

THE VILLAGES RECREATION SOFTBALL DIVISION 5 POLICIES AND PROCEDURES

WINTER 2024

Effective 1/1/2024 - All changes are in RED.

The Villages Recreation Department's softball program is designed to offer recreational play in an organized and structured format to residents of The Villages. The Recreation Department regulations, the Official Senior Softball USA Rules and The Division V Rules govern play, and all players are required to abide by them.

Participants are reminded that softball is a game to be enjoyed. Exercise, fellowship, and friendly competition are our goals. Negative comments about fellow players, opponents and umpires are not in keeping with the spirit of the sport. Disagreements between managers and players should be expressed with respect and consideration by both parties, preferably in private. No one should be disparaged or criticized in front of teammates and spectators.

The Policies and Procedure will only be changed during a season in progress as directed by The Village Recreation Department or by the Board of Directors for Division 5 for safety reasons. Documented clarifications of items below can be issued by the Board of directors if required.

To avoid massive emailing, where miss interpretations can occur, D5 participants may request to address the Board of Directors at their monthly meeting concerning topics of their concern. Documentation of the subject to be covered must be forwarded to the BOD prior to the meeting. A time allotment of 15 minutes for the presentation is allowed. The Board reserves the right to limit presentations. A CODE OF CONDUCT infraction may occur if this Policy and Procedure is not followed as documented. Please see D-GOVERANCE 6. for further guidelines.

The Villages COVID-19 protocol will be followed at all times.

CODE OF CONDUCT

The use of obscenity, profanity, or vulgarity in any conversation involving participants will not be tolerated. It is everyone's responsibility to maintain a safe, pleasant, and comfortable playing atmosphere. Every individual who participates in this program has the right to be treated with respect. No one should be disparaged or criticized in front of teammates and spectators. Bring your complaints or concerns to your manager or any Board of Director. They will investigate and address any concerns. Participation or involvement in or presence at any Division 5 Softball Activity is a privilege rather than a right. The Division 5 Board of Directors reserves the right to file an incident report to the Villages Recreation Department Representative for any violation of the Code of Conduct by any participant or their guests.

MISSION

The division will make every attempt to have all who wish to participate have an opportunity to do so. The division will create as many teams and players per team as necessary to allow this to happen. The division Board of Directors is responsible with establishing all policies, procedures, and rules to accomplish this mission and in turn charge the Commissioner with implementing and enforcing these policies, procedures, and rules.

A-PLAYER QUALIFICATIONS

- 1) Players must be residents or certified renters of The Villages.
- 2) The age requirements to participate in senior softball are: a male player must become at least 50 and a female player at least 40 years of age during the calendar year to be eligible to play in Senior Divisions that calendar year.
- 3) Players must sign a release form before being eligible to practice.
- 4) New players must attend three (3) official practices (evaluations) before becoming eligible to play.
- 5) Players must sign up during a posted enrollment period in order to be assigned to a team.
- 6) Players who sign up may be drafted by a manager and assigned to a team roster. Those who do not sign up in the posted enrollment period may be eligible for substitute status or as roster players as space becomes available.

B-ATTENDANCE

- 1) Drafted roster players must play in at least seventy (70) percent of the scheduled games. "Replacement Players" will be given the number of games they can miss when they VOLUNTEER to come off the S2 list. Example: 12 games remaining, may miss $12 \times 0.3 = 3.6$ rounded up to 4 games.
- 2) Roster players may request a "leave of absence" for absences of more than eight (8) games if caused by injury, illness, family emergency or other acceptable reason as determined by the Division Board of Directors (BOD). This request must be in writing to the team manager who will forward it to the BOD. If granted, the player will be removed from the team roster and will be replaced by another player. Games under this scenario will not count towards the 70% computation. Players returning from a leave of absence during an active season will be placed on the players wanting to be placed on a team list for the remainder of that season.
- 3) If a team needs a replacement for an "A" or "B" player and there are none available, the manager may choose to take a "B" player to replace an "A" or a "C" player to replace a "B" player. A manager may not take a player of a higher rating except for a pitcher.

- 4) Roster players who refuse to play on a team and/or score keep, for their own personal reasons (Other than injury, illness, and family emergency or other acceptable reason as determined by the BOD.) will be removed from the active team roster and placed in the substitute "S4" category for the remainder of that season and for the same number of games for next season. EXAMPLE: If a player refuses to play in the last four games of the season, they will be ineligible to play in the first four games of the following season.
- 5) Players are encouraged to report to their manager 45 minutes before their scheduled game time. This will allow the manager to have the lineup and score keeping sheet turned in 30 minutes before the schedule start time for their game.

