

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

Practices, Policies, Procedures, Programs and Rules

## TABLE OF CONTENTS

**Section 1: Association Rules**

**Section 2: Association Fees and Application**

**Section 3: Division Structure, Team, and Player Administration**

**Section 4: Sponsorship**

**Section 5: Hall of Fame**

**Section 6: Manager and Assistant Manager**

## Association Rules

### Section 1

*WSSA is a member of USA Softball and subscribes to its rules and regulations which are not in conflict with the following specific rules adopted by the WSSA and they take precedence over USA Softball rules.*

#### **1.0 THE GAME**

##### **1.1 First Game**

WSSA rules and the ground rules should be reviewed by the managers with the umpires before the start of the game.

##### **1.2 Softballs**

At every double header game, the team status will alternate home team advantage, however, teams will not be required to move to alternate dugouts. The first named home team on the schedule must use the first base dugout. First named home team must supply one new softball and one quality used softball before each doubleheader.

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

## **Practices, Policies, Procedures, Programs and Rules**

### **1.3 Game Time / Time Limit**

Starting game times may be adjusted at the discretion of the division president or his designee. The length of a game is seven (7) innings, with extra innings played until a tie is broken. A time limit of one hour and thirty minutes will be used for each game. After the time limit has been reached, the umpire will stop the game and notify both teams that they will finish this inning and play one more additional inning. In this additional inning, each team can score an unlimited number of runs. Exception: During end of season tournament there is no time limit. The Legacy Division may elect to shorten games by reduced innings and/or shortened time limit as needed on a game-to-game basis.

### **1.4 Run Rule**

Teams are limited to five runs per inning, except for the last established (generally 5<sup>th</sup> or 7<sup>th</sup>) inning. In the last inning each team can score an unlimited number of runs.

### **1.5 Number of Players**

The manager has the option to bat all of his players in the lineup if he wishes, but can only have ten (10) defensive players. Exception: The Coastal and Legacy Division teams can play with 11 defensive players. All players in the Coastal and Legacy Division reporting to a game must play a minimum of 3 innings per game or 6 innings per double-header regardless of ability. First year players are not to be used as extra players (EP) as defined in Section 2.4.

### **1.6 Foul Ball Rule**

USA Softball rule on a foul ball. If it goes straight to glove or straight to catcher's body and bounces off body and he catches it, it is a strike. If it is the 3rd strike he is called out. If the catcher needs to move while catching a foul ball he will be called out (There is no rule stating the ball must go over the batter's head.)

### **1.7 Illegal /Altered Bat**

A bat not approved by USA Softball or one that has been altered will be illegal. The use of such a bat during a game will result in the ejection of the player from the

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

## **Practices, Policies, Procedures, Programs and Rules**

game and the team penalized with an out. Additional penalties may follow strict USA Softball guidelines.

### **2.0 Players and Substitutes**

#### **2.1 Rosters**

A roster with emergency contacts will be submitted to the division president no later than May 1<sup>st</sup> by the team manager. Once a player is assigned to a roster that player may not move to another team without being released by his assigned team manager. The manager will then notify the division president who will arrange and approve the trade for this player. If a trade cannot be successfully made, the player may be temporarily assigned to a team at the discretion of the division president. No new players will be added to any team after August 30th but any new prospects may take batting and infield practice with the teams before a game if approved by the manager. Special exceptions to this rule are at the discretion of the division president.

#### **2.2 Roster Availability**

Each team must have a copy of its roster available for review at every game. The Coastal and Legacy Divisions require all players on the team roster that report to the field to play must play a minimum of 3 innings per game or 6 innings per double header (in any combination.)

#### **2.3 Team Players**

Ten (10) position players will be considered a complete team in the Atlantic Division. The Coastal and Legacy Divisions may use 11 players in the field. Failure to have at least nine (9) position players at the start of, or anytime during the game, will result in a forfeit. A team starting a game with nine (9) position players may add a position player after the start of the game but that player must bat at the end of the batting order/line up. If one team is short players, the team that is short may borrow a player from the opposing team. The team with the most players may loan a player to the other team and this player will be in the lineup, will play in the field and will bat. If the team is still short one player, then the team with the most players will have someone catch for them, but he does not bat for the opposing team.

