

# Sun City Peachtree Softball Club



## POLICIES AND PROCEDURES

Approved March 7, 2024

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## **FORWARD**

The purpose of this manual is to provide an in-depth description of all facets of the Sun City Peachtree Softball Club organization and its operations. It is a consolidation of information from the Club's by-laws, the *Charter Club Operating Manual*, standard historical operating practices, and Board decisions that have been reached over the years. It is intended to be used by the Board of Directors in administering and running the Club, as well as guiding their decision-making. It will also provide key administrative volunteer position leaders with the information required to successfully manage their specific area. It will hopefully provide answers to current issues that may have arisen in the past and that have already been deliberated and voted on.

This manual is to be used as a "quick reference" guide as to how the Club is structured and how it operates. Nothing in this manual is to be considered "permanent", and as circumstances and situations change over time, it is expected that this manual will be updated accordingly to provide future Boards the institutional knowledge that has been gained over the history of the Club.

## **ABBREVIATIONS**

The following abbreviations may be found throughout the manual to save space:

CAC – Clubs and Activities Committee  
CC – Charter Club  
POC – Point of Contact  
LD – Lifestyle Director  
CCOM – Charter Club Operating Manual  
CA – Community Association  
SCP – Sun City Peachtree

The following shorthand notations will also be used to save space:

Board – the Softball Club's Board of Directors (officers)  
Club – the Softball Club

## **A. CLUB ORGANIZATION**

### **A.1. General**

The Softball Club will operate as a Sun City Peachtree Community Association Charter Club under the auspices of the Sun City Community Association Board of Directors. Charter Clubs are organizations that are sponsored by the Community Association to foster and promote opportunities to pursue a hobby, a recreation or cultural interest. Charters are granted based on the need for a specific program, community interest, and the availability of Association facilities and equipment. Charter Clubs are the operational nucleus for the Association's recreation programs and provide both structure and vitality to its mission.

#### **A.1.a. Governance**

As a Charter Club, the Softball Club will operate and follow the policies, guidelines, regulations, and procedures as outlined in the latest edition of the *Charter Club Operating Manual*.

#### **A.1.b. By-Laws**

As an SCP Community Association Charter Club, the Softball Club will maintain and operate under its own set of By-Laws that conform to the guidelines provided in the *Charter Club Operating Manual*. Changes and/or amendments to the Club By-Laws require approval from the CAC, LD, and a favorable vote by the Club membership at one of its annual meetings. See the checklist in the *CCOM*.

Membership must be informed of any proposed change(s) by the Corresponding Secretary who will publicize any upcoming votes no more than 30 days prior to the scheduled vote (cf. By-Laws VIII.B). The By-Laws Committee will prepare ballots for membership use at one of the annual meetings and will tally the votes to confirm or deny approval of the change by the membership.

Amendments to the By-Laws require a two-thirds (2/3) vote of the members present at the called meeting (cf. By-Laws VIII.A).

### **A.2. Officers and Job Descriptions**

#### **A.2.a. General**

The Club's Board of Directors (Officers) shall consist of a minimum of three (3) officers and can scale to a maximum of five (5) officers, based upon need as determined by the Board. The recommended positions are as follows but can be changed as the needs of the Association vary from year to year. The required positions are:

President,  
Recording Secretary, and  
Treasurer.

Other Board positions are anticipated to be but can be adjusted as required by the Board. These positions are:

Vice President,  
Corresponding Secretary, and  
Co-Officer for any required position.

(cf. By-Law III.A).

#### **A.2.b. President**

The responsibilities of the President (“President”) shall include (cf. By-Law III.E.1):

1. Exercise general supervision over the business and affairs of the Club. Preside over all general meetings of the Club as well as the meetings of the Board. Call all meetings as required. Make appointments (including Committees) as required.
2. Report on the business of the Club to the membership at the regularly scheduled meetings.
3. Appoint a committee of two (2) members to conduct a year-end audit of the books and records of the Club. The audit shall be conducted, and results reported to the membership at the next scheduled meeting.
4. Serve as the liaison between the Club and the Community Association.
5. Within 14 days of newly elected or appointed Officers, submit FORM “CC-5” listing all Club Officers to the CA Lifestyle Director.
6. Co-sign checks issued by the Treasurer as required.
7. Serve as the liaison between the Board and Club committees as assigned by the Board.
8. Other duties as assigned by the Board of Directors.

#### **A.2.c. Vice-President**

The responsibilities of the Vice-President (“Vice-President”) shall include (cf. By-Law III.E.2):

1. Assume the duties of the President in the absence of the President.
2. Oversee the development of and compliance with League rules.
3. Co-sign checks issued by the Treasurer as required.
4. Serve as the liaison between the Board and Club committees as assigned by the Board.
5. Other duties as assigned by the Board of Directors.

#### **A.2.d. Recording Secretary**

The responsibilities of the Recording Secretary (“Recording Secretary”) shall include (cf. By-Law III.E.3):

1. To keep a full and complete record of the Club meetings and the Board meetings. If the Recording Secretary is not present the presiding President will appoint an acting Recording Secretary.
2. Other than financial records, maintain all Club records including the By-Laws, amendments to the By-Laws and meeting minutes for both Board meetings and other Club meetings.
3. Co-sign checks issued by the Treasurer as required.
4. Serve as the liaison between the Board and Club committees as assigned by the Board.
5. Other duties as assigned by the Board of Directors.

#### **A.2.e. Corresponding Secretary**

The responsibilities of the Corresponding Secretary (“Corresponding Secretary”) shall include (cf. By-Law III.E):

1. To prepare and mail such notices as required by the Club By-Laws and which the Board deems necessary for the notification of members; and to maintain the official correspondence of this Club.
2. To ensure that scheduled events are adequately communicated to both Club members, as well as the SCP community.
3. To ensure that mechanisms are established for Club members to communicate with and to provide feedback to the Board.
4. Serve as the liaison between the Board and Club committees as assigned by the Board.
5. Assume the duties of the Recording Secretary in the absence of the Recording Secretary.
6. Co-sign checks issued by the Treasurer as required.
7. Other duties as assigned by the Board of Directors.

#### **A.2.f. Treasurer**

The responsibilities of the Treasurer (“Treasurer”) shall include (cf. By-Law III.E):

1. To receive and safely keep all monies of the Club and deposit same in such bank as the Board may designate.
2. Prepare a proposed annual budget to be submitted and approved by the Board. After approval by the Board, submit FORM “CC-10”, Charter Club Budget to the CA Lifestyle Director.

3. Maintain a set of books and records that accurately records all receipts and expenditures of the Club. Records must be maintained for a period of seven (7) years.
4. Retain original expense receipts to substantiate Club expenses.
5. Present financial reports as required at Board meetings and the annual membership meetings. Financial reports will be supplied to any member upon the member's request.
6. Co-sign all checks with at least one (1) other Board member; assure all expenditures are made by the Club check or debit card.
7. Submit annual financial reports to the CA Lifestyle Director as required.
8. Coordinate with the Charity / Fundraising Committee on any fundraising activity entered into by the Club.
9. Serve as the liaison between the Board and Club committees as assigned by the Board.
10. Other duties as assigned by the Board of Directors.

**A.2.g. Term Limitations**

Officers shall serve for one (1) year; shall not exceed three (3) consecutive terms; may serve in varied Board positions for a total of five (5) consecutive years; and after serving as an officer for five (5) consecutive years may not serve again for a period of one (1) year.

**A.2.h. Resignation from Office**

If an officer of the Club resigns or dies, the remaining Board members will search for and vote to approve a qualified interim replacement for that office. The interim will fulfill the obligations of that position for the remainder of the calendar year (cf. By-Law III.F).

As the interim position is not an elected position, the holder of this position WILL be eligible to run for the Board the following year, at the conclusion of the interim period. The interim appointment WILL NOT count toward the maximum ~~two-year~~ service period of elected Board members.

**A.2.i. Removal from Office**

If an officer of the Club is guilty of personal misconduct, illegal or unethical behavior, or refuses to fulfill the duties of his or her assigned office, the remaining Board members, if agreeing unanimously, will hold a meeting with the officer in question (with recorded minutes). The officer will then be given the opportunity to resign on their own so that a qualified replacement can be appointed. If the officer refuses to resign, the remaining Board members will escalate the situation to the CAC and/or CA management for resolution.



## **A.3. Committees and Auxiliary Groups**

### **A.3.a. Overview**

Due to the complex nature of organizing and running a Charter Club and softball leagues specifically, the Club employs a comprehensive set of committees that each handle specific areas and responsibilities. These committees are divided into two general categories. Club Operations committees are standard committees that facilitate the various administrative functions within the Club outside of specific game play. League and Game Operation committees are designed to facilitate and administer the actual softball games played by the membership.

### **A.3.b. Solicitation and Announcement of Open Positions**

To provide opportunities for as many members as possible to participate in the administration of the Club, solicitations for all open positions will be made to the Club membership through announcements at annual meetings and mass emails. If appropriate and available, job descriptions for the open positions will be provided. A period of at least two weeks will be provided for membership to respond to solicitations for open positions.

### **A.3.c. Committee and Coordinator Appointments**

The Board of Directors of the Club will have the final approval for all Coordinator and Committee membership appointments. The Board should endeavor to balance the need for qualified and knowledgeable people in those positions with the need to include as many Club members as possible in leadership positions. Committee coordinators should be given leeway to seek and recruit their own committee members, but the Board should retain the authority to make at-large appointments to provide members with the opportunity for service.

### **A.3.d. Length and Limitations of Service**

Ideally, members shall be limited to serving on not more than two (2) committees, and they should serve on a specific committee for a term of no more than three (3) consecutive years. Serving within a game-support capacity (i.e., manager, umpire, scorekeeper, etc.) will NOT qualify as committee service. For positions that require very specific skill sets (such as a medical background, a financial background, a technology background, etc.) the Board may approve an annual waiver of the 3-year limit of service guideline, with the provision that the current appointee be directed to recruit and train a replacement.

### **A.3.e. Board Liaisons to Committees**

Every current operating committee will be assigned one Board member to act as the liaison between the committee and the Board. The liaison will ensure that meetings and the responsibilities of the committee are being carried out. The liaison will attend all meetings and act in an advisory role. They will NOT have

voting privileges within the committee. Communication between the committee and the Board will be coordinated through the liaison, including reports for Board meetings. The newly elected President will make the liaison appointments during the transition period as a new Board is taking office and will endeavor to share the liaison responsibilities as equitably as possible among the Board members.

### **A.3.f. Club Operations Committees**

#### **A.3.f.1. Activities and Events Committee**

The Activities and Events Committee is tasked with ensuring a smooth execution of activities and events for the Club. This includes planning, coordinating volunteers and vendors, and overseeing the logistics and operations of events as assigned by the Board. It is responsible for overseeing all aspects of the event, from conceptualization to post-event evaluation. Typical events include, but are not limited to, Club banquets, fundraising efforts, and HOA community activities the Club may wish to participate in. If applicable, the Board will provide a budget for funding the event. The committee will be led by a Board-appointed Activities and Events Coordinator, who will recruit members for the committee. The committee may optionally respond to a request for assistance from a specific league.

#### **A.3.f.2. Audit Committee**

The Audit Committee will consist of two qualified volunteers (that do not need to be Club members) who will conduct the annual financial review (cf. By-Laws VII.A). The Treasurer will provide all appropriate documentation and be available during the audit to answer questions. The audit will take place at a mutually convenient time for the committee and Treasurer, but the findings must be available for reporting to the membership at the annual Fall meeting.

#### **A.3.f.3. By-Laws Committee**

The By-Laws Committee is an ad-hoc committee of three volunteers that will be formed when the Club's Board of Directors deems it necessary to modify or add new by-laws. The committee will review the request and suggest and/or review appropriate verbiage for the proposed adjustment(s). They will then coordinate with the LD and CAC to implement the changes as outlined in the *Charter Club Operating Manual*.

#### **A.3.f.4. Charity and Fundraising Committee**

The Charity and Fundraising Committee will search for and recommend quality fund-raising opportunities that will provide the Club members with the ability to devote some of their time and resources to worthy causes both inside and outside of the community. The

committee will work with the Board to schedule events, and with other Club committees as needed to coordinate concessions, play exhibition games, develop and conduct fund-raising strategies, etc.

**A.3.f.5. Communications Committee**

The Communications Committee is tasked with maintaining the Club's internet presence through the development and management of the Club's website, email accounts, cloud-based storage, social media, etc. The committee will also work with the Board to communicate in a professional manner to the membership when required, as well as providing articles and notices for the community *The Buzz* magazine, and weekly community emails initiated by the Lifestyle Director. They will also assist the Board as requested in establishing and publicizing Club and league calendars, game schedules, and other tasks as requested. This committee will be led by a Board-appointed Communications Coordinator.

**A.3.f.6. Concessions Committee**

The Concessions Committee will consist of one or more individuals who will coordinate the concessions activities for the Club. This includes administering Club-sponsored concessions, as well as coordinating with other Clubs, organizations, and PODs within the SCP community selected to provide concessions as a fund-raising activity. The committee will be led by the Concessions Coordinator, who has oversight responsibilities for operations of the concessions area at the ballfield (cf. By-Laws VII.A).

**A.3.f.7. Protest and Conduct Committee**

The Protest and Conduct Committee will consist of at least three members of the Club who adjudicate game suspensions and protests. It will also review and make recommendations on how to deal with member and spectator conduct issues referred to them by the Board (cf. By-Laws VII.A). A representative from each active league must be appointed to the committee. Appointees should be respected members of the Club in good standing, have a good working knowledge of the rules of softball, and a sense of fair play. They will elect a committee chairman from amongst themselves.

**A.3.f.8. Grounds and Facilities Committee**

The Grounds and Facilities Committee is responsible for ensuring the playing field is in good condition and is safe for players. It oversees facilities construction, remodeling and upgrading as necessary or appropriate. It monitors the inventory of supplies needed for preparing the field for play and ordering such items (cf. By-Laws VII.A). The committee will be led by a Board-appointed coordinator.

**A.3.f.9. Equipment Committee**

The Equipment Committee will consist of one or more individuals who will have the responsibility of maintaining the Club-owned softball equipment and procuring consumable supplies needed for conducting league games. They will order and maintain team jerseys. They will ensure that league and member equipment meet the standards as specified in governing and local rules. The committee will be led by a coordinator appointed by the Board.

**A.3.f.10. Health and Safety Committee**

The Health and Safety Committee is focused on the well-being of the membership and is led by a Board-appointed coordinator. Responsibilities include recruiting and assigning qualified individuals to serve as first responders for all league games, including appropriate training and certifications. They will monitor the inventory of first aid supplies and equipment and will order such items as appropriate. They will provide information to players regarding best practices for safety, training and exercise to avoid injuries. They will make safety recommendations to the Board for consideration. They will work with team managers to facilitate HOA-mandated accident reporting procedures.

**A.3.f.11. Nominating Committee**

This committee will consist of at least three members and will oversee and coordinate the nomination process during the Fall election period for any vacant Board positions that will exist the following year (cf. By-Laws VII.A). They will also ensure those nominated by Club membership are qualified and willing to run for office. They will elect a committee chairman from amongst themselves. Committee membership and duties are further detailed in A.18 Election Process.

**A.3.f.12. Scheduling Committee**

The committee will consist of one or more members and will develop the league game schedule each season within the guidelines provided by the Board. This committee will be led by a Board-appointed Scheduling Coordinator, who will work with the supplemental personnel coordinators (umpires, scorekeepers, scoreboard operators, concessions, health and safety) to ensure coverage is provided for each game, and that assigned personnel are kept informed of their scheduled duties. They will also assist in keeping the calendar information up to date on the Club website.

**A.3.f.13. Sponsorship Committee**

The Sponsorship Committee will consist of one or more members and will be led by a Board-appointed Coordinator. This committee will seek new sponsors and retain existing ones. The coordinator will act as a liaison between the Board and the sponsors. They will coordinate production of banners with the sign vendor and arrange for said item to be displayed. They will develop appropriate correspondence and documentation as required. They will work with the Treasurer to coordinate, document, and account for all funds raised by sponsorships (cf. By-Laws VII.A).

**A.3.f.14. Veterans Day Committee**

This committee will coordinate all activities for the annual Veterans Day Game, including sponsorship, costs, player selection and supporting game day activities and endeavors (cf. By-Laws VII.A). The committee will be led by a chair appointed by the SCP Military Affairs Group and will coordinate events through a Board Liaison.

**A.3.g. League and Game Operations Committees**

**A.3.g.1. League Coordinators**

League coordinators are assigned to each active league and provide general oversight to the activities of each league and are responsible for reporting any matters requiring Board attention. They oversee the development of practice schedules and are the conduit of information between the Board and the team managers. They work with the Player Development Committee to ensure opportunities for new players are provided and to schedule training and skills sessions. They work with the Board Equipment Coordinator to maintain team jerseys, an adequate supply of game softballs, and other supplies as required. They are de facto non-voting members of the Rules and Competition committees for their league and will ensure that these committees have an adequate number of members, that they meet on a regular basis, and report to the Board as required. They will also implement and staff any additional league committees they deem necessary for the successful administration of the league and its programs.

**A.3.g.2. League Operations Committee**

If approved by the Board, each active league may be provided the opportunity to directly govern itself through the implementation of a League Operations Committee, which is an advisory team of key leaders from within the league membership. This committee will consist of, at a minimum, the League Coordinator (chair), and the chairs of the league's Rules and Competition committees. Additional members can be assigned by the League Coordinator by virtue of being chairs for

other league committees, or as at-large members. This committee will determine and implement the playing environment each season, as well as provide the primary day-to-day oversight of league play. It will ensure that sufficient feedback from the league members is obtained for use in decision-making processes. Specific guidelines and the responsibilities of the committee will be provided by the Board.

**A.3.g.3. Team Managers**

Team managers are the leaders of their team. They have the ultimate responsibility for the team and serve as the on-field leader and decision-maker of the team during games. They also participate in player evaluations and the draft process for their team. They schedule adequate practice sessions and scrimmage games for their team. They confirm player availability and obtain substitute players as needed. They prepare rosters and lineups for each game. They are responsible for informing and educating team members on all Club and league rules, particularly those germane to their specific league.

**A.3.g.4. Rules Committee**

The Rules Committee will review current rules and suggestions from the Board and members to ensure that they are necessary, appropriate, and in the best interests of the players, and recommend such changes to the Board for final approval (cf. By-Laws VII.A). The Board will determine whether to implement Rules Committees for each league, or to implement one consolidated committee. The league coordinator(s) will recruit and/or assign members with sufficient backgrounds to provide quality input to the committee. The Board liaison(s) and league coordinator(s) will act in an advisory role.

**A.3.g.5. Competition Committee**

This Committee will evaluate the players and review and recommend changes to the substitute list and player rankings (cf. By-Laws VII.A). There should be one committee of qualified individuals for each league. The league coordinator(s) will recruit and/or assign a chair and additional members with sufficient background to provide accurate player assessments to the committee. The Board liaison(s) and league coordinator(s) will act in an advisory role.

**A.3.g.6. Player Development Committee**

The Player Development Committee will promote the sport of softball to the SCP community at large, provide opportunities for interested residents to try the sport, work with new players as a point of contact for information, work with Board members during the residency and age verification process, and to work with the league coordinators to schedule training and skills clinics for players. The committee will

consist of a Board-approved coordinator, and at least one member from each active league.

**A.3.g.7. Manager Evaluation and Selection Committee**

The Manager Evaluation and Selection Committee is an ad-hoc committee consisting of at least 3 qualified individuals with sufficient institutional knowledge to evaluate the qualifications of team manager prospects. If there are more manager applicants than openings, the committee will rank the applicants for use by the Board in approving team managers. The Board will recruit members and assign a chairperson. The committee will be provided with the option of interviewing the managerial applicants if desired.

**A.3.g.8. Umpires**

The Umpire Committee consists of those individuals who are serving as head umpires, assistant head umpires, and/or crew chiefs. They will be led by the Coordinator of Umpires, who is appointed by the Board. This committee is responsible for establishing and overseeing the officiating and training program for the Club umpires to improve their skills and knowledge of the rules. The committee will ensure that umpires are assigned to each game (cf. By-Laws VII.A) or provide the assignment guidelines for the Club Scheduling Coordinator.

**A.3.g.9. Scorekeepers**

The Scorekeeper Committee consists of those individuals who have volunteered to serve as scorekeepers at each game. They will record each player at bat in the Club-provided scorebook. They will accurately record hits, errors, walks, and outs, as well as substitutions and pinch-runners. They will be called upon by the home plate umpire to confirm the game situation, and for batting order and pinch runner appeals, etc. They will be led by the Coordinator of Scorekeepers, who is responsible for training scorekeepers to create a basic understanding of the rules and scoring conventions, as well as ensuring season statistics are maintained and provided to team managers and the Board as requested (cf. By-Laws VII.A). The coordinator will assign scorekeepers for each game or provide assignment guidelines for the Club Scheduling Coordinator.

**A.3.g.10. Scoreboard Operators**

The Scoreboard Operator Committee consists of those individuals who have volunteered to serve as scoreboard operators for each game. They are responsible for accurately tracking the score, inning, balls, strikes, and outs during the game. They are responsible for safely and securely storing the equipment, turning the board off and on, etc. They will be led by the Coordinator of Scoreboard Operators who will

provide adequate training as needed (cf. By-Laws VII.A). The coordinator will assign operators for each game or provide assignment guidelines for the Club Scheduling Coordinator.

**A.3.g.11. Announcer**

Public address announcer(s) will provide real-time game commentary, pre-game, post-game, and in-between innings music, and player at-bat information during the games. They will also make announcements as requested, and emcee on-field ceremonies. They will act in a professional manner and provide music appropriate for a senior adult community. Announcers will provide their own equipment adequate for a reasonable volume for the ballfield and spectator areas. Announcers will be financially compensated for their work as agreed to by the Board prior to each season.

**A.3.g.12. Photographer**

The Club should enlist the services of at least one member who is proficient in photography to serve as a Club photographer. It is important to record significant events and activities at the ball field for publication purposes in *The Buzz* community magazine, as well as to serve as the photographer for making team photos at the beginning of each season. A photographer will provide their own equipment, and should be able to use graphical editing software to crop photos, overlay text, etc. They will be required to share their work with the Communications Committee for placement on the website. This is a volunteer position with no compensation. However, the Club will reimburse a photographer, when requested, for any printing costs that arise in conjunction with creating the team photos for award plaques.

**A.4. Interaction with the SCP Community Association**

**A.4.a. Officer Meetings**

The Lifestyle Director of the Community Association conducts quarterly meetings with all SCP Charter Club and interest group officers. The President and/or Recording Secretary should attend these meetings to gain important knowledge about upcoming community events, changes to Charter Club rules or reporting requirements, etc. It is especially important to attend the new officer orientation sessions held annually.

**A.4.b. Club Expo**

Club Expos are held by the Community Association each January. The Club should make every effort to staff a table and answer questions from homeowners who are interested in Club membership. The Expo is also an opportunity for current and new members to turn in their Spring season registration forms and



dues. In addition, the Recording Secretary and Treasurer can turn in their annual reports to the LD at this event.

**A.4.c. Vendor Fair**

The Community Association hosts a Vendor Fair one or more times per year. Charter Clubs and Interest Groups are solicited for volunteer workers who will provide the labor for various functions that take place during the Vendor Fair. Clubs will be financially renumerated for their involvement, so this is a good opportunity for raising funds for the Club treasury.

**A.4.d. Special Events**

An occasional event may be scheduled by the Community Association in which volunteers are needed to help host the event. The Club should consider participation and take advantage of any community goodwill that may arise from the Club's service, regardless of whether there are financial incentives involved.

**A.4.e. New Homeowner Orientation**

If permitted, the Club should endeavor to participate in the periodic new homeowner orientation sessions that are conducted by the CA Lifestyle Director and/or Community Manager. Whether in person by a member of the Player Development Committee, or through informational flyers, it would be a good marketing strategy to let new residents know about the Club and how to become involved.

**A.4.f. Community Publications**

The monthly SCP community magazine *The Buzz* will accept prepared articles, photos with captions, etc. provided they meet the prescribed requirements and guidelines. The Club should endeavor to make monthly submissions both during the playing seasons, as well as the periods leading up to the seasons to advertise the registration periods, Try It sessions, etc.

The weekly email announcements sent by the Lifestyle Director are also a good source for spreading information to the SCP Community at large. Advertising special events, concessions, etc. can be done with minimal work.

**A.5. Communications**

**A.5.a. Introduction**

Accurate and timely communication is vital to the success of any large organization. The position of Recording Secretary, which has traditionally handled communications, has reached the point where one person cannot satisfactorily handle the requirements. The Board should endeavor to approve a qualified individual to coordinate and implement the communications requirements of the Club.

### **A.5.b. Coordinator Duties**

The Coordinator of Communications shall:

1. Serve as chair of the Communications Committee.
2. Work with new Board members to provide access and training on using the Club email account, office productivity applications, cloud storage, etc.
3. Serve as or appoint the webmaster of the Club website and keep information available to the Club membership and to the public current and up to date.
4. Maintain the information on the SCP Club Peachtree website as needed.
5. Ensure that the internet-based Club domain, website, office productivity, and cloud storage accounts are maintained and funded.
6. Accurately maintain current and potential member email addresses and assign them to email distribution groupings as needed.
7. Create and send membership emails in a timely manner in the absence of the Board's Corresponding Secretary.
8. Assist in monitoring the Club email account and forward messages to individual Board members as needed.
9. Ensure that adequate security is attached to all internet accounts, including annual password updates.
10. If requested, create professional-looking articles for the community *Buzz* magazine and weekly email blasts originating from the community Lifestyle Director using the prescribed formats.
11. Assist the Board in establishing and publishing league calendars, game scheduling, and other tasks as requested.
12. Report to the assigned Board liaison and attend Board meetings on an advisory basis as requested.

### **A.5.c. Coordinator Qualifications**

The job qualifications of the Club Communications Coordinator shall include:

1. Understanding of the components required to provide an internet presence for an organization, including domains, web sites, productivity applications, email platforms, social media, etc.
2. Ability to implement and maintain the Club's email system, including creation of specific distribution groups, adding and removing members as needed, etc.
3. Proficiency with Microsoft Office products, including MS Word, MS Excel, etc.

