tier	
Preferred Nights to Play (Rank 1 to 5):	Monday 4	Tuesday 2	Wednesday 3	Thursday 2	Friday 1
Can you play start any of your games at 5:30 PM?	Yes - X	No			
Do you have a preferred rival? (1 st and 2 nd choices)	Pay Scrubs				
Are there any specific teams you wish to play against this season?	Partnership, Hag fish, Pay Scrubs				
Are there any dates or weeks that there are known conflicts? (Company outings, corporate events, or personal commitments)	Week of Memorial Day, May 19 th , July 22 nd				
Primary Contact					
Primary Contact Name	Hank Smith				
Address	100 Main Street ... Anytown, USA, 55555				
Telephone	555-555-5555				
Alternate Telephone					
Fax					
Preferred Email	55555@email.com				
Secondary Email					
Secondary Contact					
Secondary Contact Name	Louis Raplehou				
Address	100 Main Street ... Anytown, USA, 55555				
Telephone	555-555-5555				
Alternate Telephone					
Fax					
Preferred Email	555556@email.com				
Secondary Email	J1912341@qwhynot.com				



Paying the Fee

No team is formally in the league until the League Fee has been paid. Each year, it seems that one or two teams are unable to finalize their finances to gain entry into the league. This is one of the reasons why the League Fee is due before the season begins. Captains are the contact for managing and delivering the League Fee.

The fee includes coverage of the field permits and umpire fees.

The Roster

The final roster is due in early July. Once the final roster is submitted no changes may be made.

Purchasing Equipment

Teams are responsible for purchasing their own bases, bats, balls and catcher's mask. The league normally attempts to provide an ASA Rulebook and Scorebook.

Balls are the F12 Clincher.




Game Time

Captains are responsible for coordinating the attendance of their team and being prepared to play at game time. This includes getting the lineup ready and meeting with the umpire. During the regular season games, a coin flip will take place for the first time teams meet. If teams meet more than once in the season, then the team that was home the first time will be the visitors in game two. For the playoffs, the higher seed is the home team as no coin flip occurs.

Captains are responsible for bringing the field permits and league rules to each game. The permits empower the teams to use the field for the time specified. The league rules provide distinctions for the league vs. the traditional ASA rules. Many umpires umpire in different leagues. Therefore, it is necessary at times to clarify specific rules. In 2007, a one page rules summary was created to highlight key league rules.

Figure 2 - Sample Permit

 City of New York Parks & Recreation		Rental Contract / Permit							
		Printed: 09-Apr-05, 01:21 PM User: var4075							
Contract #: 37732		User: var4075							
Date: 09-Apr-05		Status: Firm							
City of New York / Parks & Recreation hereby grants GWhyNot - Kevin McAuliffe City Softball (hereinafter called the "Licensee") represented by Larry Ackerman, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.									
i) Purpose of Use		Softball Softball League							
ii) Conditions of Use		No alcoholic beverages allowed. No amplified sound allowed. No vehicles allowed. No barbecuing. Do not leave personal belongings unattended.							
iii) Date and Times of Use		# of Bookings: 35		Starting: Tue 19 Apr 05 06:00 PM		Ending: Wed 24 Aug 05 06:00 PM		Expected: 0	
Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Tax	Total
Commodore John Barry Park - Baseball Field 01 - Com. Barry Park	Tue	19-Apr-05	06:00 PM	19-Apr-05	08:00 PM	\$16.00	\$0.00	\$0.00	\$16.00
Commodore John Barry Park - Baseball Field 01 - Com. Barry Park	Wed	20-Apr-05	06:00 PM	20-Apr-05	08:00 PM	\$16.00	\$0.00	\$0.00	\$16.00
Commodore John Barry Park - Baseball Field 01 - Com. Barry Park	Tue	26-Apr-05	06:00 PM	26-Apr-05	08:00 PM	\$16.00	\$0.00	\$0.00	\$16.00
Commodore John Barry Park - Baseball Field 01 - Com. Barry Park	Wed	27-Apr-05	06:00 PM	27-Apr-05	08:00 PM	\$16.00	\$0.00	\$0.00	\$16.00
Commodore John Barry Park - Baseball Field 01 - Com. Barry Park	Tue	03-May-05	06:00 PM	03-May-05	08:00 PM	\$16.00	\$0.00	\$0.00	\$16.00
Commodore John Barry Park - Baseball Field 01 - Com. Barry Park	Wed	04-May-05	06:00 PM	04-May-05	08:00 PM	\$16.00	\$0.00	\$0.00	\$16.00
Commodore John Barry Park - Baseball Field 01 - Com. Barry Park	Tue	10-May-05	06:00 PM	10-May-05	08:00 PM	\$16.00	\$0.00	\$0.00	\$16.00