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

## **Practices, Policies, Procedures, Programs and Rules**

### **2.4 Extra Players**

Use of one or more extra players in the batting order is optional, however, extra players cannot be added to the original lineup once the game has begun. An extra player starts the game as a hitter only, but may replace a position player in the field, but must keep his original place in the batting order. Specific rules for the Coastal Division don't allow first year players to be used only as extra players, they must play both offense and defense during the games for the first year they are playing in the division

### **2.5 Player Injury**

Anytime a player is taken out of the lineup due to an injury, and there is no replacement, the team with the injured player will not be penalized by an automatic out; however, the other team manager must be notified when the injured player leaves. If a player leaves for any other reason other than an injury the team will suffer an automatic out when that player was due up to bat. The opposing manager must be notified immediately anytime a player leaves the game.

### **2.6 Defense / Offense Only**

An injured player at the start of a game may elect to play only offense or defense. Only one player per team may implement this rule at a time. A player injured during the game may elect to play only offense or defense without penalty of an out should he miss his turn at bat due to the injury. The injured player requesting to play only defense or offense must notify his manager who must then notify the manager of the other team and the umpire before the start of the game. At no time during the game can this player change his position regarding this rule. An injured player may request not to play either offense or defense and remain in the dug out to support his team. However, he cannot enter the game at any time during the doubleheader contest.

### **2.7 Tournament Eligibility**

A player must participate in half of all regular season games in order to be eligible to participate in the year ending tournament within the same division. If questioned, the team manager must be able to prove attendance to the division president.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### 2.8 Hot Weather Rule

During the season when there is extreme hot weather, the two teams may elect to shorten the games to 5 innings, or use the 1 and 1 count. Home team makes the decision on the first game, while the first game visiting team makes the decision on the second game. The Atlantic Division will play regardless of temperature.

#### Specific Rules for the Coastal and Legacy Divisions

The managers use a temperature rating to define when and how the divisions will handle hot weather rather than using the heat index.

Temperature	Action to be taken
89 and below	The two managers may elect to shorten games
90 – 94 degrees	Mandatory use of the existing hot weather rule as outlined in the rule document
95 - up	All games stop no further play is allowed.

In addition, the following guidelines are to be followed for all future games during the season. The stated goal is to have the games completed by 11:00 AM. However, if during any game the temperature reaches 95 degrees the games will stop. If 5 innings have been played the team leading will be declared the winner. When 5 inning games are used 4 innings will be the end (Teams should follow the same procedures as a game called for rain in deciding when it will end).

1. Games start on or before 8:30 AM until school starts
2. No pitching or infield warm up period after first inning.
3. All teams must have the on-deck batter ready to enter the batter's box when the last batter is completed with his at-bat – Failure to comply will result with the pitcher sending the ball to the catcher and the umpire will call a strike on the batter regardless of the pitch, this will continue until the batter is called out on strikes or takes his place in the batter's box.
4. Courtesy runner must be ready to enter the game when called. Any delay will result in no courtesy allowed for the on base runner looking for relief regardless of which base the request is made for.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### **3.0 Base Running**

#### **3.1 Base Runner**

Each runner must reach first base on his own. Exception: Anyone in the Legacy Division with a hip or knee replacement is allowed a runner from home plate (also included recent foot/ankle surgery.) The replacement runner must be the last player in the lineup to have made an out. The umpire will identify the starting position for the runner. The batter with the hip or knee replacement is not allowed to randomly select this option once the game has started. If the batter changes his choice after the game has started his at bat will be given an out every time he violates this rule. The rule is the batter requesting relief for the hip or knee condition must declare his intentions at the first time at bat and follow the same choice at every time at bat during the game.

#### **3.2 Courtesy Runner**

The courtesy runner may be any player in the starting lineup or any player on the bench. A courtesy runner can only run as a courtesy runner one time per inning (exception: The Legacy Division may use the same courtesy runner more than once per inning). If a courtesy runner is on base, when it is his turn to bat, an automatic out will be declared. The runner is out at the base that he reached and he may take his turn at bat, unless there are three outs. No substitution of a courtesy runner by another courtesy runner is allowed, unless he takes ill or gets injured and cannot return. A player that runs for a hip or knee replacement player is considered a courtesy runner. There is no limit on the number of courtesy runners to be used in an inning.