4. Familiarity with Google suite products and sharing documents, spreadsheets, and cloud storage among multiple users.
5. Familiarity with electronic graphics, image, and photo files and formats.
6. Familiarity with web page development, including basic HTML.
7. Ability to write in a professional and clear manner.

**A.5.d. Coordinator Term of Office**

The Coordinator of Communications shall serve for a period of one calendar year at the request and approval of the Club's Board of Directors.

**A.5.e. Club Internet Presence**

**A.5.e.1. Public Domain Name**

The Club is the current owner of the internet domain SCPSOFTBALL.ORG. It will be paid for and registered on an annual basis by an authorized internet registration company (i.e., Network Solutions, Go Daddy, etc.).

**A.5.e.2. Website**

The Club will maintain a public website at the internet address scpsoftball.org that will provide information to both the membership and the community at large. The site will promote the sport of softball, provide a current calendar of events, registration forms, officer contact information, and access to important documents (registration forms, policies, rules, etc.). The site will be maintained in a timely manner by the Communications Committee and/or their designee(s). The coordinator will serve as the webmaster.

**A.5.e.3. Social Media**

The Club does NOT currently support or participate in common social media platforms such as Facebook, Instagram, Twitter, etc. These platforms cannot be monitored effectively and provide the ability for anonymous comments that could be detrimental to the Club, its goals, or its members.

**A.5.e.4. Email Account**

The Club will maintain and fund a public email account attached to the Club's internet domain scpsoftball.org. This account will be the major source of mass communications with the membership. This will provide the most long-term transparency and continuity, as well as the ability for Board members to communicate to the membership at large without using personal email accounts.

The account is currently attached to the Google Gmail platform. The officers will be provided access credentials. The password should be changed annually as new Board members take office. Alias email accounts will be attached to the primary account to target communications to each specific Board member. The account will be monitored by the Communications Committee and messages forwarded to the specific Board members as appropriate.

The account will also be configured with an alias account to provide feedback to the Board. Emails to this account will be forwarded to the Board members as soon as possible.

Additional alias accounts may be created for specific purposes such as information, web support, etc.

**A.5.e.5. Productivity Applications**

The Club will endeavor to maintain office productivity applications to create shared documents amongst the Board members and other key administrators of the Club.

**A.5.e.6. Cloud Storage**

An adequate amount of internet, cloud-based storage will be funded by the Club to serve as the primary archive of all Club records, as required by the By-Laws. The Club will endeavor to convert all physical documents into digital format and store them in an organized manner in cloud storage. The Board members will be permitted to store ongoing and current information on personal computers but should transfer all appropriate electronic files to the cloud storage on an annual basis at minimum, especially at the conclusion of his or her term in office.

**A.5.e.7. Club Peachtree Website**

All SCP Charter Clubs are provided with a page on the Club Peachtree website. These pages are often the first place a new resident will search for Club information. Although the Club will have its own website, the Club Peachtree page should be updated as needed and at a minimum, provide a link to the Club's own website.

**A.5.f. Member Contact**

**A.5.f.1. Email Contact Lists and Groups**

To facilitate mass communication with targeted groups of individuals, the effective use of contact/distribution lists should be employed. Groups should be reset each year, and each member should be placed into all the classifications that might require email contact. For instance:

- Current members
- Potential members
- Former members
- Ladies League members and Men's League members
- Ladies Managers and Men's Managers
- Substitute players (if necessary)
- CORT Members
- Ancillary groups (umpires, scorekeepers, etc.)

**A.5.f.2. Key Communication Points**

Based on the approved Board calendar, mass emails to all Club members should take place at key points during the year. Some of these are required by our bylaws.

**A.5.f.3. Mandatory Announcements**

The following mass communication announcements from the Board to the entire Club membership should be considered mandatory:

- Spring season opening of registration plus Club Expo.
- Fall season opening of registrations.
- Reminders of above during registration windows.
- League rosters and schedules when finalized.
- Notifications of rainouts and when makeup is to be scheduled.
- Notifications of game forfeitures.
- Banquet and annual meeting announcements and reminders.
- Nomination and election announcements and reminders.
- Bylaw changes, meeting announcements, and voting process.
- Special events that all Club members are expected to participate in.
- Others that are deemed important by the Board.

**A.5.f.4. Death and Illness Announcements**

Announcements of serious illness and/or death of a Club member or Club member's child should be conveyed to the membership only after confirmation and approval by a family member. The death of other close relatives, member surgery, serious illness, etc. can be

communicated to a specific league or a specific team by the league coordinator and/or team manager.

**A.5.f.5. Lost and Found Announcements**

The Club maintains a location for storage of lost and found items in the storage shed. Periodic reminders of this location should be conveyed to the membership, but communication for specific items should be avoided.

**A.5.f.6. Classifieds / Items for Sale Announcements**

Unless there is a specific item that the Board wishes to sell to the membership, no classified or item for sale announcements will be broadcast to the membership. Members wishing to sell or purchase items should be directed to the classified section of the Club Peachtree website.

## **A.6. Meetings**

### **A.6.a. Board Meetings**

#### **A.6.a.1. Schedule**

Board meetings are required to be held monthly (cf. By-Laws IV.A). The days and times of the meetings are agreed to by the Board members to best fit personal schedules. Every effort should be made not to schedule the meetings during the time of day when league games are scheduled to be played, since at least one Board member should be present at each league game.

#### **A.6.a.2. Location**

The Recording Secretary should endeavor to reserve the appropriate meeting location for the entire year as soon as possible prior to the beginning of a new year. The location should be suitable for the Board members along with guests when necessary. The Amenities Center and/or Sports Center are logical choices based on availability.

#### **A.6.a.3. Guests**

Guests are welcome to attend but must notify the Recording Secretary ahead of time to ensure adequate seating is available. There are also Board meetings during the year when guests are specifically invited for planning purposes, such as the various coordinators required to get the league seasons underway. NOTE--if any personnel and/or conduct issues are on the Board agenda, they should be scheduled at the end of the meeting so that any guests that are present can be excused.

**A.6.a.4. Agenda**

The Recording Secretary will request agenda items from the Board members approximately one week prior to the meeting. In addition, an ongoing list of items to discuss should be maintained as issues and events take place between meetings. The Recording Secretary will then develop an agenda for each Board meeting to be provided to the Board members 3-5 days prior to the meeting. The agenda will consist of set items such as financial reports, approval of minutes, etc. as well as items carried over from prior meetings (old business) plus new items as identified and recommended by other Board members for discussion (new business). As the cycle of running the Club is similar year-to-year, referencing prior year meeting minutes for the same month will provide some additional sources of necessary agenda items that need to be addressed in a timely manner. The agenda will also provide a useful framework for recording the meeting minutes.

**A.6.b. Membership Meetings**

**A.6.b.1. Schedule**

Meetings of the entire Club membership are required to be held twice per year (once per season) (cf. By-Laws IV.A). These are typically held immediately after the end of the Spring and Fall seasons so that award presentations can be made for team champions and individuals.

**A.6.b.2. Preparation**

Per requirements of the election process and membership notification, relevant materials should be distributed by the Corresponding Secretary prior to the meeting. This can include election ballots, minutes of the previous membership meeting, banquet reservation forms, surveys, etc.

**A.6.b.3. Location**

Because of the size that the Club has grown to, it is difficult to hold meetings indoors without restricting the attendance to members only. The Amenities Center ballroom will hold up to 150 or so if an indoor space is the only option. Guests of members may be added on a space-available basis.

**A.6.b.4. Agenda**

As with a regular Board Meeting agenda, the membership meeting agenda should be prepared and refined over the course of the month leading up to the meeting. The agenda for the meeting is similar each season, so a prior year's meeting is a good starting point. Note that the Spring and Fall meetings are similar, but the Fall meeting includes the

annual elections. The membership meeting typically contains two distinct sections.

- Business Meeting. This is the “official” meeting as dictated by the Club bylaws and is chaired by the President and run like a typical business meeting. The agenda consists of a wide range of items including:
  - Call to Order
  - Treasurer’s Report
  - Report of Audit Committee
  - Approval of prior membership meeting minutes
  - Recognition of volunteers
  - Completed, In-Progress, and Future projects
  - Key accomplishments
  - Special events, announcements, etc.
  - Questions from members
  - Results of Election (Fall)
  - Adjournment
  
- Awards Ceremony. This is not part of the “official” meeting, but the place where team and individual awards are presented. These may include in addition to others league-specific awards:
  - First-time Home Run Hitters
  - Most Home Runs
  - Highest Batting Average in each league
  - Season Champions for each league
  - Tournament winners for each league
  - Diane Skelton award (Ladies League)
  - President’s award(s) for outstanding service to the Club.

### **A.6.c. Banquets**

#### **A.6.c.1. Schedule**

Although not required, a banquet is typically scheduled in conjunction with each membership meeting in the Spring and Fall. It is considered a celebration of another successful season. All current members are eligible to attend. Each attendee may bring ONE guest, if the facilities will support it. Logistically, the meal is normally held immediately prior to the membership meeting.

#### **A.6.c.2. Location**

The location of the banquet is typically the same as the membership meeting since they are held concurrently. However, be sure the facilities and resources required by the caterer will be available at whichever location is selected.



**A.6.c.3. Funding**

Based on the current financial status of the Club and the availability of funds, normally one-half of the cost per person is covered by the Club. Concession sales on Club days will typically cover this half. Members and guests should pay the other half. No banquet-related funds should be attached to membership fees, as all members do not attend the banquet.

**A.6.c.4. Alcohol**

The caterer of the banquet should supply basic drinks such as tea, lemonade, etc. The Club will provide water and ice if necessary. Alcoholic beverages WILL NOT be funded by the Club. Attendees may bring their own alcoholic beverages as desired.

**A.7. Community Association Reporting**

All SCP Charter Clubs are required to complete and file specific forms over the course of the year. The following are described in more detail in the *Charter Club Operating Manual*.

**A.7.a. CC-4 Charter Club Participation Report**

Form CC-4 is the Quarterly Participation Report. It is to be turned in at the end of each quarter and will include the membership totals for each month during the quarter. It also includes attendance numbers for members and guests at the two annual membership meetings.

**A.7.b. CC-5 New Club Officers**

Form CC-5 must be completed by the Recording Secretary after new officer elections have been held in the Fall. Each newly elected officer must sign and certify that they have read and understand the CA Rules and Regulations document and the Charter Club Operating Manual.

**A.7.c. CC-6 Accident Form**

Form CC-6 is the form that must be filled out by a player and/or team manager and signed by the player indicating the details of any accident or injury that takes place at the ball field during any Club related activity. This includes league games, team practices, tournaments, etc. This form should be filled out as soon as possible after the incident and returned to a Board member through the league coordinator. It should then be sent to the Association Manager within 24-48 hours of the incident's occurrence. A copy of the Accident or Injury Form will be retained by the Recording Secretary during each season so that the Health & Safety Committee may review the forms at the end of the season to identify common types of injuries, trends that may occur, and / or make suggestions to the Board to implement methods to reduce injuries and accidents. These forms may be destroyed after seasonal review.

**A.7.d. CC-7 Annual Club Schedule**

Form CC-7 should be filled out as quickly as possible and returned to the LD once the Board settles on a specific date and time for their monthly Board meetings. This will allow space to be reserved at a consistent time and place each month. This can also be used to request the two banquet/membership meeting dates once decided. Again, the earlier the better.

**A.7.e. CC-8 Charter Club Annual Financial Report**

Form CC-8 is the yearly financial report that will be prepared by the Treasurer and returned to the LD no later than the January Club/Activity Expo event (typically around 3<sup>rd</sup> Saturday in January). This summarizes all the financial activity that occurred during the year, including bank balances, purchases, expenses, etc.

**A.7.f. CC-10 Charter Club Budget**

Form CC-10 should be prepared by the Treasurer and approved by the Board for submission after the December 31 bank balance is available. Again, this can be submitted at the January Club/Activity Expo. This form outlines the projected revenues and expenses for the upcoming year, as well as a space to explain how excess funds at year-end will be used.

**A.7.g. On-field Participation Rosters**

Each season, the Association Manager will need to be provided with a complete list of all players, managers, coaches, umpires, etc. for liability insurance purposes. This list is basically anyone who participates during practices or games that might be subject to an injury. A spreadsheet like what is placed in the Emergency Contact binder in the storage shed will work for this purpose.

**A.8. Records**

**A.8.a. Meeting Minutes**

The Recording Secretary will keep a full and complete record of the membership meetings and the Board meetings (cf. By-Laws III.E). Notes should be as detailed as necessary to allow Board members to refer to them and be confident in understanding the topic, any discussions, decisions, votes, etc. The Recording Secretary will endeavor to minimize the specific naming of Club and/or Board members during sensitive discussions such as personnel or disciplinary matters. The Recording Secretary will complete the minutes in an electronic format and forward them to all Board members for suggested adjustments as soon as possible after the meeting. Once all edits have been completed, a final copy will be sent to the Board members for official approval by email. A printed copy will be added to the permanent Club archives. A notation regarding the email approval of the minutes will be entered into the following month's meeting minutes.

**A.8.b. Summary Meeting Minutes**

Once the meeting minutes are approved, a summary version should be prepared that eliminates unnecessary details, eliminates specific member names when referenced in personnel or disciplinary matters, and reflects generic versus specific actions related to disciplinary or conduct issues. This version will be provided to the Communications Coordinator for placement on the Club website.

**A.8.c. Financial**

The Treasurer will maintain detailed records of all financial transactions. This can be done through electronic or digital means using spreadsheets, accounting or bookkeeping software, etc. It should include itemized information regarding all income and expenses of the Club, which should be categorized as required by CA reporting guidelines for form CC-8. Receipts or other appropriate documentation shall be required for all expenditures. Other documentation and records such as bank statements, copies of required CA forms, etc. shall also be maintained by the Treasurer.

**A.8.d. Retention**

According to CA guidelines, all financial records must be maintained for a period of seven (7) years. These records can be in physical form or electronic form. Other Club records, as possessed by the Club Secretary(s), are not required to be stored long-term, but it is advisable to keep any physical documents from the current year plus one prior year on hand. Any non-financial, physical records prior to that can be destroyed. It is also advised to permanently store appropriate electronic documents in the Club's cloud storage and/or a portable drive for easy access by future Boards. When a new Club Secretary or Treasurer is elected, all required physical and electronic records will pass from the old to new officer(s) for safekeeping. These transfers should take place during the transition period or as soon as possible after the start of the new year.

**A.8.e. Miscellaneous**

Member registration forms should be retained through the calendar year and can be disposed of provided corresponding electronic digital files of the information are retained. Paper voting documents such as election ballots, all-star ballots, by-law votes, etc. can be disposed of at the end of each calendar year provided a permanent and signed tally sheet is retained.

**A.8.f. Storage**

The CA does not provide storage space for Charter Clubs to store their archived records. For a Club the size of the Softball Club, the requirement to store records for seven years may present a burden for the Treasurer in terms of storage space. As such, the Board should make every effort possible to digitize records

for cloud storage, and permanently dispose of records once they reach seven years in age.

## **A.9. Member Conduct**

### **A.9.a. Code of Ethics**

Proper behavior and decorum are expected from all Members. Members, who are abusive, project an undesirable or inappropriate image, or who unnecessarily and blatantly create turmoil, disruption, and dissension among Club Member or other Clubs or the Association in general, may have their membership temporarily suspended by the Club (cf. By-Laws III.E). To that end, the Board may develop a comprehensive “*Code of Ethics*” document that conveys the specific objectives, expectations, actions, process, and disciplinary actions related to ethics. This document will be provided to new members, to be read and signed as a condition for participation in Club activities. Any changes to this document will require ALL members to date and sign the new version during the next registration period.

### **A.9.b. Disciplinary Actions**

There are logical steps of increasing the severity of disciplinary actions based on the specific infraction. Not every infraction would be treated equally, so the logical progression does not always follow the same path. A verbal outburst is not the same as a physical confrontation, and the severity of the disciplinary action would reflect that. In general, after an initial verbal warning from the league coordinator, the progression of steps at the Board level would be:

- First offense – written warning
- Second offense – short-term suspension
- Third offense – long-term suspension
- Fourth offense – possible termination as outlined in the *Charter Club Rules and Regulations*

Individuals found guilty of a disciplinary infraction will be considered “on probation” for a period of two years from the date of the infraction, at which point the offense will no longer be considered active and cannot be used by the Board or Protest and Conduct Committee in evaluating a new disciplinary offense.

### **A.9.c. Protest and Conduct Committee**

The Protest and Conduct (P&C) Committee serves the dual purpose of evaluating legally protested games, as well as member conduct infractions. The committee will include at least three members, with at least one member from each active league, who will select a chair from amongst themselves. They will coordinate their work with the Board member appointed as the committee liaison.

**A.9.c.1. Member Job Description**

Committee members will be members of the Club in good standing. They should be above reproach in terms of integrity. Ideally, the Board should seek out those individuals who could evaluate sensitive and confidential information and render verdicts without any appearance of pre-conceived biases and that would not convey any sort of favoritism.

**A.9.c.2. Referral Process – Game Protests**

If the Board receives a game protest notification from a game umpire, they will make an initial evaluation as to the merits of the issue. If the facts surrounding the incident are clear and there are no conflicting views about the circumstances or underlying reason for the protest, the Board may elect to bypass the P&C Committee and render an immediate verdict to uphold or deny the protest.

If the Board cannot reach a common consensus on the merits, they will refer the matter to the P&C Committee for review. The committee will interview the team manager filing the protest, as well as the head umpire of the game to get their views and reasoning. After reviewing the situation and the specific rule(s) involved, they will render a verdict to uphold or deny the protest.

**A.9.c.3. Referral Process – Conduct Violations**

If the Board receives an ethics complaint from a Club member, they will make an initial evaluation as to the merits of the issue. The Board may also evaluate the circumstances, and if there is no question that a violation did or did not occur, they may elect to bypass the P&C Committee and recommend the corresponding disciplinary action. If the Board does not feel that the complaint rises to the level of an infraction requiring disciplinary action, they may vote to not refer the item and just convey to the member involved that their actions or behavior did not rise to the level of a review by the P&C Committee but should immediately cease.

In situations where there are conflicting views of the circumstances, or if the situation involves a Board member, a referral should be made to the P&C Committee through the appointed Board liaison. The committee will be provided with any documentation provided to the Board, any additional explanations of the circumstances that took place, and the names of individuals involved, potential witnesses, etc. The committee will endeavor to interview those members in a timely manner to review their recollections of events and their interpretations of the violation. The member accused of the violation should be

interviewed to get their side of the story and to provide a defense of their actions if warranted. If a member of the P&C Committee is personally involved in the issue or is a relative or close friend of the member accused of the violation, they should recuse themselves from the process.

**A.9.c.4. Findings and Notifications – Game Protests**

The committee members, having reviewed the rules and conducted all appropriate interviews, will render their verdict to uphold or deny the protest. They will immediately convey their findings back to the Board through the appointed liaison. The Board will immediately inform the team managers and head umpire of their findings. If the protest is upheld, the Board will schedule the resumption of the game if warranted, or officially record the outcome of the game if the protest is denied.

**A.9.c.5. Findings and Notifications – Conduct Violations**

After the committee members have reviewed all documentation and conducted all appropriate interviews, they will discuss their findings and render a verdict on whether a violation did in fact take place. They may include a recommended disciplinary action if desired. Their conclusions will be returned to the Board through the liaison. The Board will make a decision and may elect to agree to the findings and recommendations or may alter the disciplinary actions. The member accused of the violation will be promptly notified of the findings and recommendations by written communication delivered personally to the member. An electronic copy may also be provided via email.

**A.9.c.6. Appeal Process**

There is no appeal process for a game protest. The verdict of the P&C Committee and Board is final. However, for conduct violations, the member found guilty of the infraction may appeal the finding of the committee by notifying the Board. If the Board rendered the initial findings, the P&C Committee will handle the appeal process. If the P&C Committee rendered the initial findings, the Board will handle the appeal. The member appealing the decision will be afforded an in-person opportunity to provide further evidence, documentation, or reasoning that might invalidate the initial verdict or severity of the disciplinary action. The Board or P&C Committee will then immediately vote to uphold or overturn the verdict or implement alternate disciplinary actions. The member will be notified immediately in writing of the results of the appeal.

## **A.10. Health and Safety**

### **A.10.a. Introduction**

The health and safety of the Club membership is of paramount importance. Although not typically a rough game, softball presents all sorts of opportunities for injuries to occur—muscle pulls, twisted ankles, scrapes, contusions, dehydration, dizziness, etc. With advanced age, even minor injuries can lead to major issues. It is therefore crucial that the Club maintain a qualified set of individuals with medical backgrounds to serve as the first responders at ball games. This group comprises the Health and Safety committee and is led by a Board-appointed Coordinator who will report to the Board Liaison as determined and assigned by the Board.

### **A.10.b. Coordinator Duties**

The responsibilities of the Health and Safety Coordinator shall include:

1. Serve as chair of the Health and Safety Committee
2. Recruit and assign qualified individuals to serve as first responders at all league games.
3. Ensure volunteers have an appropriate background, training and/or certifications.
4. Provide appropriate health-related feedback to member concerns.
5. Monitor the inventory of first aid supplies and equipment and order such items as needed.
6. Ensure the defibrillator at the Sports Building is properly charged and in good working order.
7. Provide information to players regarding best practices for safety, training, and exercise to avoid injuries.
8. Make safety and health-related recommendations to the Board for consideration.
9. Work with team managers to facilitate CA-mandated accident reporting procedures.
10. In cases of serious injury, follow-up with player to ensure medical care was obtained, provide further advice, etc.

### **A.10.c. Coordinator Qualifications**

The job qualifications of the Club Health and Safety Coordinator shall include:

1. Current membership and good standing in the Softball Club
2. Past administrative experience a plus
3. Medical background and/or and Emergency First Aid skills

4. Good organizational and communication skills
5. Work well with others

**A.10.d. Coordinator Term of Office**

The Health and Safety Coordinator shall be appointed by the Board to serve annually, calendar year January 1 through December 31. Because the position requires specialized skills, the standard recommendation of a 3-year maximum tenure may be waived.

**A.10.e. Medical Supplies**

The Board will fund the acquisition of all first aid and medical supplies that the Coordinator deems appropriate to treat a wide range of injuries that might be suffered by senior adults playing softball, or that might occur in general with senior adults.

**A.10.e.1. Inventory**

The Coordinator will develop an appropriate inventory checklist of first aid supplies and other medical equipment needed to keep on hand at the ball field. They will check prior to the beginning of each season to confirm stocks are adequate and purchase any supplies needed, which will be reimbursed by the Board.

**A.10.e.2. Dugout First Aid Kits**

Two sets of specialized supplies that might be needed for the most common injuries suffered playing softball shall be kept in suitable carrying cases that are to be stored in the shed and placed in each dugout for league games. The response team member using any of these supplies shall inform the Coordinator that any supplies used will need to be restocked.

**A.10.e.3. Storage Room Supplies**

Dugout supplies are for basic first aid. The Club maintains additional supplies in the sports building storage closet:

- Over-the-Counter Medications
- Basic Medic Bag
- Trauma and Resuscitation Supplies
- Backboard

**A.10.e.4. Defibrillator**

Although maintained by the CA, the defibrillator located at the Sports Building at the ball field should be tested by the Coordinator prior to each season to ensure the batteries are charged sufficiently.



#### **A.10.f. Game Medical Response Team**

The Health and Safety Coordinator shall build a team of qualified Club members with sufficient medical and/or emergency response background to be on hand at every scheduled game played at the ballfield. They may be players or other on-field positions while also acting in this capacity. The assigned response team member will make an initial evaluation of the severity of any player injuries sustained during game play and initiate first aid treatments as required. They will determine if the player can continue playing if the injury is minor. If the injury warrants advanced medical care, they will initiate the contact of the local 911 emergency response center and will provide ongoing care to the player until an ambulance and local EMT's arrive at the field, at which point they will provide all the background information of the injury to the EMT crew.

#### **A.10.g. Accident Reports**

Per CA requirements, every accident or injury sustained during Club activities will require a CC-6 Accident Report form to be filled out by either the player or manager, signed by the player (if possible), and returned to the Community Manager within 48 hours of the incident. The on-site response team member should remind the manager and player this is a requirement and if possible, fill out the paperwork prior to leaving the field. If the forms are not readily available in the dugout, copies will be found in the shed. The Coordinator should endeavor to check in with a player to see how they are doing for any serious injuries, ensure they have obtained follow-up medical care, provide advice, etc.

### **A.11. Membership Feedback**

It is very important that the Club implement mechanisms for the membership to provide feedback to the Board. This can be done electronically or by written paperwork. Members should be periodically reminded (at annual meetings for instance) that these opportunities exist and encourage participation in the feedback process. The Club cannot continue to improve or correct issues if they are not aware of them.

#### **A.11.a. Feedback Email Address**

As part of its email account, the Club shall maintain a Club email address dedicated specifically to providing member input. Currently that email address is [feedback@scpssoftball.org](mailto:feedback@scpssoftball.org). The Communication Committee will monitor the account and forward any received emails to the Board, as well as reply to the member acknowledging receipt.

#### **A.11.b. End-of-Season Member Surveys**

The Board traditionally develops end-of-season surveys that are distributed to the membership and collected as part of the procedures that take place at each annual meeting.

**A.11.b.1. Purpose**

There are several specific purposes that surveys are used for. Primarily, it is input that the League Coordinators use in evaluating their managers, that the Board uses in evaluating the League Coordinators and Umpires, and that the Board uses to evaluate itself and the job they are doing. Secondly, the forms are used for members to provide long-form comments regarding any Club-related subject, as well as a mechanism for a member to request personal contact with the Board. On occasion, they are used to solicit opinions regarding topics the Board would like feedback on.

**A.11.b.2. Content**

Currently, the survey contains four general groups of questions related to evaluating the performance of the following:

- The player's manager and team leadership
- The player's league coordinator
- The Umpires
- The Board of Directors

Within each group, there are a small set of traits that are graded on a numeric scale for ease of tabulation. Each section also contains a section for comments related to that section.