Post Game

Upon completion of the game, the winning team must have the umpire sign your scorebook. Each umpire should include a unique id when signing their name (e.g 102).

Results must then be submitted online using the submit results page. Only the winning team needs to submit the results. During the results entry, teams should also include feedback on the field conditions as well as any relevant comments.

Figure 3 - Sample Submission of Results

Submission of Game Results

Please provide the results of your game if you are the winning team.

Date of Game: -- mm/dd/yy

Your Team: **Your Opponent:**

MAINE MOXIE	MUCKRAKERS
MAYHEM	PARTNERSHIP
MUCKRAKERS	PAY SCRUBS
PARTNERSHIP	PIRATES
PAY SCRUBS	S AND P

Score:


Enter in your comments on the game to be posted on the website:

Sample Game Summary:
The Pay Scrubs continued their hot streak stopping Partnership in a close affair.

Were you the home team?: Yes No

Your email address (For Validation Purposes):

Your Name:



Standings and Results

League Standings and game results are updated a few times a week. Team captains should verify that their team's standings and results are correct. If an error is found, contact the commissioner immediately.



What if . . .

There is inclement weather

All games are expected to take place unless otherwise designated. In the event of rain during the day of a game, the Commissioner will communicate with the teams involved whether the games will take place. Up until two hours before game times starting at 6 PM, the Commissioner may postpone the game. For later games, the two hour window remains, although games are normally postponed more aggressively since many players leave the office by 6 pm.

Forfeits

Every blue moon, a work emergency can occur the day of the game. If a team needs to forfeit, the team captain must contact the Commissioner by phone before 4 pm. Email is not an option! This provides time for the Commissioner to communicate with the Umpire Chief and the opposing team. Until the Commissioner has spoken to the team forfeiting directly, the team should keep attempting to reach the Commissioner.

No Umpire is present at Game Time

In the event that an umpire is not present at game time, a member of one of the teams should contact the Commissioner who will then contact the Umpire Chief. During the regular season, teams can police themselves to get started. An umpire is generally on their way unless there is an unforeseen circumstance.

There is an existing game taking place on the field

The permits indicate the time and the location for use of the fields. Enforcing the permits is a tough thing to do, but at times necessary. Especially during the months of April through June, many of the schools are playing their games. Be respectful of the teams that are playing, but cognizant of the time and the potential for darkness. Also make certain that both teams and the umpire are present. Speak to the umpire and coaches who are currently playing. If the game has a short-time left, then be lenient.

In the case of games at Murry Bergtraum, there is no choice. If the Murry Bergtraum teams are playing, there is no negotiation; you must wait until their game is completed.

Without a permit, there is no argument. In the case of Con Edison field, without the permit, you may not enter the field.

The Umpire asks for money

No umpires should ever be paid at the field. The League Fee covers the costs of the umpires and the umpires are paid by the umpire chief.



The League Website is down

Contact the Commissioner

A team wants to practice

Unfortunately, field space is at a premium in the New York City area. As a result, the city does not grant any practice time. Every now and then, a field will not be able to be used due to a scheduling conflict. If this occurs, the Commissioner will communicate with the captains that a field is available.

