

Del Webb Softball Club
Effective November 3, 2025

GUIDING PRINCIPLES & PRACTICES

The Del Webb Softball Club exists to provide both recreational and competitive experiences for members in a team format. The Club offers recreational leagues, and men's and women's travel leagues, with varying skill levels for each league.

ARTICLE I. – FINANCIALS

Account	Income	Expenses
Operations Account	• Membership Fees • Concession Stand Donations	• Administration • Routine Field Maintenance • Concession Stand Supplies
Travel Leagues Account	• Sponsor Fees • Participation Fees	• Umpire compensation, • Tournament Fees ○ Tri-County Ladies ○ Del Webb Inv. • Uniforms • Balls
Community League (CSL) Account	• Sponsor Fees	• Team Uniforms • Championship T-Shirts • Balls • Bats • Field Equipment
Club Events Account (e.g., Dinner Dance, Picnic)	• Ticket Sales	• Cost of event
Charitable Donations Account	• Excess Shirt Sales • Concession Stand Profits (SCG&CC Events) • Bake Sale	• Local Youth Sports Organizations

1.0 Membership Fees

- 1.1 The Executive Board will determine the amount of dues. If a change is needed, it must be approved by a majority of the club's members in attendance at a duly called meeting.
- 1.2 Membership Fees are currently set a \$20 a year, except for a new club member, who joins during the last quarter, shall pay \$10.

2.0 Community Softball League ("CSL") Sponsor Fees

- 2.1 Money received from Sponsors will be used to offset the cost of team uniforms.

3.0 Travel League Fees

- 3.1 The Executive Board will determine fees. Currently \$20.00
- 3.2 The Executive Board has the discretion to waive the Travel Fees for any season, based on the Treasury balance.

4.0 Uniforms

- 4.1 CSL Uniforms
 - 4.1.1 CSL Uniforms will be replaced as needed.
 - 4.1.2 A common CSL ballcap will be purchased each year (3 seasons), to save money by bulk ordering.
- 4.2 Travel Uniforms
 - 4.2.1 Will be of consistent standard for men & ladies, regardless of league/division.
 - 4.2.2 Travel Uniforms may include Jersey, Shorts, Sweatshirts, Belt, Cap or Visor, and Socks. (Players may wear their own long pants, but they must be correct color.)
 - 4.2.3 Travel Jerseys are to be worn "tucked in", and uniforms must be clean.
- 4.3 Club does not purchase uniforms for non-rostered coaches or scorekeepers.
- 4.4 The Club does not purchase vanity apparel for any team member.

5.0 Gifts

- 5.1 Annual recognition shall be provided to each sponsor through the purchase of a plaque, cost not to exceed \$50.
- 5.2 The Club President, Managers and Executive Board shall send a Thank You note and/or a Holiday Greeting Card to each sponsor.
- 5.3 The Club does not provide financial remunerations to volunteers (except Travel League Umpires and Del Webb Invitational Umpires), whether they are club members or not.
 - 5.3.1 The exception is a limit of \$50 may be spent to recognize an outgoing Club Officer or a "Volunteer of the Year(s)", as selected by the Executive Board.

6.0 Charitable Contributions

- 6.1 The Club will comply with the HOA policy regarding solicitations.
- 6.2 The Club will not directly solicit Club members for donations to charities.
- 6.3 The Club will not donate to other Del Webb Clubs.
- 6.4 At the Spring Business Meeting of the Club Membership, the Charitie(s) will be selected for donations.
 - 6.4.1 The donation shall be a minimum of \$1,000.00 made to a youth sports organization in the vicinity of Del Webb.
 - 6.4.2 Monies for the donations will come from proceeds of the baked goods sale, sale of surplus jerseys, sweatshirts, etc., and Concession Stand proceeds from community events.

