

USA SOFTBALL MASSACHUSETTS



TRAVEL TEAM GUIDEBOOK 2017

Distributed by: USA Softball MA JO Staff
www.majoasa.org

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DEFINITIONS

Affiliating your team(s) with USA SOFTBALL makes you a vital part of the National Governing Body of Softball. Your team(s) will enjoy the following:

Governing Body: USA SOFTBALL is the governing body of softball in the United States as approved by Congress and accepted at the National Governing Body by the US Olympic Committee and the International Softball Federation.

Eligibility & Playing Rules: All USA SOFTBALL teams are governed by the same playing and eligibility rules, thus insuring your team fair competition. Player eligibility is governed by the National USA SOFTBALL Code and further defined by the USA Softball MA Rules and Regulations

Classification of Teams: USA Softball MA has established a classification system to regulate teams with dominating ability from playing in a lower classification.

Championship Competition: The USA Softball MA holds a championship tournament for the following divisions and classifications: 10U, 10C, 12A, 12B, 12C, 14A, 14B, 14C, 16U, & 18U

Travel Team Registration Process

The USA Softball MA has two ways for your travel team to become registered with USA SOFTBALL. It all depends on whether your team will be participating in any USA SOFTBALL Championship Play event and if your team has its own insurance through another carrier other than Bollinger Insurance. USA SOFTBALL Championship Play events include National Qualifiers, USA SOFTBALL MA State Championships, Region 1 Championships, USA SOFTBALL Eastern Nationals and the USA Nationals.

For those teams registering to play in any USA SOFTBALL Championship Play event or needing Bollinger Insurance, your first stop will be www.RegisterUSASOFTBALL.com. This website will allow you to individually register and insure each player and coach for the lowest rate USA SOFTBALL & Bollinger Insurance has. It will also allow you to have your coaches complete the USA SOFTBALL ACE certification and USA SOFTBALL National Background checks, both of which are now required in USA SOFTBALL Championship Play competition. Please see Appendix A (RegisterUSA SOFTBALL) for further information and instructions on how to register your team. Once this has been completed, if you wish to be classified as Class B or Class C, you will also need to complete and submit a USA SOFTBALL MA Travel Team Registration Form located on the forms page of www.majoasa.org. Once the Travel Team Registration Form has been completed, submit that form along with the RegisterUSASOFTBALL invoice and check to the address listed on the invoice.

Once we have received your invoice and check, your team players and coaches will be verified and approved. Once we approve the invoice, the ID cards will be mailed to you directly from RegisterUSASOFTBALL which is located in Oklahoma. You will receive one card for each player and coach. Players that are already registered and insured in the RegisterUSASOFTBALL system for the current season will not receive a second card. It will be the responsibility of the travel team to obtain a copy of the ID card from the team/league or player.

For teams that have your own insurance carrier and are not playing in any USA SOFTBALL Championship Play events, you can download and complete a USA SOFTBALL MA Travel Team Registration Form located on the forms page of www.majoasa.org. Once the Travel Team Registration Form has been completed, submit that form along with a check and a copy of your insurance binder to the address listed on the Form.

Once teams have been registered with the USA Softball MA, their team name and contact name will appear on the registrations page of www.majoasa.org. Teams will also receive via e-mail the official USA SOFTBALL roster to be completed. Further information on rosters can be found under the rosters section of this guide. Teams will also receive via mail an official USA SOFTBALL Team rulebook and an USA SOFTBALL scorebook.

Teams wishing to be classified as 'B' or 'C' must complete all of the sections of the USA

SOFTBALL MA Travel Team Registration Form. Failure to complete this form in its entirety will result in a delay in registration and classification.

TEAM INSURANCE CERTIFICATE

Teams that have registered via the RegisterUSASOFTBALL website have the ability to print out an insurance certificate. This can be done by logging into your RegisterUSA SOFTBALL account, clicking on your team link and click on the button marked “Insurance Certificates”. Then click on the button marked “Print Team Ins. Cert”. These buttons will appear on your RegisterUSASOFTBALL account once your team has been paid for and approved.

ADDITIONAL INSURED CERTIFICATE

Teams that have registered via the RegisterUSASOFTBALL website have the ability to request Certificates of Insurance naming field owners as additional insured. Some cities and towns are now requiring teams and leagues to obtain insurance certificates naming them as additional insured. There is no additional cost for these certificates. This can be done by logging into your RegisterUSASOFTBALL account, clicking on your team link, and click on the button marked “Insurance Certificates”. Then click on the button marked “Add New” and then complete the information requested followed by clicking the “Submit” button. Once your request has been approved, you can log back in and print out this Additional Insured Certificate.