C-ALCOHOLIC BEVERAGE CONSUMPTION

- 1) Board Members, Players, Managers, Score Keepers and Umpires are not permitted to consume alcoholic beverages during their scheduled game time and if in the opinion of the Director In Charge a player appears impaired prior to their game, score keeping duties, or prior to substituting in a game they will not be allowed to participate. The non-consumption area includes the entire complex where the games are being played. Any of the above-mentioned members of Division 5 Recreation League found violating the Rule during their scheduled game, will be asked to leave the field immediately. An incident report will be filed with the Villages Recreation Department with the recommendation for suspension.

D-GOVERNANCE

- 1) The Division 5 will be governed by a Board of Directors (BOD) duly elected by a popular vote of the players, managers, substitute players with an S2 priority and non-playing umpires, playing in the Fall Season.
- 2) The BOD will consist of seven (7) players, players waiting to be assigned to a team, or nonplaying umpires from Division 5. Each Director will serve a three (3) year term. Newly elected Directors will take office on January 1st following their election with their term of office ending three years later, on December 31st. Newly elected Board members will be invited to attend the draft for the Winter season. The newly elected Board members will be MUST DRAFT for the Winter season and the Board members leaving the board in January will NOT be MUST DRAFT. Board members cannot be managers during their term in office.
- 3) Should a Board member vacate his position on the Board, regardless of the reason, the BOD will appoint a replacement from the current season player pool. The replacement player will serve on the Board until the next general election at which time he may run for reelection for the remainder of the unexpired term. Sitting Board members are not eligible to be appointed to fill vacancies. Should an appointment be needed to fill a vacancy and that appointment would cause a majority of the Board

positions to be appointees, a "Special Election" from the current season's eligible voters of players, managers, and umpires, S2 subs will be conducted to fill the vacancy. This "Special Election" will be held within thirty days (30) of the date the vacancy occurred.

- 4) If a Board of Director resigns, for whatever reason for any reason other than medical, family emergency or Board approval, they cannot run for or serve on the Board for a period of two (2) years (24 months) after the resignation.
- 5) The BOD will, during its first official meeting of the new year, in January, following the election, elect a Chairman of the Board, hereinafter referred to as the Commissioner. The election of the Commissioner will be by secret ballot and all Directors are eligible to be elected Commissioner.
- 6) Should a player, manager, umpire, S2 sub wish to appeal a Board decision or address a concern they may submit to the entire Board a written request to be heard at the next Board meeting at least 7 days prior to that meeting. The written request must detail the action being appealed and/or the concern being presented to the Board. Should the Board, in writing, deny the request to be heard, then and only then should the offended be permitted to appeal to the higher authority within The Villages Recreation Department. The Board will allow fifteen minutes at the Board meeting to hear the appeal or concern and act on it in writing.

7) QUALIFICATIONS TO BE ON BOARD OF DIRECTORS

1. Directors must be full-time residents of The Villages.
2. The BOD will consist of seven (7) players, players waiting to be assigned to a team, or nonplaying umpires from Division 5. Each Director will serve a three (3) year term. Newly elected Directors will take office on January 1st following their election with their term of office ending three years later, on December 31st. Board members cannot be managers during their term in office.
3. Directors must have demonstrated a knowledge of the game and of the Division 5 Playing Rules and Policies & Procedures.
4. Directors must maintain a positive and constructive relationship with fellow Board members, the Managers and the Players and display good sportsmanship on and off the field.
5. Directors must have access to a computer, printer, and a current email service.
6. Directors cannot be a manager as of January 01, 2019

8) BOD ELECTIONS

1. The BOD will hold elections of its members during the Fall season on the 2nd Thursday of November, or the Thursday following should the second Thursday be a non-playing date.
2. The Notice of Election will be posted on October 1st or the closest playing date prior to October 1st. The notice will include the positions and terms to be filled.
3. Applications to fill the open positions may be obtained from any Director. All candidates must turn in their completed applications to any BOD member by the third (3rd) Thursday in October. Candidates will be required to certify that they meet the Director Qualifications and have read and agree to the Director Responsibilities.
4. Copies of all applications will be sent to all players whose email address is on file the next day after the application process ends and the day before the actual election.
5. Any player is eligible to vote who has either played, subbed, umpired, served as a non-playing manager, board member or served as a scorekeeper any time during the current calendar year.
6. Voting will be by paper ballot during the second (2nd) Thursday in November. The names of the candidates will be preprinted and the number of candidates to be elected will be displayed. Voters may vote for the candidate(s) of their choosing. They may vote for one or any number of candidates that are to be elected not to exceed the number required to be elected. The voter must clearly indicate the candidate(s) they choose. Two BODs will be assigned to oversee the election by the Commissioner. They may be assisted by any other BOD member, not running for office, so that they may play their scheduled game.
7. Voting will be at the field of play starting ½ hour before the start of the first game until the end of the last game.
8. During the voting, candidates' applications will be at the voting station for review.
9. An ethics committee will oversee the election to assure there is not negative campaigning.