7.0 General Club Funds

- 7.1 Club funds will be used to cover the cost of all game balls, and a limited number of team bats (up to one per Travel Team and 2 for CSL).
 - 7.1.1 The bats will be good quality bats.
 - 7.1.2 If a club member wants a specific bat, they can purchase it for themselves.
 - 7.1.3 Team bats may only be used for team practices and league games.
- 7.2 The Club does not pay other clubs to play as visitors on their field.
- 7.3 The field may only be used for HOA sponsored and Softball Club events.
- 7.4 The Club is allowed to host three tournaments a year.
 - 7.4.1 The decision to host a tournament will be made by the Executive Board, with consideration of the financial and workload impact to the Club.
 - 7.4.2 Any Club sponsored tournament will be required to generate funds to cover the cost of the tournament.
 - 7.4.3 No Club funds may be used for a tournament.
 - 7.4.4 The annual Del Webb Tournament, which is hosted annually, will be hosted on a rotating basis by the individual divisions of the Sun & Fun Teams, as feasible.
 - 7.4.5 The Tri County Golden Ladies will host a tournament when designated.

8.0 Capital Project Expenditures

- 8.1 Project Expenditures of Club Funds up to \$1,000.00 may be authorized by the President, Vice President and Concession Stand Manager.
 - 8.1.1 Vice President and Concession Stand Manager have debit cards.
 - 8.1.2 Receipts for Debit purchases are required to be given to the Treasurer.

- 8.1.3 Concession Stand Manager will use the debit card for concession stand supplies only.
- 8.2 Project Expenditures between \$1,001.00 and \$2,000.00 require the approval of the Executive Board.
- 8.3 Project Expenditures of over \$2,001.00 will require a majority vote of the Club's members in attendance at a duly called meeting.
 - 8.3.1 Prior to recommending a \$2,001.00 project expenditure, the Executive Board shall take the following steps.
 - 8.3.1.1 Verify that the Club has adequate funds available.
 - 8.3.1.2 Provide documented estimates for the purchase and maintenance of the project.
 - 8.3.1.3 Produce an impact analysis: needs/use, time & effort by Club Members, etc.
 - 8.3.1.4 Obtain a preliminary approval from the appropriate HOA Committee, for anything that affects HOA property.
 - 8.3.1.5 The proposal to the Club shall clearly define a spending limit and any dependencies, e.g., final HOA approval.
 - 8.3.1.6 Once funds have been approved, the Club will be provided with regular reports on the status of the project, and the final cost, when the project is completed.

ARTICLE II TRAVEL TEAMS

1.0 Travel Team Managers

- 1.1 Candidates must be Softball Club members in good standing.
- 1.2 Candidates must be supportive of the Club values and goals which include Fair Play, Friendly Competition, a Positive Temperament, and Team Camaraderie.
- 1.3 Prior experience as a manager in CSL or In-House Summer League is desired but not required.
 - 1.3.1 Candidates, who have no prior experience as a Travel Team Player, will only be considered as a manager/player for a division based on their skill level as determined by their CSL play.
 - 1.3.2 If a candidate has no CSL experience, then suitability as a manager will be determined by the Travel Manager Selection Committee.
- 1.4 Candidates with prior manager/player Travel Team experience, will only be considered to manage in the Division in which their skill level has been determined, unless recommended by the Travel Team Manager Selection Committee and approved by the President.
 - 1.4.1 If a candidate is a manager only they may manage any division.

- 1.5 Travel Managers are expected to have the best overall interest of the Softball Club as their guiding principle in all team-related decisions.
- 1.6 Travel Managers will know and abide by the Clubs Guiding Principles and Practices, the HOA Chartered Club Rules, Regulations and Procedures, and the rules for the league in which they participate.
- 1.7 Travel Managers will have the authority to select their team.
 - 1.7.1 Team managers may select players based on the need to field a specific position.
- 1.8 Prior to announcing a roster, the Executive Board will review and certify the selections.
 - 1.8.1 Prior to certification the Executive Board may require changes be made, if players are placed in a division which is grossly inappropriate to their skill level of play, or if teams in the same division are judged to be out of balance.
- 1.9 The team selections shall be certified no later than 5 days after the draft.
- 1.10 If, during the season, a Travel League issue is raised regarding proper placement of a player, the Executive Board will make the required roster change.
- 1.11 Travel Managers may only request a “sub” player for his/her team, to bring the team to 11 or 12 players, as the managers deems necessary for team play.
 - 1.11.1 If the sub is the 12th player, they may not play more innings than a rostered player, unless the 12th player is the pitcher.
- 1.12 Team members will select one member of their team (not the manager), as a representative, to be on the Manager Selection Committee. The person must be present for the September Selection Committee Meeting.
- 1.13 Any problems or issues not clearly covered above will be resolved by the members of the Executive Board.
- 1.14 Travel signups will have a deadline of not later than seven (7) days after the managers selection.
 - 1.14.1 Those who do not sign up by the deadline will not be allowed to play as a team member or a sub, for that season.

