

NCBL Team Duties - Procedures 2015

NCBL Voice Mail Number -----> 613-226-9684

Pre-game Procedures

1) Rainouts - Home Teams are responsible for assessing field conditions and, if necessary, cancelling the game at least 1.5 hours before game time by calling opposing team representative(s), the Umpire Assignor, and your team's players. **Started in 2014, this home team responsibility also applies to stadium games.** The NCBL voice mail should be called that evening to let us know the game was cancelled (if the reason for the cancellation was due to rain or unplayable field conditions, the City will credit the league for the cost of the field – each team will sign 4 blank rainout game sheets which I will use to obtain credit). The Voice Mail is not the vehicle to inform teams and players if a game has been cancelled - players should call their coaches.

2) Automatic Suspensions - Where an automatic ejection occurs (Bylaw 6.7), the ejected player or coach is automatically suspended for the next game without notification by the league. If he participates in the next game he is an ineligible player. If a player or coach is suspended as a result of a disciplinary hearing, he is also ineligible for the duration of the suspension. Any team using an ineligible player will, on appeal, have that game designated as an automatic forfeited game (Bylaw 6.15 in the Bylaws) (see also Article 3.9 of the Constitution). The fine for a forfeited game is \$200 (By-law 6.2).

3) Lights – NOTE: Lights are on timers, both for start and end times so if lights don't come on, wait until after 8 pm and try again. **If the lights still fail to come on, call the Commissioner on his cell phone or call 311 to report the outage to the city as the 311 operator will send a city employee to the field (eventually).**

Stadium: **For access to the stadium:** The city has a lock box located on the wall to the left of the front doors. Hence home teams can open the doors with the key in the lock box (combination to be obtained from the Commissioner) and also are to make sure the doors/bathrooms are locked at the end of the night. **Beginning in 2014, weekday games at the Stadium will be scheduled to start at 6:15 PM, the same as early games at other parks in the city. Since we are now locking up at the stadium, games can play to the full time limit of 2 hours and 15 minutes, assuming sufficient light, whereas in previous years, no new inning could start after 8 pm... Weekend Stadium games have a 2 hour time limit from the first pitch.**

Sportsplex – The light switch is on the green box under the scoreboard. There is no lock on the flap covering the light switch so you can just turn them on without a key. **Beginning in 2015, the lights must be turned off immediately after the last game of the evening. Failure to do so will result in us being charged extra for lights left on after 11 pm.** A key for the gate lock is on a combo lock on the fence beside the main gate. The combination was provided to all team reps at the Kick-off meeting April 26. After entering the combo, you must press the lock in (shut) before pulling out to open. If the combo lock is missing and the field attendant is not around, go into the Sportsplex to the desk at the gym/squash courts (down the stairs and to the left). They should be able to tell you where the attendant is or they have the key for the gates and the lights (if the light switch has a lock on it). The attendant will come out at 11 pm to turn the lights off.

Fallowfield aka Faulkner field - There is a green button behind the 3rd base dugout. If the lights don't go on when the button is pressed, wait until after 8 because the lights are on a timer, both for startup and for automatic shut off just after 11 pm.

McCarthy - The key activated light switch is on the back wall of the community centre (facing the field). There is an NCBL combo lock with a key attached to the green hydro box facing the wall. The combo was provided to all team reps at the Kick-off meeting April 26. After entering the combo, you must press the lock in (shut) before pulling out to open. Use the key to turn on the lights and then return the combo to the green box and scramble the numbers after locking the lock.

Southgate - The key activated light switch is on the larger of the two green boxes just beside the driveway entering the parking lot. There is an NCBL combo lock with a key **attached to the top of green box above the light switch**. The combo was provided to all team reps at the Kick-off meeting April 26. After entering the combo, you must press the lock in (shut) before pulling out to open. Use the key to turn on the lights and then return the combo to the green hydro box and scramble the numbers after locking the lock.

Brewer - The green light control box is in centre field. There is an NCBL combo lock with the light key **attached to top of the green box about the light switch**. The combo was provided to all team reps at the Kick-off meeting April 26. Remember to press the lock in (shut) before pulling out to open. The light key must then be inserted in the "on" key hole (right one I think) on the West side of the green box. After turning on the lights, lock the combo lock and key back to the regular lock on the green box door. Lights go off automatically at 11 pm.

Trillium – Lights at this park are controlled by a button on the electrical room in the right field corner. The button is under an **unlocked** metal flap on the side of the building facing the field. Lights will go off automatically at 11 pm.

Kinsmen - The dugouts and the lights are controlled by a combination lock. The lock box for the lights is on the electrical box immediately back from behind home plate. The combination for the dugouts and for the lights was provided to all team reps at the Kick-off meeting April 26. As with the NCBL locks, you must press in (shut) before pulling out the lock to open it. Press the green button inside lock box to turn on the lights. Relock the combo lock during the game so the soccer folks don't accidentally turn the baseball lights out. Lights will go off automatically at 11 pm.

Heritage - The button for the lights at this park is on the front side (facing the parking lot) of the electrical box near the 1st base fence - there is no key required. The key for the entrance gates is on a combination lock **attached to the dugout side fence which is perpendicular to the gate**. The combo was provided to all team reps at the Kick-off meeting April 26. Remember to press the lock in (shut) before pulling out to open. Lights go off automatically at 11 pm.