9) DIRECTOR RESPONSIBILITIES

- 1) The BOD will meet at least monthly during the season of play. Adequate minutes of each meeting will be recorded, maintained, and distributed. These meetings are for BOD members only and invited guests of the BOD.
- 2) The BOD will meet with the Division 5 Managers at least once during a season. These meetings will be held prior to the Board meeting normally on the second Monday of a month. Managers must submit items they wish to be

discusses seven (7) days prior to the meeting. The Board will provide minutes of all Board meetings to the managers within ten (10) days of the Board meeting. These minutes exclude vote tallies and any discussion related to a individual player or manager. Only managers or their appointed representative in case of their absence, BOD members, and BOD invited guests may attend these meetings.

- 3) The BOD is authorized to conduct business and vote by electronic means. The electronic business and votes will be entered into the minutes of the meeting following such action.
- 4) The BOD will continually seek out manager candidates and have an approved list of those candidates in case substitutions need to be made. Managers will be approved by the BOD before the draft of each season.
- 5) The BOD will schedule an individual Director to assume Director-In-Charge duties at the ballpark on each game day.

10) COMMISSIONER RESPONSIBILITIES

1. A newly elected Board will during their first meeting of the new year, by secret ballot, elect one of its members to be the Commissioner who has had a minimum of one year of service on the Board. The Commissioner will be the point of contact with The Villages Recreation Department and the other Divisions.
 - a. The Commissioner will lead all BOD Meetings by preparing an agenda for the meeting and keeping the meeting moving in a timely manner. These meetings will be on the second Monday of every month supplemented by additional meetings if required.
 - b. The Commissioner does not have absolute power and will consult with BOD members prior to making rule changes and or major decisions outside of those made at a BOD meeting.
 - c. The Commissioner is empowered to manage funds. A Treasurer will be appointed and approved by the BOD to oversee these funds. All expenditures will be approved by the BOD. The Treasurer will submit a financial report at each BOD meeting. Refer to the addendum titled TREASURER for details.
 - d. The Commissioner, by default, becomes the face of the BOD. Therefore, he must always conduct himself in a professional manner.
 - e. The Commissioner will only vote in the event of a tie between the other Directors on any issue.

11) DIRECTOR-IN-CHARGE DUTIES

1. The Director in Charge for the day, with the complete support of all BOD members may make allowances from the policies, procedures, and rules to facilitate situations such as games being played late, late arrivals, medical issues, et al if the affected managers are given the options and universal agreement is attained. Director-in-charge should arrive at the ballpark by 7:30AM (8:00AM if Buffalo Glen is being used during a school year) to perform the below duties:

- a) Open D5 security box located in the scoring tower and remove all the score sheets and sub signup sheets for game day.
- b) Score sheets should be organized by start times and placed on clip boards by the previous DIC. The current DIC must have the current umpire assignments displayed.
- c) Set up the card table, if necessary, and open sub signup sheets.
- d) At 30 minutes before game time collect the white official line-up sheets and with assistance from another BOD or the score keeper manager, draw pills for sub(s) as needed.
- e) Selection of Subs:
 1. Check to assure that players have signed up in the appropriate place S1, S2 or S3 roster players "A" subs will be assigned first, then "B" subs and finally "C" subs all based on the lowest pill number for any rated sub. If there are no "A" players available, the team will be assigned a "B" player selected from the sub list by the manager needing a "B". If no "B" players are available, the team will be assigned a "C" player selected from the sub list by the manager needing a "C". All teams will play with 12 players in their lineup and 11 players in the field.
 2. Draw pills and assign pill numbers for each player signed up to sub for that game time.
 3. If a pitcher is needed, they are assigned based on the pill number drawn - player rating is not to be considered. If more than 1 pitcher signed up, pick the lowest pill number starting with S1 first – a player wanting to be assigned a team.
 4. Double check each team's sub(s) requirement, then starting with S1 then S2, and S3 players assign the lowest pill number in each group to teams needing sub(s).
 5. During the above process keep all players and managers away from the area allowing you to concentrate on selecting the subs. Always double check the selections before turning in paperwork.

This is a two-person job and the manager responsible for scorers for those games may assist the DIC.

6. If a team needs an "A" or "B" sub and there are none signed up that team needing the "A" or "B" sub may pick any player equal or lower rated signed up to sub prior to subs being assigned according to the procedure above.
- f) Game Duties:
1. As DIC you should be available so if a problem arises or a sub(s) is needed during a game you can assist. It is advisable to have the latest copy of both the D5 Playing Rules and D5 Policies and Procedures.
 2. After each game confirm the score sheet has been submitted to the newspaper. Collect the score sheet and give them to the league statistician. After the final game return score book, pens, pills and clip boards to the D5 security box and lock it. Return card table back to scoring tower.
 3. Be prepared to end all games should the Recreation. Department confirm that temperatures have met the dangerous threshold.
 4. DICs may only substitute if they have found another Director to take charge while they substitute in a game.