2.0 Travel Team Players

- 2.1 Signing up for a team is a commitment to be taken seriously. A player is committing to play every scheduled game, attend practices, and play the position(s) assigned by their manager. Players must be respectful of the game, their manager, teammates, spectators, and umpires.
- 2.2 Will be required to sign up prior to a well-publicized deadline.

- 2.3 If a player signs up to be only a sub, he/she can only be used as a sub and cannot be made a permanent member of a team's roster at a later date, unless approved by the Operating Committee.
- 2.4 If a player chooses not to play on the team for which he/she was selected, he/she will not be permitted to play for any Travel Team that season, unless approved by the Executive Board. The player will be suspended from playing on any other Del Webb Travel team for the balance of the season, and from the next season.
 - 2.4.1 Written notice of quitting is required.
- 2.5 Players must be aware that softball is a team sport, and as such, their commitment to attend all games is imperative. If a player cannot attend a scheduled game, he/she must inform the Team Manager as soon as possible. Failure to do so could result in disciplinary actions.
- 2.6 Players are expected to respect the manager of their team. Managers are volunteers, functioning as the team's leader. Players should respect the managers decisions regarding positions or assignment of duties.
- 2.7 In the case of the arrival of a new resident during the season, who elects to participate in a league with more than one team (i.e., Sun & Fun), Division 1 has the right of first refusal, then follow Division succession.
- 2.8 If there is more than one team in the division or league, the two managers involved, should work together to determine the most appropriate placement for the new player, involving the President and Executive Board, if necessary.
- 2.9 Prior to the season start, or during holiday breaks, when multiple teams are scheduled to practice, time slots will be assigned by the Executive Board or appointed designee, based on a rotational schedule. This ensures every team has early and late slots. During the season, requests for practice time will also be accommodated on a rotating basis.

3.0 New Travel Leagues

- 3.1 Creation of a new Travel League requires approval of the Operating Committee.
- 3.2 Operating Committee approval entitles the team to:
 - 3.2.1 Field time for practice and League games. Priority on the field goes to preexisting leagues.
 - 3.2.2 Umpires for games at the Club's expense.
 - 3.2.3 Game and practice balls, a team bat, and uniforms.
 - 3.2.4 New Leagues will be included on the Travel League signup form.

- 3.2.5 The consideration of field availability for practices and games, available sponsorship, and implications to participants in currently endorsed leagues/teams, will be among the factors in the decision-making process.

ARTICLE III: COMMUNITY & LEAGUE RELATIONS

- 1.0 Given sufficient notice, the Club will clear the field when the Veteran's Club requests use of the Veteran's Memorial area, for a service.
- 2.0 Softball Club will be responsive to the HOA in requests for assistance (e.g., stuffing The Fountain).
- 3.0 Teams will carpool to away games. Player's cars and carts must be parked near the dumpster, not near the Ball Field, Fitness Center, or Pavilion.
- 4.0 Good sportsmanship will be exhibited at all times. This includes appropriate behavior by Club Members and spectators in the stands.
- 5.0 Del Webb players and their fans are encouraged to patronize other communities' concession stands.
- 6.0 The Club will not retrieve balls hit into yards, behind the Del Webb ball field.
- 7.0 Travel League focuses on teams, rather than individuals. There will be no recognition given to individual players, e.g., Player of the Year, All Star Designation, or publication of individual statistics.

