

**Saint Paul  
Highland Park**



**Softball Handbook**

## **WELCOME TO ST. PAUL HIGHLAND SOFTBALL**

### **PURPOSE**

The purpose of the St. Paul Highland Softball Program is to provide a premier, multi-tiered fast-pitch softball program which emphasizes skills development, softball knowledge, teamwork and friendships for girls ages 8-18; to develop, promote and grow a community oriented softball program that feeds into advanced level, highly competitive opportunities for girls from local high schools (Central, Cretin Derham Hall, Highland Park, Nova Classical, St. Paul Academy, etc).

The organization offers in-house softball experiences, PLUS tournament teams, as well travel softball in the Tri-County Softball League. Tri- County League covers the entire eastern half of the Twin Cities and western cities of Wisconsin. Summer, fall leagues and winter skill building are all components of the program

St. Paul Highland Softball offers “in-house” programs through our Minors (2nd -4th grades), and Majors (4th-6th grades). Games are played the Nova fields (Montreal and Davern) and at Highland Park Senior High School.

Additionally players on in-house also have the opportunity to be place on a PLUS tournament team and play in approximately 4 tournaments during the summer.

The St. Paul Highland Traveling Softball program offers teams at the 12 and under (12U); 14 and under (14U); 16 and under (16U) and 18 under (18U) . Teams at 12U and older levels stress fundamentals but add more game strategy and advanced skills.

St. Paul Highland Softball is a volunteer organization. All of our coaches receive training through our organization or by attending authorized training clinics. We welcome volunteers at all levels, from coaches, team managers, scorekeepers to St. Paul Highland Softball board members.

## **TABLE OF CONTENTS**

ORGANIZATION	p 4-6
Softball Committee, Eligibility, and Meetings	
Position Descriptions	
PLAYER PARTICIPATION	p 7
Participation, Registration, Fees, Refund Policy	
PROGRAMS OFFERED	p 8
In-House	(Minors and Majors)
PLUS Program	(10U and 12U)
Travel	(12U, 14U, 16U and 18U)
PLAYER ELIGIBILITY AND TRYOUTS	p 9-10
In-House, PLUS, Travel	
Team Placement	
Parental / Player Acknowledgement	

## **ORGANIZATION**

### **Saint Paul Highland Softball Committee**

The purpose of the St. Paul Highland Softball Committee is to govern the policies and procedures as established in the Bylaws and the Guidelines for the St. Paul Highland Softball Program. The St. Paul Highland Softball Committee shall consist of 11 positions, which are:

Vice President

League Administrator

Minor League Commissioner

Major League Commissioner

Senior League Commissioner

PLUS Coordinator

Travel Teams Coordinator (2)

Coaches and Clinics Coordinator (2)

At-Large Member (1)

### **Eligibility**

The St. Paul Highland Softball Committee will consist of members who demonstrate an interest in promoting the St. Paul Highland Softball Program. It is the intent of the St. Paul Highland Softball Committee to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession or sale of illegal substances from serving on the Board. Any St. Paul Highland Softball Committee member whose continued service is deemed detrimental to the welfare of the St. Paul Highland Softball Program may be removed upon majority vote of the board.

### **Meetings**

The St. Paul Highland Softball Committee will meet monthly. Meetings will require a majority of the St. Paul Highland Softball Committee to officially conduct business.

1) An agenda will be established for each meeting. All items to be included on the agenda are to be submitted to the League Administrator one (1) week prior to the meeting.

2) All actions carried out by the St. Paul Highland Softball Committee will be agreed upon by a majority vote of those present.

3) Special meetings may be called as needed. The purpose of the meeting shall be stated in the call. A notice of the meeting will be given to each member at least 3 days before such meetings. A majority of St. Paul Highland Softball Committee members is required to conduct the meeting.

The majority of the agenda items are open to the public. If there are any topics that are sensitive in nature, these will be noted on the agenda as closed to the public

## **POSITION DESCRIPTIONS**

### **Vice President**

- Oversees the entire St. Paul Highland Softball Program and is responsible for its management
- Calls and conducts regular St. Paul Highland Softball Committee meetings
- Liaison between St. Paul Highland Ball Program Board and St. Paul Highland Softball
- Organizes registration for Summer and Fall Softball Programs
- Coordinate yearly budget for Summer & Fall Leagues
- Initiate annual ordering of equipment, uniforms, and other needed items with approval from Board

### **League Administrator**

- Prepare, distribute, and maintain meeting agenda, minutes, and other necessary publications
- Maintains working St. Paul Highland Softball Committee roster with phone numbers and job descriptions
- Responsible for communicating appropriate St. Paul Highland Softball Program information with local media
- Update bylaws as required and make available to St. Paul Highland Softball community as appropriate