E-MANAGERS

1. The BOD is responsible for identifying responsible candidates who are capable of managing a team. The BOD will select managers, as needed, from the candidates that have been so recognized.
2. Managers who get suspended are relieved of all manager duties for the rest of the season they are suspended in and cannot be a manager or a bench coach for a maximum of one year based on the Board of Directors review and determination. An ejection or Code of Conduct violation carries an automatic two game suspension or longer until The Villages Recreation Department completes its due diligence which could extend the suspension until they have completed their investigation. While suspended they cannot be at the sign-up table, make out their team's line up, be on the field, umpire, keep score, be in the dugout, nor participate in any way of running the team - they are restricted to being an observer and cannot manage seated in the stands during their suspension. After their suspension they may return to the team as a player only and may not umpire any games. NOTE: This has been reviewed with and approved by The Villages Recreation Department. Fail to comply with the above will lead to an INCIDENT REPORT being written and further suspension.
3. Manager Qualifications
 - a. Managers must be a fulltime resident of The Villages.

- b. The Manager must have been drafted and played on a team a minimum of four of the last six seasons or the last three seasons in Division 5. Managers who quit during a season and board members who resign during their term cannot be a manager for a period of two years. Exception is a nonplaying manager selected by the Board based on experience and tenure.
- c. The Manager must have demonstrated a knowledge of the game and of the Division 5 Playing Rules and Policies & Procedures.
- d. Manager candidates must attend a player draft as an observer, as approved by the BOD prior to his first draft as Manager.
- e. The Manager must have maintained a positive and constructive relationship with the BOD and displayed good sportsmanship on and off the field.
- f. Managers must have access to a computer, printer, and a current email service.
- g. Managers must be approved by the BOD.

F-MANAGER DUTIES AND RESPONSIBILITIES

1. Managers will be responsible for:

Drafting of players for their team. Managers may have a non-playing bench coach who must meet BOD's approval. This bench coach may assume manager duties, with BOD approval, in the manager's absence which will be the only time they may interact with umpires. -Bench coaches are eligible to sign up as subs. They cannot sub for the team they are bench coach for, nor can they sub for another team while their team is playing.

The BOD will make every effort to ensure there are qualified pitchers available. However, managers take the responsibility for who they draft as their pitcher.

- a. Making their players aware of the Division 5 Policies and Procedures & Playing Rules.
- b. Distributing the team's playing and scorekeeping schedule to the players.
- c. Maintaining an effective and timely line of communication with the players and Board members.
- d. Completing the official line-up forms and submitting substitute requirements to the DIC at least 30 minutes prior to game time.
- e. Identify on the line-up form and score sheet those players who need courtesy runners (R), the pitcher (P) and substitutes (S).
- f. Assign knowledgeable players to perform scorekeeping duties when scheduled by the Board. The Manager of the assigned scorekeeping team is to be present, in the scoring tower, throughout the day to assist scorekeepers and help select substitutes. All assigned score keepers must be present 30 minutes prior to the scheduled start of the game they are assigned. The manager cannot be a substitute on the day the team is scorekeeping. It is urged that the manager does not keep score but supervises their players.

- g. Attend meetings and communicate electronically as requested by the Board of Directors.
- h. Managers are responsible for maintaining proper decorum for themselves and their players during the playing of a game.
- i. The Manager will assure all players are in the dugout supporting the team's play when not on defense. The only exception to this policy would be bathroom breaks. At no time are a player and/or Manager allowed behind the home plate screen during the playing of their game.
- j. Managers and managers ONLY are allowed to address umpires. However, managers may notify the home plate umpire that he has designated one of his players to speak on his behalf.
- k. Should a manager determine one of his players is in violation of the Code of Conduct during a game, he may remove that player from the dugout. No substitute player will be assigned, and the player will be an automatic out when it becomes their turn to bat. The manager must write and submit to the BOD an "Incident Report" within 24 hours. BOD may elect to submit the "Incident Report" to the Recreation Department for their review and action.
- l. Managers must have available at the fields the emergency telephone numbers for all their players. We suggest that they have the players application with them. The BOD urges players to tell their managers of any health issues they may have which would be helpful to EMTs if needed for them. The player or manager will document these issues on the back of the application. These issues would be, as examples, but not limited to heart problems, allergies, diabetes.