If warranted, there may be a section asking for general opinions from the membership about specific topics the Board is considering acting upon, just to get a consensus on the subject.

**A.11.b.3. Distribution**

Surveys are developed by the Board in the month(s) leading up to the annual meetings, converted to PDF, and distributed with the various notifications and emails that are sent regarding the annual meeting and banquet. They are to be downloaded and filled out and brought to the meeting. Alternatively, the Board will have a small number of blank forms available at the meetings for members to fill out.

**A.11.b.4. Tabulation**

A member of the Board will tabulate the results of the surveys. This task should NOT be delegated to a non-Board member as the surveys contain confidential and private comments from the members. Each survey and the accompanying evaluation scores, comments, etc. should be recorded and consolidated by group so that the scores can be isolated to the specific Club leadership as part of their post-season reviews.

#### **A.11.b.5. Follow-up Meetings**

For those members requesting contact from a Board member, it is critical that the Board responds immediately to the member acknowledging their request and to confirm that was their intent. It should also be ascertained if the member wants a phone call or in-person meeting. The Board should evaluate and make the contacts in a timely manner while memories are still fresh.

#### **A.11.c. Ad-hoc Surveys**

The Board may periodically initiate feedback surveys to ascertain the opinions of the membership related to specific topics. These cannot always wait until the end of a season survey. These may be targeted to specific groups or specific leagues. These are often helpful to the league coordinators or the Board when contemplating new initiatives or to get feedback on specific activities, rules, etc. These may be written or email surveys but, if possible, a computerized survey application is more reliable and has built-in immediate response tracking and analysis.

### **A.12. Special Projects**

#### **A.12.a. Definition**

Special Projects are those projects that are designed to improve the ball field and surroundings outside of the normal operating budget. These projects are typically new features at the ballpark complex, structural enhancements or upgrades to the facilities, or improvements or renovations to the actual field.

#### **A.12.b. Selection Process**

The Board typically receives numerous recommendations and suggestions from the membership as well as the Facilities and Grounds Coordinator regarding desired improvements. The Board should maintain a listing of these suggestions and recommendations, and periodically review them for relevance and the Club's ability to fund them. Approximate costs should be attached, and the projects prioritized according to importance and the ability to fund the project. If the funding exists, and the project is deemed relevant and important, the Board should schedule a vote to approve undertaking the project.

#### **A.12.c. Funding**

Careful analysis of the current revenue and expenditure projections should be undertaken before moving forward with any project. If the project is specific to the ballfield or of value to just the Softball Club membership, it will likely require funding completely from the Club's budget. However, major projects such as field renovations, or upgrades that would benefit the SCP community may be funded or partially funded by the CA from their budget. It is certainly worth exploring those cost-sharing options for any major projects.

#### **A.12.d. Multiple Cost Estimates and/or Quotes**

Priority should be given to any Club sponsors who may be in the business needed to execute the project. However, in all cases, multiple quotes or cost estimates shall be obtained prior to making any final decision on who will be awarded the project. Cost plus quality should factor into any final decision. Previous work of any vendor should be researched for satisfactory performance.

#### **A.12.e. Approvals from CA, CAC, and/or P&G Committee**

Although the Club is the primary stakeholder of the ballpark complex, it by no means has the ability on its own to determine or approve what improvements can be made. The ballpark is still the property of the CA, and their ultimate approval is required before any special projects can be undertaken. Every special project will first need to be submitted to the appropriate CA committees before it reaches the CA management for final approval. This almost always means that the Clubs and Activities Committee (CAC), as well as the Property and Grounds Committee (P&G) will have to review and approve the project before it can commence. The Board will need to document and write a proposal with as much detail as possible for these committees to review. It may be helpful for a Board member to be available for these committee meetings to answer questions.

#### **A.12.f. Project Oversight**

The Facilities and Grounds Coordinator and/or designee will have oversight responsibilities for special projects. They will ensure the ballfield or surrounding areas are available for workers, that the work is started and progressing as planned and agreed upon, and that the work is completed according to the specifications ordered. They will have the final sign off on satisfactory completion of the project and will notify the Treasurer that final payment(s) can be made to the appropriate vendor(s).

### **A.13. Sponsorships**

Sponsors provide a large part of the yearly budget for the Club and its operations, so it is extremely important that a qualified and sales-oriented individual be appointed to coordinate this critical activity.

#### **A.13.a. Coordinator Duties**

The responsibilities of the Sponsorship Coordinator shall include:

1. Solicit local businesses for new sponsorship opportunities.
2. Remain in contact with existing sponsors for annual renewals.
3. Keep adequate historical records of sponsorship funding.
4. Work with the Board to set sponsorship levels and pricing, as well as the timely deposit of funds received.

5. Prioritize sponsors desiring the opportunity to move up through the sponsorship levels and ensure several are available when needed for brand-new teams.
6. Work with sponsors to obtain the appropriate graphical artwork for banners and jerseys.
7. Ensure outfield and backstop banners are securely installed and in good condition. Replace faded banners as necessary.
8. Promote and leverage sponsors during Club activities, concessions, fund-raising events, etc.

**A.13.b. Coordinator Qualifications**

The qualifications for the Sponsorship Coordinator position shall include:

1. Current membership and good standing in the Softball Club
2. Marketing and/or sales experience a plus
3. Past administrative experience a plus
4. Good organizational and communication skills
5. Work well with others
6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus

**A.13.c. Coordinator Term of Office**

The Sponsorship Coordinator shall be appointed by the Board to serve annually, calendar year January 1 through December 31.

**A.13.d. Qualifications for Sponsorships**

There are no specific requirements for being a sponsor, but a business or other entity should be reputable and provide a service that would be relevant and support the lifestyle of a senior adult community. The Board should retain the right to refuse a sponsorship offer if it deems the business is not appropriate or relevant for the residents of the community.

**A.13.e. Types of Sponsorships**

There are three levels of standard sponsorships—outfield fence banner, backstop fence banner, and team jersey. These have an increasing scale of value. New sponsors start at the outfield fence level and may eventually work towards a higher level based on availability of space, current waiting lists, etc. Existing sponsors are given priority for open backstop or team sponsorships, and the Sponsorship Coordinator should review these opportunities as part of the renewal process.

Additional non-standard sponsors may be acquired for special purposes such as concessions, capital projects, or charitable fund-raising activities.

#### **A.13.e.1. Fence Banners**

The outfield fence banner is a custom-printed, vinyl banner that is 3' x 9' in size, with grommets provided for attaching to the outfield fence. The coordinator should work with the sponsor to ensure the artwork is appropriate and suitable for viewing by spectators at the ball field at distances up to 300 feet.

The backstop banner is a custom-printed vinyl banner that is 4' x 8' in size, with grommets provided for attaching to the backstop fence.

The Sponsorship Coordinator will work with a sponsor to obtain the appropriate artwork and verbiage for the banner, and work with a local vendor to procure the banner. The sponsor should be provided with proof copies of the banner prior to production. The banner should be of sufficient quality and printing to last at least two years (four seasons) before replacement is necessary.

New and replacement banners should be installed in a timely manner, preferably prior to the start of each season. Existing banners should be inspected and re-attached to the fence if required or evaluated for replacement. The Grounds and Facilities committee can be enlisted to assist with installation of the banners.

#### **A.13.e.2. Team Jersey**

Sponsoring a team is the highest level of sponsorship and entitles the sponsor to have their business represented by one of the competitive league teams. This includes having the appropriate artwork for the business imprinted onto the front of the team jersey. Team sponsorships require a two-year (four seasons) commitment to coincide with the life cycle of the team jerseys.

The Sponsorship Coordinator should endeavor to have a list of sponsors on "standby", as the decision to add teams to the competitive leagues is sometimes not made until the last minute as registrations are returned. Therefore, the process for implementing a new team sponsor must happen in a very short window of time.

The Board, Equipment Coordinator and Sponsorship Coordinator will work in tandem to identify when a new team sponsor is needed, what jersey colors are available for use, what the appropriate jersey artwork should look like, etc. The sponsor should have as much input to this as practically possible, but specific colors cannot be guaranteed based on what jerseys are already in use. The sponsor should be provided a final proof for approving prior to printing of the jerseys.

**A.13.e.3. Concessions**

At the discretion of both the Sponsorship and Concessions Coordinators, existing or new sponsors may be enlisted to provide free or reduced-cost meals or other concession items in lieu of monetary donations. Every effort should be made to advertise this donation and to thank the sponsor through signs and/or announcements during ball games.

**A.13.e.4. Capital Improvements**

With Board and CA approval, capital improvement projects may be funded or donated to the Club for in-kind sponsorship credit. These are typically fixtures, facilities, etc. installed at the ball field that include the sponsor's name in a prominent location that is visible to fans and players.

**A.13.e.5. Other**

The Sponsorship Coordinator may at times solicit donations from sponsors for charitable fundraising activities, raffles, etc. These are outside of the regular sponsorship contract agreements.

**A.13.f. Solicitation and Renewals**

There is no set method for soliciting sponsors. Some will approach the Club on their own, some can be approached by the Sponsorship Coordinator or other Club members during normal activities in and around the community, etc.

Regardless of the source, the Sponsorship Coordinator will maintain a standard form letter for use with potential and existing sponsors, as well as a letter acknowledging receipt of their sponsor funds and thanking them for their support. These can be printed and physically mailed or conveyed via email. These letters should be reviewed and approved by the Board at the beginning of each year. These letters should contain the appropriate information regarding sponsorship levels, rates, payment terms and submission, etc.

A first-time sponsor is considered "new" and will typically have a slightly elevated rate compared to a "renewal" sponsor, which will have a slightly lower rate. New sponsor rates will cover the costs associated with printing banners or creating the artwork for jerseys. If an existing banner needs to be replaced, the "new" rate will be charged for that year to cover the costs.

**A.13.g. Terms and Costs**

The terms of standard sponsorships will be for a period of one calendar year (two seasons). The following rates are currently in effect:

**A.13.g.1. Outfield Fence Banner**

\$450 for year one or if a new banner is needed.

\$350 renewal if no banner is needed.

**A.13.g.2. Backstop Banner**

\$650 for year one or if a new banner is needed.

\$550 renewal if no banner is needed.

**A.13.g.3. Team Jersey**

\$600 per year with minimum two-year commitment

\$1,000 per year for two concurrent team sponsorships

**A.13.g.4. Other**

Concession, capital project, or miscellaneous sponsorships will be negotiated with the sponsor for a fair cost and/or credit by the Board in conjunction with Sponsorship Coordinator.

**A.13.h. Financial Guidelines**

It is important that at least two individuals be involved in the financial accounting and tracking of all sponsorship funds. This should be a shared endeavor by the Sponsorship Coordinator and Treasurer.

**A.13.h.1. Income Accounting**

All submitted sponsorship funds should be by check made payable to the Club. Under no circumstances should payments be made in cash or by check made payable to the Sponsorship Coordinator. Sponsors should be instructed to mail payments by check to the Club. If the Sponsorship Coordinator is personally given a check, they should forward it to the Treasurer as soon as possible.

The Treasurer should notate all sponsor checks and deposit them into the Club account in a timely manner. They should work with the Sponsorship Coordinator to provide a receipt of the funds (and invoice if requested), as well as a thank-you note for their sponsorship. Additional information such as a league schedule may be sent, especially for team sponsors.

**A.13.h.2. Record Keeping**

The Treasurer should maintain a master listing of all sponsors, funds received, sponsorship level, etc. This list should be shared collaboratively with the Sponsorship Coordinator.

The Treasurer may also be required to complete CA Forms related to sponsorship income, so it is important to maintain accurate records in this area.



## **A.14. Charitable Fundraising**

SCP and its Charter Clubs have a long history of participating in local charity and fundraising activities. It is a natural inclination for senior adults to “give back” to the community and by hosting or becoming involved in these types of activities, the Club can fulfill a commitment to its membership and the SCP community that playing Softball is not its only priority.

### **A.14.a. Charity Committee**

The Board will appoint a Charity Committee annually that includes one or more individuals who will search for charitable fundraising opportunities. They will report to the appointed Board liaison. These opportunities may be ongoing or annual charity events sponsored locally within the Griffin/Spalding County area or events sponsored by the CA. These opportunities should be clearly defined as qualified and legal charities. The committee shall forward their recommendations to participate in a charitable fundraiser to the Board for consideration and approval. Committee members may be assigned by the Board to coordinate and/or organize these events.

### **A.14.b. Approval**

The Board must approve all charitable fundraising initiatives that involve the Club, its membership, or its finances. Individual Club members cannot use the softball field or facilities for charity events without approval from the Board.

### **A.14.c. Scheduling**

If the fundraising requires use of the ball field for exhibition or charity softball game(s) or other gatherings, the Board should be made aware of the dates and times involved well ahead of the period when season schedules are constructed so that space in the league schedules can be set aside for the event(s) if necessary.

### **A.14.d. Club Participation**

The Club may passively participate in the fundraising efforts through promotions and advertising, encourage the membership to make donations, etc. The Club may also be a more active participant in the efforts by organizing events, activities, exhibition ball games, raffles, etc. where the products and services are donated for the fundraising efforts. In this scenario, Club membership typically provides manpower, donations of food, raffle prizes, etc. that can then be sold or auctioned as contributions for the fundraiser. The committee will coordinate any Club fundraising events with the Activities and Events Committee.

### **A.14.e. Food and Beverages**

The Club may sell food items and non-alcoholic beverages to raise money. Generally, these items are donated by Club sponsors or individual members and

then sold for a profit to be donated to the fundraiser. Alcoholic beverages CANNOT be sold by the Club, so any events where alcoholic beverages are provided or available must be through voluntary donations of the beverages by members, and voluntary contributions by the recipients. ALL monetary contributions for alcoholic beverages MUST be forwarded to the fundraiser.

#### **A.14.f. Donations from Club Treasury**

The Board, with sufficient funding available in the current budget and bank account, may vote to contribute to the fundraising efforts on behalf of the membership. This can be in the form of a monetary donation, providing up-front funds for the purchase of concessions, the use of Club supplies, grill, propane, etc.

#### **A.14.g. Accounting**

A member of the Charity Committee and/or event coordinator will be responsible for collecting, counting, and recording all financial contributions. These funds will be turned over to the Treasurer for deposit in the Club's bank account until such time as the collections are finalized and the funds presented to the charity.

### **A.15. Concessions**

Concessions sales have always been a big part of the experience at the ball field and by providing food and beverages during the multiple games that take place on Saturdays, it encourages not only the players to stay and watch other games, but the members of the SCP community to spend time at the ball field watching the games and enjoying lunch.

#### **A.15.a. Introduction**

The Club uses concession sales as an important means of generating income for its annual budget. The funds are used to help offset banquet costs, awards, etc. and provide a mechanism to help lower individual membership dues. The Club also opens many of the Saturdays during softball season to outside groups to provide them with fundraising.

Concessions are managed for the Club by the Concessions Committee, which is led by a Board-appointed Coordinator who will report to the Board liaison as determined and assigned by the Board.

#### **A.15.b. Coordinator Duties**

The responsibilities of the Concessions Coordinator shall include:

1. Serve as chair of the Concessions Committee.
2. Work within the softball community and SCP community to solicit opportunities for pods, clubs, or other interest groups to provide concessions on a Saturday during softball season as a fund-raising activity. Including:
  - a. Work with the Board to obtain available concession dates within the season schedule.

- b. Implement a lottery or other random process for assigning dates.
  - c. Obtain signed contracts and deposits.
  - d. Provide guidance and written directions on the entire process, including recommended food and beverages, pricing, etc.
  - e. Work through Board liaison to obtain approval for non-standard food selections and/or pricing.
  - f. Ensure a committee member is available at the ballfield to provide any assistance or information required by the group.
  - g. Ensure the assigned group has met the terms of the contract regarding take-down, clean-up, storage of canopies, tables, etc.
  - h. Follow-up with each group to gauge the success and profitability of their assigned Saturday and adjust recommended food, pricing, etc. as needed.
3. Provide concessions on those Saturdays designated as Softball Club dates (Opening Day, Closing Day, etc.). Including:
    - a. Solicit volunteers from within the Club membership (players, spouses) to work in the concession area, cook, serve, take money, assemble and disassemble tables, canopies, etc.
    - b. Ensure adequate food and beverages are purchased and on-site for those Saturdays, including safe handling and storage of perishables.
    - c. Work with the Treasurer to obtain adequate cash, change, etc. for sales.
    - d. Work with Treasurer to count proceeds for bank deposit.
    - e. Work with Club sponsors as available to provide food if cost effective.
  4. Coordinate the purchase and/or passing of supplies, food, beverages, etc. between consecutive groups on a week-to-week basis during the season.
  5. Ensure Club grill is in good working order and work with Equipment Coordinator to ensure an adequate supply of propane is on hand each week.
  6. Ensure any supplies (canopies, tables, utensils, etc.) that are kept in the sports building storage room are kept neat and secure.
  7. Maintain an up-to-date contact list of pod captains, group or Club leaders, etc. that have previously done, or want to provide concessions so that solicitations for Saturday dates can be easily accomplished each season.
  8. Train new groups on proper processes and protocols for Saturdays.
  9. Work with the Board on an annual basis to update concession contract as needed.

#### **A.15.c. Coordinator Qualifications**

The job qualifications of the Club Concessions Coordinator shall include:

1. Current membership and good standing in the Softball Club
2. Past administrative experience a plus
3. Good organizational and communication skills

4. Work well with others

**A.15.d. Coordinator Term of Office**

The Concessions Coordinator shall be appointed by the Board to serve annually, calendar year January 1 through December 31.

**A.15.e. Qualifications for Providing Concessions**

Groups recognized by the CA are eligible for providing concessions and using the proceeds as a fundraising activity. These include pods, other Charter Clubs, and interest groups. A connection by one of the group's members to the Softball Club is ideal, but not mandatory. With this connection, the Club member can serve as the point of contact and coordinator for the group, as well as providing the group with more of an incentive to ensure all the concessions rules and regulations are followed.

In addition, the Board may vote to reserve date(s) to provide concessions for raising funds for supplementing the Club income or for specific expenditures that fall outside of the annual budget. Specific leagues within the Club are NOT permitted to provide concessions as a fundraising mechanism for their own use.

**A.15.f. Calendar**

Once a season playing calendar is established, every Saturday within that season becomes available for concession sales. The only exceptions would be for external circumstances that preclude concessions being sold such as the CA restricting social gatherings or shutting down the ball field (i.e., pandemic), or other reasons outside the control of the Club.

**A.15.g. Reserved Dates**

Because the Club uses concessions for generating income, it typically reserves several days on the calendar prior to releasing Saturdays for outside groups. These include Opening Day, Closing Day, Tournament Championships, etc. Special event Saturdays outside of regular game play may also be set aside for specific Club activities, where the concessions proceeds are designated to alternate recipients, such as charity fundraisers, Veteran's game, etc.

**A.15.h. Group Selection and Lottery**

The Concessions Coordinator should endeavor to contact as many groups as possible far enough ahead of each season to assemble the names of all groups interested in providing concessions during the upcoming season. This can include contacts with groups that have previously provided concessions, mass emails to Club members to solicit responses from groups they might be involved with, or mass emails through the CA to Charter Clubs, interest groups, and POD captains. The goal should be to provide as many groups as possible with the opportunity to participate, so if warranted, and enough groups express interest, a limit of one Saturday per calendar year should be implemented. If there are more

groups interested in a season than Saturdays available, a random drawing or lottery should be held to select the required number of groups needed to fill the calendar. The order of the random selection will be the order of the group being contacted to select from the available dates. Left-over groups not chosen will roll to the next season and be provided with the opportunity to select a date from that season.

**A.15.i. Contract**

A written contract (Concessions Agreement) describing the responsibilities of the outside group and the Club will be completed and signed by both parties to ensure that the requirements needed to successfully carry out concession sales on game days are met and that all rules are followed. This includes items the Club is responsible for, as well as those the outside group are responsible for. The Club may charge a small fee to reserve the requested date, as well as to offset the cost of the Club supplied materials such as the grill and propane. The amount of the fee should be a fair reflection of the materials cost to the Club and clearly outlined in the contract. The contract should be reviewed annually by the Board and adjusted as needed.

**A.15.j. Club Responsibilities**

The Club will be responsible for the physical components needed to operate the concession stand. These include a gas grill, propane, tables, canopies, and a cash box if needed. Specifics are to be itemized in the Concessions Agreement document.

**A.15.k. Group Responsibilities**

Groups are required to provide all the food, beverages, ice, condiments, and disposable items such as utensils, tablecloths, etc. The Concession Coordinator should maintain a standard list of suggested menu items, quantities, prices, etc. that the group can use as a resource. Non-standard main course items (not hot dogs or hamburgers) require approval by the Concessions Coordinator and/or the Board.

The group is also required to follow the established protocols for operating the concessions in terms of setup and takedown times, placing and picking up the community signs advertising concessions at the ball field, cleaning the grill, replacing tables and canopies, trash pickup and collection, etc.

The Concession Coordinator or other designee will be on hand at the end of the day to ensure that the group complies with all the requirements specified in the contract.

**A.15.l. Surplus Supplies**

Any excess food, beverages, or supplies not used by a group on a game day may be sold to the group scheduled for the following week if desired. The

Concession Coordinator should provide each group with the contact information for the next week's group point person to facilitate this if needed.

#### **A.15.m. Rainouts / Cancellations**

If one or more games are cancelled due to inclement weather or unforeseen circumstances, the scheduled group will be offered the opportunity to select a date for the following season. Any cancelled groups will be given top priority for selecting from non-Club Saturdays. A refund of their concession fee can be made, or the group may opt for the Club to hold it for the next season. They can of course work with the group scheduled the following week to sell any purchased supplies.

### **A.16. Club Activities and Events**

There are numerous non-softball events and activities that take place over the course of the year. These range from banquets to SCP community events in which the Club participates. With a Club the size of the Softball Club, these events cannot be put together at the last minute, or in an ad-hoc manner. Club events must be thoroughly planned and carried out.

#### **A.16.a. Introduction**

The Activities and Events Committee is the primary group that is responsible for ensuring Club events are successful. This committee shall consist of a group of individuals dedicated to planning and organizing events as assigned by the Board. The Committee is led by the Activities and Events Coordinator, who is appointed by the Board. The Committee members are recruited by and serve at the pleasure of the Coordinator.

#### **A.16.b. Coordinator Duties**

The responsibilities of the Activities and Events Coordinator shall include:

1. Ensure a smooth execution of activities and events for the Club as assigned by the Board. The Activities and Events Committee is responsible for overseeing all aspects of an event, from conceptualization to post-event evaluations. Typical events include, but are not limited to:
  - a. Club Banquets
  - b. Fundraising events
  - c. SCP community activities in which the Club desires to participate.
  - d. SCP Club Expo
2. Recruit and assemble a committee with the skills and/or expertise necessary for successful event management.
3. Recruit additional volunteers as needed for individual events.
4. Collaborate with the Board to establish realistic event budgets that encompass all expenses.

5. Select and coordinate with outside vendors, such as caterers, entertainment, etc.
6. Work with the Club's Communication Committee to market and promote events to the membership, as well as the SCP Community if applicable.
7. Oversee event logistics, including registration, ticketing, seating arrangements, audio-visual requirements, and event flow as needed.
8. Gather feedback and prepare post-event reports for the Board to inform future planning and improvement.
9. Other duties as assigned and/or requested by the Board.
10. If agreeable, provide event planning and management services as requested from individual leagues. This is a voluntary commitment by the committee and outside Board oversight. League activities should not conflict with planned Club events.

**A.16.c. Coordinator Qualifications**

The job qualifications of the Club Activities and Events Coordinator shall include:

1. Current membership and good standing in the Softball Club
2. Past administrative experience a plus
3. Good organizational and communication skills
4. Work well with others.
5. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus but not a requirement.

**A.16.d. Coordinator Term of Office**

The Activities and Events Coordinator shall be appointed by the Board to serve annually, calendar year January 1 through December 31.

**A.16.e. Finances**

Some events may be strictly participatory, in which case the Club members fund their own involvement. Parties, or participation in SCP community activities or events would typically fall into this category. However, some events will require funding. These funds may be from the Club treasury, from Club members, donations, or a combination of all three. The committee will work with the Board to set a realistic budget for events that require funding. If the committee and/or volunteers incur expenses related to an event, they will prepare the proper reimbursement form and provide receipts to the Treasurer to receive repayment.

**A.16.f. Responsibilities**

The Activities and Events Committee is tasked with ensuring a smooth execution of assigned activities and events for the Club. This includes:

1. Overall planning of the event as scheduled by the Board.

2. Coordinating and scheduling committee members and additional volunteers as needed.
3. Select and coordinate with outside vendors, caterers, entertainment, etc.
4. Oversee the logistics and operations of events including registration, ticketing, seating arrangements, audio-visual requirements and event flow.
5. Conduct any applicable post-event evaluations and provide a short report to the Committee Liaison for presentation to the Board. These reports are to inform future planning and identify aspects of the event needing improvement.

#### **A.16.g. Non-Club Related Activities or Events**

The coordinator and/or committee are not prohibited from assisting in any events or activities that are not for Club members as a whole. These can be at the request of individual leagues or teams, or the HOA. They should not conflict with existing Club events, however, and will not be funded by the Club.

### **A.17. Improvement and/or Training Opportunities**

#### **A.17.a. Introduction**

The Club should endeavor to offer members the opportunity to participate in customized training opportunities that will enhance their softball-related skills. These skills may be related to strength and conditioning, fielding and throwing, batting, or even umpiring.

#### **A.17.b. Qualifications**

Basic softball, exercise, and training skills sessions may be led by Club members and provided as an opportunity to all players in all leagues. These are typically targeted to new and beginning players who have never played softball or have not played in many years. These sessions are typically organized by the Player Development Committee in conjunction with the league coordinators, and the session leaders recruited from among qualified Club members. In the same manner, experienced umpires who are Club members may be recruited to provide teaching and training sessions to new umpires.

Club-sponsored advanced training opportunities by outside entities may also be provided to the membership only after sufficient research by the Player Development Committee and approval by the Board. All CA requirements for Liability Insurance must be followed.

#### **A.17.c. Scheduling**

At no time should any training opportunities pre-empt regularly scheduled Club games or team practices. Ideally, sessions should take place during the off-season prior to the beginning of scheduled Club activities each season.