ARTICLE IV: DISCIPLINE

- 1.0 The Operating Committee creates/makes the Club's Guiding Principles and Practices.
- 2.0 It is the Executive Board's responsibility to make the final decision in all disputes and disciplinary issues.
- 3.0 Softball Club Members must display proper behavior and decorum at all times.
 - 3.1 A member, who behaves abusively (strikes, pushes, shoves another player, manager, or umpire, or throws an object), creates an unsafe condition, projects an undesirable or inappropriate image, or unnecessarily and blatantly creates turmoil, disruption, or dissension among club members, will be subject to disciplinary actions.
- 4.0 Dangerous or illegal activities by participants are prohibited.
- 5.0 Members are immediately removed from the game.
- 6.0 All discipline will be in writing.
 - 6.1 1st offense a warning and up to a suspension depending on the severity of the action.
 - 6.2 2nd offense will result in a season suspension.
 - 6.3 3rd offense will result in a 12-month suspension.

- 7.0 Any player who quits a CSL team will be subject to disciplinary actions.
 - 7.1 1st Time quitting, the player will be suspended from playing on a CSL team that season and the next season, the player would normally play.
 - 7.2 2nd Time quitting, the player will be suspended as a member, of the Softball Club for a period of one year.
 - 7.2.1 After a one-year period, a player wishing to be reinstated must present to the Executive Board, in writing, why his/her reinstatement should be approved.
 - 7.2.2 If the Executive Board approves reinstatement, the member understands that eligibility to play on a CSL Team will begin at the next full season.
- 8.0 Any player who quits a Travel Team will be subject to disciplinary actions.
 - 8.1 1st Time quitting, the player will be suspended from playing on any other Del Webb Travel team the balance of that season, and from the next season.
 - 8.2 2nd Time quitting, the player will be suspended as a member, of the Softball Club for a period of one year.
 - 8.2.1 After a one-year period, a player wishing to be reinstated must present to the Executive Board, in writing, why his/her reinstatement should be approved.
 - 8.2.2 If the Executive Board approves reinstatement, the member understands that eligibility to play on a Travel Team will begin at the next full season.
- 9.0 Absences
 - 9.1 Any player with numerous unexcused absences for any reason may be subject to suspension from the next playing season.
 - 9.1.1 Excused absences include medical, family emergency or employment.
 - 9.2 The Team Manager will advise the President of the absences.
 - 9.3 The Executive Board will issue a final decision in writing.
- 10.0 Disputes
 - 10.1 Any player to player, or player to manager disputes should be resolved by the team manager.
 - 10.2 If the dispute cannot be resolved, the player(s)/manager(s), shall take the issue to the OPCOMM.
 - 10.3 The OPCOMM will advise the Executive Board of their recommended course of action.
 - 10.4 The Executive Board will make a final determination on a course of action, or resolution, and issue the final decision in writing.

ARTICLE V: SAFETY

- 1.0 The Club encourages all Travel Team pitchers to use protective gear and has screens available for their use.
- 2.0 The Club requires the Pitcher's Screen to be used for all CSL games, where the player ability is mixed.
- 3.0 A First Aid Kit and AED Defibrillator (attached to the wall outside the restroom), will be maintained during all the Club games.

ARTICLE VI: FIELD SCHEDULING

- 1.0 Scheduling of the ball field is the sole province of the President.
 - 1.1 Managers must send requests for field time to the President for approval.
 - 1.2 Upon approval the President will notify the Webmaster for the posting on the club website's field calendar.
- 2.0 If a practice or event is not on the website field schedule, it is NOT scheduled.
- 3.0 Priorities for field time are as follows:
 - 3.1 Mondays & Thursdays – CSL
 - 3.2 Tuesdays & Fridays – (1) Sun & Fun League; (2) In-House Summer League
 - 3.3 Wednesdays & Saturdays – Tri County Golden Ladies League
 - 3.4 Sunday – Hit Around at time stated on Club's field calendar.
- 4.0 Scheduled League games take precedence over practice.
- 5.0 As a courtesy to the neighbors of the ball field, no Club Sponsored event will begin before 10 AM on Sundays.
- 6.0 When the field has been prepared for a game (dragged and lined), the infield should not be used for practice.
- 7.0 After a practice, the field should be returned to the "found condition" or better.
 - 7.1 All bases taken in, Home Plate covered, dugouts swept.
 - 7.2 Fans, and all electrical turned off.
- 8.0 The Club promotes use of the field and softball equipment by all Del Webb residents, when it has not been previously scheduled.