#### **3.3 Contact**

In order to avoid bodily contact and possible injury, a base runner must make every effort to avoid colliding with a fielder who is making a play at a base. In accordance with this rule, if it appears that the runner and fielder may collide, the runner may run past the base without touching it, and will not be in jeopardy of being put out, unless in the umpire's judgment the runner would not have reached the base before being put out or has run outside the baseline to avoid being put out. The runner may go to either side of the base to avoid a collision. A runner who employs this maneuver must return and touch the base he ran by before he may advance to another base. A defensive player may not straddle a base when a runner is approaching. If a violation of this rule

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

## **Practices, Policies, Procedures, Programs and Rules**

is apparent to the umpire, the runner may be called safe. In an extreme violation of this rule, an umpire may eject a player. If it looks like the runner and fielder will collide, then the runner must make every effort to avoid colliding with the fielder. Sliding or diving into second or third bases or back to any base is optional in all divisions. In the event of contact at any base, the runner may be called out at the discretion of the umpire and the umpire may impose additional penalties.

### **3.4 Over Running**

A base runner is permitted to overrun 2nd and 3rd bases without being subject to a tag out. However, a runner is subject to being tagged out, if in over running a base, he obviously moves toward the next base. In this case, he is subject to being tagged out while attempting to advance or returning to the base he over ran. Should a runner over run a base and stop, he must return to that base and "tag up" before advancing. Exception: Atlantic Division which doesn't permit overrunning of 2<sup>nd</sup> and 3<sup>rd</sup> bases

## **4.0 Re-Scheduling Games**

### **4.1 Early Notice**

The deputy commissioner or his designee will be responsible for checking the fields when there is adverse weather or field conditions. The deputy commissioner or his designee will notify the WSSA webmaster, umpires and division presidents as soon as possible, that is, the preceding day or by 7:30 AM the day of the game of the poor field conditions and postponements.

### **4.2 Umpire Options**

Once a game is in progress it is up to the umpire to decide if a game can continue. Once both teams arrive at the field, the umpire will decide if a game will be played, and when and if a game can continue.

### **4.3 Reschedule Procedure**

A game's schedule date can be changed for any of the following reasons:

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

- a) If as a convenience, both managers agree to an alternate playing date, no obligation has been incurred to the umpires and the reschedule is approved by the division president.
- b) Weather
- c) A traumatic situation (accident, death, etc.). If during the course of a game, a player gets seriously injured and cannot continue, the game will be considered suspended. The game will be rescheduled. The suspended game will continue from where it was left off and it will be played prior to the next team's scheduled doubleheader. If a game ends in a tie for any reason, it will be played from where it was left off prior to the next scheduled doubleheader between the two teams.
- d) Two or more team members are participating in a recognized Wilmington Senior Games activity or a WSSA Tournament or a recognized team function.
- e) Both managers and Division President agree to the postponement.

### **4.4 Reschedule Date**

All canceled/postponed games will be rescheduled (If time allows) by the division president and deputy commissioner. All rescheduled games must be played on the assigned rain date, or lose on a forfeit.

### **4.5 Forfeit Rule**

All games must be played as scheduled. Any team that cannot field 9 players by the start of the game will lose on a forfeit. The opposing team may lend the aforementioned team that is short players, if there is enough for at least nine players on each team then both teams may play a practice game, however, it is still a forfeit.

## **5.0 Protest Procedure**

### **5.1 Notification**

A protest should be made immediately before the next pitch. The manager or his representative should approach the umpire and register the protest.

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

## **Practices, Policies, Procedures, Programs and Rules**

### **5.2 Protest Time Limit**

An official protest must be filed within forty-eight (48) hours of completion of a game by contacting the division president and informing him of the protest.

### **5.3 Protest Form**

The protest to the division president should be followed up in writing and must include the following: a) Date, time and location of the game being protested, b) Umpires and scorekeeper's names, c) The rule and section under which the protest is made, d) The decision and conditions surrounding the making of the protest, e) All facts involving the protest.