### **League Commissioners (3)**

- Oversee assigned In-house League (Minors, Majors, Seniors)
- Manage coach selection for league teams with approval from the St. Paul Highland Softball Committee
- Coordinate evaluations and team selections for In-house Leagues
- Create and maintain In-house League practice and game schedules
- Distribute, collect, and summarize the player/parent evaluations of coaches
- Additional duties as needed

### **PLUS Program Coordinator**

- Oversee recruitment and manages inquiries for PLUS teams (10U, 12U)
- Identify and recommend coach possibilities to St. Paul Highland Softball Committee
- Coordinate all tryouts and team selections for PLUS teams
- Schedule and manage all tournament participation for PLUS team
- Work with Travel Program Coordinator to maintain substitution list of players
- Work with League Commissioners to ensure player commitment to In-house teams
- Distribute, collect, and summarize the player/parent evaluations of coaches
- Additional duties as needed

### **Travel Program Co-Coordinators (2)**

- Attend all Tri-County League meetings (year-round) and team registrations
- Oversee recruitment and manage inquiries for Travel Program (12U, 14U, 16U, 18U)
- Identify and recommend coach possibilities to St. Paul Highland Softball Committee
- Coordinate all tryouts and team selections for Travel Program
- Responsible for scheduling umpires and fields for games, practices and scrimmages
- Work with PLUS Program Coordinator to maintain substitution list of players
- Distribute, collect, and summarize the player/parent evaluations of coaches
- Additional duties as needed

### **Coaches and Clinics Co-Coordinators (2)**

- Responsible to conduct a pre-season coaches clinic
- Organizes player clinics as requested
- Contact person for coaches and players throughout the season
- Conducts a coaches evaluation of players
- Assists with coach and player recruitment

### **At-Large Member (1)**

- Will assist the St. Paul Highland Softball Committee with assigned tasks, including but not limited to promotion of the St. Paul Highland Softball Program player evaluations and
- Will shadow current Board member to ensure smooth transition of responsibilities, with the intent being that this position will fill one of the other vacated positions within the next year

### **Additional Volunteer Opportunities (non-Committee roles)**

- Equipment Coordinator
- Field and Maintenance Coordinator
- Uniform Coordinator

## **PLAYER PARTICIPATION, REGISTRATION, FEES AND REFUNDS**

### **PARTICIPATION**

A.) Eligible players are any player residing in or attending a public or private school located within the city limits of St. Paul. Players meeting these criteria shall be considered eligible to play softball for St. Paul Highland Softball. Any player who is on a St. Paul Highland Softball team as of July 1, 2017 who does not meet these qualifications shall be allowed to continue to play for St. Paul Highland Softball as an eligible player. To be considered an eligible player for 12U travel a player will be required to have played at least one season in our in-house minors or majors programs.

B.) Ineligible players are any players who do not meet the criteria for being considered an eligible player.

C.) Teams shall be formed with eligible players first. If additional players are needed to complete a team's roster, ineligible players may be placed on teams based on tryouts and coach selection. The ineligible player will be placed on the B (or lower) team for the first summer season. If there is not a B (or lower) team then she would be eligible to play on the A team after all eligible players have been placed on a team. Once an ineligible player has played one summer season with St. Paul Highland Softball, the player will be considered eligible if the player continues to play exclusively for St. Paul Highland Softball in consecutive summer seasons.

### **REGISTRATION**

A.) Participants must register prior to the start of each season during the published dates as established by the St. Paul Highland Softball Committee.

B.) No late registrations will be accepted after tryouts with exception given to new residents moving into the area or as approved by the St. Paul Highland Softball Committee. In the event that cuts are necessary, late registrants will be cut first.

C.) Late Fee(s) will be assessed for late registrations.

D.) Any person who registers under an assumed name, or gives an incorrect age will become ineligible and will be suspended for the remainder of the current sports playing season.

### **FEES**

A.) Fees will be established annually for each participant and are required to be paid at registration.

B.) Fees cover the costs of participation including but not limited to league fees, tournament and/or entry fees, tryouts, tournaments, umpires, uniforms, equipment, and field maintenance. Fees will not be used to cover/subsidize travel expenses incurred by teams during regular or post-season play.

### **REFUNDS**

A.) No refunds are allowed once the teams have been established (Summer and Fall). Refunds will be made ONLY to players not placed on a team.