ARTICLE VII: FIELD CARE RESPONSIBILITIES

- 1.0 The home team for the first league game is responsible for lining the field.
 - 1.1 The field is not lined for pickup games.
- 2.0 The Vice President, or his/her designee is responsible for setting up the Audio and Scoreboard Equipment for travel games and storing the equipment after the last game of the

day.

- 3.0 The CSL Commissioner(s) is responsible for setting up the Audio and Scoreboard Equipment for CSL games and storing the equipment after the last game of the day.
- 4.0 The home team for the last game of the day, or the last practice group, is responsible for pulling the bases, covering the batter's box, sweeping the dugouts, and turning off all fans, locking doors, stacking chairs, storing umbrellas, and turning off the scoreboard.

ARTICLE VIII: PARTICIPATION

- 1.0 Club Members are encouraged to volunteer and participate in fundraising activities.
 - 1.1 Annual and daily volunteers are especially needed as Concession Stand helpers, tournament support activities, and field maintenance work crews.
- 2.0 Only Club members, who must be residents (as defined by the HOA), may participate in CSL or Travel League games.
- 3.0 All residents in good standing with the HOA, regardless of membership status, are welcome to participate in Sunday hit-around.
- 4.0 Guest Policy: A non-member resident in good standing with the HOA may participate in practices or pickup games 3 times, after which they must become Club members.
- 5.0 Residential guests are individuals or family members who are guests of a SCG&CC resident during an area visit and are welcome to participate in hit-around and pickup games.
- 6.0 House guests of Club Members are welcome to participate in hit-around and pickup games.
- 7.0 For social events held by the Softball Club, a non-resident guest may be invited, following the non-resident guest policy found in the Chartered Club Rules, Regulations and Procedures, Chapter III, Section 3.2 D.
- 8.0 Batting Cages shall only be used by Club members only and their guests.
 - 8.1 Batting Cages cannot be used during game play.
 - 8.2 Batting Cage equipment shall only be adjusted by authorized club members.

ARTICLE IX: SPONSOR RELATIONS

- 1.0 The Club President, Managers and Executive Board shall maintain regular contact with sponsors, including sending Thank You cards, Christmas cards, etc.
- 2.0 Where possible business competitors will not be solicited as sponsors within the same league.
- 3.0 Team members are encouraged to support a sponsors' business.
- 4.0 Team members will honor their sponsors in their conduct and appearance on the ball field.
- 5.0 Players will wear the uniform for which the sponsor paid.

ARTICLE X: DUTIES OF OFFICERS

1.0 President

- 1.1 Shall oversee all committees.
- 1.2 Shall appoint chairpersons of any special committee(s) (confirmed by the Executive Board), including but not limited to the Head of Umpires, the Community Softball Commissioner(s), Equipment Manager, Webmaster , Concession Stand Manager and In-House Summer League Commissioner.
- 1.3 Shall appoint a designee to represent the community in Tri County Golden Ladies League (“Lady’s Representative”) and Sun & Fun League (“Sun & Fun Field Representative”).
 - 1.3.1 Any future travel teams will have a designated representative.
- 1.4 Shall collect all Travel League sign up forms from Lady’s Representative and Sun & Fun Field Representative and set the number of teams for each Travel League.
- 1.5 Shall appoint a coordinator for each tournament.
- 1.6 Shall be responsible for Public Relations including, but not limited to, contact with donors, sponsors, and local media.
- 1.7 Shall be responsible for preparing articles or appointing a writer for The Fountain, and announcements to be aired on Channel 12.
- 1.8 Shall be responsible or appoint a designee for field scheduling and communicating schedule with webmaster.
- 1.9 Shall preside at all Club and Executive Board Meetings
- 1.10 Shall approve reimbursement of funds (with exception to themselves), for any Club member, officer, or committee chair, for expenses incurred in the operations of the Club, upon presentation of a valid receipt.
- 1.11 Shall notify personnel in the HOA Activities Office of any Club Bylaw or rules changes.
- 1.12 Shall have the authority to make deposits to the Club’s checking account in the absence of the Treasurer.