### **5.4 Protest Handling**

As soon as possible, the division president will convene a protest committee for a hearing and a decision. Note: Protests will not be received or considered if they are based solely on a decision involving the accuracy on the part of an umpire. The protest is to be based on a rule interpretation.

## **Association Fees and Application**

### **Section 2**

#### **Due Date and Amounts**

League fees are payable each year. The deadline for paying Association fees is March 31 after which date a player will be suspended from play until Association fees are paid. Membership in the Association is for the one-year period starting each year on March 31. In addition to the payment of Association fees, each member must submit a signed application prior to the start of Association play. The application form is provided on the WSSA's website.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### Dues for partial season

For dues paid at beginning of the season and the player is leaving due to injury (assuming the player will not play for the remainder of the season):

- Injury occurs after the team has played at least 30 games – no refund
- Injury occurs after the team has played 15-29 games – ¼ of the fee is refunded
- Injury occurs before team has played 15 games – ½ of the fee is refunded

No refund will be issued for dues paid at beginning of the season and player is leaving for any reason except injury or job transfer. On a case by case basis, any exception to this policy may be approved at the discretion of the applicable division president based on the relevant facts and circumstances.

If a player joins the association after the season has started:

- Player joins before 30 games are played – the full fee is charged
- Player joins after 30-44 games are completed – ½ of the annual fee
- Player joins after 45 games are completed – ¼ of the annual fee

The annual fees collected are for the maintenance of the WILMINGTON SENIOR SOFTBALL ASSOCIATION. All other fees or charges for equipment, uniforms, etc. are the responsibility of the individual teams.

## Division Structure, Team, and Player Administration

### Section 3

#### Division Structure

1. **Atlantic Division** - Players generally of age 55 – 67. In the event an Atlantic Division player fails to meet the desired level of skill as determined by the Atlantic Division President in conjunction with the Atlantic Division managers, the player may be offered a position in the Coastal Division or Legacy Division.

2. **Coastal Division** – Players generally age 68 and older. The age requirement is waived and a player may be assigned to the Coastal Division if referred by the Atlantic Division president or if a significant medical condition exists that can be validated.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

3. **Legacy Division** – No age limit on the players; however, players with challenged abilities should be part of this division.

4. **Grandfather Clause** - Players who have played in a specific division during the prior year shall have the right to remain in that division and be considered "Grandfathered" regardless of age. Players not selected on a team will by default be assigned to a team within the Legacy Division.

### **Team and Player Administration**

As provided in Article II, Section VI of the Bylaws, the division presidents are responsible for implementing and administering the policies and procedures governing the members and Association play including communication, dispute resolution, disciplinary actions, training, tryouts, team managers selection and player assignments. The division presidents may request an exception to existing Association rules on a trial basis. At a later date, they may petition the board to formalize the rule to be incorporated into the manual via board approval for the respective division.

- **Administrative Matters**

- **Communication**

The division presidents will communicate all matters affecting the Association and/or individual teams on a timely basis to each team manager. Such matters include Association rules, changes in rules, player placement, Board of Director directives, Association functions, etc. They will conduct meetings with the team managers as necessary. They will facilitate two-way communication between team managers so that issues with players, managers or other issues are quickly resolved and if necessary are communicated to the Board of Directors.

- **Disputes**

In the event players believe they have a dispute or issue, it is imperative that they first discuss it with their team manager. If the dispute or issue cannot be resolved with their manager, the player can take it to the division president who will be responsible for resolving it. The division president may seek input from the team managers for a solution which will be in the best interest of the Division. In the event of a dispute or issue between a manager or managers and the division president, the dispute or issue will be arbitrated by the Board.

- **Disciplinary Action**

In cases where disciplinary action may be necessary the issue will be addressed by the division president and all team managers within the division involved. A

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

formal hearing will be scheduled by the division president and the individual(s) involved will be invited to participate. The division president along with the division managers will decide the outcome of the issue and develop a resolution that will be announced to all within 5 days after the hearing. If the parties involved are not satisfied with the resolution, they have the right to appeal it to the BOD within 5 days after the resolution has been offered by the division president.