## **PROGRAMS OFFERED**

### **MINORS**

- 2nd-3rd grade (some 4th graders do play)
- Machine pitch with league mandated position rotation
- Nova Fields
- Tuesdays & Thursdays...typically 5:30pm & 7:00pm start times

### **MAJORS**

- 4th-6th grade
- 4th graders have option to play with Minors
- Player pitch and equal playing time
- Highland High School
- Mondays & Thursdays
- 5:30pm & 7:00pm start times

### **PLUS**

- 10U - One to two teams
- 12U – One to two teams
- Players must participate in the In-House Program to qualify for PLUS.
- Four to five weekend tournaments at various Metro locations
- Try-Outs Required
- Additional fee
- MANDATORY Attendance at 4 Summer Tournaments

### **TRAVEL**

- 12U - one team
- 14U - two teams
- 16U – two teams
- Try outs required.
- Teams play various community teams weekly within the metro area.
- Teams also participate in weekend tournaments



## **PLAYER ELIGIBILITY AND TRYOUTS**

### **In-House League - Age Qualifications**

A.) Teams will be established in three (3) grade-based leagues.

B.) The grade-based qualifications St. Paul Highland Softball leagues are:

Minor League: Players are in 2<sup>nd</sup>-4<sup>th</sup>\* grades *AT THE TIME OF REGISTRATION*.

Major League: Players are in 4<sup>th</sup>\*-6<sup>th</sup> grades *AT THE TIME OF REGISTRATION*.

\*4<sup>th</sup> grade players have the option to play in either the Minor League or the Major League; players will be evaluated before placed in the Major League.

\*\*9<sup>th</sup> grade players must be 14 years of age or younger as of January 1<sup>st</sup> of upcoming season.

### **PLUS and Travel Teams - Age Qualifications**

A.) Teams will be established in each of five (5) age classifications: 10U, 12U, 14U, 16U, and 18U.

B.) The age classifications for St. Paul Highland PLUS and Travel Teams are:

10 & Under: Players are 10 or younger as of January 1st of current year. Fall age brackets are determined by the player's age as of January 1st of next year.

12 & Under: Players are 12 or younger as of January 1st of current year. Fall age brackets are determined by the player's age as of January 1st of next year.

14 & Under: Players are 14 or younger as of January 1st of current year. Fall age brackets are determined by the player's age as of January 1st of next year.

16 & Under: Players are 16 or younger as of January 1st of current year. Fall age brackets are determined by the player's age as of January 1st of next year.

18 & Under: Players are 18 or younger as of January 1st of current year. Fall age brackets are determined by the player's age as of January 1st of next year.

C.) A player of a younger age classification may play in an older classification but the player of an older classification may not play in a younger classification, as per League, State and National rules.

### **Placement on Team (Team Selection)**

A.) An effort is made to place every registrant on a team.

B.) There will be no more than 12 players placed on a team unless approved by the St. Paul Highland Softball Committee prior to team selection.

C.) Participants will be placed on a team according to their ability, based on evaluation/tryout results, and previous season coach evaluation (if applicable).

D.) If a player wishes to play in an older classification the following criteria must be met:

1.) Participant must apply in writing to the St. Paul Highland Softball Committee prior to the published tryout dates.

2.) Participant must complete a full tryout at both age levels.

3.) Participant must be either: (i) the higher age group's top pitcher or one of the other position player "lock" positions based on tryout scores; or (ii) be selected by the coach and approved by the St. Paul Highland Softball Committee after finding that playing at the higher age classification will be a benefit to the participant and will not have a significant negative affect on the program as a whole.

E.) Fall Ball Tryouts: If there are enough players to form two or more teams for a 12U and up age group, then an optional tryout process will be initiated. Any girls interested in participating in a select team for fall ball will need to participate in a tryout coordinated by the Travel and PLUS Coordinators. The goal of this tryout is to offer an option for girls of advanced skill to play with girls of similar abilities. Once the select team is formed, then the remaining girls are placed on equal teams.

F.) Any player whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a majority vote of the St. Paul Highland Softball Committee.

G.) All potential players must participate in the tryout process to be selected for a position on a Traveling Gold/1st or Navy/2nd Team. Approved Exceptions (illness/injury) will ONLY be granted if notification is made to the St. Paul Highland Softball Committee PRIOR to the scheduled tryout date. Select team coaches may make exception recommendations.

**Parental and Player Acknowledgement**

A.) Due to the limited number of participants allowed and the evaluation process establishing that number, it is a requirement that every participant and their parents or guardians commit to the practices, games, and tournaments their team will participate in over the course of the season.

\_\_\_\_\_ (parent initials)