TEAM BINDER

To assist teams in organizing themselves for tournament play, the USA SOFTBALL MA recommends teams create a team binder with the following information included:

Proof of USA SOFTBALL Registration:

This is a copy of your RegisterUSASOFTBALL invoice if you registered your team individually through www.registerUSASOFTBALL.com or a copy of the USA SOFTBALL MA Travel Registration Form and check submitted to the USA SOFTBALL MA office.

Proof of Insurance:

If you registered individually through www.registerUSASOFTBALL.com, you can print out your insurance certificate once the invoice has been approved by the USA SOFTBALL MA office. You can also request Additional Insured Certificates from this same site.

Championship Roster:

This document must be completed in its entirety and signed by a USA SOFTBALL MA official in order for your team to be official and those players to be officially on your roster. For further information, please see the section entitled "Rosters".

Individual Player Information:

Here you would keep each player's birth certificates, report cards, and USA SOFTBALL ID cards (if registered individually). Please put this information in the same order as your USA SOFTBALL roster.

This will make checking in easier at all USA SOFTBALL tournaments.

Other Items You Might Need:

A listing of players with home addresses and phone numbers, schedules, and any team rules

USA SOFTBALL ROSTER & PLAYER ELIGIBILITY

In order for your players to be officially on your team, you need to complete and sign the Official USA SOFTBALL Roster. On the front side of the form are spaces for you to list each player's full name, addresses, and player signatures (or parental signatures if player is under 18). Teams that registered via the RegisterUSASOFTBALL website can print out their roster on-line. Please note that teams with Standard Rosters will not have a spot for parental signatures. Please use the e-mail section of the roster for Parental signatures. It is important that the players' names on this roster match EXACTLY the players' names as listed on their birth certificate or photo ID. The use of nicknames is not acceptable. On the reverse side, you need to complete the Manager's portion of the form. Once both sides have been completed, you may either contact one of the local USA SOFTBALL JO Commissioners or send your original USA SOFTBALL roster along with a copy of each player's birth certificate to the USA SOFTBALL MA office for review and signature. You will be sent back the birth certificates and the original USA SOFTBALL roster. A copy of the roster will be retained by the USA SOFTBALL MA office. It is recommended you make several copies of this signed roster in case tournaments wish to retain a copy of your roster. The USA Softball MA can electronically sign your roster for even faster service. All you need to do is to e-mail your player's birth certificates in to the USA Softball MA office and then once approved, you can print out your signed USA SOFTBALL roster. All you then need to do is to have the parent's sign your roster, email the signed roster to the USA Softball MA for review and signature. A copy will be e-mailed back to you.

Releasing a Player

Until such time as the USA SOFTBALL roster has been verified and signed by a USA SOFTBALL MA official, your players are not on your team's roster and are free to join other USA SOFTBALL travel teams. Once your roster has been signed, in order for a player to join another travel team, you must release the player from your team. This can be done by completing the Permanent Player Release Form. A copy of this form is located in Appendix C of this handbook. This Permanent Player Release Form must be signed by the coach and parent of the player to be released as well as the new team picking up this player. Then a copy of this form is sent to the USA SOFTBALL MA office for our files. Once a player has been released from a team, they CANNOT rejoin that team for the remainder of the season.

Picking up a Player

Once an USA SOFTBALL roster has been signed by an USA SOFTBALL MA official, teams are only allowed to pick up three (3) players using the National USA SOFTBALL Player Pick Up Form. This form must be completed in its entirety and submitted along with a copy of the player's birth certificate to the USA SOFTBALL MA office for review and signature. If a team has registered individually through the RegisterUSASOFTBALL website, you will need to go back into your on-line account and add/ pay for these players, unless they have already been registered individually. In that case, their

registration & insurance moves with them to the new team. You will need to request either the player's card or a copy of the player's card to put into your binder. Teams playing in USA SOFTBALL Championship Play CANNOT pick up players from other teams playing in USA SOFTBALL Championship Play.

THERE WILL BE A \$25 CHARGE TO SIGN EITHER A PLAYER PICK UP FORM OR TO RE-RED LINE THE ROSTER AFTER JUNE 1.

