



POLICIES, PROCEDURES & REGULATIONS

OCTOBER 2024

Article I. Organization

1.1) Objective

The Lincoln Hills Senior Softball League (LHSSL) is a shared interest Group (Recognized Club) formed to operate the LHSSL (the League). The League shall provide any legal resident the opportunity to play slow pitch softball in organized league play and participate in any other athletic activity sanctioned by the League. The principal office of the League for the transaction of its business is located in Lincoln, California. These Policies, Procedures and Regulations provide guidelines for the organization and operation of the League. The League provides opportunities to play more competitive softball through the Lincoln Hills Coyotes, Sun Eagles, and Classics age-specific softball programs. Each program is self-supported and organized within the structure of the League with players exclusively from the League. Each program has tryouts throughout the softball season.

If any policy statement or rule in this document conflicts with the Homeowners Association (Association) governing documents, including the Club Policies and Rules and Regulations, the governing documents prevail.

Article II. Membership

2.1) League Membership

- a) Any person who is a legal resident in Sun City Lincoln Hills (SCLH) may apply for membership in the League.
- b) All applications for membership are subject to approval by the League Board of Directors (Board). The membership year is from February 1 through January 31 each year.
- c) Legal residents of SCLH may attend two practice sessions or Fall Fun Ball games after signing and submitting the Release of Liability Waiver on the Player Application. To continue participation, the resident must become a dues paying member of the League.

2.2) Rights and Privileges

- a) Each member of the League shall have equal rights and privileges, unless otherwise restricted in these Policies, Procedures and Regulations or League Bylaws.
- b) All members of the League shall be eligible to be an Officer or a Director of the League and to participate fully in all League activities.
- c) All members have equal rights and one vote on each item submitted to the membership. Voting shall be by voice, show of hands or ballot. Voting by e-mail ballot is acceptable as determined by the Board. E-mail ballots can only be submitted in the week prior to the date of the vote. Proxy votes are not permitted.

- d) No member shall be discriminated against based on sex, heritage, disability or religious beliefs.

2.3) Dues

- a) Members of the League are subject to annual payment of dues.
- b) The dues amount shall be established in a budget that is prepared by the League Treasurer, approved by the Board, and presented to the general membership for approval typically at the November membership meeting.

2.4) Non-Liability of Members

No member of the League shall be personally liable for any debts, obligations or liabilities of the League.

2.5) Rules of Conduct

All league members must follow League and Association rules and conduct themselves in a courteous and respectful manner. The Board will investigate any reported or observed violations and make a decision on the appropriate course of action. The Board has the authority to adjust penalties based on the severity of the violation. League members found in violation of the rules may have their membership suspended or terminated and will not be allowed to participate in any League functions, sit on the Board, or be involved in any League business during the term of their suspension or termination. A first offense may be enough to constitute suspension or termination.

a) Definitions:

- ❖ **“Dugout”** means the dugouts and space behind the dugouts.
- ❖ **“Ejection from the Game”** means ejection from the playing field, the grandstands, the scorekeeping tower and the surrounding area.
- ❖ **“Individual”** means a Coach, Manager, Player, Scorekeeper or Spectator.
- ❖ **“Official”** means an umpire, including the Head Umpire, the Commissioner or his/her designee or a Board Member.
- ❖ **“Probation”** means that a league member is under scrutiny and further violations can have his/her penalty increased up to the maximum.
- ❖ **“Suspension”** means the temporary forfeiture of rights to participate in League activities, whether for a number of games or a period of time.
- ❖ **“Termination”** means the ending of one’s membership in the League.
- ❖ **“Unsportsmanlike”** means not displaying the qualities or behavior befitting a good sport, whether on the field or off.
- ❖ **“Warning”** means a communication advising the individual to cease violation.

b) No Individual Shall:

- i) At any time lay a hand on upon, shove, strike or threaten an individual or Official.

Minimum Penalty: Removal from the game, plus additional two game suspension and one year probation.

Maximum Penalty: Suspension for a minimum of one year.

- ii) Be guilty of objectionable demonstration of dissent by throwing gloves, balls, bats, caps or any other object.

Minimum Penalty: Warning by an Official.

Maximum Penalty: Ejection from the game, plus one additional game suspension.

- iii) Be guilty of using unnecessary rough tactics in the play of the game.

Minimum Penalty: Ejection from the game, plus additional one game suspension.

Maximum Penalty: Suspension for a minimum of one year.

