

# Victoria Women's Fastball League

## Team Handbook

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## League History

Founded as the Provincial Government Women's Softball League, with archives dating back to 1970, we are now the Victoria Women's Fastball League (VWFL).

Located in Victoria, BC, the VWFL is a member of Softball BC, and is classified as Senior D Fastpitch.

The VWFL follows the Softball Canada Official Guide and Rule Book and Softball BC's Handbook of the Constitution and Operating Rules, with exception and/or clarification of the articles found in the VWFL Constitution.

Originally our teams consisted primarily of women from government funded agencies, ministries and corporations, but now, three decades later, we're made up of women from all over the Greater Victoria Region who have found sponsorship from local businesses or through fundraising activities.

We are owned by no one and operated by ourselves. Every year, the membership nominates and votes to elect an Executive Team to run the league. This committee consists of individuals from the league who have volunteered their time.

Just like any other organization, there are core values which describe us best, identify our beliefs, and govern many of our decisions.


- Healthy competition that fosters teamwork and friendships
- Sportsmanship and fair play
- Respect of teammates and competitors
- Leadership
- Support for all levels of play
- Having fun, exercising, and enjoying the game

To help ensure these values aren't forgotten, and to acknowledge those members who promote our values best and go the extra mile for our league, every year we nominate two individuals for the Sue Beischer Award and the Joannie Dillabaugh Award.

To promote sportsmanship, we also vote for the season's Most Sportsmanlike Team, as well as the Most Spirited Player and Most Outstanding Season on each team.

## Field Etiquette

All teams are responsible for leaving the premises clean after each game, including (but not limited to) the playing field, dugout, bleachers, and bathrooms. Damages to the playing field or poor playing conditions must be immediately reported to the Vice President.



Liquor is not permitted on any premises, except in the special case of the approval of a liquor license by the BC Liquor Distribution Branch.

Smoking is permitted only in designated smoking areas, and in parking areas. Smoking is not permitted at Minor League parks.

Minor League parks have specific set-up/take-down requests. Bases, pitching rubber, rakes, and other necessary field equipment are provided at Minor League parks (Cordova Bay, View Royal, Cedar Hill, Strawberry Vale). Park guidelines are available to view on the park website.

## Home Team Responsibilities

- Bases and pitching mound are installed at least 15 minutes prior to game time.
- Infield is raked before the game.
- Outfield is skimmed for sharps, garbage, or potentially dangerous safety hazards.
- Infield is lined along the first base and third base lines, batters boxes, and the warm-up circles (if preferred).
- A new game ball and an acceptable used ball are presented at the coaches' meeting.
- Final score, umpire, and opposing team MVP are uploaded to the website within 24 hours of the game start.


## Visiting Team Responsibilities

- An acceptable used ball is presented at the coaches' meeting.
- Infield is raked after the game.
- Equipment is locked up at Minor League parks before leaving the premises and the key is returned to the designated person.
- Equipment room is left tidy.
- Final score, umpire, and opposing team MVP are uploaded to the website within 24 hours of the game start.

## Team Representatives

Team Representatives are responsible for ensuring that key information from the league is relayed to all team players.

Each team should identify two Team Representatives as their points of contact. These people will have their contact information (phone number and email) distributed to other Team Representatives and the Executive, as well as featured on the VWFL website.



It is mandatory that at least one person from each team is represented at Team Representative meetings.

Team Representatives will use the Team Login database to submit a full roster to the website. Instructions on how to submit a roster are available on the VWFL website:

<https://www.victoriawomensfastball.com/submitroster>.

Team Representatives will use the Team Login database to report the final score, umpire, and opposing team Most Valuable Player (MVP) after each game. Instructions on how to report game scores are available on the VWFL website: <https://www.victoriawomensfastball.com/reportscores>.

## Rosters

Each team will submit an unofficial and an official roster. The VWFL Constitution contains more information about rosters and eligibility: <https://www.victoriawomensfastball.com/constitution>.

### Initial roster

Each team, at or before the Ice Breaker Tournament, shall submit an initial team roster to the Statistician and Registrar, via the league's website database. New teams will require login credentials to submit a roster.

Players may be added to the initial roster before the deadline of June 1, annually.

### Softball BC Roster

Team Representatives will use a spreadsheet template provided by the Registrar to create an official roster to be submitted to Softball BC. This official roster is separate from the roster submitted to the league website and must be completed using the spreadsheet.

The official roster is due to the Registrar June 1, annually. The Registrar will submit each team's roster to the Softball BC website.

## League Fees

League fees are set at the Annual General Meeting, and are subject to change each year.

Fees should be paid either in full at the Ice Breaker tournament, or in two payments: first payment at the Ice Breaker tournament, second payment on or before June 1<sup>st</sup>.

## Fundraising

The league has no formal sponsorship but teams are welcome to seek out opportunities for fundraising and sponsorship.

Teams hoping to run a gambling opportunity (i.e. raffle) must apply for a license through the B.C. Gaming Policy and Enforcement Branch: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-in-bc/online-service>. The VWFL Treasurer may be able to advise on any information that is required to apply.

## Softball BC Insurance

All teams are responsible for paying (to the VWFL) the monies due to Softball BC for insurance.