Player Moving

As stated earlier, a player cannot move to another travel team without being released from the first team. This is a National USA SOFTBALL Code item and cannot be waived by the USA Softball MA for any reason.

Once a player is on a signed roster, they can either move up in age and/or classification or be released from their current team to join another team at the same age and classification. Players can NEVER move down in classification. Players, although they are age eligible, can NEVER move down to a younger age division. These rules are in effect even though the current team has finished their year and the lower classified team has not completed theirs.

Examples:

A player on a 14A team CAN play for a 16U or an 18U team, but CANNOT play for a 14B team.

A player on a 14B team CAN play for a 14A, 16U or an 18U team but CANNOT return to play for the 14B team for the remainder of the year.

An age eligible 12U that plays for an 14U team CANNOT play for any 12U team during the same year.

OTHER USA SOFTBALL FORMS

USA Softball MA Championships Entry Form

This is the form used to register for the USA SOFTBALL MA State Championships. Only Massachusetts registered USA SOFTBALL teams are eligible to compete.

Please note that the deadline for entries into the USA Softball MA Championships is for receipt of entry, not postmarking, so be sure to complete and submit your entry in plenty of time to meet the deadline. No exceptions will be granted.

Also note that since this is an USA SOFTBALL Championship Play event, teams must be able to play any time. **DO NOT ASK FOR AN EXCEPTION.** The USA Softball MA must hold a blind draw which means all teams can be drawn anywhere on the official tournament bracket.

National Tournament Entry Form

This form is required for any USA SOFTBALL Championship Play event above the USA Softball MA Championships. This includes, Region 1 Championships, Eastern Nationals and the National Championship tournament. This form is available to registered teams and will be completed and signed by an USA SOFTBALL official and sent to the Championship Play tournament director from the USA Softball MA office.

USA SOFTBALL & USA SOFTBALL MA Classification System

Gold 18 & Under Gold
 16 & Under Gold

Class A 18 & Under
 16 & Under
 14 & Under
 12 & Under
 10 & Under

Class B 14 & Under
 12 & Under

Class C 10 & Under
 12 & Under
 14 & Under

USA SOFTBALL MA CLASSIFICATION METHOD:

Definitions:

USA SOFTBALL Spring Recreational Softball League:

An organized league approved and sanctioned by the USA SOFTBALL MA for a minimum of one season, associated with a recognized community, and open to any interested youth. Some type of draft, draw or other acceptable method is to be utilized to ensure distribution of talent among the teams.

Club Softball Organization:

An organization that holds tryouts, actively recruits players and does extensive traveling.

Surrounding City/ Town:

A city/town that geographically touches the city/town a majority of players reside in

PLEASE NOTE THAT EACH YEAR TEAMS ARE CLASSIFIED BASED ON THEIR CURRENT YEAR'S ROSTER. JUST BECAUSE A TEAM WAS CLASSIFIED AS A CLASS B OR CLASS C ONE YEAR DOES NOT MEAN THEY WILL BE CLASSIFIED AS CLASS B OR CLASS C IN SUBSEQUENT YEARS.

Class A:

This level of competition is highly competitive with most players having consistent ability and pitchers being capable of controlling the game.

Example of teams that WILL be classified as 'A' are:

A travel team that meets the requirements of Class C or Class B, but wishes to play up in classification.

A travel team that was classified as 'B' the previous season and won that year's State Championship or other Championship Event (Regionals or Nationals) and was denied an appeal by the USA Softball MA JO Staff

A travel team that was classified as 'B' the previous season and dominated play in that classification

Teams classified as Class A may play unlimited Class A USA SOFTBALL sanctioned events and other softball organization's events

Teams classified as Class A CANNOT play in any Class B or Class C USA SOFTBALL sanctioned event

Class B:

Teams can classify themselves as B with no restrictions. However should they dominate 2 or more Class B tournaments, they will automatically be reclassified as A with no regard for future Class B tournaments the team is registered for.

Teams classified as Class B CANNOT play in any Class C USA SOFTBALL sanctioned event

Class C:

The travel team has 100% of its players from one city/town that all play within the same USA SOFTBALL Spring Recreational Softball League and has completed the USA SOFTBALL MA JO Classification process. Exceptions may include but not limited to leagues formed from two or more towns because of not enough players in one town to make a league, towns with small populations, or towns without recreational leagues.

