

SUN CITIES SENIOR SOFTBALL LEAGUE
OPERATIONAL PROCEDURES
REVISED: League Board Approved 12/17/2008

This is a living document and will be updated as new procedures are adopted.

Art. I League Organization

- A. The Sun City Senior Softball Club (SCSSC) and the Sun City West Softball Club (SCWSC) shall be represented by this league.
- B. It shall be known as the Sun Cities Senior Softball League, hereafter referred to as the **League**.
- C. The League shall be governed by a seven (7) member Board of Directors, hereafter known as the **Board**.
 - 1. They shall be members of their respective Club's board of directors.
 - 2. Three (3) shall be appointed by each Club President to serve a one-(1) year term; may be reappointed.
 - 3. The presidency shall alternate each year between the clubs, so a fourth director shall be appointed by the Club's President: Sun City West in odd years, Sun City in even years.
 - 4. The Board shall elect a vice president and secretary during its first meeting.
- D. There are currently two (2) Divisions:
 - 1. American
 - 2. National
- E. Each Division shall have representation from each club on the Board.

Art. II Duties:

- A. **President**
 - 1. Preside over all league meetings.
 - 2. Provide an agenda one (1) week prior to the meeting for all Board members.
 - 3. Call special meetings if needed.
 - 4. Schedule and conduct an annual meeting of all league members.
 - 5. Ensure that the previous three years of minutes are retained and given to the next president.
- B. **Vice President**
 - 1. Perform above duties if League President is absent.
- C. **Secretary**
 - 1. Record the business of the Board and publish the meeting minutes.
- D. **Board Member**
 - 1. Participate in all Board meetings, make motions and vote on business items.
 - 2. Select/appoint chairmen for the different committees and approve committee members.
 - 3. Ensure that a representative (Proxy) from their local club attends the Board meeting if a member is unable to attend. That person will be allowed to vote.

Art. III Method of Operation:

- A. Business will be conducted using Robert's Rules of Order.
- B. Decisions will be made by majority vote.
- C. The president will vote
- D. All meetings must have a minimum of five (5) Board members/Proxy to make any decisions.
- E. All meetings will be open to all league members; only Board members/Proxy may vote.
- F. The Board must approve meeting minutes before being posted to the website and bulletin boards.
 - 1. Approval may be via email.
- G. Board members will be selected to represent all committees and will either be the chair or select a chair and committee members as needed.

Art. IV. Meetings

- A. The Board will meet monthly, usually on the Wednesday after both clubs have met, provided there is business to conduct..

Art. V Committees

Recommended changes must be presented to the Board

- A. American (See Art. IX for various duties of American Committees)
- B. National (See Art. VIII for duties)
- C. Data (three (3) year renewable term)
 1. Two persons, one from each club, with backup.
 2. Publish rosters/schedules and give to managers.
 3. Post league information on bulletin boards and website.
 4. Maintain a current master player information roster including dues paid or owed.
 5. Provide data for drafts, player placement and sub pools.
 6. Provide information for Hall of Fame, Angels in the Outfield.
- D. Hall of Fame
 1. Conduct the selection according to rules outlined by the Hall of Fame selection process.
- E. Equipment & Supplies (no term limit)
 1. Minimum two persons, one from each club
 2. Procure items authorized by the Board and clubs
 3. Pro-rate costs between clubs based on membership ratios. (reworded)
Since 2004 the ratio has remained at 1/3 Sun City to 2/3 Sun City West.
- F. Team Sponsors (no term limit)
 1. Two persons, one from each club.
 2. Coordinate team sponsorships according to club membership ratios.
 3. Maintain a current sponsor list with the following:
 - a. Name, contact person, phone number, year of first team
 - b. American or National preference; team name, jersey color and replacement year.
 - c. Whether Sun City or Sun City West sponsor.
 4. Maintain a prospective sponsor list, by city, including the following:
 - a. Name, contact person, phone number, date contacted.
 - b. American or National preference
 5. Maintain contact with sponsors and extend invitations to the annual banquet and other functions.
 6. Sit out most recent sponsor(s) if fewer players/teams are available??.
 - a. Record this information in the sponsor log.
 - b. Reinstate sponsor as soon as team is available.

Art. VI Responsibilities of League Board

- A. Determine bat and ball regulations
- B. Establish eligibility for League play.
- C. Establish criteria for Hall of Fame inductees.
- D. Conduct hearings for player infractions conveyed to the Board by the American and National Committees with the right of rebuttal by the player.
- E. Appoint special committees when needed
- F. Coordinate summer sessions.
- G. Review and vote on proposed changes by National and American Committees
- H. Encourage safety and good sportsmanship.
- I. Conduct annual election of officers for the Board.
- J. Appoint (Board) representatives for National and American committees
- K. Ensure representation of each Division on the Board.

- L. Establish calendar dates for sessions of play

Art. VII Duties of Club Boards and Committees

- A. Ensure proper maintenance and use of fields and facilities.
- A. Schedule and coordinate special events held at respective fields.
- B. Coordinate team sponsorship; (See Art. V Committees; Team Sponsors)
- C. Handle purchase of uniforms and equipment (See Art. V Committees; Equipment and Supplies for jerseys and softballs)
- D. Appoint special committees as required.
- E. Conduct elections for Club officers and appoint representatives to the League Board.
- F. Collect player dues and approve and control all expenditures
- G. Maintain database of active players for both divisions.
- H. Maintain a current list of Club assets for insurance purposes.
- I. Establish and enforce disciplinary actions as required by Club bylaws.
- J. Ensure compliance with Recreation Center requirements for reporting injuries or incidents

Art. VIII. Duties of the National Committee

- A. Assign managers to teams
- B Determine if managers want to draft players or have them assigned using matrix.
 - 1. If using matrix, strive for parity among teams and make adjustments if necessary.
- C. Publish schedules and maintain rosters.
- D. Establish, disseminate and enforce rules with emphasis on safety and good sportsmanship.
- E. Review rules prior to the Fall session; present any changes to the League Board.
- F. Review incidents of by-law infraction and player misconduct and report findings to the League Board for any disciplinary action.

Art. IX. Duties of the American Committees

Report committee activities to the Club Boards and the League Board.

Two year, renewable terms (staggered), except as noted

- A. Manager Selection (See Addendum)
- B Player Placement (See Addendum)
- C. Rules (See Addendum)
- D. Publicity
 - 1 Select reporter for Fall and Spring session write-ups.