2.0 Vice President

- 2.1 Shall handle all the duties of the President, in the event of his/her absence or inability to fulfill their duties.
- 2.2 Shall assist the President in the completion of his/her duties.
- 2.3 Shall be responsible for Field Maintenance.
 - 2.3.1 Liaison to HOA and Management regarding field and landscaping vendors

2.4 Shall be responsible for the Maintenance of Club Tools and Equipment.

3.0 Secretary

3.1 Shall keep minutes of all official business conducted by the Club.

3.2 Shall assist the President & Treasurer in the completion of his/her duties.

3.3 Shall maintain the Club Membership list, reported annually to HOA, and quarterly to the Club.

3.4 Shall assist the Executive Board, Operating Committee and Club Members in creating and/or communicating important information to the Club or HOA.

4.0 Treasurer

4.1 Shall receive all dues and other monies collected by the Club.

4.2 Shall keep proper records of all income and disbursements.

4.3 Shall maintain a true and accurate accounting of funds raised through sponsorships for all Travel Teams, and CSL.

4.4 Shall provide the President, HOA Activities Office with Quarterly Reports and an Annual Financial Statement.

4.5 Shall have the Club Financial Records audited once a year.

4.6 Has the authority to sign checks and deposit or withdraw monies from the Club's checking account.

4.6.1 Two officers must sign every check.

5.0 Executive Board

5.1 The four officers of the Club shall be known as the Executive Board

5.2 The Executive Board shall communicate final decisions regarding any Club Member protest, complaint, or discipline.

ARTICLE XI: STANDING PRESIDENT APPOINTED POSITIONS

1.0 Head of Umpires

1.1 Responsible for Recruiting and Dismissal of umpires.

1.2 Umpire training and certification.

1.2.1 Certification is every two years for travel umpires.

1.3 CPR training for all umpires is voluntary.

1.3.1 The Club will pay for the training upon approval by the Executive Board..

1.4 Head of Umpires shall monitor umpire abilities at games.

1.5 Schedule Travel Umpires.

1.5.1 Shall maintain a list of travel umpires .

- 1.5.2 Travel Game Umpire compensation for each game umpired is currently \$20.00.
- 1.6 The Head of Umpires, at a minimum, will provide the Treasurer at end of the calendar year and end of season, with a list of umpires requiring payment, and the amount.
 - 1.6.1 Club members shall be given priority in scheduling.
- 1.7 Shall provide umpires for Travel makeup games at our field, even if our opponent is the home team, for the makeup game.
- 1.8 Shall provide list of approved umpires/trainees to the CSL Commissioner(s), for assigning CSL games.
- 1.9 Shall oversee requirements of New Umpires – before umpiring any game.
- 1.10 Participate in at least one “on the field” training session.
- 1.11 Shall Umpire six (6) CSL games (preferably 3 at the plate and 3 on base) before eligibility to umpire travel league games.
- 1.12 Umpires will receive a hat and shirt, indicator, and Rule Book from the Club.
- 1.13 CSL, CSL Tournament, and In-House Summer League game Umpires are on a volunteer basis only and shall not receive any compensation.
- 1.14 Del Webb Invitational Tournament Umpire compensation for each game umpired is currently \$20.00.
- 1.15 May use umpires who are not club members or residents to officiate games, with the approval of the Executive Board. (Includes all games, community, travel, tournament, etc.).
- 1.16 May make exceptions to above guidelines, with approval of OPCOMM and Executive Board.