#### **A.17.d. Club Funding**

Unless the Board deems that a training opportunity be mandated for players or other members, Club funds should NOT be used to pay for the event. Members desiring to participate in the sessions will be responsible for their own payment. The Club may provide field time and use of Club equipment such as bats, balls, bases, etc.

### **A.18. Election of Officers**

The Club's Board of Directors (officers) are elected by the membership on an annual basis to serve terms of one calendar year, from January 1 to December 31. Board members may serve no more than two consecutive years (cf. By-Law III.A), and the two years may be in the same position, or different positions. An officer that has completed two consecutive years of service must remain off the Board for a calendar year before being eligible to run for office again.

#### **A.18.a. Nominating Committee**

The Club's Nominating Committee shall consist of at least three members, who will select a chair from amongst themselves.

##### **A.18.a.1. Member Job Description**

Committee members will be members of the Club in good standing. They should be above reproach in terms of integrity. Ideally, the Board should seek out those individuals who could evaluate applicant qualifications and render decisions regarding candidate quality without any appearance of pre-conceived biases, and that would not convey any sort of favoritism.

In addition, the Board should require at least one member from each competitive league be included on the committee, as well as one non-player, so that nominees can be fairly recruited and/or evaluated. The Board may solicit additional volunteers to meet this requirement.

##### **A.18.a.2. Term of Office**

The Nominating Committee members shall be appointed by the Board to serve annually, calendar year January 1 through December 31.

#### **A.18.b. Nomination Process**

The beginning of the yearly nomination process does not have a specific date, but the Nominating Committee should be in place and operational by the time the Spring membership meeting takes place. There are distinct steps and periods of time that should be followed.

##### **A.18.b.1. Determination of Timelines**

During the Spring of each year the Board should schedule time to discuss and determine the timelines that will be implemented for the

Fall election season. The dates should include the open and close of nominations, deadlines for Nominating Committee reviews and recommendations, ballot creation, distribution and collection, vote tabulation, etc. The results of the election will be announced at the Fall membership meeting.

#### **A.18.b.2. Opening of Nomination Period**

An announcement should be made to the membership at the Spring meeting indicating when the official nominating period for officers will be opened. The Nominating Committee members should be announced and introduced if they are in attendance.

It should be made clear to the membership that no Board position is guaranteed and that any member can be nominated and run for any position. The membership should be made aware of any current Board members who do not wish to run or who are ineligible to run for another year in office.

Shortly after the Spring membership meeting, it should be communicated to the membership through a mass email the pertinent information about how the election process works, how to nominate candidates, what the timelines and deadline will be, and links to pertinent documents and job descriptions on the Club website. One or more reminder emails about the election should be sent during the period leading up to the nomination deadline date.

#### **A.18.b.3. Current Board Members**

Current Board members that are eligible and wish to run for a second term must inform the Nominating Committee of their intention to run, as well as which office they are seeking. This must be done by each Board member individually, and not as any sort of official action by the current Board as a whole. The Nominating Committee will not make any assumptions regarding current officers' intentions without proper notification from the officer.

#### **A.18.b.4. Candidate Search**

There are two main methods for recruiting candidates to be included in the election. The first is nominations from the membership, which may be the nomination of an individual they think would do a good job as an officer, or it may be a nomination of themselves (including current Board members). The second method would be active recruitment by the Nominating Committee, the Board, or other administrative leaders with good knowledge of the membership. Both options may need to be employed based on possible openings, interest from the membership, ongoing nominations received by the committee, etc.

**A.18.b.5. Candidate Confirmation**

ALL nominees should be contacted by the committee to first confirm their interest in serving (if not self-nominated), and if so, to provide the committee with written information to assist with the vetting process. They should also be required to sign a Club-developed form letter that explains the election process, lists the specific information requested by the committee, and delineates any rules that must be followed. A simple email confirmation is not sufficient.

**A.18.b.6. Vetting Process**

At the close of the nomination period, the Nominating Committee will be tasked with performing a comprehensive review process for each nominee. This includes evaluating the qualifications, background, and experience of the nominee, especially for offices requiring specialized skills such as Treasurer. The committee may conduct personal interviews if desired, especially if a nominee is not well known by the committee.

**A.18.b.7. Recommended Slate of Officers**

At the conclusion of the review process, the Nominating Committee will establish their official recommendation for each of the four officer positions to be included on the election ballot. If there is more than one nominee for a particular position, they should carefully evaluate and recommend their preferred choice. However, if there is no clear advantage between the candidates for the same position, the committee will not make a recommendation.

**A.18.b.8. Contested Positions**

If there are multiple candidates for the same position, those NOT selected for the recommended slate of officers should be contacted by the committee, informed that they are not the committee's favored candidate, and offered the opportunity to either remain on the ballot or drop out of the race. Those that choose to remain should be informed and clearly understand that their opponents' name will include verbiage indicating they are the preferred candidate of the Nominating Committee. Those that choose to drop out will have their name removed from further consideration and not forwarded to the Board for inclusion on the election ballot.

**A.18.b.9. Board Notification**

Before the deadline for the Nominating Committee review, the final list of candidates will be forwarded to the Board for creation of the election ballot. Those nominees recommended by the committee will be notated as such. Those individuals in contested positions not

recommended by the committee will be included in name only. The Board will accept the Nominating Committee report and proceed to the election process. The Board has no authority to decline or alter the committee's report.

### **A.18.c. Elections Procedures**

The following steps should be taken during the election period, which is typically about three weeks in length, leading up to the Fall membership meeting.

#### **A.18.c.1. Announcement of Nominations**

The Board will inform the membership through a mass email, of candidates that are to be included on the election ballot, and the date the ballots will be distributed. This email should include the short bio or resume provided by the candidates included on the ballot. This is typically a period of one week, which will allow the ballots to be prepared and PDF versions created for distribution by email.

#### **A.18.c.2. Contested Election Candidate Forums**

In any election where there is a contested position, the Board will schedule and announce a candidate forum meeting to the membership. This meeting will take place prior to ballot distribution and candidates will be allowed to introduce themselves, make short campaign speeches, and take questions from members. The Board should endeavor to schedule this meeting to allow maximum participation of the membership.

#### **A.18.c.3. Campaigning**

Candidates for office may campaign to the membership one-on-one only. They may NOT speak at team, committee, or league meetings, parties or other get-togethers unless all candidates are afforded the same opportunity. Failure to follow this rule may result in the disqualification of the candidate.

#### **A.18.c.4. Ballot Distribution**

As voting will no longer take place at the membership meeting, one common ballot can be used for the election. It will be distributed by mass email to the membership approximately two weeks prior to the Fall membership meeting. Ballots will be designed such that the voter's choices are obvious, and a line for a printed name and signature of the voting member is provided. Directions for completing the ballot, the deadline for returning the ballot, and the location(s) where to return the ballot should be included.

**A.18.c.5. Ballot Collection**

During the 2-week voting period, members may return their ballots to the Club mailbox in the Amenities Center. Ballots should NOT be returned to Board members or league coordinators.

One Board member whose name is NOT on the ballot will be assigned the role of Election Administrator. Ballots should be collected daily by this Board member and should be securely stored until ballot tabulation takes place.

**A.18.c.6. Ballot Tabulation**

During the nomination period, the Board will solicit the help of three individuals to assist in tabulating the ballots. League coordinators are good candidates, unless they are on the ballot for a position.

At the close of the election voting period, the Election Administrator will make one last collection at the designated ballot drop-off location(s). The Club is under no obligation to accept ballots that miss the return deadline.

The Administrator will then schedule a meeting with the tabulation team one to two days prior to the Fall membership meeting and will transport all the returned ballots to the meeting for counting. The Administrator will provide two tabulation sheets that correspond to the ballot nomination choices.

One of the tabulation team members will pair up with the Administrator to announce each ballot selection. The remaining two tabulation team members will independently record the votes as announced. Once all ballots are announced, the two tabulators should confirm their totals are equal and then sign and certify both tabulation forms. The Administrator and final tabulation team member should also sign and certify both forms. The results MUST be kept confidential until announced at the membership meeting.

**A.18.c.7. Announcement of Winners**

The Election Administrator will retain the results of the election until the Fall membership meeting. There should be an agenda item specifically designated for the election results, at which point the Election Administrator will provide the certified results to the chair of the meeting.

The winner of each position will be announced at that time. NO vote totals will be included in the announcement. In addition, a follow-up email will be distributed to the Club membership the evening of the meeting announcing the election results.

#### **A.18.c.8. Ballot Retention**

The Election Administrator will retain control of the ballots for a period of one week after the Fall membership meeting to allow for challenges or disputes to be resolved, at which point the ballots will be destroyed. The tabulation sheets will become part of the permanent Club records.

#### **A.18.d. Post-Election Procedures**

There are several actions that need to take place soon after the elections are held.

##### **A.18.d.1. Community Association Forms**

Two CA Charter Club forms will need to be completed in mid-December and returned to the Lifestyle Director prior to new officers taking their elected positions.

- Form CC-5 *New Club Officers*. This is to be filled out and signed by all Board members taking office in the new year.
- Form CC-13 *Affidavit of Compliance*. This should also be filled out and signed by all officers for the new year. This confirms the Club will not be involved in any gambling activities.

##### **A.18.d.2. Miscellaneous**

Other items that should be addressed prior to the new year:

- The Recording Secretary should confirm with any new Board members that they will be able to attend the December (transition) Board meeting and should add them to the distribution list for the meeting agenda and other documents.
- Contact the CA Manager to have new Board members and league coordinators added as administrators of the online field reservation program.
- Provide the Amenities Center with officer names for authorization to the mailbox keys.
- Provide the Corresponding Secretary and Communications Coordinator with confirmed email addresses and phone numbers of new officers so that the Club website and email distribution lists can be updated.

## **B. FINANCES**

### **B.1. Fiscal Year**

The Club will operate using a January 1 to December 31 fiscal year. All record-keeping and reporting will reflect the activities during each fiscal year (cf. By-Law VI.A).

### **B.2. Records**

The Treasurer will maintain a set of books and records that accurately reflects all receipts and expenditures of the Club (cf. By-Law III.E). This should be done using a computerized spreadsheet or bookkeeping program, with all associated files being backed-up as needed to prevent loss.

#### **B.2.a. Documentation**

The Treasurer will maintain documentation to substantiate every receipt and expense (cf. By-Law III.E). These can be in the form of deposit tickets or receipts. A standardized request for reimbursement shall be filled out, signed, and returned to the Treasurer by any individual that has made an authorized purchase for the Club using their own funds. The Treasurer shall not make reimbursements without proper documentation of the expenses.

#### **B.2.b. Archival of Records**

All financial records must be maintained for a period of seven (7) years (cf. By-Law VI.B). These can be in paper form or digital form. Digital records can be maintained on the Treasurer's personal computer during their tenure in office but should be copied to the Club's permanent cloud storage for long-term archiving at least twice a month. All paper records shall be passed on to and remain with the current Treasurer (cf. By-Law VI.B).

### **B.3. Bank Account**

#### **B.3.a. Bank Selection**

The Treasurer will receive and safely keep all monies for the Club and deposit them into such a bank as the Board may designate (cf. By-Law III.E). The Club should endeavor to select a quality, FDIC-insured, local bank that provides the services expected for a small business account, including local branches for deposits and cash withdrawals, online services, digital statements, etc. Accounts that are free of service charges and other account fees are ideal. Qualified banks that are also sponsors of the Club should be given priority. For continuity of reporting, if possible, the bank or account should not be changed during the year.

#### **B.3.b. Check Writing**

All payments and expense reimbursements should be made by check if possible (cf. By-Law VI.C). Checks should be of the carbonless, dual-copy style, and

should be signed by the Treasurer plus one additional Board member. If any Board member is the recipient of the check, they cannot be one of the two signatories.

**B.3.c. Debit/Credit Card**

Some services and ongoing Club expenses cannot be paid by check, and the Club may obtain and authorize payments against a Credit or Debit card attached to the Club bank account (cf. By-Law VI.C). Monthly card account statements should be audited and reviewed by the Treasurer and signed by one additional Board member to ensure all transactions are valid and authorized.

**B.3.d. Cash Transactions**

Payments by cash should be avoided, if possible, but if no other options are available, the transaction should be clearly documented, along with a dual-copy receipt prepared and signed by the Treasurer and the recipient.

As the concessions at the ballfield are strictly cash-based, the Treasurer will be required on occasion to withdraw sufficient small bills and coins to make change while operating the concession stand on dates belonging to the Club. These withdrawals should be clearly denoted as an expense and replaced at the end of each season.

**B.3.e. Balancing and Reconciliation**

The Treasurer will balance and reconcile the Club account as soon as possible each month after the prior month's statement is available. All transactions should be confirmed as valid, and that the amounts match the check written, deposit made, etc. Non-matching, unknown, or unauthorized transactions should be investigated and rectified immediately. The Treasurer should follow up with the recipient for any outstanding checks that remain uncashed for a period of more than 30 days.

**B.4. Purchasing**

**B.4.a. Club Responsibilities**

**B.4.a.1. Game Supplies**

The Club will be responsible for purchasing one new softball for each game, as well as one new softball to be used as a backup ball by the umpires for every 2-3 games. The Club will also ensure that a quantity of approved bats is available for members of all weights and balances. The Equipment Coordinator will prepare and provide the Treasurer with an annual budgetary request each December for the following year.

**B.4.a.2. Field Supplies**

The Club will purchase field supplies as required by the Grounds and Facilities Coordinator to include fertilizer, foul line chalk, white athletic



striping paint, infield top dressing, drying agent, and packing clay, as well as those tools and other equipment needed to adequately prepare and maintain the field. The Grounds and Facilities Coordinator will prepare and provide the Treasurer with an annual budgetary request each December for the following year.

**B.4.a.3. Medical Supplies**

It is the responsibility of the Club to have an adequate supply of medical supplies at the ballfield for every game. This includes supplies needed for the two dugout kits, as well as the advanced supplies (over-the-counter medications, medic tools, trauma and resuscitation supplies, backboard) in the storage closet of the Sports Building. The Health and Safety Committee will prepare and provide the Treasurer with an annual budgetary request each December for the following year.

**B.4.a.4. Concessions**

Although they are a good way to raise funds, concessions always incur up-front costs in the form of purchased food, beverages, and supplies. The Treasurer will work with the Concessions Coordinator to budget the approximate costs associated with each game day concession and ensure funding is available.

**B.4.a.5. Game Announcer**

Transporting equipment back and forth to the field, setting it up, taking it down, and announcing up to four games can span up to eight hours of time. No individual would be expected to donate that much time on a weekly basis, so the Club will provide the selected game announcer with an agreed upon sum to perform that task over the course of a season.

**B.4.a.6. Club Operations**

The Club is responsible for the costs associated with its administration and member services such as its website, email account, office productivity suite, and other online applications as approved by the Board. The Club is expected to reimburse Board members and league coordinators for a reasonable amount of paper and other office supplies required in carrying out their duties. All expenses MUST be documented and less than \$100 without prior Board approval.

**B.4.a.7. Awards**

Each season the Club will provide awards such as medals and certificates to individuals in each league for the best average, most home runs, etc. In addition, each league championship team member will be provided with an award such as a shirt. End of Season

Tournament winners may be provided with a small team award, but not individual member awards. The costs associated with purchasing plaques for the winning team sponsors as well as the perpetual championship plaque engraved plates at the Sport Center will be funded by the Club.

**B.4.a.8. Miscellaneous**

Unexpected costs will arise from time to time that are not a specific budgeted item. The Board should evaluate the necessity of the expense, whether funds exist to cover the expense, and then vote to approve the expense prior to the Board approving the purchase or the Treasurer making payment.

**B.4.b. Board Approval Requirements**

All anticipated purchases over the amount of \$200 should be pre-approved by the Board, otherwise reimbursement is not guaranteed.

**B.4.c. Multiple Quotes or Estimates**

For any purchase or capital project expense over \$1,000, multiple quotes or estimates shall be obtained to ensure the Club is receiving the best value and/or price for that item.

**B.5. Budgeting**

**B.5.a. Community Association Categories**

The SCP CA requires very specific categorization of all financial transactions, which is then used to prepare the year-end report documents. It is very important that these categories become the basis of how the Club books its financial transactions. The Treasurer should refer to the current CC-8 document and instructions to ascertain the proper categories in use by the CA.

**B.5.b. Cash Forecasting and Projections**

All SCP Charter Clubs are required to complete and return a projected budget for the upcoming fiscal year to the LD as part of their year-end reporting (cf. By-Law III.E). All income and expenses from the current year and their categories should be analyzed to determine how they might change for the upcoming fiscal year. Obviously, projected community and member growth should factor into these calculations, as well as the natural progression and inflation of the prices for goods and services. The Treasurer should prepare these projections, and the Board should review and approve the figures at their December meeting.

### **B.5.c. Registration Dues and Fees Estimation**

As part of the budget process, the Treasurer should endeavor to classify expenses as either belonging to the Club overall or specifically required to play league softball.

DUES. Estimated overall Club expenses and projected revenue should be reviewed on an annual basis to determine the appropriate amount for membership dues. This is the annual amount it will cost for ANY individual to join and be a part of the Softball Club.

FEES. There is obviously a larger set of expenses related to playing league softball, such as equipment, field supplies, medical supplies, etc. These projected expenses should be divided by the number of individual projected PLAYERS for an upcoming season to arrive at an approximate value for the Club "Fees" that are due from any individual opting to be on a team and part of the player draft each season.

## **B.6. Reporting**

### **B.6.a. Board Reports**

The Treasurer will balance and reconcile the Club bank account as soon as possible after the monthly statements are available. The Treasurer will then prepare a financial report to be presented at the monthly Board meetings for the officers to review and approve as part of the standing agenda. The reports should include current bank balance(s), outstanding or pending disbursements, projected income, etc. If possible, the report should be made available to the Board members when the pre-meeting agenda is distributed prior to the meeting and will become a part of the Club's permanent records.

### **B.6.b. Membership Reports**

A comprehensive financial report shall be prepared and presented to the Club members at each of the two annual meetings (cf. By-Law VI.E). It will include the same basic information as the monthly report, including the CA categorizations of income and expenses. The Treasurer should be prepared to answer any members' questions if presented at the meeting.

### **B.6.c. Community Association Reports**

#### **B.6.c.1. CC-8 Annual Financial Report**

As outlined in the *Charter Club Operating Manual*, at the conclusion of the fiscal year, and after the year-ending bank statement is available, the Treasurer will balance the books, and then prepare CA Form CC-8, the *Charter Club Annual Financial Report*. This report itemizes all the revenues, expenses, assets, and inventories of the Club, and must be submitted to the CA Lifestyle Director, along with copies of all bank statements and reconciliations for the period covered by the report.

The report will be signed and dated by the Treasurer and President. The CA will specify a specific deadline for submission, but it is typically towards the end of January.

**B.6.c.2. CC-10 Budget Report**

As outlined in the *Charter Club Operating Manual*, the Club is required to submit Form CC-10, the *Charter Club Budget*, to the CA Lifestyle Director as part of its year-end reporting (cf. By-Law VI.F). The Board should review and approve the report at its December meeting prior to submission. The Treasurer should solicit input from the various committee coordinators that require operating budgets during the year for the various supplies needed in operating the Club.

If there is an excess of \$5,000 in the Club's bank account at year-end, a detailed list of projected expenses for the first quarter of the new year must be provided along with the report.

**B.7. Oversight**

**B.7.a. Audit Committee**

An audit committee of two individuals shall be appointed by the Board to conduct the annual certification of the financial records. The committee shall NOT include any Board officer or member of their immediate family (cf. By-Law III.D). Ideally, the committee members would possess a financial or bookkeeping background. If no volunteers are found to serve on the committee, the Board will approach the CA Lifestyle Director to obtain individuals to review the Club's records (cf. By-Law VII.A).

**B.7.b. Annual Review**

Financial records shall be certified on an annual basis by the Audit Committee and the results of the certification shall be presented at the Fall general membership meeting and duly recorded in the minutes of the meeting at which it was presented (cf. By-Law VI.D). The Treasurer will schedule the review with the committee, provide all necessary records and documentation, and be available to answer questions.

The committee will prepare, sign, and present a letter confirming that the review has been completed and indicating their findings. The letter will become part of the Club's permanent records, as well as a copy provided as part of the annual CA reporting requirements.

## **C. CLUB MEMBERSHIP**

### **C.1. Eligibility**

Membership in the Club shall be open to all SCP Association Members in good standing with an active resident ID card, without discrimination as to race, religion, color, gender, ethnic culture or national heritage (cf. By-Law II.A). To participate as a player in softball league play, members must be aged 50 or over at the start of the season (cf. By-Law II.A). There shall be no precondition for membership, nor will members be required to join any nation, state, or regionally affiliated organization (cf. By-Law II.B).

For a small fee, certain SCP ID cards can be obtained by homebuyers whose home is under construction, but not yet completed or occupied. These allow access to the Amenities Center, pool, etc. These types of ID cards DO NOT grant individuals the ability to join the Club. Only active residents living in the SCP community may become members of the Club.

If a current Club member no longer resides in the community, they should be immediately removed from the membership rolls and team rosters, as they are no longer an active resident, and no longer qualify to be a member in a Charter Club.

### **C.2. Guest Privileges**

#### **C.2.a. Resident Guests**

All Association Members are eligible to join a Charter Club. Until they choose to do so, they are considered guests. They may attend up to three (3) functions, such as practices or Club “Try It” sessions as a guest. They must then join the Club to continue participation (cf. By-Law II.C).

#### **C.2.b. Non-Resident Guests**

Non-resident guests may not attend any regularly scheduled Club meeting or participate in any practice, game, or other Club-sponsored activity as a guest (cf. By-Law II.C).

#### **C.2.c. Developer Guests**

Developer employed Sales Associates and prospective homebuyers in the company of a Sales Associate or SCP Ambassador are considered Developer guests. Developer guests may not attend any regularly scheduled Charter Club meeting or participate in any practice or other Club-sponsored activity as a guest (cf. By-Law II.C).

### **C.3. Types of Membership**

There are two general types of membership in the Club—player membership and non-player membership. Both types require the appropriate registration form be completed and returned, along with payment for any dues or fees that are owed. The membership period

coincides with the calendar year, regardless of when during the year a member joins the Club. Any current member that does not renew their membership in subsequent years will be dropped from the active membership rolls.

#### **C.4. Annual Membership Dues and Fees**

There are certain fixed costs incurred by the Club that will be shared equally among all the members. These costs are typically administrative in nature and not specifically related to playing softball. The member payments to offset these costs are referred to as the “dues” that are required to join the Club. EVERY member shall be required to pay the annual dues as a condition of membership. Annual dues will be paid to the Club at the point in time a member’s registration form is submitted the first time during a calendar year.

Another set of costs incurred by the Club are related specifically to playing league softball. These include the purchase of equipment and supplies required to schedule and play the league games. These costs are the “fees” that will be assessed to any member desiring to play on a team and participate in the player draft. Fees are specific to a season, so that players can opt out of the fee payments for those seasons they are not playing. Playing fees will be paid to the Club at the point in time that a member’s registration form is returned prior to each season.

#### **C.5. Registration**

##### **C.5.a. Timelines**

Technically, an eligible SCP resident can join the Club at any point during the year if a registration form is returned and the appropriate dues and/or fees are paid. However, as the primary focus of the Club is to play organized league softball, there are specific key periods of time prior to each season when a registration period opens during which applications will be accepted and players added to the draft pool. This period should be no shorter than two weeks, to allow those residents who may be traveling, on vacation, etc. the opportunity to complete and return a registration form prior to the deadline.

The Board should work backwards from the season’s starting point to determine the registration start date and deadline. Ample time should be provided for creating league schedules, holding new player evaluations, holding pre-draft meetings, drafts, team practices, etc.

##### **C.5.b. Registration Form**

At least a month prior to the registration period opening, the Board will evaluate the current registration form and make appropriate adjustments based on new policies, fee adjustments, season dates, deadlines, etc. At a minimum, the following information should be included on the registration form:

- Personal information such as name, address, email, phone, etc.
- Emergency contact name and phone number.
- Selection of one or more positions the member wishes to participate in.

- Birthdates for new players.
- Listing of annual dues and fees.
- Listing of the upcoming season starting and ending dates.
- Ability to indicate specific dates the member will not be available to play.
- Appropriate disclaimers.
- League selection options if applicable.
- A place to sign and date the form.
- Any other specific information that needs to be explained or captured from the membership.

The Board will also require applicants to read and sign the Club *Code of Ethics*, which would typically be considered the last page of the application.

Once approved, the application should be converted to a PDF format and made available on the eve of the registration window. A link or button to download the form should be added to the Club's website, as well as the Softball Club page on the Club Peachtree website. A mass email to all current and prospective Club members should be sent with the application attached. Notices should be submitted to the monthly *Buzz* magazine, as well as to the CA Lifestyle Director for inclusion in weekly SCP e-blasts.

### **C.5.c. Processing of Registration Forms**

#### **C.5.c.1. Frequency**

Once the registration window opens, the Club mailbox should be checked daily at a minimum. As check payments are included in the registrations, the Treasurer should be the primary person tasked with collecting the forms. If the Treasurer is unable to retrieve the forms on a particular day, an alternate Board member will assume the responsibility. Any forms handed directly to Board members should be forwarded to the Treasurer as soon as possible or placed in the Club mailbox for pickup.

#### **C.5.c.2. Current Registration Status Information**

The Treasurer will create a cloud-based spreadsheet that can be shared amongst all the Board members, the Coordinator of Player Development, and the league coordinators, that provides an up-to-date view of all the registrations received. As the coordinators are assigned to different leagues, separate tabs should reflect ladies' players, men's players, non-player volunteers, and members at-large. The lists should be configured to calculate the total number of registered players to quickly provide the Board and coordinators with the ability to anticipate how many teams will be playing.

For information and follow-up purposes, a separate tab of prior-season players that have not registered should also be included.

In addition to recording the specific information on the application, the spreadsheet should contain various additional information such as date recorded, funds paid, new player, etc.