4) Rosters - Rosters must be submitted to the Registrar before the first game by emailing the Registrar (See Article 3.9 of the Constitution for age restrictions). The Registrar has provided a roster template document to all team representatives on April 28, 2015. This **roster document must be sent back to the registrar using email address nbl@rogers.com prior to a team's first game**. Changes must be made at least one hour before game time – see by-law 3.1 e). Pulling someone out of the stands at game time and phoning in the change is not permitted. To add or drop a player once the season has started, a team rep must email **nblrosters@rogers.com** (at least 1 hour prior to game). Phoning in roster changes is not sufficient.

5) Schedules – The Commissioner is the official source for all schedules. Postings on the website are not official but just for information purposes.

In-Game Procedures

1) Umpires - Managers are responsible for the conduct of themselves and their teams. Discipline must be maintained and respect shown for the umpires and their decisions as well as for opposing teams. Where rule interpretations are disputed, the proper protest procedure must be used rather than intimidation tactics towards the umpires. Complaints about calls or ejections must be made from the team reps to the Tier Presidents, the NCBL Operational Committee or the Head Umpire or his Deputy.

2) Minimum Players - In Tier 1, at least 9 players must always be available to start or continue a game. In other Tiers, this minimum is 8 players with an automatic out for the 9th player if the team starts with 8 or is reduced to 8 during the game.

3) Line-Ups – Line-up cards must be handed to the umpire and opposing team at game time but need not include all players present. Any player on a team's roster is eligible to enter a game as a substitute regardless of when he arrives or whether or not he was listed on the line-up card (Bylaw 2.12).

4) Playing Rules – Team representatives must read the bylaws on the website for playing rules. **Please note the Collision Avoidance rule under Bylaw 2.13 i) which was changed in 2013.** Please note the rule on the designated hitter (Bylaw 2.11) as well as the protest procedure in Bylaw 6.5. Also, please remember that we have a 10 run mercy rule at the conclusion of any inning after the 5th inning, although **it does not apply in the playoffs.**

5) Baseballs - Home team is responsible for providing 3 new baseballs (**and 2 good used balls**) at the start of each game and any required substitutes during the game. Each team is provided the baseballs at the start of the year (3 balls per home game). Additional baseballs can be purchased from the Commissioner if rain causes a team to be short of the required 3 baseballs per game. Both teams are asked to cooperate in retrieving balls hit out of the playing field. The League supplies playoff baseballs separately at playoff time.

6) Time Limits - Please note 2hr 15 minute time limit on games (Bylaw 2.3).

Double slots require 2 hour limits for the early slot unless there is no game in the late slot, either by our league or other leagues. Beginning in 2014, weekday games at the Stadium will be scheduled to start at 6:15 PM, the same as early games at other parks in the city.

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Post-Game Procedures

1) Tarps at the Sportsplex – Both teams must replace the tarps after games at the Sportsplex, unless other teams have arrived for a later game. A city employee maintains this field on a daily basis and any tarps not replaced are reported immediately to the permit allocations staff. Our permits may be in jeopardy if tarps are not replaced. **Beginning in 2015, the lights must be turned off immediately after the last game of the evening. Failure to do so will result in us being charged extra for lights left on after 11 pm.** Tarps at Faulkner are worse than useless so they should not be put on the field.

2) Reporting Scores - **Both** teams must report the game score after the game by calling the NCBL voice mail number 226-9684. Summaries of the previous night's scores will be available the next morning in the greeting as well as usually being updated on the league website.

3) Reporting Ejections - **Both** teams and **both** umpires must complete ejection forms for all ejections and submit them through the NCBL website.

4) Reporting Umpire No-shows – **Both** teams must report umpire no-shows to the league voice mail number. Both teams and the umpire who worked alone (if he umpired from behind the plate) will then be credited with \$15.00 each for playing the game with only one umpire.

5) Reporting Official Game Participants for Calculating Playoff Eligibility – The home team is the official scorer and is responsible for entering the list of official participants (as per by-law 3.10 – at least 1 plate appearance or 1 defensive out for a player; or having pitched to at least one batter for a pitcher) from BOTH teams. The lineups must be entered at least 10 days following the game (48 hours for your final game before the playoffs) (\$25 fine will automatically result if deadline not met). If the visiting team disputes the list, it is up to the visiting team to contact ncbl@rogers.com and the home team to resolve or escalate to the Tier President.

6) Umpire Rating System and Complaints – All teams must complete an online umpire rating form for all games for both umpires. Deadlines for submitting the online umpire ratings are the same as for 5) above. Where rule interpretations are disputed the proper protest procedure must be used rather than intimidation tactics towards the umpires. Complaints about calls or ejections must be made from the team reps to the Tier Presidents, the NCBL Operational Committee or the Umpires-in-Chief or his Deputy. **A \$10 fine will be charged for late or missing ratings (approved at the 2014 Kick-off meeting).**

7) Statistics - Team statistics can be sent as often as desired by sending to the NCBL stats email: ncbl@rogers.com. The stats program can also be requested through the same email address. Stats can also be entered via the Team Portals at ncbl.ca

8) Issues - Please deal first with Tier Presidents for any issues in your tier. **Only the Tier President has the authority to postpone a game once the games are scheduled by the Commissioner.** If the issue cannot be resolved, the Commissioner will get involved.