Insurance fees are subject to change each year, and players will be notified of the amount at the Annual General Meeting.

Registration and insurance forms and fees are due on or before June 1<sup>st</sup>.

## Season Format

- Annual general meeting – before Feb 1, annually
- New Executive meeting – before Feb 15, annually
- Team Representative meeting – before the Ice Breaker tournament, annually
- Ice Breaker tournament – mid-April
  - This tournament begins the season.
- Season start – Monday following Ice Breaker tournament
  - Expect to play every Monday and Wednesday; in the case of an odd number of teams in the league, a bye may occasionally be scheduled.
  - Games are scheduled to begin at 6:30pm.
  - In the case of a double-header (where teams have had to schedule a make-up game), the first game will begin at 6:15pm.
  - There are no games scheduled on Victoria Day (May).
  - There are no games scheduled for Canada Day (July).
- Playoffs – three weeks before season end
  - According to the standings at this point in the season, the top half of teams will compete in the season round for a trophy prize; the bottom half of teams will compete in the beer round. Each team will supply a case of alcohol for the beer round prize.
  - The format follows multiple best-of-three matches.

- Sue Beischer tournament – end of July
  - This tournament concludes the season. Teams are encouraged to dress up in costume or themed attire on day one of the tournament.
- Provincials – July or August
  - Teams may choose to attend Softball BC Provincials. If attending, teams may enter A, B, C, or D Provincials. Please review the Softball BC website for a list of Provincials dates and locations.

## Softball BC Tournaments

The VWFL does not specifically endorse teams to attend tournaments organized by Softball BC. However, any team is welcome to enter and attend a Softball BC tournament, or a tournament organized by another softball club, on their own behalf.

If attending a tournament external from the league, teams will have to come up with their own entry fee.

## Practices

Park permit applications are submitted for game nights only. The league does not provide practice fields to teams. If a team wishes to schedule practices or batting cage times, they must coordinate with a contact from the specific park to find a field to practice on and a time to reserve the batting cage.

## Website

The VWFL website is located at [www.victoriawomensfastball.com](http://www.victoriawomensfastball.com). The website contains the most up-to-date information about the league, Executive and Team Representative contacts, operational documents, how-to guides, and records of meeting minutes.


The website also hosts the Team Login database, where teams enter roster information and game results.

## Resources

There are a variety of online resources available to players and coaches.

## Constitution

The VWFL Constitution is available on the VWFL website:  
<https://www.victoriawomensfastball.com/constitution>.



The Constitution contains 10 articles:

- 1) Board of Directors
- 2) Executive Member Duties
- 3) Meetings
- 4) Nominations and Voting
- 5) Amendment of Articles
- 6) Performance Bond
- 7) Membership Dues
- 8) Members
- 9) Legal Liability
- 10) Code of Conduct

Team Representatives are responsible for reviewing the Constitution.

### **Code of Conduct**

The VWFL Code of Conduct has been added to the Constitution as Article 10.

The Code of Conduct is designed to ensure all players, coaches, umpires, and fans are treated with respect. All players, coaches, umpires, and fans must abide by and uphold the Code of Conduct.

The President is responsible for enforcing the disciplinary policy in a manner that is fair, consistent, and firm. The President must treat each breach of the Code of Conduct on an individual basis, taking into consideration the circumstances as described by any and all parties involved.

### **League Operating Rules**

The VWFL Operating Rules is available on the VWFL website:

<https://www.victoriawomensfastball.com/operatingrules>.

The Operating Rules contains four articles with more detailed information:

- 1) Uniforms and Equipment
- 2) Field Etiquette
- 3) Team Responsibilities
- 4) Games
- 5) League Tournaments

The Operating Rules are updated as required to include information about bat-all/bat-nine team formats. Please review the rules prior to the beginning of the season.

## Annual Awards

Every year, VWFL members acknowledge the efforts of individuals within the league through a nomination process. Nominations are made within each team for Most Spirited Player and Most Outstanding Season.

In addition, two nominations are made from each team for an individual to be honoured with the Sue Beischer and Joannie Dillabaugh trophies.

Each team also has one vote for the Most Sportsmanlike Team.

Teams may also choose to nominate an individual for the Oscar & Mimi award, to be chosen by the Executive.

Team Representatives are responsible to collect all final nominations and send to the Executive via email prior to the Sue Beischer tournament.

A description of each award is available on the VWFL website:

<https://www.victoriawomensfastball.com/awards>.

## Google Drive

The VWFL has a Google Drive to store contact information, meeting agendas and minutes, operating rules and constitution, pictures, and resources for teams. The Google Drive is viewable by anyone with the link. Some resources are only accessible by the Executive in a private folder.

For a link to the Google Drive, please contact the Executive.

## Player Tracker

The VWFL Player Tracker spreadsheet is available on the VWFL Google Drive. The spreadsheet is a template for teams to use to track player availability. Included in the spreadsheet are step-by-step instructions for coaches and players.

## Contacts

A list of updated Executive contacts is available on the VWFL website:

<https://www.victoriawomensfastball.com/executive>.

The Senior Director for Victoria – District 1 is Ashley Vukovic: [seniordirector@softball.bc.ca](mailto:seniordirector@softball.bc.ca).