If no appeal is filed within 5 days, the issue will be considered closed and no further action will take place. If the decision is made to appeal the resolution, the appeal must be in writing providing the date of the issue took place, description of the infraction, names of individuals involved, witnesses, behaviors, or rule violation and the resolution requested by the appellant. The written appeal must be delivered to the division president who will forward it to the Association commissioner. Once the BOD accepts the appeal, the commissioner will schedule a meeting to review the issue and the outcome decided at the division level. The BOD may uphold the resolution offered by the division president or amend it to another outcome. The issue will be considered closed and the BOD decision will be final.

- **Training and Tryouts**

The division presidents are responsible for conducting the training and spring training (tryouts) for all new players. They will involve all team managers in this process. All candidates, (new and returning players) are responsible to obtain medical approval from their personal physician before playing in the WSSA. During the new-player tryouts/spring training, players age 67 and younger will report to the Atlantic Division president.

Players 68 years old or older will report to the Coastal and Legacy Division presidents. If possible two fields should be used to conduct the tryouts. One field will be used for the Atlantic Division candidates while the second field will be used for the Coastal and Legacy Division candidates. This process will allow the managers from all divisions to better focus on the candidates they will be developing and rating for consideration for team placement. If there is a limited number of candidates in a specific year, they may be combined in joint try out sessions.

- **Player Assignment**

- **Team Managers' Selection**

- Each division president will submit a recommendation to the Board of Directors for all proposed team managers. The Board of Directors shall

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

vote to approve or disapprove of the recommended individual(s) before a permanent assignment is allowed.

- **Restructure of Divisions**

The objective of this provision is to allow for the re-balancing of existing teams and players within any division to improve team parity or for adding teams in the associated division. A division president may require a total division restructure each year to accommodate the infusion of new players into the Association. The decision and announcement to enact this section would normally be made after a review of the returning players and observations of new players during the new-player tryouts. If the associated division president feels the need for a restructure before that time due to the need to achieve team parity, if possible, this information should be released at the annual general membership meeting.

- **Step 1. Atlantic Division** - When the division president desires to begin a restructuring, all players regardless of age should be placed into the player pool. The identified managers of the Atlantic Division will select players in a round robin selection process to be placed on a team with the following exceptions:

The decision as to the number of teams and number of players for each division should be defined prior to the start of the team restructure process.

Once the Atlantic Division team roster has been filled it is suggested the managers place their names in a hat and will randomly be chosen for the team they will manage for over the next year. All remaining players will be placed in the player pool.

- **Step 2. Coastal Division** – When the division president desires to begin a restructuring all players designated for the Coastal Division should be placed into the (Coastal Division) player pool. The identified managers of the Coastal Division will rate players using the following optional rating system. If there is an excess of players, not all players will be placed on a team. All teams should have an equal number of players within the following ratings (where possible) to balance the teams.

IP = Impact Player  
A = Outstanding  
B = above Average  
C = Average  
D = Limited

The decision as to the number of teams for this division should be defined by the division president prior to the start of the placement of players. Once the team rosters have been filled the managers will place their names in a hat and will

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

randomly be chosen for the team they will manage. All remaining players will be placed in the player pool.

- **Player Assignment Preparation**
  - Identify all players eligible for placement on teams to include both new players and existing players wanting to move up to or down to another Division. It must be noted that all candidates may not be placed on a team at the start of the season and will remain in the player pool until an opening is available and the candidate is placed on a team by the division president in conjunction with the division managers.
  - Determine existing team rosters. The rosters of each team will be that which existed at the end of the season less those who have left the Association. This rule levels team headcount prior to the start of player placement for the coming season.
  - Determine which players are to be placed into each division.
  
- **Rules for Player Placement During Years Following Restructure**
  - The Selection order is to be determined by the overall teams' records during the entire previous season excluding the end of year tournament. (See item 3 below)
  - Each team's headcount within a division will be made consistent by moving players between teams until all team rosters have an even number of returning players and ratings. This process will be completed with input from the team managers. If managers cannot agree on the placement of player to balance the team headcount, the choice will be made by the Division President. The primary goal of this effort is to attempt to equalize team strength before the draft is held. Once completed the player placement selection process will begin (see first item above)
  - Player Placement: the Player Placement process will be determined each year by the participating team managers under the direction of the division president. If the managers cannot agree on the process the following process will be the default process and will be authorized by the division president. For team drafting purposes the team with worst record selects first and team with best record selects last. Additional

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

round selections will remain in the team draft selection order for subsequent rounds if necessary. Drafting order for a tie in the regular season standings will be determined by (1) head to head records (2) coin toss.