2.0 Sun & Fun Field Representative

- 2.1 Will promote participation in both CSL and Travel Leagues.
- 2.2 Will assist the President to solicit and obtain sponsorships for the Sun & Fun Travel League.
- 2.3 Will collaborate with the Sponsors to coordinate and order new uniforms, as needed.
- 2.4 Will collaborate with the Secretary to update and issue the Sun & Fun Travel Sign Up form.
- 2.5 Shall collect all completed sign up forms, keeping the President and Managers updated with the number of signups.
- 2.6 Shall attend all Sun & Fun League Board meetings.
- 2.7 Shall collect manager evaluations and hold until next manager selection meeting.

3.0 Lady's Representative

- 3.1 Will promote Ladies participation in both CSL and Travel Leagues.
- 3.2 Will assist the President to solicit and obtain sponsorship for the Ladies Travel League.
- 3.3 Will collaborate with the Sponsor to coordinate and order new uniforms, as needed.
- 3.4 Collaborate with the Secretary to update and issue the Ladies Travel Sign Up form.
- 3.5 Shall Collect all completed sign up forms, keeping the President and Managers updated with the number of signups.
- 3.6 Shall attend all Tri County Ladies League Board meetings.
- 3.7 Shall hold two Ladies meetings a year.
 - 3.7.1 In October, to go over any new rule changes for Travel & CSL, and to select a slate of candidates to present to the President, for appointment as the Ladies Representative.
 - 3.7.2 In early March, as the end of Ladies Travel play, to cover any thoughts/comments regarding the season, and to suggest rule updates for the next travel season.
- 3.8 Shall collect manager evaluations at the end of the season and hold until next manager selection meeting.

4.0 Commissioner(s) of Community Softball League

- 4.1 Shall be responsible for organizing teams and leagues within SCG&CC.
- 4.2 Shall be responsible for collecting CSL league signup sheets and coordinating rating committee and CSL draft.
- 4.3 Shall be responsible for approving the CSL schedules submitted by the Webmaster.
- 4.4 Shall schedule umpires for each CSL game using the list provided by the Head of Umpires.
- 4.5 Shall approve the placement of subs, when needed.
- 4.6 Shall be responsible for the equipment assigned to CSL, by the Equipment manager.
- 4.7 Shall be responsible for providing game scores to Webmaster for posting and standings calculations.
- 4.8 Shall be responsible for scheduling playoff games and advising Webmaster of schedule.
- 4.9 Shall be the final arbiter in all non-playing player disputes arising during game day.
- 4.10 CLS Commissioners shall have the authority to make play adjustments as necessary for the good of the game on a temporary basis.
 - 4.10.1 Which must then be approved by OPCOMM for inclusion in league rules.

5.0 Commissioner of In-House Summer League

- 5.1 Shall be responsible for collecting In-House Summer League signup sheets and coordinating rating committee and In-House Summer League draft.
- 5.2 Shall be responsible for approving the In-House Summer League schedules submitted by the Webmaster.
- 5.3 Shall be responsible for organizing teams and summer .
- 5.4 Shall be responsible for the scheduling of umpires for each game.
- 5.5 Shall oversee the process for the placement of subs.
- 5.6 Shall be responsible for equipment assigned to In-House Summer League, by the Club.
- 5.7 Shall be responsible for scheduling announcers and scorekeepers .
- 5.8 Shall be the final arbitrator in all disputes arriving during play. Refer to Commissioners.
- 5.9 Shall have the authority to try “new things” to promote a more successful In-House Summer League program.

5.9.1 Which must then be approved by OPCOMM for inclusion in league rules.

6.0 Equipment Manager

- 6.1 Keep an inventory of all uniforms and equipment.
- 6.2 Advising the President when new equipment is needed.

7.0 Webmaster

- 7.1 Shall attend CSL Draft.
- 7.2 Shall build CSL and In-House Summer League schedules in designated software and submit it to Commissioners for approval.
- 7.3 Shall post CSL and In-House Summer League Schedules on Club Website and Field Bulletin Board.
- 7.4 Shall post-game scores as provided by CSL Commissioners and In-House Summer League Commissioner.
- 7.5 Shall post standings formulated in designated league software.
- 7.6 Shall maintain the Softball Clubs website.
- 7.7 Shall maintain the online calendar/field schedule.
- 7.8 Shall post Tri-County Golden Ladies and Sun & Fun Travel schedules on Club’s website calendar.
- 7.9 Shall post tournament schedules provided by Commissioners.
- 7.10 Shall post Team Rosters for each Season.
- 7.11 Shall keep the field bulletin board up to date.

