

# NCBL Team Duties - Procedures 2018

## 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. See Post-game Procedures section 2 for reporting the rain-out to the league. The City will credit the league for the cost of the field if the cancellation was for rain or poor field conditions – each team has signed four blank rainout game sheets which I will use to obtain the credit).
- 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 at 613-612-9684 or call 311 to report the outage to the city as the 311 operator will send a city employee to the field (eventually).**

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 – apparently this will be more diligently enforced in 2018.** Although the Sportsplex staff have committed to opening the gates every morning, a key for the gate lock will be placed on an NCBL combo lock on the fence beside the main gate. The combination was provided to all team reps at the Kick-off meeting April 29. 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).

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 29. 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 29. 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 beyond the outfield fence. 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 29. 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 onto the top of the green box. 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 29. 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 29. 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). Changes must be made at least one hour before game time (i.e. pulling someone out of the stands at game time and phoning in the change is not permitted). (Bylaw 2.12). The email address to send your original rosters plus all changes is [ncblrosters@rogers.com](mailto:ncblrosters@rogers.com). Phoning in roster changes is not sufficient.

5) Schedules – The Commissioner is the official source for all schedules. Although we try to keep the scheduling postings on the website as up to date and accurate as possible, they are not official but just for information purposes. The Official Schedules and changes thereto are emailed to team reps by the Commissioner

## 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 (if a 9<sup>th</sup> player arrives during the game, he bats in the spot of the automatic out and there is no longer an automatic out). If the number of players is reduced to 8 during the game, an automatic out replaces the missing player in the batting order.
- 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.

## **Post-Game Procedures**

1) Tarps a) 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 – apparently this will be more diligently enforced in 2018.** Tarps at Faulkner are worse than useless so they should not be put on the field.

b) **Beginning in 2017 at Kinsmen in Kanata home team must replace the mound tarp after games at the Kinsmen field unless other teams have arrived for a later game. No tarp needs to be placed over the home plate area as the city staff need to drag the area the next day and will not do so if a tarp is over home plate.**

### 2) Reporting Scores - **NCBL Score Reporting Process**

**Both** teams are required to report the score by **Midnight** of the game day.

The following is to be included :

> Score of the game with team names.

- for example, **Rangers 9 Astros 4**, not [9-4] or [Rangers 9-4] or [we won 9-4]

> If less or more than 7 innings played, please indicate how many innings were played.

> If less than 2 umpires showed up, please indicate which umpire showed up. 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.

> If there were any ejections from either team, please indicate the players name, team name, and inning of the ejection.

#### **Via email**

Email [scores@ncbl.ca](mailto:scores@ncbl.ca)

#### **Via Twitter**

Tweet the info with the **@ncbl** tag

#### **Via text**

Text **613-355-5565**

3) Reporting Ejections - **Both** teams and **both** umpires must complete ejection forms for all ejections and submit them through the NCBL website (By-law 6.6). **These ejection reports should be submitted the day following the game and, beginning in 2017, fines apply if the reports are not received within 48 hours.**

4) Reporting Official Game Participants for Calculating Playoff Eligibility – The home team is the official scorer and is responsible for emailing to lineup@rogers.com 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. To avoid having to type the list of players, the list can be copied and pasted from the Roster Link on the NCBL website, to a new email. Then the players who had at least one plate appearance can be checked off, and any pitchers who faced at least one batter can be checked off as a pitcher. The email must then be sent at least 10 days following the game (48 hours for your final game before the playoffs) with copy to the visiting team (\$25 fine will automatically result if deadline not met). If the visiting team disputes the list, it is up to the visiting team to discuss with the home team and resolve or escalate to the Tier President.

5) Umpire Rating System and Complaints – All teams must complete an online umpire rating form for all games for both umpires. Deadlines and fines for submitting the online umpire rating forms are the same as for 4) 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).**

6) Statistics - Team statistics can be sent as often as desired by sending to the NCBL stats email: nubl@rogers.com. The stats program can be also be requested through the same email address.

7) 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.