#### **C.5.d. New Member Certification of Residency and Age**

All new players to the Club must have their birthdate and legal residency of SCP confirmed, or they will not be allowed to be a part of the draft. The Player Development Committee will work with league coordinators to encourage new players to bring their picture ID (driver's license) and SCP ID card to the field during published practice sessions, or new player evaluations. A Board member will review the information and initial the registration form to confirm that the new player is eligible to participate. If a new player is deemed ineligible to play, they will be offered a refund of all monies collected.

#### **C.5.e. Record Keeping**

##### **C.5.e.1. Maintenance of Membership Lists**

A master listing of all current Club members should always be maintained and placed in the Club's cloud storage for quick access by any authorized person (Board members, coordinators, etc.). This list should be initially populated from the Spring season's registrations but amended as new members join the Club during the off-season, as well in the Fall season. The list should be provided to the Club's Communications Coordinator to ensure all members are placed in the Club email system and categorized into the correct distribution groups.

##### **C.5.e.2. League Membership and Draft Lists**

A league-specific list of members requesting to play shall be provided to each coordinator, along with the appropriate contact information. This is typically a subset of the entire registration spreadsheet. Team managers will also be provided with a master listing of players within their league that includes contact information and unavailability information for their use in the draft process.

##### **C.5.e.3. Emergency Contact Lists**

Part of the information collected on the Club's registration forms is emergency contact information. This information should be used to create an "In Case of Emergency" (ICE) listing that will be updated each season, printed, and stored in the shed at the ball field. This list will be available in case any game participant sustains an injury or suffers a medical issue requiring their specified ICE contact be reached.



#### **C.5.e.4. Community Association Membership Reporting**

The Club will provide the CA Lifestyle Director with quarterly participation figures (Members and Guests) relating to their regularly scheduled activity by using Form CC-4, "*Quarterly Participation Record*" (cf. CCOM 3.3.3). This information is used by the Association to evaluate facility usage and the need for change and to create participation analyses which record Club growth and the potential need for facility alteration. Club reports should be forwarded to the Lifestyle Director within five (5) working days following the end of the quarter.

Prior to the start of each season, the CA Manager should also be provided with a complete listing of all potential on-field members that are involved in actual games (players, managers, coaches, umpires, etc.). This listing is required for the CA liability insurance coverage.

#### **C.5.f. Post-Deadline Registration Guidelines**

Once the registration deadline passes, any registration forms received will be processed based on the requested position(s) the prospective member desires to hold.

For non-playing positions, or members-at-large, the registration deadline has no real impact on accepting the form. If the required annual dues are received (if not already paid), the application can be recorded, and the potential member granted membership. If they have requested to participate in one of the various volunteer positions within the Club, their name should be forwarded to the corresponding coordinator(s). Note that volunteer service is NOT GUARANTEED. Coordinators spend lots of time training and scheduling their volunteer teams, and new members cannot always be trained or fit into the schedules in a timely manner.

For players, the Board will accept, and process late registrations based on the current timeframe and calendar. If the registration period is closed and/or the season is underway, and a non-competitive league is active, the applicant can be steered to this group. NOTE--If the applicant's skill level is so far above the non-competitive players that a potential for injury exists, the new applicant will be asked to defer their participation until the next season or offer them the option of being evaluated for a substitute pool, if active. If no current competitive or non-competitive league is currently underway, the applicant may be provided with membership, but will be asked to join a competitive league the following season.

### **C.6. Player Withdrawal from Membership**

Different scenarios may take place that require a Board decision on how to treat players that "drop out" of playing softball.

#### **C.6.a. Change of Heart or Quitting**

Individuals who try out and decide to play based on a few practices may realize that competitive softball is beyond their physical capabilities or will take more

time than they expected. In this case, if the player withdraws prior to the draft, they will be dropped from the list of draft-eligible players. They may request a refund of membership dues and/or playing fees if their intent is to not play softball. However, if they wait until after the draft to drop out (including after the season starts), they may NOT request a refund.

**C.6.b. Relocation or Moving from SCP**

Life situations can change rapidly for senior adults, and if a prospective player registers, and then moves away from the SCP community, they will of course be unable to participate as an active player. If this occurs prior to the player draft, the individual will be dropped from the eligible list and offered a refund of any annual dues (if Spring Season), or fees paid for the upcoming season. Once the player draft takes place, no refunds will be offered without Board approval. Once the individual no longer resides in SCP, they are automatically no longer a member of the Club.

**C.6.c. Injury or Illness**

If a prospective player registers, and then suffers a season-ending injury or illness, they will be unable to participate as an active player. If prior to the player draft, the individual will be dropped from the eligible list and offered a refund of any fees paid. They will be provided with the option of getting a refund of the annual dues as well if this is to be their first season of the year. If the injury or illness occurs after the draft but before the start of the season, the team manager, in consultation with the league coordinator will recommend a course of action. The player may remain a part of the team and act as an assistant/bench coach or will be withdrawn completely from the team and asked to return their team jersey. Once the season starts, a season-ending illness or injury will not result in any refunds of either dues or fees paid. The player will remain an active part of the team roster unless Board action is taken to remove them from the team and a replacement inserted (see below).

**C.6.d. Replacement of Withdrawn Players**

The Board may implement a policy to cap the number of teams or players within a league and place registrations beyond that number onto a waiting list, or to a non-competitive league. This may be done with late or off-season registrations as well. If a registered player withdraws, regardless of the reason, the Board may opt to fill the open spot from this group. If the draft has not taken place, the next applicant (based on the order received) will be offered the open spot. If the draft has already taken place, but the season has not started, a player from the waiting list or non-competitive league with skills equivalent to the dropped player should be selected as a replacement if possible.

If a rostered player suffers a season-ending injury after the draft takes place, their team manager may request a player from the waiting list or from the non-competitive league be assigned to the team instead of obtaining a substitute

player for each game. The player must have a similar level of skills to the player being replaced, as determined by the Competition Committee. This option must be approved by the league coordinator, a majority of the remaining managers in the league, and voted on by the Board. The potential replacement player should be scheduled for an evaluation session by the managers to ascertain their eligibility for replacing an existing player.

## **D. LEAGUE FORMATION**

### **D.1. Types of Leagues**

#### **D.1.a. Competitive**

Organized leagues are the primary purpose of the Softball Club. Depending on the specific league, players commit to a season generally between 10 and 15 games. Players are drafted onto teams, wear sponsor-provided uniforms, play a set schedule over the course of 8-12 weeks, participate in practice sessions prior to and during the season, play in tournaments, etc. Games are supported with Club members serving as umpires, scorekeepers, and scoreboard operators. League standings are maintained, and individual statistics compiled based on the scorebooks.

The Board will evaluate the current and projected membership to determine which league(s) will be operated each season. Surveys of the membership may also contribute to this decision. Ideally a league would include not more than 5 teams, due to scheduling difficulties beyond that number.

Due to safety concerns, skill levels, and rule and equipment variations, the primary “split” when creating leagues will be based on gender. So, there should be, at a minimum, a Ladies’ League and a Men’s League. With enough players and ranges of skills, the Board may opt to further divide each of those leagues into smaller leagues based on those skill sets. These would be designated the “A-League”, “B-League”, “C-League”, etc. that in general cover the highest to lowest range of skills.

#### **D.1.b. Instructional**

The Board may approve the creation of an “Instructional” league, although it would not technically be a “league”. The purpose of this endeavor is to provide brand-new players with no softball background or players who have not played in years a chance to learn or re-learn the game prior to playing competitively. Current or past players whose skill set has rendered their participation in a competitive environment unsafe may also feel more comfortable in this environment. This group of players would have an instructional-based practice weekly and split into teams for periodic games. These games would typically be outside of the normal competitive schedule, but the Board may periodically schedule these during the regular competitive league schedule times.

#### **D.1.c. Recreational**

With enough interest, the Board may vote to approve the creation of one or more “recreational” leagues. These would typically be non-competitive games and made up of players who don’t play on a competitive team, but just want to do some “fun” things related to softball. Mixed gender teams (i.e., co-ed) are permissible with the right set of guidelines for the men to ensure there are no

injuries to the ladies. The teams don't have to be of fixed rosters, players may join and withdraw over the course of a season, etc. Again, surveys of the membership to determine interest levels would be the primary factor in establishing one of these types of leagues.

#### **D.1.d. Non-Club Sponsored**

The Softball Club is given primary authority on determining how the softball field is used and scheduled during the two primary playing seasons—Spring and Fall. Outside of these two periods, the Club has no authority to regulate who uses the field. Club members may, on their own, establish ad-hoc mini-leagues that play during the official Club off-seasons. These groups of players are acting on their own, outside of any official approval or sanction of the Board or the Club. No official announcements, advertising, emails, etc. will be made by the Club or Board. As Club members, players involved in these groups do have the right to use the Club equipment such as the bats, existing practice balls, bases, etc. However, the Club will NOT fund the purchase of any supplies for these types of leagues, such as new softballs, etc. Players within the group will be responsible for those expenses. The Club will not furnish umpires, scoreboard operators or scorekeepers, although the groups are certainly able to recruit those individually. For non-Club sponsored activities, there are two important points to note. First, individuals who are not current SCP residents may participate in these activities if they can be identified as a “guest” of a resident. Also note that since games and practices are outside of any Club activity, any injuries sustained during one of these games will not fall under the CA liability insurance policy. All medical bills are the sole responsibility of the individual sustaining the injury.

### **D.2. Player Recruitment and Development**

The Player Development Committee will focus on the search for new players and the development of skills for both new and existing players. The committee will develop a program for marketing softball to the SCP community, recruit interested players into joining the Club, provide opportunities for potential members to come to the ball field to try the game, guide new players through the registration process and provide a point of contact for new members' questions. They will also work with the league coordinators to schedule player evaluations, conduct skill sessions and clinics, etc.

#### **D.2.a. Coordinator Duties**

The responsibilities of the Player Development Coordinator shall include:

1. Serve as chairman the Player Development Committee and if possible, recruit at least one member from each league to serve on the committee.
2. Advertise and market the Softball Club and the sport of softball in general to new residents in the community through various avenues such as:
  - CA new resident data and orientation sessions
  - Annual Club Expo

- Notifications of key events in The Buzz and weekly LD email blasts.
- 3. Prior to each season, work with league coordinators to schedule multiple Try-It sessions for SCP residents who are interested in trying the game of softball. These sessions will provide the opportunity to participate in basic skills such as catching, throwing, hitting, running, etc.
- 4. Provide guidance to potential members on registration process and serve as a point of contact for questions related to the Club.
- 5. Work with the Board to confirm residency and eligibility requirements for all new players.
- 6. Work with league coordinators and managers and/or competition committees to conduct new player evaluation sessions prior to player drafts each season and inform the Board of those who did not participate.
- 7. Work with league coordinators to schedule specialized skills clinics and sessions for players interested in advancing their softball proficiency.
- 8. Provide an avenue for new residents, who miss the season registration deadline, to participate in the game of softball.
- 9. Other duties as assigned by the Board.

#### **D.2.b. Coordinator Job Qualifications**

The general qualifications of the Player Development Coordinator shall include:

1. Current membership and good standing in the Softball Club
2. Past administrative experience a plus
3. General knowledge of the rules and game of softball
4. Good organizational and communication skills
5. Work well with others
6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus

#### **D.2.c. Coordinator Term of Office**

The Player Development Coordinator is appointed by the Board to serve annually, calendar year January 1 through December 31.

### **D.3. League Coordinator**

Each league created by the Board will be assigned a coordinator approved by the Board. The day-to-day management and activities of each league are managed for the Club by the coordinator, who will report to the Board liaison as determined and assigned by the Board.

#### **D.3.a. Coordinator Duties**

The responsibilities of the League Coordinator shall include:

1. Work with other League Coordinators to schedule softball field for league and team practice sessions.
2. Schedule and coordinate community new player try-it sessions, skill clinics, scrimmages, and open practices.
3. Work with Equipment Coordinator to ensure their league has an adequate supply of bats, balls, hats, jerseys, etc.
4. Work with Board liaison to conduct team manager meetings as needed.
5. Evaluate and provide feedback to the Board regarding team manager performance.
6. Recommend/assign members and serve as non-voting member of the league's Rules Committee. Collect and make recommendations for rule changes. Schedule committee meetings.
7. Recommend members and serve as a non-voting member of the league's Competition Committee. Establish player evaluation guidelines. Schedule committee meetings. Schedule player evaluation sessions as needed.
8. Coordinate and lead pre-draft and draft sessions as scheduled by the Board.
9. Serve as the liaison between the team managers and the Board.
10. Approve game-day substitutions provided by team managers.
11. Work with the Board to coordinate league all-star games and select team competitions as outlined in this document.
12. Recruit qualified assistants, if desired, to distribute responsibilities to multiple people.
13. Attend Board meetings as requested to provide in-person updates and feedback.
14. Other duties and assignments as requested by the Board.

#### **D.3.b. Coordinator Job Qualifications**

The general qualifications of a league coordinator include:

1. Current membership and good standing in the Softball Club
2. Past administrative experience a plus
3. General knowledge of the rules and game of softball
4. Good organizational and communication skills
5. Work well with others
6. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus

#### **D.3.c. Coordinator Term of Office**

The league coordinator is appointed by the Board to serve annually, calendar year January 1 through December 31.

#### **D.3.d. Selection and Approval Process**

The Board (existing and new) should ideally begin the search process for league coordinators in the 4-6 weeks leading to the new year in January. These important positions are key to having successful seasons, and it is imperative that the best possible candidates be recruited. The search for possible candidates should be from membership suggestions, recruitment e-blasts to the membership, and from personal observations of the Board members over the course of a season regarding quality and character of members who might make a good coordinator. Even current coordinators who plan on stepping down may have spoken with or have suggestion(s) for a good replacement.

All possible candidates should be contacted to gauge their interest. Any that are seriously interested in the position should be interviewed by the Board to provide as much transparency as possible with the selection process. If there are multiple applicants for a coordinator position, the Board may opt for additional measures for use in reviewing the candidates, such as submission of a standard qualification form, etc.

### **D.4. Teams**

#### **D.4.a. Size of Teams**

Based on the established rules for each league, a team will be comprised of a minimum number of players equal to the number required to play defense (i.e., 10 or 11). The Board may opt to use this number or add additional player(s) to each team roster based on the number of registered players. The Board reserves the right to adjust the number of players on each team based on the number of registered players, as well as how to manage extra or left-over players that have registered.

#### **D.4.b. Number of Teams**

As the community continues to grow, the Board may increase the current number of leagues. Each league will function independently with its own schedule. For competitive leagues, there will be no fewer than three (3) teams in any of the resulting leagues. For instructional or recreational leagues, the team count will be determined by the number of players interested in participating.

#### **D.4.c. Team Managers**

Managers will be recruited and assigned to each team within each league. They will be approved by the Board and report to the league coordinator.

##### **D.4.c.1. Manager Duties**

The manager will serve as the chief administrator of a team and be responsible for the following:



1. Attend various committee meetings as required by the league coordinator and/or Board.
2. Recruit coaches/assistant manager if desired and establish shared duties for running the team.
3. Participate in player evaluations.
4. Provide and conduct adequate opportunities for player practice sessions as determined by the league coordinator.
5. Attend pre-draft league meetings.
6. Plan and attend player draft (selection of team members).
7. Attend manager training and education sessions as required by the league.
8. Participate in league sponsored pre-season scrimmage games.
9. Work with other managers to coordinate shared practice times if desired.
10. Participate in any league-sponsored player skill clinics.
11. Inventory and distribute team jerseys prior to beginning of season.
12. Confirm player availability and obtain substitute players for each game as needed.
13. Prepare game rosters and lineups for each scheduled league game.
14. Ensure league-assigned duties for field preparation or post-game take-down are performed for each game, if applicable.
15. Serve as the on-field manager during games, including appeals and interactions with umpires, pinch runner usage, etc.
16. Ensure league-mandated accident report forms are completed and returned to the Board if on-field player injury occurs.
17. Exhibit good character and adhere to the Club code of conduct both on and off the field.
18. If available, manage the all-star team if requested by the Board.
19. Provide input to league coordinator and/or Board regarding all-star or select team player selections.
20. Collect and inventory team jerseys and return them to league coordinator at the end of the season.
21. Distribute awards, plaques, etc. to team sponsors.
22. Attend manager evaluation and review meeting after season concludes.

23. Maintain communication with league coordinator regarding feedback to Board, suggestions for rules or policy changes, etc.
24. Other duties as assigned or requested by the league coordinator(s) or Board.

**D.4.c.2. Manager Qualifications**

1. Current membership and good standing in the Softball Club.  
NOTE—you do NOT have to be a player to manage a team.
2. General knowledge of the rules and game of softball
3. Good organizational and communication skills
4. Work well with others
5. Proficiency with technology, email, and office productivity programs such as Microsoft Word and Excel a plus

**D.4.c.3. Manager Term of Office**

Team managers are approved and assigned by the Board to serve each playing season.

**D.4.d. Manager Selection and Approval Process**

League coordinators should strive to recruit not only established managers, but newer members who have the qualities to be a good manager. Brand-new players would likely not have the institutional knowledge to handle the job, so members with at least a season or two of experience are preferable. Although it is not always feasible based on the number of volunteers, the Board should strive to rotate out long-time managers to allow new candidates the opportunity to serve.

To build the initial pool of manager candidates, the interest of current managers should be ascertained at their end-of-season review to determine their willingness to serve again for the next season. Board members and coordinators should also be constantly looking for candidates throughout each season. Club announcements, email blasts, etc. should also be used as recruiting tools.

All potential candidates should be initially reviewed by the league coordinators. If necessary, the league coordinator and/or the Board may desire to interview a candidate to ascertain their skill level and commitment to the position. Current or past conduct issues, survey results, etc. should all factor into the final decision on the approval of an individual as a manager. Remember, the first contact new members may get with the Club is with their team manager, so it is important that they display the right temperament, integrity, etc.

If there are more qualified candidates than available teams to manage, the Board will convene the ad-hoc Manager Selection Committee, which will review the qualifications of all candidates, interview them if desired, and present a ranked order for final selection by the Board.

If there are fewer approved managers than the number of teams at the time of the player draft, a member of the Board will draft for that (those) team(s). The players on that (those) team(s) will then choose a manager for the season or select someone for each game to be the acting manager.

**D.4.e. Co-Managers, Assistant Managers, Coaches**

A team manager may obtain one assistant manager to share in the responsibilities of running the team. Co-managers with equal responsibility are not permitted, as it causes confusion amongst players, other managers, and the league coordinator.

At their discretion, managers may also obtain one or more bench or dugout coaches to assist with games.

All non-playing assistants and coaches must be actively enrolled members of the Club for the current season. The Board will have final approval of the selections.

Team or skill coaches that are not members of the league in which the team is participating (opposite gender for instance), may NOT take part in league games either in the dugouts or on the field without prior approval of the league coordinator.

**D.5. Player Selection / Draft**

Selection of regular season team players will take place during a draft by team managers prior to the season. When building the season calendar, the Board should provide adequate time for new-player and skill evaluation sessions prior to the team drafts.

**D.5.a. SCP Open Try-It Sessions**

The Club will schedule several “Try-It” sessions for the SCP community and/or former members who have not played in recent seasons. This will provide the opportunity for residents who are considering playing softball the opportunity to come out to the field under supervised conditions and take part in structured practice sessions, where various throwing, fielding, and hitting drills are offered. These sessions will provide potential members with the ability to try out softball and make an informed decision about joining a league prior to the registration period each season.

The sessions should be separated between males and females and should be scheduled to allow both working and non-working residents the chance to attend at least one session. The Player Development Coordinator should work with the league coordinators and team managers to conduct the sessions based on their availability.

The Board should ensure that announcements for these sessions are provided to the CA Lifestyle Director for inclusion in *The Buzz* and the weekly community *Upcoming Events* email blasts.

#### **D.5.b. New Player Sessions and Evaluations**

Because the skill level of every player is critical knowledge for managers as they plan and execute their team drafts each season, every player who did not compete in the prior season MUST attend at least one new player evaluation session prior to the draft. These sessions will be scheduled and run by the Player Development Committee in conjunction with the league coordinators and will be offered at least two times for men and two times for women, and at times when both working and non-working registered players will be able to attend. League managers and/or league competition committee members will be afforded the opportunity to view basic softball skills such as throwing, fielding, hitting, and running.

As it is unfair to expect managers to draft a player with no knowledge of his or her skill level, any new players who do not attend at least one of the available sessions will be pulled from the draft, and their registration fees refunded. However, if a registered new player is unable to attend any available sessions due to travel or other legitimate reason(s), the Player Development Coordinator, in consultation with the league coordinator and managers, may approve scheduling an individual evaluation session for the potential player.

#### **D.5.c. Competition Committee Input**

If desired, a league coordinator may request that the competition committee for that league convene to assist in the player evaluation process leading up to the draft. The committee would then merge new players into the existing player evaluations from the prior season (i.e., the sub list) to create an up-to-date ranking list for the managers for use in the draft.

#### **D.5.d. Pre-Draft Meetings**

The Board will schedule Pre-Draft meetings approximately one week prior to the actual team drafts. The meetings can be league-specific or separated by gender. These meetings are MANDATORY for all team managers, and at least one Board member must attend. Ideally, the Board liaison to the league would be in attendance, as well as the Recording Secretary, who will record the minutes of the meeting.

The league coordinator(s) will chair the meetings and will, at a minimum, cover the following:

- Final registration numbers – official team counts / league splits if applicable.
- Proposed season schedule.
- Team sponsor assignments (may be done through random drawing).
- Schedule for any remaining new player evaluation sessions.
- Rules updates relevant to that league (may include presentation by head umpire).
- Review of policies and other information from the Board.

- Practice and scrimmage game schedules.
- Review player draft process including finalizing playing managers' draft position.
- Random drawing for team number (draft order)

Note that it is imperative that a random drawing be held to determine the draft order during this meeting. Managers will be allowed to swap draft order during this meeting, but only if a majority of the managers agree to the swap. The league coordinator will serve as the tiebreaker. Swapping will NOT be allowed after the pre-draft meeting concludes.

Individual leagues will determine how sponsors/names are assigned to each team. Managers can continue to retain existing teams, or they can be determined through a random drawing.

#### **D.5.e. Final Player Evaluations and Draft Lists**

As soon as possible after all new player evaluation sessions and/or competition committee rankings are completed, a final list of the eligible players and the groups into which each has been placed will be provided to the managers in preparation for the draft. An updated contact list should also be provided to the managers for use in contacting their team members after the draft.

#### **D.5.f. Mock Draft**

A league coordinator, at their discretion, may elect to schedule a "mock draft" during the period between the pre-draft meeting and the player draft. This session would serve as an instructional tool for new managers so that they will fully grasp how the draft process works and would therefore be at less of a disadvantage drafting against veteran managers. Volunteers may serve as the manager(s) not attending the mock draft session. Coordinators or an individual appointed by the Board will explain the various strategies employed in drafting a team.

#### **D.5.g. Player Draft**

Approximately two weeks prior to the season's opening day, an official player draft meeting will be held to allow each league's managers to select their roster from the pool of eligible players. This meeting is mandatory for all managers, the Board liaison (or designee), and the Recording Secretary, who will record and confirm the draft and resulting team rosters. Only team managers and one assistant manager (if desired) will be allowed to attend. Unless otherwise approved by the Board, the draft meeting will be closed to players and/or spectators.

The draft meeting will be chaired by the league coordinator and/or the Board liaison. The Board may designate an individual to electronically project the selection process onto a big-screen monitor at the meeting to allow all the participants to view the progress as players are selected.

#### **D.5.g.1. Draft Process**

The order of the draft will proceed in a "serpentine" manner; described as follows (the example assumes four teams):

##### First Round:

From lowest to highest number in the draft order (1, 2, 3, 4)

##### Second Round:

From highest to lowest number in the draft order (4, 3, 2, 1)

##### Following Rounds:

Alternate from lowest to highest number, then highest to lowest number in the draft order.

If a league opts to draft lowest-level players first, a specific selection round will take place prior to the start of the regular draft. The draft order for this round will be highest to lowest (4, 3, 2, 1).

During the draft the managers may choose any player that is in the draft, regardless of the player's rating.

Under no circumstances will trading of players be allowed once they have been selected, either during or after the draft.

#### **D.5.g.2. Split League Draft Process:**

The "A" League managers will each draft their rosters from the overall pool of players based on existing player skill level and/or pre-season evaluations. This process will be repeated for each league's managers for the remaining leagues. A period of at least two days will be scheduled between each split league draft session to allow players to confirm their desire to continue in the draft if not selected in the previous draft session.

The Competition Committee will evaluate and rank players for substitution purposes after the draft has taken place. At the league coordinator's discretion, managers may be included in this process.

#### **D.5.g.3. Player Managers**

Managers who are also players will be "drafted" in the round as determined by their Competition Committee ratings. For example, if there are four (4) teams and a player/manager is rated number eleven (11), that player/manager must "draft" himself/herself in the third round. There are no exceptions to this rule.

**D.5.g.4. Player Assistant Managers/Coaches**

Any player serving as an assistant manager and/or coach within their own league must be drafted like any other player. There are no exceptions to this rule.

**D.5.g.5. Draft Roster Confirmation**

Immediately after the conclusion of the draft, the Recording Secretary will read aloud the roster of players selected by each team to confirm there were no recording errors. This list of team rosters will become the official team rosters for the upcoming season.

**D.5.h. Post-Draft Notification**

As players are anxious to be informed about the team they will be playing on, it is imperative that the Board convey the results of the draft as soon as possible after the draft meeting concludes. This is typically done with a mass email from the Board to the players within that league, showing the rosters for each team. The list of players on each team MUST be alphabetically listed and NOT in the order drafted.

In split-league scenarios, the email notification of the first (A) draft should be accompanied by directions for those players not drafted regarding the process for withdrawing from the draft if they do not wish to play in a lower league.

Managers should also be encouraged to reach out to their new team members to welcome them, inform them of procedures, practices, etc. as well as taking the opportunity to confirm email addresses are accurate.

**D.5.i. Substitute Listings**

The Board, coordinators, and team managers must be provided with an accurate substitute listing at the conclusion of the draft, prior to the start of the season. For non-split league situations, this may be the same list as used in the draft. For split league situations, an official substitute listing that reflects the actual player selections from the draft should be prepared. This can be done post-draft by collaboration between the coordinator and managers, or by convening the competition committee.