- iv) Be guilty of an abusive verbal attack upon any individual or Official on or off the field of play.

Minimum Penalty: Ejection from the game plus two game suspension plus one year probation.

Maximum Penalty: Suspension for a minimum of one year.

- v) Be guilty of any violation of rules or demonstration of unsportsmanlike conduct not specifically referred to elsewhere.

Minimum Penalty: Warning by an Official.

Maximum Penalty: Probation, Suspension or Termination.

- vi) Drink alcoholic beverages on the playing field, in the dugout or in any restricted area(s).

Minimum Penalty: Warning by an Official.

Maximum Penalty: Ejection from the game, plus two or more game suspension, plus one year probation.

- vii) Use tobacco products/smoke/vape on the playing field, in the dugout or in any restricted area(s).

Minimum Penalty: Warning by an Official.

Maximum Penalty: Ejection from the game, plus two or more game suspension, plus one year probation.

- c) If a league member is on probation and they are involved in another violation, the penalty can be increased to suspension or termination by the Board or a committee appointed by the Board President.
- d) Only team members are allowed in the dugout and area behind the dugout. For safety reasons, residents, guests and sponsors who are not actively participating in league play are not allowed in these areas.

2.6) Suspension Notification and Appeals

- a) Notification: One game suspensions will be dealt with by the Board on a case-by-case basis. Any suspension of two or more games or termination requires that the individual alleged to be in violation be given at least ten (10) calendar days to appeal the penalty. During this ten (10) day period, the individual shall not participate in any League activities unless specifically approved by the Board or a committee appointed by the Board President.
- b) Appeals: A written appeal must be submitted to any Board member. Upon receipt and review of the appeal, the Board will render a decision within seventy-two (72) hours. Should the individual request to appear in person before the Board, a time and place will be scheduled for the meeting.

2.7) Return From Suspension

A letter outlining a returning member's responsibility will be issued via USPS with instructions to sign a copy and return in the Self-Addressed Stamped Envelope showing acceptance and understanding of the rule adherence expected by the League prior to re-admittance to the League.

2.8) Playing Rule Changes

League playing rules remain in effect throughout the season but may be changed during the season if deemed ineffective or hazardous by the Board. Rules are reviewed annually before the start of each season. Change requests must be submitted in writing to the League Commissioner for Rules Committee review and Board approval. The Playing Rules are contained in a separate document.

2.9) Player Resignation/Reinstatement

Any member may resign at any time by sending a written letter of resignation to any member of the Board. In the event a member wishes to rejoin, they must express their intent in writing to a Board Member within 72 hours of their resignation. Upon rejoining, the member will be reassigned to the team they were drafted by, ensuring a smooth transition back into the League's structure.

2.10) Insurance

The League does not provide liability or medical insurance to its members.

2.11) Membership and Email List

Use and distribution of the League's membership roster, including partial information from the roster, shall be controlled by the League's Board for official League purposes only. No information from the League's roster, including email addresses, shall be made available for commercial or political use including personal use not related to the business of the League. Correspondence from the League shall use hidden addresses for emails (bcc).

Article III. Meetings

3.1) Regular Meetings

The LHSSL shall have a minimum of two general membership meetings annually and shall meet as frequently during the year as required by the Board to conduct League business. The Board shall designate the time and location of regular membership meetings. A calendar showing the time and location of regular membership meetings shall be posted on the League's website or by any other appropriate means designated by the Board.

3.2) Special Meetings

Special membership meetings may be called by the Board or by a petition of 25% of the membership. Advance notice of at least three days must be given to the membership specifying the time, place and nature of business to be transacted.

3.3) Quorum

- a) A quorum of the Board must be present to conduct League business.
- b) At all regular and special membership meetings at least 25% of the current league membership must be in attendance to constitute a quorum. If a quorum is not present, the meeting may continue at the discretion of the Board for informational purposes without any business transacted or be adjourned. A simple majority carries motions.

3.4) Conduct of Meetings

- a) Meetings shall be presided over by the President or designee. The Secretary or designee shall act as secretary and take minutes of all meetings.
- b) Meetings shall be governed by Robert's Rules of Order insofar as such rules are not inconsistent with the League Bylaws or these Policies, Procedures and Regulations.