- Any players assigned to a team after balancing has occurred are not guaranteed to remain on that team the next year. They will be subject to inclusion in the next year's spring training/tryouts and draft at the discretion of the appropriate division president.
  - Compensating teams with understaffed roster. (see second item above)
  - Player placement will continue until there are no remaining players or until each team roster has been filled or the agreed upon roster limits have been achieved. Remaining players not assigned to a team will be sent to the Legacy Division. until an opening becomes available
- **New Players Entering the Association After Teams are Assigned.**
    - If a player is 67 or younger, the new player's skill level will be assessed by the Atlantic Division president in conjunction with the Atlantic Division managers, the player will be assigned to a team. If a player is not accepted by the Atlantic Division president, he will be referred to the Coastal Division president. Any dispute regarding the assignment (s) will be brought to the Board of Directors for review and final resolution.
  - **Existing Players Who Request a Change of Divisions After Teams are Assigned.**
    - Any Player requesting to move to another division must be reviewed and approved by both division presidents. Once this is completed the receiving division president and managers must review this player. This will help maintain a level of competition in line with others in the division of choice. When the transfer request is granted to the player and he is assigned to a team, he will undergo a two-month trial period to assess his abilities. If the managers and division president feel his abilities are not suited for this division, he will be returned to the division from which he came. The receiving division president shall have the final approval to accept or deny any player. Since the division president has the full responsibility for the division's safety and team balancing, there will be no appeal process.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

- **Existing players Who Request a Change of Teams After Teams are Assigned.**
  - Such players must speak with their team manager who will try to make an equitable arrangement with another manager. It is strongly recommended the players being traded should carry the same player rating as assigned at the start of the year. If a change is agreed upon, the team managers must request approval from their division president. The division president may temporarily assign the player to a team until an agreeable trade is made. In unresolved cases, the division president will request a decision from the Board of Directors.
- **Returning Players**
  - A player sitting out for one or more seasons who is 67 or younger must report to the Atlantic Division president for assessment by the Atlantic Division managers, if player is 68 or older he will report to the Coastal Division president. Once evaluated he will be put into the player pool to be placed on a team in the division agreed upon by the division presidents and will be placed on a team when a position becomes available. Returning players may or may not be returned to their previous team and will be included in the player placement process.
- **Injured Reserve**
  - A manager can place a player on the injured reserve list for a maximum of two years (however the player must pay his annual fee to continue receiving this benefit) to preserve the player's position on a team or the division president implements a total restructure of the division. Only one player per team may be placed into the injured reserve category. After that period the player will be replaced on said team with a player selected from the player pool. The injured player will therefore be placed in the player pool for a future assignment when physically able to play again.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### Sponsorship

#### Section 4

##### **Purpose**

This section establishes the guidelines of conduct for the WSSA with regards to its relationship with Association and team sponsors. The WSSA recognizes sponsors provide financial support for our Association through their generosity and desire to keep the WSSA as a valuable Wilmington institution. The WSSA appreciates our sponsors' support and desires to provide an open and transparent relationship with them. As sponsors provide the WSSA with financial support, the WSSA is responsible to exercise good stewardship of their funds and remain entirely accountable to them for the expenditures of those funds.

##### **Organization Structure**

Team sponsorship is administered by a sponsorship committee chaired by the director of marketing and public relations. The committee consists of the chairman and the WSSA division presidents, or their designees. This committee is charged with assisting the managers in obtaining a sponsor as needed and maintaining good relationships with our current sponsors. They also serve to promote the WSSA through the "Friends of WSSA" sponsorships. Committee meetings will be held when deemed necessary by the chairman.