G-THE DRAFT

1. The draft is the method used to select players for teams. The players who have completed the application and release forms will be added to the draft pool of players.
2. Players who have played one (1) or more seasons in Division 4 and who were not drafted in Division 4 & have indicated a willingness to play in Division 5 will automatically be added to the draft pool and will have **MUST DRAFT STATUS** in Division 5.
3. Division 5 players and newly evaluated players who have applied to play in Division 4 and were not drafted by Division 4 may indicate a willingness to play in Division 5. These players will be added to the end of the Division 5 draft list. They will **NOT** have **MUST DRAFT STATUS** and will be subject to all published rules concerning the draft.
4. Newly evaluated players for Division 5 and players who have participated in Neighborhood 5 but not Division 5 are not guaranteed to be drafted. All players who are not drafted and wish to be placed on a team in Division 5 will be designated an S2

priority substitute and assigned to a team as soon as a vacancy arises. The BOD will maintain a list of these players. **EXCEPTION: Players undrafted for two consecutive seasons are S3 substitutes.**

5. All undrafted players' names will be given to Knudson (K5) if the player checked that they wish to play there if undrafted in D5. Those who elect to play in K5 will be drafted their first season in K5.
6. If a player is not drafted for two consecutive seasons, they will automatically be assigned to the K5 draft if they desire. If they wish to remain in D-5 they will be an S-3 substitute. They may reenter the D5 draft after playing one season.
7. Only Board members, managers, individuals invited by the Board, and Board approved manager helpers may attend the draft.
8. Prior to the draft, managers will be provided with a detailed listing of the players who have requested to be placed on a team including their most current batting statistics and all data needed to enhance communication with them.
9. Managers should attend the draft prepared to make their selections.
10. Every team drafting players will have 2-A players, 5-B players and 5-C players based on the rounds the player was selected in. The player(s) drafted in the first two rounds will be given an "A" rating. Players selected in rounds 3-7 will be given a "B" rating and players selected in rounds 8-12 will be given a "C" rating.
11. When a team drafts a player who has a "P" (pitcher) as their POS1 (first choice of position to play) that team has drafted their designated pitcher. All teams must draft their pitcher by the designated draft round before any team may draft a second pitcher.
12. Managers will select themselves and pitchers will be selected in the round designated by the Board announced prior to the draft. Board of Directors, **Chief Umpire, Division Statistician, and Division Web Site Administrator** must be drafted by or before the final round of the draft.

H-TEAMS

1. Teams will consist of **twelve** players. A manager who is a player will be included in the above numbers.
2. Decisions regarding the batting order and defensive assignments are the exclusive responsibility of team Managers except for the placement of substitutes in the line-up.
3. Team members will be dressed in conforming uniforms with a player's last name in a minimum of 2 ½ inch letters in a color that is clear visible on the back of the shirt and with a 5" number on the back if the team desires. All players will wear conforming baseball caps; the only exception to this rule would be for medical conditions. Replacement players are expected to be in full uniform after two weeks assigned to the team's roster. With 8 or less games remaining in the season, replacement roster players will not be required to be conforming attired. Sleeveless shirts are prohibited.

4. In the event a team cannot field **twelve** players and there are no subs available, they may be allowed to play with eight (8), nine (9), ten (10) or **eleven (11)** players without penalties. As substitutes become available, they will be assigned to a team playing with eight (8) then nine (9) then ten (10) **then eleven (11) players**. Seven or less roster players available to play is a forfeit.
5. A standing committee made up of 1 director, 1 manager and 1 player will resolve any errors in classifications; they will also evaluate any player who has not been rated through the draft. All new players and players not assigned a team during the draft will be considered C's unless and until they can be evaluated by the standing committee.

I-SUBSTITUTES

When a player signs up to be a substitute and they later decide they do not want to substitute and leave the complex they **MUST** notify the DIC and/or cross off their name from the substitution list prior to substitute selection. This activity will be monitored and players failing to comply will not be permitted to substitute during the next playing date. Bench coaches are eligible to sign up as subs. They cannot sub for the team they are bench coach for, nor can they sub for another team while their team is playing.

- 1) **FIRST PRIORITY SUBSTITUTES**-These players are known as S1 substitutes who have just recently completed the certification (evaluation) process through The Villages Recreation Department and are awaiting a permanent team assignment or choose to remain as a 'sub only'. This designation will be assigned only until the player has been a substitute for a total of three (3) games. All newly evaluated S1 players will be initially rated as a "C" player. Once this player has played one (1) game and wishes to sub for another game on the same day, their designation will be changed to S3.
- 2) **SECOND PRIORITY SUBSTITUTES**-**S2 subs are S1 players who have completed their 3 games as S1 players. S2 subs also include Roster players who have been released from scorekeeping duties for that day. Undrafted players will be S2 subs unless they have not been drafted for two or more consecutive drafts. If a player is undrafted for two consecutive seasons, they will be S3 subs.** The BOD will maintain a separate list of S2 players who either wish to be placed on a team or wish to remain as a sub only player. All S2 players will be rated by the evaluation team which may or may not be changed during any given season.
- 3) **THIRD PRIORITY SUBSTITUTES**-Known as S3 is roster player who are substituting in their first game of the day. All S3 players will be rated according to the most recent draft. All players not drafted for two consecutive seasons **will be given the option to play at Knudson. They will be **MUST DRAFTS** for one season if they choose to go to Knudson.**