Article IV. Directors

4.1) Election and Term of Directors

- a) All Directors shall be designated and chosen upon election by the general membership. Unless the Board determines otherwise, each Director's term will be one, two or three years until a successor Director may be designated. Directors shall be elected at an annual membership meeting. However, if Directors are not elected at an annual meeting, they may be elected at any special meeting. Each Director, including a Director appointed to fill a vacancy, shall hold office until the expiration of the term for which appointed and/or until a successor is elected. No reduction in the number of Directors shall have the effect of removing any Director before the term of office expires. An Officer of the Board may serve as long as he or she is elected and may serve continuously until not elected. In the event of more vacancies than candidates, the Board may bypass the election and appoint declared candidates, subject to approval by a simple majority of the general membership for the appointments. The reasons and the process for removing a Director before the completion of their term shall be as follows: The Board may remove any Officer with cause by majority vote.
- b) The governing and management of LHSSL, except as otherwise provided in the Bylaws, shall be vested in and controlled by the Board. The Board shall conduct, manage and control the business affairs of the League; execute contracts and establish rules and regulations all in a manner consistent with the Bylaws or these Policies, Procedures and Regulations.

4.2) League Directors

- a) The Officer/Director positions shall include the President, Vice President, Secretary, Treasurer and up to three other Officers/Directors whose positions will be designated.
- b) As quickly as possible following the annual election of the new Directors, the Board shall convene at a special meeting to determine each Director's position on the Board. The process should be open and consider each Director's experience and interests. The President's position shall be the first filled and normally filled by one of the more experienced Directors.

4.3) Duties

The duties of the Officers shall be as set forth in a specific matrix of functions, obligations and responsibilities to mix and match duties with the experience and talent level of each Officer.

Article V. Miscellaneous

5.1) Waivers/Injury

Each member, by signed agreement in their application, shall indemnify and waive all liability of the League and its Officers/Directors. Incidents involving personal injury occurring at/on the field must be documented using the Association's Incident Report form. The form must be submitted to the Executive Director by the League Commissioner or designee within 24-hours of the incident. Property damage is reported to the Maintenance Department as soon as practicable.

5.2) Appointments

The following positions may be appointed by the Board.

- ❖ Historian—Maintains appropriate files of all League activities as a record of League history.
- ❖ Web Master—Responsible to the Board for set up and maintenance of the League's website for the benefit of the Members and promotion of the League.
- ❖ Sponsor Coordinator—Interacts with local businesses and individuals to procure and coordinate their funding and sponsorship for the League.
- ❖ Chief Umpire—Leads umpires by providing continued training to safely enhance League play.
- ❖ Special Advisor—Provide managerial, financial and/or legal support for the League and/or the Board.

5.3) Retention of Documents

Requirements for record keeping are in accordance with HOA standards and can be accessed by all League members, if desired.

- ❖ Minutes of General Meetings must be kept for three years.
- ❖ Financial statements must be kept for seven years.

5.4) Changes to Bylaws Notification

Bylaws changes must be posted on the League website for review 25 days prior to any vote by the General Membership for approval.

5.5) Annual Budget Notification

The annual budget must be posted on the League website for 25 days prior to any vote by the General Membership for approval.

Article VI. Tournament Teams

The LHSSL supports three (3) tournament programs: the Coyotes, Sun Eagles and Classics.

6.1) Mission

The mission of the Tournament Teams is to compete in tournaments and special events in their respective age group, in senior softball competition with players selected from the League.

6.2) Tournament Teams Are Responsible for

- a) Actively participating in League activities.
- b) Conducting all on and off field business in a professional manner.
- c) Accountability to the Board.
- d) Selection of team management, Treasurer and Secretary.
- e) Separately funding all team costs including tournament fees, equipment and uniforms.
- f) Maintaining medical and emergency information for all tournament team members.
- g) Scheduling the use of Del Webb Field in concert with other League activities.
- h) Conducting try-outs throughout the year.

6.3) League Responsibilities

- a) Including the tournament teams under the League's list of teams.
- b) Accepting the report of annual changes to tournament management teams.
- c) Designating a Board Member for oversight of and liaison with the tournament teams' management.
- d) Inviting the tournament teams' management to Board workshop/executive meetings as appropriate, as a non-voting member.
- e) Mediating any complaints regarding the tournament teams.

CERTIFICATION

I, Karl Hess, hereby certify that the Policies, Procedures and Regulations attached hereto are an exact copy of the Policies, Procedures and Regulations of THE LINCOLN HILLS SENIOR SOFTBALL LEAGUE adopted by a majority vote of the membership on October 29, 2024.

Karl Hess, Secretary