8.0 Concession Stand Manager

- 8.1 Shall be authorized to expend Club funds for purchases not to exceed \$1,000.00, in order to efficiently run the Concession Stand.
 - 8.1.1 Reimbursement will be made upon presentation of a valid receipt.
 - 8.1.2 All purchases will be made by Club debit card or check.
 - 8.1.3 Any purchase over \$1,000.00 must be approved by the Executive Board.
- 8.2 Shall maintain a calendar of scheduled usage of the building.
- 8.3 Shall maintain an inventory of supplies.
- 8.4 Shall coordinate volunteers for staffing of the Concession Stand or assign a designee for this duty.
- 8.5 Shall organize work crews and order supplies for Special Events
- 8.6 Shall provide the Treasurer with an accounting of all income and expenses.
- 8.7 The Club will buy leftover products from other clubs, with advanced notice. The price must be consistent with what the Club normally pays.
 - 8.7.1 The product must be the same as what is regularly sold in the Concession Stand (e.g., Belly Busters vs. hot dogs), must have an acceptable shelf life, and the Club must be able to use the product if the Concession Stand closes for the summer.
- 8.8 The Club is the Custodian of the Concession Stand for the HOA, and shall:
 - 8.8.1 Keep it clean and well maintained.
 - 8.8.2 Abide by the Club lending policy regarding use of the Concession Stand and equipment.
 - 8.8.3 Accommodate other club's use of the facility by freeing up the HOA refrigerator and providing them with guidance in the care and use of the facilities.
 - 8.8.4 Provide control over the access to the building, ensuring control over a limited number of keys.
 - 8.8.5 Follow the Association and Facility Rules, Regulations and Procedures regarding Softball Concession Stand Guidelines

9.0 Operating Committee ("OPCOMM")

- 9.1 The Operating Committee members:
 - 9.1.1 All Travel Team Managers, the CSL Commissioner(s), the Head of Umpires, the Ladies Representative, Sun & Fun Field Representative, and the immediate past President.

- 9.1.1.1 A committee chair will be appointed by OPCOMM members.
 - 9.1.1.1.1 Chair is elected at each October OPCOMM meeting.
 - 9.1.1.1.2 Secretary is elected at each October OPCOMM meeting.
- 9.2 Operating Committee Responsibilities
 - 9.2.1 Schedule a minimum of four meetings per year.
 - 9.2.1.1 Spring and Fall meetings shall be scheduled at least two weeks prior to Club Business meetings.
 - 9.2.2 Review and update the Guiding Principles, as needed.
 - 9.2.3 The distribution of the Guiding Principles and Practices, and the CSL Rules and Regulations available via the Club's Website.
 - 9.2.4 Review and edit CSL Rules and Regulations governing play, which will be followed in all games based on recommendations from Commissioners.
- 9.3 Executive Board Members shall attend OPCOMM meetings for informational purposes. Executive Board members will not vote at OPCOMM meetings.
- 9.4 Club members will be notified of OPCOMM meetings and may attend.

10.0 Travel Manager Selection Committee

- 10.1 Shall obtain from the Sun & Fun Field Representative and the Ladies Representative the last season's manger evaluations prior to the selection meeting.
- 10.2 Shall consist of the members of the Executive Board, and the team representative from each Travel Team.
 - 10.2.1 Any travel manager vying to be a manager is excluded from all Division Manager Selection votes. All votes will be taken in secret ballot by plurality of the votes.
 - 10.2.2 The chosen team representative shall not be the current team manager and must be a regular rostered member and must be present for the September meeting.
- 10.3 Shall review the performance evaluation of the prospective manager candidates of the Travel Teams.
 - 10.3.1 Team evaluations from the previous season should be made available for review by the selection committee.
- 10.4 Shall select the men/women to serve as managers of the Travel Teams.