- 4) **FOURTH PRIORITY SUBSTITUTES**- Known as S4 players are any player who have already played in two games that day or is waiting to return based on them leaving a team without due cause.
- 5) **TOURNAMENT SUBSTITUTES**- roster players will be classified as S1 players and all non-roster players will be classified as S2 substitutes. Pitchers **may** sign up as a position player. If a team does not qualify for the playoffs that team's players will be priority subs for the games played on the first day of playoffs.
- 6) If a player is brought into a game to play for an injured player, they shall not be considered to have played as a substitute for that game. See J-#3 below.
- 7) A player's priority is to his own team. If they are participating in a game as a sub prior to their own and their game is ready to start, they must leave the game in which they are subbing and report to his regularly scheduled game. This rule applies to players umpiring as well.
- 8) Substitutes are allowed to be courtesy runners.
- 9) Substitutes will be chosen from the existing sub-list (until it is exhausted). If a player becomes ill or is injured and must leave due to an emergency, or must comply with sub-paragraph 6 above, the DIC will locate a player of the same rating. If injury, illness, or ejection causes a team to fall below eight roster players, it will not lose on a forfeit.
- 10) No substitute will be allowed for a player who leaves the game for reasons other than an emergency, injury or to participate in a player's own scheduled game. Players who are removed from the game by their manager for "Code of Conduct" violations will not be replaced by a substitute and will be a automatic out each time they are scheduled to come to bat. When the player, who left their game for any other reason than those above, has their turn at bat come up, the team will be charged with an out. This includes players ejected from the game by the umpires.
- 11) After subs have been drawn and assigned to a team, the manager will not be allowed to remove the sub and insert a roster player that arrived late.
- 12) A manager can request a sub pitcher if the team has **11** roster players ready to play at the field but not their designated pitcher. A team with 11 roster players ready to play at the field, including their designated pitcher, cannot request any substitute pitcher. THAT IS: If a team's designated pitcher is in the lineup either he or another roster player on that team must pitch. If the designated pitcher is injured a pitcher will be assigned as a substitute from the players signed up to pitch or another of the team's roster players that are in the lineup may pitch. All pitchers MUST wear a protective mask whether they are the designated team pitcher, authorized substitute pitcher, or roster player who for whatever reason is utilized to pitch.

- 13) A game will be forfeited if an illegal substitution is discovered at any time. A CODE OF CONDUCT violation may be written by the BOD on the manager involved.
- 14) Players on a team that has forfeited their game and/or playing in a cancelled game will be allowed to substitute in games as an S4.
- 15) Managers are required to list substitute players at the end of their line-up. Managers may select the batting order for the subs, following the roster players. If a manager does not indicate the preferred batting order for the subs, they will bat in the order they were picked by the pill draw. Managers may designate where a substitute will play.
- 16) If a player notifies their manager that they will miss games (a minimum of 4 games are required to be missed) due to medical reason (such as: cataract removal, stent, dermatologist, family medical emergency) the manager will then notify the BOD what player will be missing how many games (games missed not to exceed the 70% rule or eight consecutive games with starting and ending dates for the games to be missed). The BOD will then authorize a medical substitute. The manager will ask a player from the S1 or S2, of the same rating, if they would want to be on his team for the prescribed games.
- 17) During tournament play ROSTER PLAYERS are S1 for sign up and substitute purposes. S2 SUBS will remain S2 subs and selected after all S1 ROSTER PLAYERS, by rating, have been exhausted.

J-PROCEDURE FOR SELECTING SUBSTITUTES

- 1) Managers must give two copies of their lineups to the Director in Charge (one copy to the score keepers and one copy for the opposing manager) thirty (30) minutes prior to game time. The lineup and score keeping sheet must have the pitcher (P) and players who need runners (R) designated. Substitutes shall be entered on score sheet after the regular players with proper notations.
- 2) Managers should note the number of subs needed on the substitution sheet located outside the snack bar **AT LEAST thirty (30)** minutes prior to the scheduled game time.
- 3) A team can receive an "A", "B" or "C" substitute for their missing like rated player to bring their team to the authorized roster level. A team may not receive a higher ranked player than is missing and must field a 12-player team. The Director in Charge will decide what is fair for all teams.
 - a. The DIC will begin selecting substitutes thirty (30) minutes prior to the scheduled game time. The procedure for picking subs is as follows:
 - b. The BOD member will draw numbered pills from the can and assign that number to each sub.