Teams classified as Class C may play in any classification.

APPENDIX A – REGISTERUSASOFTBALL

Creating Your Member Profile

Log onto <http://www.RegisterUSASOFTBALL.com>

Click the Create a member profile link in the lower left-hand corner

Username

Password

Remember Me

Click on Create a Member Profile

[Create a member profile.](#) | [Lost your password?](#) | [Submit Ticket](#)

Username	<input type="text"/>	*
Password	<input type="password"/>	*
Confirm Password	<input type="password"/>	*

Enter a username and password.
These can be changed later

Personal Email	<input type="text"/>	(Primary) *
Confirm Personal Email	<input type="text"/>	*
Association	Massachusetts ASA	▼ *
Group	Travel Teams - FP	▼ *
League	Massachusetts	▼ *

Enter an e-mail address.

The Association is USA Softball MA

The Group is Travel Teams – FP

The League is Massachusetts

First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
Last Name	<input type="text"/>	*
Date of Birth	<input type="text"/>	*
Gender	Select Gender <input type="button" value="v"/>	*
Address	<input type="text"/>	*
	<input type="text"/>	
City	<input type="text"/>	*
State	-- Select State -- <input type="button" value="v"/>	*
Zip	<input type="text"/>	*
Work Email	<input type="text"/>	
Confirm Work Email	<input type="text"/>	
Phone	<input type="text"/>	(Primary) *
Work Phone	<input type="text"/>	
Mobile Phone	<input type="text"/>	
Fax Phone	<input type="text"/>	
Website	<input type="text"/>	

Enter all of the other required information (those marked with a *)

Membership Type	<input type="checkbox"/> Local Administrator	<input type="checkbox"/> JO Commissioner	<input type="checkbox"/> Adult Commissioner	<input type="checkbox"/> Commissioner
	<input type="checkbox"/> UIC	<input type="checkbox"/> Team Administrator	<input type="checkbox"/> Team Assistant	<input type="checkbox"/> Manager
	<input type="checkbox"/> Assistant Manager	<input type="checkbox"/> Head Coach	<input type="checkbox"/> Assistant Coach	<input type="checkbox"/> Scorekeeper
	<input type="checkbox"/> Tournament Director	<input type="checkbox"/> Umpire	<input type="checkbox"/> Other	<input type="checkbox"/> Board Member
	<input type="checkbox"/> District Adult Commissioner	<input type="checkbox"/> District UIC	<input type="checkbox"/> District Commissioner	<input type="checkbox"/> League Administrator
	<input type="checkbox"/> District JO Commissioner			

Submit

Select your membership type(s). Make sure, at a minimum, that the Team Administrator membership type is selected. You will not be charged extra if you select multiple membership types. You will only be charged once per person.

Click Submit

Member Login

Username

Password

Enter your new Username
Enter your Password
Click Submit

Remember Me

Submit

[Create a member profile.](#) | [Lost your password?](#) | [Submit Ticket](#) |

For the latest steps to add your team, add players, or to print out your invoice, please visit our forms page of www.majoUSA SOFTBALL.org to download the RegisterUSA SOFTBALL Travel Team Registration Guide.

To Print USA SOFTBALL Roster

Once your invoice and players have been approved, you will see a new button appear on your team page. This button will say Print Roster

Team Status as Submitted or Pending. The USA Softball MA has not received or approved your invoice yet.

Teams	
Test Massachusetts Travel Team	Add New Team
Status : Pending Issues : Yes Roster Type: None Invoice Number:None	Submit

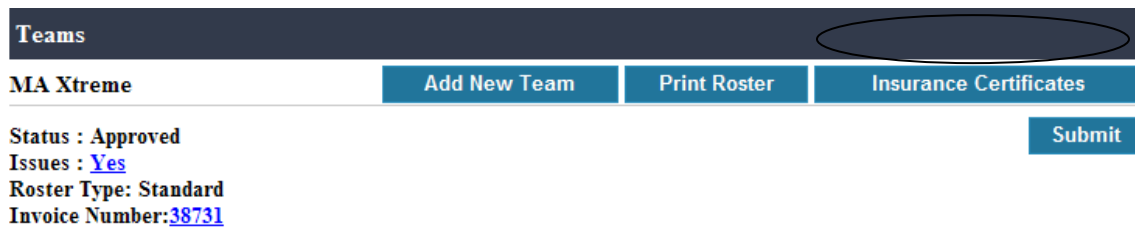
Team Status as Approved. Note the new button that now appears.