**D.6. Calendars**

Establishing a season calendar as early as possible is critical to provide the opportunity for multiple options of game schedules to be created and refined, membership meeting space reserved, as well as providing Club members with the timeframe in which each season will be taking place so that trips, vacations, etc. can be planned well in advance.

**D.6.a. Season Length and Starting/Ending Timeframes**

The overarching theory of the Club calendar is that there will be two official seasons—Spring and Fall. Each season will be approximately 8-10 weeks in

length. The Spring games will take place predominantly in April and May, with a possible week or two in March depending on availability of the field and team counts. A few games may take place at the beginning of June but are generally tournament games to wrap-up the season. The period during the summer months (June, July, and August) are typically off-season months since summer vacations are often scheduled and it can be extremely hot and dangerous to play during these months. The Fall games will take place predominantly in September and October, with a possible week or two in August, again depending on the availability of the field and team counts. A few games may take place at the beginning of November prior to the Fall time change, at which point early darkness makes it difficult to play games. The period from November through mid-March is also considered off-season since temperatures and darkness prevent normal league games from being played.

The Board should use historical patterns, community growth, etc. to determine the approximate team counts to be expected for a season, then determine the desired season length to approximate the total number of games that need to be played. This number plus anticipated special games (all-stars, tournaments, etc.) in conjunction with the number of games played each week will provide a general timeframe needed for the season.

#### **D.6.b. Key Dates**

Once the projected starting and ending dates for a season are determined, it is just a matter of working backwards from opening day to schedule the key dates leading up to the start of a season. Typically, these would include:

- Pre-Season tournament – week leading up to opening day.
- Player drafts – 10 days to 2 weeks prior to opening day.
- Pre-draft meetings – 1 week prior to drafts.
- New player evaluations – 1-2 weeks prior to draft.
- Registration – 2-3 weeks leading up to pre-draft meetings.
- Try-It Sessions – just ahead and at beginning of registration period.

#### **D.6.c. Pre-Season**

At a minimum, the Board should schedule a period leading up to the opening day of the season to conduct team scrimmages. These games will not only provide real game conditions for new players but will also provide training opportunities for auxiliary staff such as umpires, scorekeepers, and scoreboard operators. The league coordinators should work to schedule these games so that each team has one or two opportunities to play. These games do not have to be complete games, but can be time limited, etc., just to ensure all the games can be played.



#### **D.6.d. End-of-Season Tournaments**

The week after the official closing day of the regular season has traditionally been set aside for a short single-elimination tournament for each league, in which the tournament seedings are determined by the final league standings. This tournament is not mandatory, and the Board may opt to alter the type of tournament, survey the league members as to whether they want to hold the tournament, etc.

#### **D.6.e. Post-Season Banquet and Membership Meeting**

The Board should endeavor to schedule the two annual membership meetings and banquets shortly after the final games are played for a season. Many Club members are likely to have scheduled out-of-town trips or vacations, and the sooner this event can be scheduled after a season is completed, the better the attendance will be.

### **D.7. Scheduling**

#### **D.7.a. Coordinator**

The Scheduling Coordinator will lead the committee with the responsibility of developing the league practice and game schedules each season within the guidelines provided by the Board. The coordinator will work with the supplemental personnel coordinators (umpires, scorekeepers, scoreboard operators, concessions, health and safety) to ensure coverage is provided for each game, and that assigned personnel are kept informed of their scheduled duties. They will also assist in keeping the calendar information up to date on the Club website.

##### **D.7.a.1. Duties**

The responsibilities of the Scheduling Coordinator shall include:

1. Based on guidance and information provided by the Board, create a game schedule calendar framework showing available game slots, makeup game slots, special tournaments, all-star games, end-of-season tournaments, etc.
2. Based on projected registrations and team counts, develop generic game schedules for several combinations of team and season game counts that might be needed based on final registration numbers (i.e., “most likely” scenarios).
3. Once approved by the Board, create league-specific generic schedules and distribute them to managers prior to pre-draft meetings.

4. Once pre-draft meetings have taken place, create league-specific and color-coded team-specific schedules and distribute to managers prior to draft.
5. Create a complete and consolidated color-coded schedule for the entire Club showing all games, special events, tournaments, etc. and provide to Board for distribution to Club membership and placement on Club website.
6. Transfer game schedule to calendar on Club website.
7. Transfer game schedule to any Club personnel assignment applications currently in use.
8. Populate personnel assignment application with names and contact information provided by the coordinator(s) of umpires, coordinator of scorekeepers, coordinator of board operators, coordinator of concessions, and coordinator of health and safety.
9. Schedule game personnel in the assignment application by either a) using the manually created assignments provided by the coordinators, or b) schedule the personnel using guidelines provided by the coordinators.
10. Other duties as assigned or requested by the Board.

#### **D.7.a.2. Qualifications**

The Scheduling Coordinator shall have the following qualifications:

1. Current membership and good standing in the Softball Club
2. Past administrative experience a plus
3. Good organizational and communication skills
4. Work well with others
5. Proficiency with technology and office productivity programs such as Microsoft Word and Excel

#### **D.7.a.3. Term of Office**

The Scheduling Coordinator will be appointed by the Board to serve annually, calendar-year January 1 through December 31.

#### **D.7.b. Game Schedules**

It is critical that the league schedules be built to be as fair as possible to every team. However, it is difficult to create a schedule that is perfect with many teams vying for the same field. The Board must develop a schedule that tries to balance all the various factors and guidelines that go into making a schedule to arrive at a solution that provides as much equity as possible across all leagues and teams. It is good to remember that once the schedule is published, it is nearly impossible

to change it due to the plans members make in their personal lives around scheduled games, etc. So, the schedule must be as close to a final version as possible and reviewed by multiple groups prior to publishing.

The challenge is that a schedule cannot be developed until the registration period closes, and a final determination of the number of teams in each league is made. This is unfortunately too late to start this complex work, so multiple projected schedules are typically done to cover various projected team counts.

The Scheduling Coordinator or other Board-appointed designee will handle the duties of developing the league schedule given the guidelines provided by the Board. There are software programs available that can assist with this task. Although software can do a good portion of the work, it will still take manual adjustments to fine tune the final schedule.

#### **D.7.b.1. Special Events**

Once the opening and closing dates for a season have been established, the Board should block any dates that cannot be scheduled for regular games. These include holidays, special games (all-star, exhibition, etc.), and tournaments. The Board should endeavor to approve and assign dates to any such games well in advance of the schedules being built.

#### **D.7.b.2. Makeup Games**

The Board will need to approve the rainout/makeup game policies prior to a schedule being constructed. If the intent is to reschedule and make up any rained-out games, sufficient game slots must be left in the schedule to allow for these games to be played. If the intent is to NOT make up rain out games, then no slots need to be set aside for those.

#### **D.7.b.3. Guidelines**

If there were no scheduling guidelines, it would be a simple proposition to just feed the team counts into a software program and generate a listing of the games, which would then just be plugged into the game dates in the order they occur on the calendar. Unfortunately, there are multiple leagues that may be playing different season lengths, and that are expecting to only play on certain days of the week, etc. The following recommendations should be followed if possible. They are listed in the order of importance:

- Schedules will be based on “round-robin” formats. One “round” consists of each team in the league playing every other team one time.
- A whole number of “rounds” will be used to construct each league’s schedule. This will ensure that every team in a league plays every

other team the same number of times and every team in a league plays the same number of games.

- For each consecutive “round” used to build a league’s schedule, the home and visiting teams will flip-flop.
- If possible, each league should have a consistent set of days during the week for games so that players can reliably schedule other non-softball activities during the season.
- At least one game from each league will be played on Saturdays and no teams will be scheduled for two games on a Saturday.
- The time slots on Saturdays will rotate between each league.
- Every effort should be made to give every team in every league equal opportunity to play on Saturdays.
- Every effort should be made to keep teams from having the number of days between games (“gaps”) be too long. With at least 3 leagues playing, some gaps over a week in length are impossible to avoid (especially as the number of teams within the league grows), but every effort will be made to equalize the number of long gaps amongst the teams in a league.

#### **D.7.b.4. Pre-Registration Projections**

Two Board meetings prior to the opening of the registration period, the Board should carefully consider the 4 to 6 most likely scenarios for the number of teams expected for the upcoming season and the potential number of season games to be played by each league. They should then request the scheduler prepare various generic options based on those projections, which are to be presented to the Board at their meeting immediately prior to the registration period opening. The Board will most likely narrow those options to the 2-3 most likely and that meet their criteria moving forward. Until the actual teams are assigned at the pre-draft meetings, the schedules will just use generic team numbers within each league.

#### **D.7.b.5. Distribution to Managers**

Once the 2-3 most likely scheduling scenarios are approved, they should be forwarded to the managers to allow them to start preparing for their drafts, as well as to provide feedback on potential issues with a schedule.

#### **D.7.b.6. Post-Registration Final Approval**

When the registration period closes and the precise number of teams can be determined, there is a short window of time to prepare the final generic form of the league schedule. Ideally, this is one of the

proposed and approved schedules, but it may not be if any last-minute registrations caused the earlier projections to be incorrect. The scheduler must work quickly to finalize the schedule and obtain Board approval. This is likely going to be done in-between Board meetings and by email between the Board members. This final approved version of the schedule should be forwarded to the team managers. At this point in time, it is still in a generic format.

**D.7.b.7. Post Pre-Draft Meeting Updates**

As each league conducts its own pre-draft meeting, the sponsor and team assignments will be made. At this point, the approved schedule that was constructed with generic team numbers can be updated with the actual assigned team. An updated, league-specific schedule can then be forwarded to the team managers with teams identified. Ideally, the schedule would also be color-coded to reflect the team colors and assist in quickly identifying when any individual team plays.

**D.7.b.8. Distribution to Membership**

A consolidated schedule should be developed for the entire Club. Ideally, the schedule would cover the entire season on one page for ease of viewing by the players. It should also be color-coded to match team colors if possible. This schedule should be converted to a PDF file, distributed to the membership by email, placed on the Club website, and a web link and announcement forwarded to the CA Lifestyle Director for any ongoing weekly email blasts that might be sent during the season.

**D.7.b.9. Distribution to Supplemental Coordinators**

A data file in Excel or CSV format should be forwarded to the website administrator, the scheduling coordinator (if a different person), and the umpire, scorekeeper and scoreboard coordinators for their own use in building their own supplemental schedules and/or importing into additional calendar or schedule programs.

**D.7.c. Practice Schedules**

Practice is important for every team and every player, and the Board and league coordinators need to ensure that each team is afforded the opportunity to make use of the field for practices. Comprehensive practice schedules should be worked out between all the leagues that provide equitable access to the field during the week. It should take both workers and non-workers into account as it is being built.

The Club has priority over how the softball field is used during the periods leading up to and including each season. It is critical that the Board and league coordinators make use of the online reservation system provided by the

Community Association, and that it be used to book all Club-sponsored practice sessions and league games well in advance so that individuals cannot reserve the fields during the times required by the Club.

**D.7.c.1. Off-Season Practice**

Individual Club members may schedule ad-hoc practice sessions for small groups during the off-season by reserving the field using the online reservation system. The Board has no control over these sessions, as they are not Board sponsored, and invitations to attend the session is entirely up to the organizer.

If the participants are current Club members, they may use any of the available equipment stored at the ballfield.

**D.7.c.2. Open Pre-Season Practice**

A month to six weeks prior to the player drafts, league coordinators, with the assistance of any approved team managers, should begin scheduling open practice sessions. These should be scheduled at various times, and various days of the week to provide as many players as possible with the opportunity to participate. Saturday sessions should be included to accommodate workers. These open practices should be advertised and open to all current Club members. The sessions may need to be split into multiple sessions if the participation for any specific group is too large to manage for a normal practice.

**D.7.c.3. New Players**

As part of the official Club calendar, the Player Development Coordinator, in conjunction with the league coordinators, should schedule several "Try It" practice sessions specifically for brand-new players prior to and during the early part of the registration period. These sessions should be advertised to the SCP community, former Club members, etc. and scheduled such that both workers and non-workers can attend at least one session.

During the week leading up to the drafts, practice sessions for new player evaluation should also be scheduled to provide managers and/or competition committee members the opportunity to rate the skills of brand-new players so that they can be properly ranked for the draft.

**D.7.c.4. Post-Draft Team Practice**

After league drafts have taken place, at least a week of team practice should be scheduled to allow managers to work specifically with their own players. This should include at least one evening session per team, if possible, to accommodate workers. If not, Saturday sessions

should be scheduled. Individual managers are free to work amongst themselves to combine or switch time slots.

**D.7.c.5. Season Team Practice**

Once teams have begun league play, it will likely require less individual practice sessions. At this point the league coordinators may opt to combine individual team practice sessions or schedule them less frequently and use the freed-up time slots for other practice or specialized skill sessions, etc. If the reserved practice sessions are not being used effectively, the league coordinator may determine that the time can be opened to individual members through the online reservation program.

**D.7.c.6. Worker Practice Sessions**

Even though the SCP community is primarily made up of retired individuals, there is still a significant percentage of Club members who still work. The league coordinators and managers should make every effort to schedule some practice sessions at times that will accommodate those that work. This would typically be weekday evenings and/or weekends.

**D.7.c.7. Special Games and Teams**

The Club typically provides room in the schedule for special games and events. These could be all-star games, exhibition games, tournaments, etc. These special games may require scheduled practice time. If the Club is committed to providing the opportunity to play these types of games, then it should commit to providing the appropriate practice times and build those into the overall practice schedule for the field. Depending on which type of game or tournament is scheduled, these sessions may just be one or two times prior to a game, or ongoing practice sessions over a longer period.

## **D.8. Equipment**

**D.8.a. Coordinator**

The Equipment Coordinator will lead the committee with the responsibility of maintaining the Club-owned softball equipment and procuring consumable supplies needed for conducting league games. This committee will order and maintain team jerseys. They will ensure that league and member equipment meet the standards as specified in governing and local rules.

**D.8.a.1. Duties**

The responsibilities of the Equipment Coordinator shall include:

1. Monitor the supplies and ensure there are adequate numbers of the following consumables:

- Softballs (men's and ladies) having the Club-approved specifications.
  - Scorebooks for each league
2. Ensure the following Club-owned property is maintained and replaced as needed:
    - Softball bats in a quantity and variety of sizes and weights as needed and specified by the Board.
    - Ball buckets
    - Ball bags and stands.
    - Pitching screens
    - Pitching masks
    - Bases (including periodic cleaning)
    - Home strike plates (including refurbishing)
  3. Work with Sponsorship Coordinator and Board to order new team jerseys as needed. Monitor usage, durability, recommend replacement schedule, etc.
  4. Work with the league coordinators in storing and inspecting jerseys during off-seasons and distribution to team managers when needed. Ensure league coordinators collect jerseys from team managers after the conclusion of season.
  5. Work with the Board to order new hats and visors as needed.
  6. Work with Umpire Coordinator to order new umpire shirts as needed.
  7. Test all Club and personal bats for legality, record specifications and results, and mark as such.
  8. Store Club game bats during winter off-season to prevent use when too cold.
  9. Work with Health and Safety Coordinator to ensure dugout first aid kits are properly stocked.
  10. Work with Grounds and Facilities Coordinator on projects involving Club equipment and/or game play (AstroTurf, scoring plate, dugouts, etc.)
  11. Other duties as assigned and/or requested by the Board.

**D.8.a.2. Qualifications**

The Equipment Coordinator shall have the following qualifications:



1. Current membership and good standing in the Softball Club.
2. Past administrative experience a plus.
3. Good organizational and communication skills.
4. Work well with others.
5. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus.

**D.8.a.3. Term of Office**

The Equipment Coordinator will be appointed by the Board to serve annually, calendar year January 1 through December 31.

**D.8.b. Jerseys**

**D.8.b.1. Style**

Team jerseys should be made of durable materials that will withstand use through four seasons (two years). Short sleeves are desirable, as games take place during very hot periods, and it is easier to add layers of clothing under the jerseys in cold weather. If appropriate, ladies' jerseys can be sleeveless. Jerseys should be ordered with tailoring for men or ladies.

**D.8.b.2. Colors**

Jersey colors should be of a variety to minimize potential confusion between any two teams that might play each other within the same league. White jerseys should be avoided due to possible confusion between players and umpires, who are also wearing white shirts.

Colors that coincide with a sponsor's corporate color palette are preferable. This is not mandatory however, especially if those specific colors are already assigned to a different team.

**D.8.b.3. Sponsor Artwork**

Team sponsors should be given the opportunity to provide corporate artwork (i.e., a logo) to be printed on the front of their team's jersey. The design should be simple enough to be recognized and read from a distance. This is considered advertising for the sponsor, so it should clearly convey their business or service. A single color for the artwork should be included in the jersey setup, but additional logo colors will be charged extra to the sponsor. The jersey vendor should provide a proof of the shirt prior to receiving the final ok on printing.

**D.8.b.4. Numbering**

All jerseys for players are required to be numbered with not less than 8-inch numbers on the back of the jersey. The Board may opt to include a smaller number on the front of the shirt.

As a current shirt order typically contains 16 jerseys, the sequential numbering for a new sponsor would normally be numbers 1-16. The Board may opt to rotate numbering groups between 1-16 and 17-32 for long-term sponsors, which will provide the ability for retired jerseys to be used in a pinch or by substitute players that are in possession of a retired jersey.

**D.8.b.5. Size Distributions**

With jerseys being ordered in quantities of 16 per team, it is important to try and get a distribution of sizes that will cover nearly all possibilities of what sizes might be needed. Size distributions may adjust each season based on vendor, shirt styles available, or requests for adjustments from manager or coordinators, etc. It is strongly advised to get samples of brand-new styles to determine fit and distributions prior to purchase.

The Board may also opt to provide the sponsor with one of the jerseys at their request. Ideally this would be done after the distribution of the jerseys to the players.

**D.8.b.6. Care and Storage**

Jerseys should be washed as needed in cool or warm water on a medium or delicate laundry cycle, preferably inside-out to further protect the silk screening. They should be hung up to dry or placed in a dryer under low heat if needed in a hurry.

Managers should be reminded to convey this information to their players each season as part of handing out jerseys.

**D.8.b.7. Length of Use**

At a minimum, team jerseys should be of a quality that will last through four seasons (two years). If the jerseys are still usable at the conclusion of the fourth season and still properly represent the team sponsor, the Board may opt to continue their use until they are no longer usable. If the jerseys have degraded to a point that they are unusable prior to the end of the fourth season, that specific brand of jersey will no longer be selected, and the purchase of a higher quality shirt implemented.

**D.8.b.8. Retirement**

At the point in time that a team's jersey is due to retire (either through age, or non-returning sponsor), the final team roster for that team will be afforded the opportunity to keep their assigned jersey permanently and not return them to the league coordinator.

**D.8.b.9. Sponsor's Jersey**

Team sponsors may request that they be provided with a sponsor's jersey for display purposes, etc. They may purchase a non-numbered shirt through the Club at cost, or they may be provided with an extra shirt not given to team members upon jersey retirement.

**D.8.b.10. All-Star Jerseys**

The Club will ensure there are enough quality all-star jerseys available to support any scheduled league all-star games. This would typically include two sets of team shirts per league. The Equipment Coordinator will manage the distribution and collection process, working through the assigned all-star team managers.

**D.8.b.11. Select Team Jerseys**

Select teams that are sanctioned by the Board will be authorized to use Club all-star jerseys for their games. However, the players may opt to purchase their own jerseys, which would remain personal property. Purchased jerseys should always be numbered, and the design must include the verbiage "Sun City Peachtree".

**D.8.c. Hats and Visors**

The Club will provide all new players with a black ball cap embroidered/silk screened with "SCP" in white. Ladies may opt for a corresponding visor instead of a ball cap. The Board may provide the option for players to purchase an additional hat or visor due to age, loss, etc. if there is an excess in inventory.

**D.8.d. Bats**

Softball bats will be provided by the Club, but players are welcome to use their own bats provided they meet the guidelines and specifications set forth by the Club. Although alloy, aluminum, and even wooden softball bats are legal for use if they are the correct size and weight, composite material provides the best compatibility with the softballs used by the Club, as well as the maximum safe ball speed coming off the bat when hitting.

**D.8.d.1. Types and Specifications**

All softball bats used in Club-sponsored activities (games and practices) must meet the criteria specified for certification, compression, specifications, and integrity as outlined in section **2.5**

**Bats** in the Club's local rules. Basically, a bat must display the certification seal for USA or ASA softball, meet the compression standards, not exceed 34 inches in length nor 30 oz. in weight, and be free from any defects. NOTE: non-composite bats (alloy, aluminum, wood) do not require compression testing.

A Club member's use of an untested or illegal bat in any Club-sponsored activity will not be tolerated, and violations will be dealt with as outlined in rule 2.5.4.

#### **D.8.d.2. Inventory**

The Club will maintain a sufficient inventory of legal bats for use by members who do not wish to purchase their own bat. Bats should be provided in weights of 25, 26, 27, 28, and 30 oz. and preferably in both balanced and end-loaded configurations (10 total). Common weights used by many players (30 oz. for instance) may require the purchase of multiple bats for certain weights. Club bats designated for use by members should be composite construction only.

#### **D.8.d.3. Compression Testing**

All Club-owned bats will be tested for a valid compression value prior to each season and marked with a new sticker indicating that is valid for Club activities. Club bats that fail compression testing or that do not display the required certification will be retired and replaced.

The Club will maintain ownership of a certified compression testing machine that will be assigned to the Equipment Coordinator for use in certifying bats. It will be calibrated prior to each season. The Equipment Coordinator will provide multiple opportunities for members to have their personal bats tested prior to each season. Bat testing sessions will be scheduled and conveyed to the membership via email. Colored stickers indicating the bat testing information will be placed on the bat just above the handle. The color of the certification stickers will rotate each season so that a player cannot continue to use a bat without it being tested.

Members will contact the Equipment Coordinator to schedule testing for new bats purchased after a season is underway.

#### **D.8.d.4. Cold Weather**

Composite bats should not be used if the temperature drops below about 50° due to potential damage to the composite materials. To safeguard and prolong the effectiveness of the Club inventory of composite bats, these should all be pulled from the storage shed at the conclusion of the Fall season and safely stored in the home of the

Equipment Coordinator or other Board designee until Spring weather arrives and they are safe to use.

Any Club-owned bats constructed of alloy or aluminum are considered “winter bats” and can be safely used regardless of how cold the outside temperatures become.

#### **D.8.d.5. Retired Bats**

When a Club composite bat reaches the end of its usefulness, whether due to failing a compression test or an invalid certification, it should be disposed of, or at a minimum permanently stored in such a way that it will no longer be available for the membership to use.

#### **D.8.e. Softballs**

The Club will provide new, official softballs for all league games, as well as for sponsored all-star games, exhibition games, select games etc. The Club WILL NOT provide new softballs for activities or pick-up games not sponsored by the Club. Those participants may use practice balls or purchase their own new softballs if desired.

##### **D.8.e.1. Specifications**

The official softball used by the Club aligns with the softball bat specification set forth in the local rules. The ball is approved for senior softball use and is optic yellow color (not white). The men will use a ball that is 12” in circumference, and the ladies will use a ball that is 11” in circumference.

There are two measurements that all official softballs are rated against. The first is the Coefficient of Restitution (COR), which specifies the amount of energy given back by the ball when it is hit by a bat. In simple terms, how fast will a ball rebound at the measurement speed of hitting a wall at 100 mph. The speed coming back off the wall is the COR number. The higher the number, the livelier it is. The Club uses balls rated at .52 COR. The second number is the balls compression, or how much force does it takes to deform or compress. The goal is to use a ball that will compress before a player’s bones would break if hit by a batted ball. The Club uses balls with compression rating of 300.

Bottom line – the ratings for softballs used by the Club are 52/300, which is shorthand for .52 COR value and a 300-compression value.

##### **D.8.e.2. Game Balls**

The Club will furnish one brand-new game ball for each official game in the appropriate size (men’s or ladies). The Equipment Coordinator or other Board designee will ensure each league coordinator is provided with a sufficient inventory of game balls for their season. This can be

done piecemeal throughout the season, or at once prior to the season. The single game ball provided will be used by both teams during a game. Game balls remain the property of the Club and should NOT be given to players as an award for being the star of a game, etc.

#### **D.8.e.3. Umpire Balls**

The Umpire Coordinator(s) will be provided with enough new game balls to allow for a backup ball during each game that will be put into play if a foul ball leaves the field and must be retrieved or if the game ball is damaged in any manner and cannot be used. The backup ball will be immediately provided to the pitcher so that the game can proceed without delay. Since the backup umpire balls are used sporadically throughout a game and do not take the wear and tear of a game ball, these balls should be usable for 2-3 games at a minimum. The Board will determine the specific protocols regarding backup balls—whether through an inventory process managed by the umpire coordinator, team managers, etc.

#### **D.8.e.4. Practice Balls**

Under normal circumstances, the Club will never need to buy practice balls. After each game, the ball used during the game is immediately transferred to the ball buckets for use during practice. After the umpire backup balls have been used their allotted time, they will also be transferred to the ball buckets for practice. If the Club does find itself short of practice balls, a special purchase may be required to maintain an adequate supply. Additional practice balls do not need to be of the quality needed for game balls but should still meet the compression requirements outlined in the league rules.

#### **D.8.f. Pitching Screens**

As outlined in the Club local rules section **1.2 Pitching Screens**, the use of a pitching screen is MANDATORY for both games and practice sessions. The Club will furnish and maintain the screens. There are two varieties of screens in use currently. Either variety is permitted for league games based on league preferences.

##### **D.8.f.1. Permanent Game Screens**

The permanent game screen is the large “L” shaped screen with blue padding that sits directly in front of the pitching area and is used during games and practice sessions. It is not collapsible, somewhat heavy, and therefore must always remain on the field. It can be tipped over or moved to the fence as needed to allow the irrigation sprinklers to work properly. Pitchers must follow the prescribed guidelines found in the rules for use of the screen.

**D.8.f.2. Practice Screens**

The Club will also provide two additional rectangular pitching screens for use during pre-game batting practice along each foul line. Pitchers MUST use these screens during batting practice prior to a game.