- c. All players that signed up to substitute for a game will have number pills drawn and the number assigned to them for the game they signed up to play.
 - d. Players will be placed on teams needing substitutes by selection of numbered pills with the lowest numbered pill being assigned first. "A" players required are assigned first, then "B" and finally "C" players all by pill number. If there are no "A" players available, the team will be assigned a "B" player as selected from the sub list by the manager needing a "B". If no "B" players are available, the team will be assigned a "C" as selected by the manager needing a "C". All teams will play with 12 players in their lineup.
 - e. All rated players in the S1 category will be assigned prior to any S2, S3, or S4 subs being selected based on their player rating. Those players who were not drafted on the most recent draft will be S2s waiting to be placed on a team and be an S2 for substitute selection. ~~as well as newly evaluated players. If a player is not drafted for two consecutive seasons they will be S3 subs.~~
 - f. The same selection criteria outlined above will apply to the selection of S2, S3 and S4 substitutes by rating and need.
 - g. The subs will be selected starting from the lowest number proceeding to the highest number within a priority until all the subs have been assigned or until there are no more subs. Low numbers are assigned first.
 - h. If there is only one game scheduled, the visiting team will receive a sub first and then the home team will receive a sub until both teams are filled or until all the available subs have been assigned.
 - i. If two (2) or more fields are being utilized simultaneously, selections will be made in ascending order of field number. For example: Field 1 Visitors and then Field 1 Home, then Field 2 Visitors, then Field 2 Home, etc., after which each team will then select its second sub beginning with Field 1 Visitors.
- 4) Selection of substitute pitchers is an exception. Pitchers will be assigned to teams based on their numbered pill drawn as a pitcher. Teams needing a pitcher will receive a pitcher as their first pick and they will be assigned before other substitute selections. Pitchers who sign up to substitute as a player (not as a pitcher) will be rated and their selection as a substitute is based on the pill number drawn for them. A team cannot receive a substitute pitcher if their pitcher is listed in their lineup. S1 and S2 pitchers are selected before a roster pitcher.
- 5) If there are not enough substitutes available, the DIC will have an announcement made over the PA system requesting additional substitutes. Teams starting their games with less than 12 players will be assigned substitutes during their game as they become available.
 - 6) We want to have a fair and equal opportunity for all to substitute. Managers and players may not preselect subs. Deviations from this procedure should be reported to the BOD in writing as soon as possible. If a sub is found to have been chosen

outside the system, he will be removed from the game, he will not be replaced, and each time he is scheduled to bat he will be counted as an out.

- 7) If a manager knows they will be missing a pitcher or "A" player, they are encouraged to call players to see they will come out and sign up as a substitute. There is no guarantee that the players they ask to sign up will be selected for their team. Selection is based on the pill draw.

K- REPLACEMENT OF ROSTER PLAYERS

- 1) **Players who want to be placed on a team and went undrafted have priority when replacement players are needed. Newly evaluated players who want to be placed on a team have the next priority.** They must have the same rating as the player being replaced. If more than one team needs a player, a "pill draw" will be utilized to determine which player is selected first.
- 2) Players who are not drafted from the previous draft process will **have priority as** replacement players for teams needing a player. These replacement players will receive a 'point'; each day they come to a game and sign up to sub whether they are chosen to play or not. When a team needs a player, the sub with the most points will be selected as the replacement player. If there is a tie with point accumulations, the 'pill draw' will be utilized to determine which player is selected.
- 3) Each Manager will be required to maintain a roster of players designated by the BOD. If a manager knows that any player will miss more than 30% of the games during the season, that player **must** be immediately replaced. Any Manager found to be skirting this rule may suffer sanctions by the Board. There will be no replacement players assigned if there are six (6) or less scheduled games remaining in the regular season.
- 4) Any manager requiring a replacement player, must submit a written request to the Board for a new player. Players will be assigned based on their category (S1 first), attendance as substitutes, and their rating (A, B, C). Managers may accept a lower rated player to fill out his lineup. A list of available replacement players and attendance records will be maintained. Managers may contact S2 "Sub Only" players to encourage them to be added to a roster.
- 5) Managers are encouraged to have S2 players declare they are ready to play based on their rating if there is a need for their team. A player who is asked to join a team as a replacement and refuses cannot later decide they want to play for another team unless the BOD approves based on health issues - they will remain a S2 sub for the remainder of the season.
- 6) When replacement players are selected the team needing the most replacements supersede other teams.
- 7) Players who come to Division 5 from another division will be reviewed prior to assigning them a rating as a replacement player. They may play as substitute players with a "C" rating until they receive their rating from the rating committee.

L-SCOREKEEPING GUIDELINES

Every team will be scheduled to keep score during the season. Some teams will get the duty multiple times during the season. All score keepers will be present 30 minutes prior to their scheduled game start.