Teams		
MA Xtreme	Add New Team	Print Roster
Status : Approved Issues : Yes Roster Type: Standard Invoice Number: 38731	Insurance Certificates	Submit

Click on the Print Roster button. A PDF file will appear to allow you to print out this roster. Make sure you print this out in landscape mode. Have each of the players sign on the appropriate line (or a parent signature if the player is under 18 years of age). On the second page, make sure the head coach completes the section marked manager information.

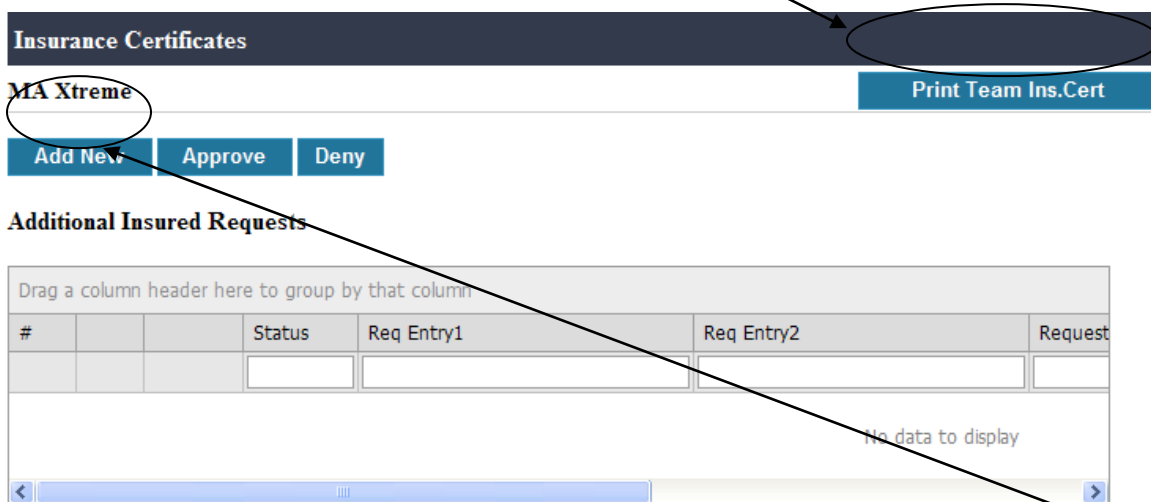
To Print Bollinger Certificate of Insurance/ Additional Insured Certificates

Once your invoice and players have been approved, you will see a new button appear on your team page. This button will say Insurance Certificates.



The screenshot shows the 'Teams' section of a web application. At the top, there is a dark blue header with the word 'Teams' on the left and a circled area on the right. Below this, the team name 'MA Xtreme' is displayed. To the right of the team name are three buttons: 'Add New Team', 'Print Roster', and 'Insurance Certificates'. The 'Insurance Certificates' button is circled. Below the team name, there is a 'Status : Approved' label, a 'Submit' button, and several links: 'Issues : [Yes](#)', 'Roster Type: Standard', and 'Invoice Number: [38731](#)'.

Once the Insurance Certificates screen appears, you can click on the Print Team Ins. Cert button to print out your Insurance Certificate.



The screenshot shows the 'Insurance Certificates' page. At the top, there is a dark blue header with the text 'Insurance Certificates' on the left and a circled area on the right. Below this, the team name 'MA Xtreme' is displayed, with the 'Print Team Ins.Cert' button circled. Below the team name, there are three buttons: 'Add New', 'Approve', and 'Deny'. Below these buttons is the section 'Additional Insured Requests'. This section contains a table with the following columns: '#', 'Status', 'Req Entry1', 'Req Entry2', and 'Request'. The table is currently empty, displaying 'No data to display' at the bottom. A circled area around the 'Add New' button has an arrow pointing to the 'Print Team Ins.Cert' button in the previous screenshot.

To request/ print out additional insured certificates, click on the Add New Button

A pop up box will appear for you to enter the additional insured information. Click Submit when finished

Add New Request ✕

Request(Max 80 characters)

Commonwealth of MA
1234 Anywhere St
Anywhere, MA 12345

Request(Options - Max 80 characters)

Submit **Close**

A green box will appear to state the request was added and the Status will say Submitted.