**D.8.g. Pitching Masks**

As outlined in the Club local rules section **2.3 Protective Equipment**, the use of a mask by the pitcher is MANDATORY for both games and practice sessions. The Club will furnish and maintain a selection of masks for both ladies and men to use. These will be kept in the storage shed. Pitchers are welcome to purchase and use their own mask as well.

**D.8.h. Bases**

The Club will ensure that a well-maintained set of official bases is available for the field. The Equipment Coordinator or other Club designee will be responsible for the care and maintenance of the bases. The Club may also employ a set of backup or practice bases that can be used in non-game situations to save wear and tear on the game bases.

**D.8.h.1. Specifications**

Second and third base shall be white, high-quality, rubber-coated, 15-inch square bases that are anchored to the infield by a post and ground anchor system. The double first-base (white/orange) consists of two 15-inch square bases attached to each other with two posts for anchoring. The Grounds and Facilities Coordinator will ensure that the corresponding anchors for each base are accurately and securely installed at the appropriate base lengths and locations.

**D.8.h.2. Maintenance**

The Equipment Coordinator or other Club designee will periodically inspect all bases to ensure the anchor system screws are tight and secure and that there are no visible rips, gouges, or deformities, as well as scrubbing and cleaning the bases thoroughly with appropriate industrial cleaner to maintain a new look. The bases, especially the game bases, should not be left out when not in use and should be returned to the storage shed.

**D.8.i. Home Strike Plates**

In Senior Softball a “strike” is determined by a pitched ball hitting a board or mat referred to as the strike plate. It is placed over the area where a traditional home plate would sit, between the two batters’ boxes. The Equipment Coordinator or other Board designee will ensure that the appropriate strike plates are purchased, maintained, and available for games and practice session.

**D.8.i.1. Specifications**

The strike plate will be constructed of a hard material—either wood or a plastic composite that can withstand a season of pitched balls landing on it. Hard composite plastic materials will last longer, as wood tends to splinter along the edges and in turn leads to a strike plate only lasting a season or two. The plastic composite material can withstand countless ball impacts, is easier to maintain, will last many seasons, but is more expensive.

The official softball strike plate dimensions are 19 inches in width by 34 and one-half inches in length (19" x 34½"). For use in regular league games, the plate should be colored or painted black with a one-inch white border painted around the edges. It should be covered with a clear protective coating which includes some form of non-skid component to provide catchers with a more stable surface when making force-out plays at home.

In addition, the turf home plate area has five pilot holes provided to allow for long anchor screws to be installed on the strike plates. These screws will protrude from the bottom of the strike plate and should line up with the pilot holes. This will allow the plate to be set in place and secured in a manner that will prevent it from sliding side to side.

#### **D.8.i.2. Maintenance**

Periodic hosing or washing of the top surface will remove most of the ball marks and dirt that surfaces during a season. With luck, the paint and coatings will last a season. A wood strike plate is more susceptible to weather, and therefore should not be left installed other than for games or practice sessions. Composite materials on the other hand will withstand pretty much any weather conditions. Strike plates should be refurbished as needed, which typically includes repainting and recoating as needed. As this is a somewhat tedious task that takes many days to complete, it is strongly recommended that the Board maintain at least two strike plates that can be rotated as maintenance is needed.

#### **D.8.j. Member Use of Club Equipment**

Members using Club equipment must be trained in the proper use, maintenance, and storage of such equipment. This includes not only game-related equipment (balls, bats, etc.), field-related equipment (bases, pitching screens, home strike plate, etc.), but also any supplemental equipment owned by the Club that requires operating knowledge for its use.

Under no circumstances should members be allowed to use any of the specialized tools and equipment designed for field maintenance tasks without the proper training and use of these items.

#### **D.8.k. Donated Equipment**



Situations arise periodically where a player makes a purchase and later decides they no longer want to use the equipment, they will no longer be playing softball, etc. The Board must evaluate and approve any equipment donation offer. The equipment must be of value and something that the Club would typically purchase had it not been donated, such as a bat.

Donations of materials for the ballfield, supplies, etc. must also be approved by the Grounds and Facilities Coordinator before being accepted.

The Board may negotiate a fair price for the donation if the individual or entity making the donation expects some form of compensation.

## **D.9. Softball Field**

### **D.9.a. Grounds and Facilities Coordinator**

#### **D.9.a.1. Duties**

The responsibilities of the Grounds and Facilities Coordinator shall include:

1. Serve as chair of the Grounds and Facilities Committee.
2. Ensuring ball field is ready for league games including:
  - The infield surface is kept in level and smooth playing condition with no serious ruts, holes, or spike marks using nail drags, drag mats, cocoa mats, etc.
  - Infield moisture content is sufficient to provide a stable and non-slick surface for players.
  - Baselines are chalked in a straight manner and in the proper location according to SSUSA and/or local rules and easily visible to players and umpires.
  - Foul lines, outfield restriction line, and pitcher's box are painted in a straight manner and in the proper location according to SSUSA and/or local rules and easily visible to players and umpires.
  - Bases are installed and ready at the proper distance and non-used base posts are adequately plugged and covered.
  - Dew removal for early morning games if needed.
3. Ensuring ball field is kept in good ongoing condition including:
  - Maintain sufficient infield moisture through watering and/or irrigation.
  - Maintain adequate amount of top dressing to provide absorption of irrigation water and/or rain.

- Maintain infield surface grade in such a manner as to promote water runoff and minimize standing water after heavy irrigation and/or rain.
  - Work with Naturescapes, and/or SCP Golf Course to provide adequate mowing of all grass surfaces at the proper height.
  - Replace worn grass areas as needed with new Bermuda sod.
  - Implement aeration, fertilization and weed control program to maintain ideal Bermuda grass surface.
  - Weed control of all non-grass areas around dugouts, backstop, and warning track.
4. Long-term program to maintain and replace as needed:
    - Home plate area batters' box platform.
    - Runner/scoring home plate.
    - Pitching area AstroTurf.
    - Base coach box AstroTurf.
    - Crushed stone bordering dugouts, backstop, and warning track.
  5. Irrigation sprinklers are kept in good operating order and scheduled as needed to maintain infield and grass moisture content.
  6. Maintenance equipment including chalking machine, paint striper, hoses, and outdoor tools are stocked and kept in good working condition.
  7. Consumable supplies are ordered and stocked as needed for ongoing field maintenance and preparation including:
    - White base chalk
    - White athletic line paint
    - Top dressing / drying agent
    - Packing material / clay
  8. Recruit, train, and schedule an adequate number of grounds crew members to ensure coverage of any required game day field preparation.
  9. Work with Board representatives and team managers during game day rain incidents to advise and recommend game cancellations due to unsafe field conditions.
  10. Respond to emergency water leaks and work with Naturescapes accordingly.

11. Work with Treasurer to prepare annual budget for field supplies.
12. Work with the Board, CA, and/or SCP Property & Grounds Committee to ensure field-related capital projects are planned and executed in the proper manner.

**D.9.a.2. Qualifications**

The Grounds and Facilities Coordinator shall have the following qualifications:

1. Current membership and good standing in the Softball Club.
2. Past administrative experience a plus.
3. Experience in the field of landscaping, turf management, etc. a plus.
4. Provide personal golf cart able to perform field maintenance tasks requiring a motorized vehicle.
5. General knowledge of the rules and the game of softball.
6. Good organizational and communication skills.
7. Work well with others.
8. Proficiency with technology and office productivity programs such as Microsoft Word and Excel a plus

**D.9.a.3. Term of Office**

The Grounds and Facilities Coordinator will be appointed by the Board to serve annually, calendar year January 1 through December 31.

**D.9.b. Consumable Supplies**

Supplies for the field are obtained from reputable dealers who specialize in athletic field material and/or locally at home and garden stores. Our current retail specialist is Mickey McMurtry of Atlanta Athletic Field Supply (770-880-4501). He will be able to supply everything other than fertilizer, which can be found online or at Home Depot or Lowe's.

**D.9.b.1. Fertilizer**

Two (2) applications of fertilizer are performed each calendar year (May 15 and July 1) at 1.25# of Nitrogen per application. A total of 300 lbs. of 34-0-0 fertilizer is needed per application.

**D.9.b.2. Infield Top Dressing**

Top dressing is the absorbent material mixed in with the infield dirt to absorb and hold moisture. It needs to be periodically replenished. A product called Pro League Elite is currently being used at a quantity of ten (10) 50 lb. bags per year.

**D.9.b.3. Line Chalk**

Twenty (20) bags of white chalk for base lines, running line, commitment line is needed per year.

**D.9.b.4. White Athletic Paint**

Fifteen (15) cases of white athletic spray paint are needed per year for the outfield foul lines, the outfield restriction line, pitching area, coaching boxes, etc.

**D.9.b.5. Filler Clay**

Although not needed too often, small bags of filler clay can be obtained to help level the ground underneath the pitching area AstroTurf.

**D.9.c. Mowing**

Naturescapes mows the grass at the ball field once per week with a special mower set to the lowest level possible, which is 1.5 inches. This work takes approximately one hour. And because this task is being done for the Club at no cost, the mowing crews ALWAYS have priority during the day when they arrive at the field. Any practice sessions will need to stop while the mowing crew does their work.

**D.9.d. Fertilizing**

The Grounds and Facilities crew is responsible for applying high-quality fertilizer to the turfgrass at the ball field in a timely manner. The default materials used by Naturescapes for SCP lawns are not suitable for the ball field turf. Fertilizing the approximate 1.2 acres of turfgrass at the ball field takes a bit of trial and error, as a traditional broadcast spreader is used by pulling it behind a golf cart. The ideal coverage goal is to obtain 1.0 to 1.25 lbs. of Nitrogen per 1,000 sq. ft.

**D.9.e. Weed Control**

The ball field turfgrass falls under the community-wide weed prevention program that is supervised by Naturescapes. They will notify the Club when an application of weed control solution is scheduled to take place. The ball field must remain clear during and immediately after the application to allow the materials to dry and be absorbed.

The Grounds and Facilities crew will handle spot spraying of non-turf weeds using Round-Up in the warning track and other small areas adjacent to the dugouts and home plate backstop.

**D.9.f. Irrigation and Watering**

The water that is available for the ball field is recycled water that is produced here in SCP community at the wastewater treatment plant. Although there is typically plenty of water for use at the ballfield, the Club must still be diligent as to not waste it.

Irrigation pipelines are installed beneath the entire ball field, with dozens of sprinklers covering individual sections (or zones) of the field. The control box for this irrigation system is in the storage closet of the Sports Building which controls both the ball field and the surrounding areas including the dog park. It is essential before anyone attempts to operate these controls that they first be properly trained by someone with experience. There is a very specific schedule for specific zones of the field that must be followed during the turfgrass growing season, which typically coincides with the period from the early Spring to late Fall. Over-watering is bad for the turfgrass and will lead to unsafe conditions for the players.

#### **D.9.g. Infield Care**

The Club is very fortunate to have one of the best types of infields available, and therefore a lot of planning and work is required to keep the infield in top condition.

##### **D.9.g.1. Periodic Care**

- Working with the CA, obtain outside contractor to laser-level and regrade the infield as needed. Normal use, heavy rains, and day-to-day maintenance can shift the dirt away from the grade of the original installation, and a professional will be needed to correct, re-grade, and re-level the dirt.
- Replace the home-plate area batter's box artificial turf as needed.
- Replace the pitching area artificial turf as needed and level any depressions with filler clay.

##### **D.9.g.2. Annual Maintenance**

- Edge the turf areas adjacent to the infield dirt to maintain the desired size of the dirt area and to ensure a clean and professional look.

##### **D.9.g.3. Seasonal Maintenance**

- Pressure-wash the infield materials out of the turfgrass adjacent to the infield and back into the infield. This will help to prevent the build-up of a "lip" to avoid damming proper drainage flow, and to minimize bad-hop ground balls that might hit the edge of the turf.
- Repair any irrigation problems.

#### **D.9.g.4. Weekly**

- Scarify the infield skin as needed to keep the top-dressing material thoroughly mixed throughout the dirt. This will help to hold moisture and will keep the top dressing from migrating to the top of the dirt surface, which results in unsafe and slick footing, especially for flat-soled shoes. This process can be done using one of the two nail-drag tools. The larger, wooden “X” will provide a deeper mix, especially if weight is added. The smaller, wheeled drag tool is easier to use but will not reach as deep.
- Repaint outfield foul lines outfield restriction line if needed. See section below for procedures. These lines will normally last one to two weeks, depending on the growth rate of the turf and the mowing schedule.

#### **D.9.g.5. Prior to First Game of Day/Evening**

- Drag infield with cocoa mat (damp conditions) or chain drag mat (normal conditions). These larger mats can be used up and down the foul lines if those will be re-chalked. They are normally attached and pulled by a golf cart but can also be manually dragged for more detailed work and sharper turns.
- If existing chalk lines are to be used, carefully rake and clean up along the foul lines to even out the edges and disperse any excess chalk. The small cocoa mat can be used safely alongside the foul lines without disturbing them.
- Water the infield skin with the high-pressure hose and nozzle approximately one to one-and-a-half hours prior to gametime. Start from back of first base, go up first base line, water the home plate area, then go down third base line, and finally water the infield. This approach will allow the baseline areas to dry first if new chalk lines need to be applied.
- If needed, create new baselines, the third base-to-home runner’s line, and the commitment line using the chalking machine. See section below for procedure.

#### **D.9.h. Outfield Foul Lines and Outfield Restriction Line**

The portions of the outfield foul lines that are in the turfgrass, as well as the outfield restriction line are, are painted with white athletic spray paint using a specifically designed applicator machine. This machine is a wheeled platform that allows the spray cans to be inverted and the nozzle activated by a pull trigger on the machine’s handle. The operator simply walks behind the machine and pulls the trigger to spray the lines. For the foul lines, it is important to use the

string guidelines versus attempting to freehand the lines, as they will invariably end up with some curvatures. Use the following steps:

- Remove the rectangle strike plate if it is installed. You will want to use the white plate under the strike plate that is painted onto the artificial turf for this step. Using the long reel of string, strike a line from the foul pole, run it adjacent to the outside edge of the base (first base for right field line and third base for left field line), and then along the outside edge of the painted home plate. Keeping it taut and lined up, anchor the string in the dirt behind the artificial turf mat. On the turfgrass only, behind the infield, paint inside the string line in both directions to achieve a good coating of paint.
- The outfield restriction line (ORL) is measured from the back point of the pitching area and marked at a Board-approved distance, in an arc that runs continuously from one foul line to the other. Use the long, reel tape measure, anchor it at the appropriate point, and unreel to a length of about one foot beyond the desired distance. Starting at the third base line and with the tape pulled taut at ground level, use a can of the athletic paint to spray a dab of paint in the grass at the desired tape measure mark. While keeping the tape taut, begin walking into fair territory and after about 5 feet or so, spray another dab of paint at the desired mark of the tape measure. Continue this process of spraying dabs of paint about every 5 feet or so, keeping the tape measure taut, and just following the arc all the way to the first base line. You will in effect create a dotted line that represents the desired arc. At this point you can use the applicator machine to just “follow the dots” and spray a solid line by just moving smoothly from paint dab to paint dab. As with the foul lines, the arc should be painted once in each direction to get good coverage.

#### **D.9.i. Infield Base Lines**

It is important that the first and third base lines are accurately placed so that foul balls can be immediately determined by the umpires. These lines are a requirement for league games. There are basically four lines that comprise the infield chalk line installation: the first base line, which runs from home plate past first base and joins with the right field foul line; the third base line, which runs from home plate past third base and joins with the left field foul line; the runner’s line which runs from third base to the scoring plate, and finally the commitment line, which runs across both the runner’s line and the third base foul line perpendicular to the third base foul line at a distance of 30 feet from home plate.

The lines are created using athletic chalk using an application machine that applies a 4-inch-wide stripe of chalk as it is rolled along. This machine is very unforgiving, and it takes a lot of practice, hand and eye coordination, and a steady pace to apply an even and straight application of the chalk. It is very apparent when the chalk is uneven or curves in spots. This process should NEVER be done freehanded without a guide string.

If the chalking machine is set to its maximum flow rate, the thickness of the lines will provide the opportunity to use the same application 4-5 games before needing to reapply the chalk. However, for games where the chalk is not reapplied, some cleanup work should be done to make the edges look good and to scrub out any stray chalk that has gotten into the dirt adjacent to the foul lines. The goal is to always have clean, straight lines that will provide the umpires and players a clear view between fair and foul territories.

For days when new chalk needs to be applied it is important to either thoroughly scrub the existing chalk into the dirt with a rake (and possibly a light application of water), or to carefully scrape up the chalk with a flat shovel and dispose of it. When scraping up existing chalk, care should be taken to only get the chalk and not the infield dirt. The goal is to get as much of the existing white chalk removed or mixed thoroughly into the adjacent infield material so that a new application will stand out against the darker dirt.

Use the following procedure to apply the four chalk lines:

- If installed, pull up the home strike plate and set aside.
- If there is already chalk in the machine, use a piece of rebar in the shed to thoroughly stir the chalk and break up any clumps. The chalk tends to clump if it is humid. Fill the machine to approximately three quarters full. This will be plenty to do all four lines and provide enough weight to keep the chalk flowing smoothly. You may also want to rock the machine back and forth a few times in-between each line to distribute the chalk again.
- Install a single base (not the double first base) at first base. Anchor the reel string approximately 10-15 feet away from the infield dirt along the outside edge of the painted foul line. Be sure it is the OUTSIDE edge of the foul line. Run the string as tightly as possible from the anchor point along the outside edge of the installed first base, and then along the outside edge of the painted home plate on the artificial turf. Pull up the base installed at first base and set aside. Position the chalk machine in the outfield grass at the edge of the infield dirt facing home plate. The blue tape marker on the top of the machine should be lined up with the string. Open the chalk release to the wide-open setting and apply a line working towards home plate. It takes practice to keep your eye on the tape marker and the string, keep your speed steady, etc. to get a good, even coating. Close the chalk release as you reach the artificial turf at home plate.
- Leave the chalk machine at home plate, pull up the string anchor in right field and move it across the field to the corresponding position in the outfield on the OUTSIDE edge of the left field foul line. Insert third base. Pull up and re-anchor the home plate end of the string, pulling the line taut and lining up the string with the outside edge of the base and on the outside edge of the painted home plate. Pull up the base and repeat the striping process walking from home plate towards the outfield, keeping the blue tape mark aligned with the string. Close the chalk release when you reach the outfield grass.



- Pull up the outfield string anchor and move it to a position between the two third base anchors, but a foot or so into the infield. Move the home plate string anchor behind the runner's home plate to a point where the string crosses the middle of the plate. Pull it taut and re-anchor. Run a chalk line from the point where the string crosses the third base line to the runner's plate using the middle arrow of the machine guide, not the blue tape. Close the chalk release when you reach home plate.
- Finally, at a point 30 feet from the batter's home plate towards third base, run a chalk line perpendicular to the third base line across all the exposed infield dirt. This is the runner's commitment line.
- Return the machine, string, and tools to the shed.

## **D.10. Softball Field Reservations**

Although any SCP resident can use the softball field, the Club and its members have priority during the periods leading up to and including the Spring and Fall seasons. A reservation system is used to book the field for Club activities, including games, practices, etc., as well as for individual use.

### **D.10.a. Online SCP Web Application**

Access to the field is controlled and managed through an online reservations program that is provided by the Community Association. The web address is [https://www.playbycourt.com/users/sign\\_in](https://www.playbycourt.com/users/sign_in). This program is used for reserving tennis, pickleball, and bocci courts, as well as the softball field, and is therefore available for use by any resident of SCP who contacts the Community Manager for access credentials or who completes the access request on the site. Standard access by residents allows for booking resources up to one week in advance.

### **D.10.b. Administrative Access**

Club officers and league coordinators can be granted administrative access to the reservations program by a request to the Community Manager from a Board officer. This should be done as soon as possible when a new Board takes office and league coordinators are approved. Administrative access by previous Board members and league coordinators should be terminated at the same time.

Administrative access to the reservations program provides the ability to book reservations through the entire year instead of the one week provided with standard access. It also provides the ability to cancel and delete reservations booked by other members, or to change the times, dates, or descriptions of reservations.

### **D.10.c. Club and Team Priorities**

The Board and league coordinators should make it a top priority to reserve the softball field as far in advance as possible, once dates and times for open practice sessions, team practices and league games are established. With

administrative access to the reservations program, this can be done for the entire season well ahead of time. Reservations should be booked not only for league games, but also field preparation time prior to the games, as well as designated makeup game timeslots in case they are needed. NOTE—if a makeup game reservation is not used, the reservation should be cancelled as soon as possible after that determination is made.

#### **D.10.d. Personal Reservation Guidelines and Limitations**

Individuals may reserve the field in 30-minute increments but should not reserve more than one hour of time per day. There are hundreds of players who are competing for time and not a lot of unreserved time is available once Club-related practices and games are booked. The Board reserves the right to reduce any hour-plus reservations back to an hour if requested by another player wanting to use the field. Husbands and wives, or teammates cannot circumvent this rule by both reserving back-to-back timeslots.

#### **D.11. Field and Equipment Usage Rules**

The following guidelines will be followed for usage of Veterans Field. A document for distribution and website containing this information can be found in the Appendix.

- Any SCP resident can make use of the field, but the Club and its members have priority when scheduling games, practice times, etc.
- Only members of the softball Club can use the equipment in the shed. This is Club-purchased and Club-owned equipment. Non-members must furnish their own balls, bats, etc. if they want to use the field.
- DO NOT attempt to make any physical alterations to the playing surface. The Club has a very dedicated and skilled ground crew that maintains the field in the best possible condition.
- If there is standing water due to rain, there are several large sponges in the shed that are specifically designed to soak up the water. DO NOT attempt to remove water by pushing it into the outfield, diverting it elsewhere, etc. TIP--If your shoes sink into the infield surface, IT IS TOO MUDDY TO PLAY. Wait for it to dry further.
- The ground crew requires at least an hour of time to prepare the field for a game. DO NOT attempt to reserve or use the field during field prep time on game days.
- NO hitting or throwing softballs against any of the fences. It can damage the balls, stretch the chain link, and tear the green windscreens.
- If using the batting tee, ensure it is placed such that batted balls cannot hit or go over any of the fences.
- NO dogs on the field. There is a dog park next door to the field.
- NO hitting golf balls in the outfield or off the home plate mat, as it will damage the AstroTurf. There is a golf course and driving range across the street from the field.

- If you are the last person to leave the field, please make sure both dugout fans are turned off, dugout gates and both access gates are closed, and the pitching screen is tipped over or moved over to the backstop fence to allow the sprinklers to function properly.

## **D.12. All-Star Games**

### **D.12.a. Purpose**

Each season the SCP Softball Association may conduct internal All-Star games. All-Star games are intended as entertainment for the Club membership and the SCP community. All-Star games are played between two teams selected from within the current player rosters of a league. If substation pools are in use, players from those groups are NOT eligible for inclusion in an All-Star game. If possible, and practical, an All-Star game for each active league will be played during the final weeks of each regular season. Leagues may determine whether to conduct All-Star games and determine their own specific rules for the team.

### **D.12.b. Team Composition**

Each All-Star team will consist of the following:

- Twelve (12) players maximum from the active rosters of teams for that season
- One manager who must be a member of the Association but who may or may not have been on an active team roster for that season.
- One to three coaches, selected by the manager, who must be members of the Association but who may or may not have been on an active team roster for that season.
- Managers and coaches may be a part of the player roster if they were also on an active league roster and voted by the league members onto an All-Star team as a player. In this case, they are counted as part of the 12-player roster.

### **D.12.c. Team Managers**

All-Star managers will be active members of the Club and assigned by the Board in conjunction with the league coordinators and should be based on one or more of the following criteria:

- Finishing placement in prior season and/or prior End-of-Season tournament
- Current season team ranking
- Vote by league membership from a list of available current managers and any past managers as recommended by the league coordinator.

### **D.12.d. Player Selection**

Player selection for each league's All-Star team will be conducted using ballots cast by all active league players, managers, and coaches for that league. The following process will be used:

1. Approximately one month prior to the scheduled date of the All-Star game(s), the Board will send an announcement to all players asking for notification as to their availability and/or desire to be excluded from the All-Star ballot. Players will be given one week to respond.
2. Approximately three weeks prior to the scheduled All-Star game(s), ballots will be created by the Board for each league, consisting of all active league players minus those who opted out. Ballots can be created using one of two methods, based on a decision by the Board in conjunction with each league's coordinator(s).
  - All eligible players are selected from one large pool. The top 24 vote-getters will be assigned to the two All-Star teams.
  - All eligible players are split into smaller groups based on their primary defensive positions as determined by the coordinators and/or managers. The top vote-getters within each group will be assigned to the two All-Star teams consisting of 12 players each.

A separate section of the ballot will be created for selection of managers if the league coordinators opt for this method of selection.

3. Approximately two weeks prior to the scheduled All-Star game(s), the President will send the ballot to the corresponding league members and request they vote for 24 players. If a league has opted to allow casting a ballot for manager selection, the league members will vote for 2 managers from among those eligible.
4. League members will be provided with at least one week to complete and return their ballots. Each ballot MUST be signed and dated to be valid.
5. Ballot results will be tallied by a minimum of two (2) Board members.
6. Initial player selection will be based on the total number of votes each receives. To ensure that both teams are competitive, the league coordinator(s) and the All-Star team managers will divide the top 24 players in as fair a manner as possible.
7. If there is a tied ballot count for the final 24th position, one additional player can be added to each team to keep them balanced. This decision will be made by the Board.
8. Final approval of players and team assignments will be made by the Board.

#### **D.12.e. Player Withdrawal**

If a selected player is forced to leave the All-Star game roster prior to the game due to an injury, sickness, or family matter, the Board will assign a replacement based on the next player in line on the original vote tallies.

Once selected to an All-Star team, if a player resigns or leaves a team voluntarily (other than an injury, sickness, or family matter) that player would NOT be able to return to a regular league team until the next playing season. The final decision regarding this sanction is to be made by the Board.

**D.12.f. Uniforms**

The Board will provide an appropriate quantity of team jerseys (male or female) to field two (2) all-star teams.