- 1) The manager of the team assigned to score keep is responsible for furnishing enough players to score all scheduled games. The Manager does have the ability to recruit qualified personnel to assist in the scoring. Recruits do not need to be players.
- 2) The manager is responsible for scheduling, supervising, and managing the scorekeepers for the day. The manager will ensure that players have the correct designation on the score sheet: pitchers an "P", runners an "R" and substitutes an "S".
- 3) The manager of the team assigned to score keep must be present throughout the entire day in the scoring tower. He cannot sub that day. It is urged that the manager does not keep score themselves but supervise their players.
- 4) Each scorekeeper will be assigned to a scheduled game. The manager must submit their names and scheduled times to the DIC before scorekeeping is to begin. The list will be used to identify who is scheduled to score keep and when.
- 5) Managers will assure that the scorekeepers are trained in the proper scoring techniques and operation of the scoreboards.
- 6) Scorekeepers may substitute before their scoring duties or after they have completed scoring the game they were assigned. It is the Manager's decision when to release scorekeepers. Scorekeepers can sign up as a substitute in the S2 category.
- 7) If a scorekeeper is subbing in a game and it is time for his scheduled scorekeeping duties, he must immediately leave the game he is subbing in and report to the scoring booth.
- 8) After each game, the Manager will collect the score sheets, check them for accuracy, and return them to the league statistician to be submitted to the newspaper.
- 9) The Scoring Booth is for Scorekeepers only.
- 10) **Scorekeepers are required to announce the batter and the on-deck batter by name.**

M-UMPIRES

- 1) Umpires are the representatives of the Division 5 Softball when they have been assigned to a game. As such they are authorized and required to enforce every section and all parts of the playing rules.
 - a) Any disagreement with an umpire's decision must be expressed ONLY by the team manager. Players will not engage in discussions or disputes with umpires or badger umpires in any way. If an umpire feels badgered or the offending player refuses to end the discussion, the umpire will provide a verbal warning to the player and the team manager. The Umpire is empowered to eject the offending player should the badgering or the discussion continue.
 - b) Verbal abuse or any threat or act of physical aggression toward an umpire will result in the player's immediate ejection.
 - c) Use of profanity by a player may result in ejection from the game. Use of profanity by an umpire may result in their suspension.
 - d) Umpires will remove any player smoking on the playing field or in the dugout and anyone who throws equipment in a display of anger. Umpires may order any pet to be removed from the dugouts during a game.
 - e) "The Villages Recreation Department Incident Report" must be completed for any ejection of a manager/player and/or infraction of rule and must be reported to a Board member or the Villages Recreation Department the day of the incident. The Board of Directors will forward the report to the Recreation Department with a recommendation.
 - f) Ejection carries an automatic two game suspension, and the player is suspended **after** The Villages Recreation Department completes its due diligence which could extend this suspension for a undefined period. Any player ejected from a game cannot be on the fields or in the dugout during their suspension nor participate in softball activities such as coaching, score keeping and umpiring. The player is restricted to the stands. Violation will lead to an Incident Report with further suspension.
 - g) Umpires are responsible for maintaining a proper demeanor and treating players with respect.

TREASURER ADDENDUM

The Division 5 Board of Directors (BOARD) acknowledges that in order to conduct business to benefit The Division it will, from time to time, incur expenses. To that end the Board has established a checking account with Citizens First Bank. The Funds will be derived from various fund-raising activities and/or contributions. To ensure appropriate accounting and disbursement of those funds the following Procedures are establishment.

1: Each year following the election of Board members and the election by the Board of a Commissioner the Commissioner will appoint a Board member (Treasurer) to be responsible for ensuring approved procedures are followed for distribution and accounting of funds.

2: Funds received as a result of fund-raising activities or donations will be forward by the Commissioner to the Treasurer for deposit into the Division checking account.

3: Expenditures requests by Board members must be in writing and have, before purchase, approval of the Commissioner (if sufficient funds are not available the Commissioner will withhold approval until sufficient funds exist or an alternative funding source is identified) who will then forward the approved form to the Treasure. Upon receiving receipts for approved purchases the Treasurer will reimburse, via a check from the Division checking account, the appropriate Board member within 10 days of receipt.

4: The Treasurer will submit a report to the Commissioner, within 7 days of receipt of the Bank Checking Account Statement:

A: a reconciliation report identifying the balance and any outstanding checks.

B: a list of all approved purchases since the prior Board meeting.

5: Upon appointment of a new Treasurer by the Commissioner the outgoing Treasurer will work with the new Treasurer to ensure a smooth and orderly transition of all historical documentation and necessary activities with Citizens Bank. Should the situation arise where a change of Banks is necessary the Treasurer will gather all necessary information for presentation to the Commissioner and Board for approval of the new Financial Institution. BOD approved 12/03/2018