MA Xtreme

Print Team Ins.Cert

Add New

Approve

Deny

Additional Insured Requests

Drag a column header here to group by that column

#			Status	Req Entry1	Req Entry2	Request
<input type="checkbox"/>	Edit	View	Submitted	Commonwealth of MA 1234 Anywhere St Anywhere, MA 12345		Wayne

The USA Softball MA office will be notified to review and approve your request. Once it has been approved, you will see your Status change to Approved.

At this point, you can click on the View link and print out your additional insured certificate.

MA Xtreme

Print Team Ins.Cert

Add New

Approve

Deny

Additional Insured Requests

Drag a column header here to group by that column

#			Status	Req Entry1	Req Entry2	Request
<input type="checkbox"/>	Edit	View	Approved	Commonwealth of MA 1234 Anywhere St Anywhere, MA 12345		Wayne

RegisterUSA SOFTBALL Frequently Asked Questions

What if I forgot my username or password? Go to the login screen and click the “Lost Your Password?” link. Enter your e-mail address and you will receive an email from USA SOFTBALL that will have a link to update your username and password. You can also e-mail the USA Softball MA office and they can send you your username and password

What if I receive the message “your email is already in use”? This means either your profile has already been set up or someone else’s profile has your email address. Return to the login screen and click the “Lost Your Password?” link as shown above. You can also e-mail the USA Softball MA office to look to see who has used your e-mail address in their profile.

I made a mistake creating the invoice and the registration charges and insurance deductibles are incorrect. How do I change the invoice? If you have submitted your invoice already to the USA Softball MA office by clicking on the Submit button, e-mail the office and we will VOID the invoice for you. You will then get an e-mail to go ahead make your changes and then re-create the invoice. If your team has not submitted your invoice, you can go back and make any changes yourself without voiding the invoice.

Can I submit my team for registration with existing issues? The USA Softball MA allows teams to submit registrations with issues for non-critical ones. Those include birth certificates need to be submitted, ACE certifications/Background checks for teams not going to USA SOFTBALL Championship Play. If an invoice has been submitted with critical issues, your team will receive an e-mail from the USA Softball MA office to correct the problems before we process your invoice.

Why can’t I see the “Add New Team” link on the bottom of my Homeplate? Go into your profile and make sure the box marked Team Administrator has been checked. Without this box checked, you are unable to set up teams or add members to those teams. You will not be charged to be a Team Administrator.

I need to add a player to my team. How do I go about that? Log into your RegisterUSA SOFTBALL account, click on your team link under My Teams, and then follow the steps under “Adding Team Members” & “Submitting Your Registration Invoice”. NOTE: You must complete this step before the player will be registered and insured. Keep a copy of the invoice with your team binder until that player’s ID card arrives.

When I printed out my invoice, there are players with a \$0.00 next to their name. What does that mean? This means the player has already been paid for in the current softball season. Once a player has been registered and insured, it stays with them throughout the season.

I am picking up a player from another travel team or league. What do I need to do to get her registered and insured on my team? As stated in the previous question, once a player has been registered and insured for the current season, it stays with the player. If she is coming from another travel team, that team will need to release her from their on-line account before you can add them to your team. You can also contact the USA Softball MA office to assist. If she is coming from a league, you can add her to your on-line account at anytime. You will need to ask the player or league for a copy of her ID card so you can have it with you when you go to tournaments.

When I go into my account to print out my USA SOFTBALL roster, I don't see a column for parent's signature. What should I do? When you went in to print out your invoice, you inadvertently selected a standard roster instead of a championship roster. If you are going to play in USA SOFTBALL Championship Play outside of Massachusetts, please contact the USA Softball MA office to update your roster to the correct one. Otherwise, you can print out this standard roster and use the e-mail address column for parental signatures. Those will be needed for player's under the age of 18 and before the roster can be signed by an USA SOFTBALL official.

A player has left my team. How do I remove her from my roster? Once your invoice has been approved by the USA Softball MA and your roster is a Championship roster, you will have to contact the USA Softball MA to get this player removed. If it's before you submit your invoice, you can log into your RegisterUSA SOFTBALL account, select your team, highlight the player to delete and click remove. Please note that you will not receive a refund for a player that has left your team after the invoice has been paid for. Once a player is paid for in a season, the registration stays with the player.