**D.12.g. League Input**

Individual leagues may opt to develop alternate approaches in the selection process of players, the number of players per team, manager selection, etc. These alternate plans may be implemented if approved by the Board in advance.

**D.13. Select Teams**

**D.13.a. Purpose**

The Club is often afforded the opportunity to play exhibition games against external teams. These can be teams from other Sun City communities or other local organizations and may be gender-specific (men or ladies), or co-ed teams. In these situations, the Club will endeavor to put together the best possible teams to compete with these opponents.

**D.13.b. Approval and Scheduling**

The Board will review and approve scheduling of all such opportunities prior to them being included in the league scheduling process. Individual members are not allowed to organize and schedule these types of games without the approval of the Board.

**D.13.c. Coordinator**

The Board will solicit one or more volunteers to coordinate the entire process for each select team, including solicitation of availability and communication with players, correspondence with the opposing team contact(s), specific game rules, publicity, concessions, arrangements for non-game-related events, etc. They will also be responsible for arranging umpires, scorekeepers, and scoreboard operators for games held at Veterans Field.

**D.13.d. Managers and Coaches**

The Board, in conjunction with the select team and league coordinator(s), will assign a manager and coaches to the team. The team manager can also be a player on the team. The select team coordinator is permitted to also be the team manager.

**D.13.e. Player Selection**

Only Club members in good standing, who are rostered players for the current season, and who are available to play on the scheduled game date(s) may participate as a player on a Select team.

Based on the gender(s) and skill level of the opponents, the Board, in conjunction with the appropriate league coordinator(s), will determine and approve the specific selection process for the team. This process can be based on one or more of the following approaches:

A. TRYOUTS. All eligible players interested and available for participation in the select game(s) and practice sessions, will undergo a series of evaluations of softball skills, which are graded by knowledgeable scorers and used to develop the best final team roster.

B. ASSIGNMENT. Using information and input from the league competition committee, league coordinator(s), and league managers, the game coordinator and manager will review the skill level of interested and available league members to select the best possible player for each position on the team.

C. BALLOT. Using a combination of information from the league competition committee, league coordinator(s), and league managers, the game coordinator will construct a ballot containing interested and available players twice the number required for the game roster. This can be either one large pool or broken down by specific fielding positions. The ballot will be distributed to all the league members and tallied by the game coordinator, game manager, and at least one Board member.

Additional players can be added to the team as backup and/or for running or hitting purposes. All players selected for the team must be afforded the opportunity to play. Based on the rules in play for the game, they may or may not be required to play defense but must be able to bat. If more than one game is scheduled, players will be allowed to sit out and not participate in each individual game but must participate in at least one game.

#### **D.13.f. Communications to Members**

In the interest of transparency, the Board will ensure that communication with the membership takes place, including its intent to schedule select games, those appointed to coordinate the effort, the manager and coaches assigned to the team, and the method of player selection.

#### **D.13.g. Team Jerseys**

The Board will provide an appropriate quantity of all-star team jerseys (male or female) to field two (2) select teams. However, teams may opt to purchase their own jerseys. Jerseys not provided by the Club should reflect "Sun City Peachtree" in some manner and must match.

#### **D.13.h. Financial Support**

For games away from SCP, select team members will be responsible for their own lodging, transportation, meals, and any additional costs related to participation in the games.

To assist in defraying the costs for Select team members, the solicitation of team sponsors is permitted, but must be approved by the Board.

#### **D.13.i. Safety**

Regardless of whether the games are played at home or away, players are expected to follow all safety rules as currently implemented by the Club. This includes but is not limited to legal bats, pitching screens, pitching masks, etc.

#### **D.13.j. League Input**

Individual leagues may opt to develop alternate approaches in the selection process of players, the number of players per team, manager and coach selection, etc. These alternate plans may be implemented if approved by the Board in advance.

### **D.14. Photographer**

It is important that the Club enlists at least one (and preferably more) photographers to help permanently record action shots of games and from key Club activities that take place. They will also be required to take team photographs each season.

#### **D.14.a. Qualifications**

The photographer(s) should be proficient with modern digital photography and be able to take quality action and still individual and group shots. The photographs should be in a form that can be printed or digitally shared for publication in *The Buzz* and/or uploaded for viewing on the Club website. Ideally, they would have proficiency with computer graphics programs that would allow cropping, sizing, overlaying of text, etc.

#### **D.14.b. Team Pictures**

Every competitive team will have a group photo made at the start of each season. These photos are used for three purposes: a seasonal photo spread of all teams in *The Buzz*; upload and posting to the Club website; and printed for potential championship and sponsor plaques.

##### **D.14.b.1. Schedule**

When the official season schedule is published, the photographer should work through the league coordinators and managers to ascertain and schedule a convenient and acceptable time for the team to have their picture made. Ideally this should happen at a team's first

game of the season, or prior to that during pre-season scrimmage games, when time is not as much of a factor. The photo period should not extend more than two weeks into a season or beyond a team's second game.

**D.14.b.2. Makeup Photos**

The photographer may provide one or more individual or common makeup sessions, if desired, for teams that are missing players, but this is at the photographer's discretion, and the two-week guideline should still be followed.

**D.14.b.3. Team Award Photos**

If a printed photo of a team is needed for an award plaque, the Board will provide the names of the players as shown in the photograph, as well as those missing from the picture. The photographer will overprint the names and any desired title on the photo for use in the plaque.

**D.14.c. Special Events**

There are many special events that take place during the year that the Club should document permanently, as well as providing interesting stories and pictures for the Club website and publication in *The Buzz*. The Club should ensure that a photographer is available at these events to take pictures of ceremonies, awards, action shots, etc. These photos should be forwarded to the Communications Committee for inclusion in stories that can then be forwarded to *The Buzz* and uploaded to the Club website.

**D.14.d. Action Photographs**

Photographs should be randomly taken during the season so that action shots might be posted to the website, used for publicity purposes, or provided to *The Buzz* for periodic filler when needed. A good mixture of photos from all the leagues would be ideal.

**D.14.e. Authorized Use of Photographs**

All members of the Club, as part of their signed registration form, authorize the use of their likeness in any photographs taken for Club use or publication on the website. There is no requirement to obtain individual release forms from members.

**D.14.f. Compensation**

Photographer is not a paid position and is a voluntary donation of time. However, with prior approval from the Board, reimbursement for printing supplies such as photo paper, that are needed for printing plaque photos may be offered.



## **D.15. League Championships**

Every competitive league will play a season-long schedule as determined by the Board, and the team with the best won-loss record at the conclusion of the season will be declared the league champion for that season.

### **D.15.a. Multiple Teams with Best Won-Loss Record**

At the end of the season if two teams are tied with the same “won loss” record, the tie shall first be broken by their head-to-head record. If the teams have equal records against each other, the tie shall be broken by a single-elimination playoff to be held at a date and time determined by the Board prior to the start of any scheduled end-of-season tournament. If more than two teams are tied, managers will draw for positions in the playoffs.

### **D.15.b. Uneven Number of Games**

If for any reason a season concludes with not every team playing the same number of games, the league championship shall be awarded to the team with the best winning percentage (total games won divided by total games played). Ties shall be broken using the above playoff method.

### **D.15.c. Split Season**

At the request of a league coordinator, and with the approval of the Board prior to the beginning of the season, a league may split their season into two halves, with the won-loss record resetting after the end of the first half. In this case, the league championship would be determined by either a single-game or best two-of-three set of games ~~during the End of Season Tournament period~~ at the end of the season.

## **D.16. End-of-Season Tournaments**

The Board may schedule a set of tournament games after the conclusion of the regular season schedule. Based on the number of teams across all leagues, there is typically only time for a single-elimination tournament, with the championship games scheduled for the final Saturday on the calendar.

### **D.16.a. Tournament Seeding**

The seedings for the tournament will be determined by a team’s placement in the final league standings. The top seed is the first-place team, second seed is the second-place team, etc. Normal tournament protocols will be used to construct the brackets. The top seed plays the bottom seed, second seed plays the second from bottom, etc. Due to time constraints and the number of total teams, the Board may opt to only include the top four teams from each league in the tournament.

### **D.16.b. Tied Records**

If multiple teams finish the season with the same record, a system of tie breakers will be implemented to determine the teams' tournament seeding. The first tie breaker is which team had the better record in games against each other. The second tie breaker is which team had the fewer total runs scored against them in games against each other. If a final tie breaker is needed, it will be a coin toss between the team managers.

#### **D.16.c. Playing Rules**

All rules used for regular season games will be followed in the tournament. However, the count for substitute players being used by a team will be reset to zero, and a team may use any eligible player as a sub ONE TIME ONLY during the tournament.

#### **D.16.d. Home and Visitor Designations**

The higher-seeded team in any tournament game will be awarded the home team advantage and the lower-seeded team will be the visitors.

#### **D.16.e. League Input**

With Board approval, individual leagues may opt not to conduct an End-of-Season tournament. They may also develop alternatives to the tournament, which must be approved by the Board prior to the season.

### **D.17. Awards**

It is important for the Club to recognize both team and individual achievement during a season, so a specific set of awards are provided at the expense of the Club. The appropriate funding should be factored into the annual budget.

#### **D.17.a. League Championships**

Based on their final record over the course of a season, each league will produce a champion for the season. The Club will provide appropriate awards for the members of each league's championship team.

##### **D.17.a.1. Type of Award**

Members of each league championship team will receive a shirt identifying the season and containing the title "League Champion". The Board will be responsible for selecting and ordering the shirts, and the team manager will be responsible for distribution to the players.

##### **D.17.a.2. Eligibility**

All active roster players, managers, assistant managers, and bench coaches are eligible for a team's championship award. Helpers and practice coaches that do not participate in the games are not eligible.

### **D.17.b. End-of-Season Tournament Championships**

If ~~the Club~~ a league conducts an End of Season Tournament, the team champions will be recognized with an award. However, as the tournament can be won with as few as two games, the award should be much lower in value than the league championship awards.

#### **D.17.b.1. Types of Awards**

There are no set guidelines related to what might constitute an appropriate award for the tournament champions. They may be small individual tokens, or perhaps a gift card for the team to be used for their post-season party. The Board will determine these awards on a seasonal basis.

### **D.17.c. Individual**

Achievements by individual players are also important to recognize. Currently, the Club recognizes two individual achievements—the best batting average and the most homeruns during a season. And while recognizing these individual achievements is important, it is also important to recognize the group of players who finished at the top of these categories just behind the winners (typically the top five for instance).

#### **D.17.c.1. Batting Title**

The individual with the highest batting average in each league will be recognized with a medal and certificate. This award is based on the statistics compiled by the Club statistician(s) over the course of the regular season. Post-season at-bats do not count towards these calculations. A minimum number of at-bats is required to receive this award, which is currently 2.5 times the number of league games scheduled for the regular season. NOTE—individual leagues may set the criteria for this award.

#### **D.17.c.2. Homeruns**

The individual in each league with the most over-the-fence homeruns during the season will be recognized with a medal and certificate.

### **D.17.d. First-Time Homerun**

Players who hit their first career over-the-fence homerun during a season are eligible for an award marking this event. It is currently a small wooden bat inscribed with their name. The Club will purchase the bats and arrange for the inscription.

### **D.17.e. 80's Cap**

If a Club member has completed at least one full season of play, and has reached their 80<sup>th</sup> birthdate, they will be eligible to receive a special version of the

regular men's ballcap with an embroidered "80" on it. A special presentation ceremony will be held at the ballfield and scheduled at a convenient time for the recipient and family. At the Board's discretion, long-time members who have provided service to the Club but not as a player may also be awarded the 80's cap if they have reached the age of 80.

#### **D.17.f. Championship Plaques**

##### **D.17.f.1. Ball Field**

Perpetual plaques are installed inside the Club display cases at the Sports Building adjacent to the ball field. The Club will arrange for engraving of the plates for each league's Season and Tournament champion, as well as installing the team photo in each.

##### **D.17.f.2. Sponsor**

The team sponsor for each of the league champion teams will be provided with a special championship plaque that includes a team photo. The team manager will be responsible for delivery of the plaque to the sponsor.

#### **D.17.g. Appreciation Plaques**

At the conclusion of the Fall season, all team sponsors that did not receive a championship plaque during the year (either season) will be provided with a small appreciation plaque thanking them for their sponsorship of the Club.

#### **D.17.h. Diane Skelton Award**

The Ladies League annually presents the Diane Skelton Award in honor of a former member who passed in 2020. It is presented to a recipient that demonstrates the personal characteristics, leadership, and ideals of the Ladies League. The recipient is chosen by a committee put together by the Ladies League. The perpetual plaque at the ball field commemorating the winner is updated at year's end with the engraving cost covered by a special fund set aside for this award.

#### **D.17.i. Miscellaneous Awards**

The Board may approve small appreciation gifts for individuals not directly related to the Club, but who have provided important and ongoing assistance to the Club. These are typically gift cards in the \$25 to \$50 range and are generally recommended by the Grounds and Facilities Coordinator. Examples of recipients include Naturescapes staff, golf course staff, CA staff, etc.

## **E. GAME PLAY**

### **E.1. Governing Rules**

The type of softball played by the SCP Softball Club is considered “Senior Softball” and the Club will play all their games under the most current rules of Senior Softball USA governing body. A copy of these rules can be found on the Club website.

### **E.2. Local Rules**

#### **E.2.a. Purpose**

The Club has its own set of rules that supplement, clarify, or supersede the corresponding official SSUSA rules, or in some cases provide rules of play where none exist in the SSUSA rulebook. These local rules are designed to clarify certain SSUSA rules, expand on them, or to add additional rules governing how games are played, especially in scenarios where men and ladies play their games slightly differently. Rules relating to safety are also typical local rules, as well as guidelines regarding equipment.

#### **E.2.b. Rules Committees**

Each league will establish a rules committee that will meet at a minimum twice a year during each off-season to review current rules and discuss possible new rules based on feedback from players, managers, umpires, etc. over the course of a the prior season. Each committee will be chaired by a league member appointed by the league coordinator, who will then work with the coordinator to solicit and recommend volunteers to serve on the committee. The Board may suggest additional volunteers be assigned to the committee.

#### **E.2.c. Rules Changes and Approval**

Each rules committee will forward their recommendations through their coordinator and Board liaison to the Board for initial review and consolidation into one document.

The Board should begin its review of proposed rule changes approximately 2 months prior to the beginning of each season to provide time to accept or reject the suggestion, as well as provide time for changes and edits to be made to the master local rules document. The Board must also determine if the changes are actual rule changes related to game play, or if the changes are policy and procedure changes, in which case they would be changes or additions to the Club Policies and Procedures (this document).

Once the proposed rule changes are acceptable and approved by the Board, any required updates should be made to the master local rules document. New rules are typically colored in blue to highlight them as a change (prior rule changes that are in blue are switched to black). Once the new rules document is completed it

should be distributed to team managers and the Coordinator of Umpires. A pdf version should be uploaded to the Club website to replace the previous version.

### **E.3. Field Preparation**

#### **E.3.a. Infield Maintenance**

Prior to a game, cleat marks and rough spots on the infield dirt should be smoothed and leveled by means of either the metal drag mat or cocoa mat, depending on the level of moisture already in the dirt. The mats can be dragged either by hand or using a golf cart. The hand method provides more control and ability to make sharp turns. If enough time is available prior to a game, the nail drags should be used prior to smoothing the surface to provide more mixing of the top dressing and dirt.

#### **E.3.b. Watering**

The top-dressing surface of the infield can be slippery without moisture. If the community irrigation system that services the ball field is online and operational, the infield should be liberally watered approximately one to one-and-a-half hours prior to game time. However, this decision may be impacted by recent rainfall, etc. Cleated shoes should leave an observable impression in the dirt if the moisture level is adequate.

#### **E.3.c. Base Lines**

A typical application of base line chalk will last approximately 4-5 games, so in normal circumstances, the chalk will need to be applied twice a week. Saturday mornings are ideal, as well as Tuesday or Wednesday evenings. The narrow cocoa mat and/or rakes can be used to clean up excess chalk that has spread during games. The white athletic paint can also be used to fill gaps in the lines without use of chalk.

#### **E.3.d. Outfield Foul Lines and Outfield Restriction Line**

The white athletic paint will last approximately one-two weeks during the months when the grass is growing more rapidly, and mowing is taking place. It should be applied when the turf is dry, if possible.

### **E.4. Auxiliary Staff**

#### **E.4.a. Umpires**

The Coordinator of Umpires or a designee will be responsible for scheduling no less than 2 umpires for each regular season game and any tournament games scheduled by the Club. Umpires assigned to officiate a game should be of a quality and experience background to cover the level of play to minimize the umpire crew's impact on a game. The Club or league coordinators may also ask that umpires be provided for pre-season scrimmage games or other practice or exhibition games as they arise.

A Club umpire is a non-paying position, but the Board will provide all new umpires with the standard black SCP hat and umpire shirt upon completion of their initial training.

The Coordinator of Umpires will also assign a crew chief for each game that will identify themselves to the managers prior to the game. The crew chief is responsible for handling all interactions with the team managers and will preside over any umpire meeting that arises during a game where a disputed call must be resolved. The crew chief will also communicate to both the Coordinator of Umpires and the Board if a game must be called in-progress, if a protest has been filed, or if a conduct referral must be made due to unacceptable player behavior, or that of a positively identified Club member spectator.

#### **E.4.b. Scoreboard Operator**

The Coordinator of Scoreboard Operators shall assign one individual to run the scoreboard during each regular season game and any tournament games scheduled by the Club. The Board or league coordinators may also ask that board operators be provided for pre-season scrimmage games or other practice or exhibition games as they arise.

The Coordinator of Scoreboard Operators shall immediately inform their Board liaison if there are any technical problems with the scoreboard or controller.

#### **E.4.c. Scorekeeper**

The Coordinator of Scorekeepers shall assign one individual to keep the scorebook during each regular season game and any tournament games scheduled by the Club. The Board or league coordinators may also ask that a scorekeeper be provided for pre-season scrimmage games or other practice or exhibition games as they arise.

The Coordinator of Scorekeepers shall ensure that personnel are adequately trained to the standards required to review a game adequately and logically after-the-fact, and in a manner that will facilitate the accurate collection of player offensive statistics.

### **E.5. Player Participation**

All active roster players that are healthy and available to play are expected to be included on the team manager's game-day lineup. The specific guidelines are specified in SCP Local Rules Section **1.4 - Game Participation**.

### **E.6. Substitute Players**

Managers may obtain substitute players from the pool of players on the other teams within their league (or sub pool if it exists) for missing team players on their own roster. The specific guidelines are specified in the SCP Local Rules Section **1.5 – Substitute Players**.

## **E.7. Courtesy/Pinch Runners**

Managers may insert pinch runners into the game for any player at their discretion and according to the rules approved for their league. The specific guidelines are specified in the SCP Local Rules Section **1.6 – Courtesy/Pinch Runner**.

## **E.8. Game Length**

Each league will be responsible for determining the standard length of its games, not to exceed seven innings.

## **E.9. Team Responsibilities**

### **E.9.a. Home Team**

The HOME team, as designated on the league schedule, is responsible for the following on game days:

- If not already done by the ground crew prior to the game, placing the strike board over home plate, and placing the three bases in their proper positions, ensuring that the bottom of each base is in contact with the ground on all sides. The flat base plugs should be inserted into the base post holes not being used for the game such that they are level with or below the infield playing surface.
- After the final game of the day, returning all bases to the storage shed and replacing them with the foam whisker plugs. The pitching screen and strike plate should be secured in the visitor dugout.

### **E.9.b. Visiting Team**

The VISITING team, as designated on the league schedule, is responsible for the following on game days:

- Putting the first aid kits in the home and visitor dugouts prior to the game and returning them to the shed after the game.

It is responsible for the following prior to the FIRST GAME ON SATURDAY:

- Retrieve flags from the storage room. The US and Military flag are in plastic boxes. The US Military Service Colors are already attached to thin aluminum poles.
- Raising the United States flag and the Military flag on the flagpole.
- Placing the United States Military Service Colors next to the flagpole in the corresponding holes in the Military Appreciation Stone.

It is responsible for the following after the LAST GAME ON SATURDAY:

- Lowering, properly folding, and storing the United States flag. Instructions are provided in the flag's container.
- Lowering and storing the Military flag in the storeroom
- Storing the United States Military Service Colors in the storeroom



## **E.10. Game Delays**

A game delay is a brief stoppage of play due to external or unexpected circumstances. These delays could be due to a non-serious medical issue or injury to a player or spectator, umpire conferences, equipment issues, etc. These delays are expected to last less than 15 minutes or so, and the game will resume when the situation causing the delay has been resolved. Players typically do not even leave the field during a delay.

## **E.11. Game Suspensions**

A game suspension is a stoppage of play during an active game that typically requires the players to leave the field and/or end play at that point. If the suspension is long enough, or the game cannot be continued at that time, it may fall under the guidelines of a makeup game for scheduling purposes. Different situations will result in different resolutions, but in general a game suspended during play may resume the same day if the delay is less than one hour and darkness is not a factor. Suspended games will resume at the point stoppage took place. The umpire crew chief and team managers will confirm with the scorekeeper that the status of the game is accurately recorded so it can be resumed at the point it was stopped.

If the delay of a suspended game is more than one hour, it will roll over into a makeup game situation. Based on how far into the game the stoppage occurred the Board, in consultation with the team managers may schedule the resumption of the game in conjunction with another game the two teams are scheduled to play, or the Board may treat the game as a makeup game and follow the protocols for assigning a makeup timeslot.

### **E.11.a. Serious Medical Situations**

If a player or spectator is seriously injured to the extent that an ambulance is called to the ballfield, the game will be immediately suspended. It will be rescheduled to a later date and time, where it will be resumed at the point it was stopped.

### **E.11.b. Lightning**

If lightning is observed or definite thunder heard, umpires should suspend play, remove players from the field, and advise all persons in the area to seek appropriate shelter. Umpires should wait 30 minutes after the last lightning flash or sound of thunder before resuming play. This waiting period should not be shortened. Each time additional lightning is observed, or thunder is heard, the 30-minute waiting time is reset. If the delay reaches a total of one hour in length, the game will be suspended and change to a makeup game situation.

### **E.11.c. Rain**

Brief rain showers may cause a stoppage of play, if in the opinion of the head umpire, it is not safe to continue game play. If the rain stops and the umpires determine that conditions are safe to play, the game will resume. Team managers may be consulted, but it is the umpire crew's responsibility to make the final determination to continue play. If conditions are not safe or the field is unplayable after an hour of stoppage, the game will be suspended and changed to a makeup game situation.

#### **E.11.d. Darkness**

If, in the opinion of the head umpire, there is not enough daylight to safely continue an evening game, it will be suspended.

### **E.12. Game Cancellations**

There are two scenarios that would cause a cancellation of a regularly-scheduled league game—circumstances beyond the control of the Club such as weather, and circumstances created by the teams that are scheduled to play such as a lack of sufficient players to field a legal team.

#### **E.12.a. Weather**

There are several weather-related scenarios that might cause a game to be cancelled--severe or constant rainfall rendering the field unplayable, impending severe weather, extreme heat (potential health risk), or extreme cold (composite bats cannot be used if it is too cold).

It is the Board's ultimate responsibility to declare a game cancellation, but when the decision is based on the playability of the field, the Facilities and Grounds Coordinator or designee should be on-hand at the field and provide their input to the Board. The league coordinator and team managers should also be afforded the opportunity to provide input to the Board prior to reaching a decision. A vote by the entire Board to cancel a game is NOT required. The Board liaison for that league or another designee will have the authority to make the cancellation official.

Weather-related cancellations are typically rescheduled as makeup games, and immediately fall into the protocol for assigning a new game timeslot. This decision should be made as soon as possible after the cancellation is declared by the Board.

Game cancellations require a series of communications to be immediately implemented. The coordinator of umpires, scorekeepers, and scoreboard operators should be notified of the cancellation, as well as the two team managers if not already on hand at the field. A broadcast email message to the Club membership should be sent as soon as possible with the news of the cancellation, as well as the assigned makeup game timeslot.

#### **E.12.b. Forfeits**

The SCP Local Rules specify how many of a team's roster players are required to be in the game lineup to be considered a legal game and to avoid a forfeit. If a team cannot field the required number of players, the manager should inform the league coordinator, who in turn will inform the Board that the game will be forfeited. If a team is required to forfeit a game, the opposing team will be awarded a victory by a score of 1-0. It will not be eligible to have a makeup game scheduled.

### **E.13. Makeup Games**

Other than a forfeit situation, anytime a regularly scheduled game is cancelled or postponed, it is the responsibility of the Board (or League Coordinator, if authorized) to assign a makeup game timeslot based on the established guidelines.

#### **E.13.a. League Schedule**

If the Board is operating under the premise that makeups will be scheduled for all postponed or cancelled games, then an adequate number of timeslots should be factored into the league schedule at the time it is created. A good guideline is to provide 2-4 time slots during any given week if possible. These timeslots should be booked ahead of time on the field reservation program, but at the discretion of the Board or a league coordinator, the makeup timeslot can be designated for a practice session if not used for a makeup game.

#### **E.13.b. Assignment Protocol**

Ideally, makeup games will be scheduled sequentially based on the available makeup game timeslots, but no earlier than 36 hours from the date/time of the regularly scheduled game. Due to extenuating circumstances, the Board (or League Coordinator) will reserve the right to alter the sequence of makeup game assignments. For instance, if a makeup game will result in a team playing multiple days in a row, the Board may opt to skip over a makeup game slot. The Board may also declare that a makeup game will not be played if it is near the end of a season and the outcome of the game will have no impact on the final standings or seedings of a scheduled End-of-Season Tournament.

#### **E.13.c. Auxiliary Staff**

It is the responsibility of the previously assigned umpires, scorekeepers and scoreboard operators to officiate/score a makeup game. If unavailable, they will contact their committee chairs to find replacements for the game.

## **F. CLUB DOCUMENT SAMPLES**

The following Club documents in MS Word format are available to authorized Board members and can be found in the Club's cloud-based storage and archives in the folder named "Board Documents".

- CA Charter Club Documents
- Job Descriptions
- Membership Meeting and Banquet Documents
- Code of Ethics Documents
- Sample Conduct Letters
- Election Documents
- Policy Documents
- Financial Documents
- Registration Documents
- Rules Documents