##### **Guidelines for Sponsor Funds**

- Each team shall have only one sponsor. Exceptions must be approved by the sponsorship committee.
- The funds received from a sponsor are paid to the WSSA. Accordingly, the Association has legal ownership of the funds and the responsibility for proper use of those funds as provided in this Section.
- Each team's manager, or their designee, is entrusted to utilize sponsor funds within the parameters of good judgment. The expenditures of team funds should follow the guidelines of those usual and customary purchases necessary to outfit, equip, and strengthen the fellowship of the team's roster. The purchase of reasonable items to be presented to the sponsors in appreciation of their support is allowed and encouraged.
- A team's reserve of funds should not exceed \$1,500.00. An excess of funds will trigger a report by the WSSA treasurer to the BOD. The appropriate division president is responsible to discuss the excess of funds with the manager and determine the course of action to resolve the issue.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

- The WSSA will provide and accounting of sponsor fund expenditures to each sponsor annually no later than January 31<sup>st</sup> following the end of the calendar year.

### **Guidelines for Division Presidents and Team Managers**

- The appropriate division president and team manager are the WSSA's representative to our sponsors.
- To maintain a positive relationship with our sponsors, managers should keep in touch with their sponsors on a consistent basis utilizing phone calls, emails, or visits in person. The objective is to ensure the sponsors know they are appreciated.
- Recognition items provided to a sponsor (plaque, picture, etc.) should be presented to the appropriate highest level within its organization (such as headquarters, corporate office, etc.).
- Provide sponsors annually with a team picture, some game photos and a personal note.
- All members should be encouraged to patronize their teams' sponsors' places of business.
- Invite sponsors to attend games and bring their staff.

### **Sponsorships**

There are three types of annual sponsorships available within the WSSA.

- League sponsorship \$1,500/yr.
  - Provides financial support as a TEAM sponsor as listed for the second type of sponsorship
  - Contributes to the WSSA operating budget
  - Sponsor banner displayed at all team games
  - Display on WSSA website home page with link to sponsor's website
  - Write-up on dedicated sponsors' page on WSSA website
  - Includes benefits of "Friends of the WSSA" sponsorship
- Team \$800 first year, \$500 thereafter
  - Team uniforms with sponsor's name, colors and logo
  - Supports some team equipment
  - Sponsor banner may be provided for games
  - Includes benefits of "Friends of the WSSA" sponsorship
  - Link to sponsor's website through company logo on "Friends of the WSSA" page
- Friends of the WWSL \$100 and up
  - Provides financial support for the WSSA operating budget
  - Provides financial support for the WSSA marketing and public relations promotional efforts
  - Link to the sponsor's website through company logo on "Friends of the WSSA" page

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### Hall of Fame

#### Section 5

##### **Nomination**

The Wilmington Senior Softball Association Treasurer is responsible for compiling a list of all current and former WSSA members who served, or have served as members of the association for at least ten total years and are not current members of the WSSA Hall of Fame. Anyone who has been a member of the association for a minimum of ten years is automatically nominated. This listing will be referred to as the Nominee List (NL). The NL should be made available to the deputy commissioner prior to June 1 each year.

##### **Inductee Selection Process**

The WSSA Board of Directors will determine the maximum number of inductees for the given year. The deputy commissioner is responsible for establishing a committee of a minimum of five, but no more than seven members from the present Hall of Fame members to serve on the Selection Committee (SC). This committee identifies the inductees by considering, among any other relevant factors, the following criteria:

- The prospective inductee's playing skill as a participant in regular season Association games and in Association tournament play.
- The prospective inductee's level of sportsmanship and personal behavior.
- The prospective inductee's contribution of time and effort in the development and growth of the WSSA such as participation in committees, team managing, recruiting and membership on the Board of Directors.
- The prospective inductee's number of years (beyond ten years) as a member of the association.
- Personal feelings towards the prospective inductees should not be considered.

As a facilitator only, the deputy commissioner will attend the SC meetings, however, he may serve as a voting committee member only if he has previously been inducted into the Hall of Fame. The proceedings from the SC meetings during the inductee selection process are to remain confidential. The SC will submit the final list of prospective inductees to the deputy commissioner by September 1<sup>st</sup> of each year.

##### **Induction Process**

The deputy commissioner will present the list of prospective inductees to the Board of Directors for approval. The WSSA Board will be permitted to add one inductee to the list presented by the SC. The final step is the selective approval by the Board from the list of prospective inductees. The WSSA Hall of Fame induction ceremony will be held at a time and location determined by the Board, typically at the end of season banquet.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

Practices, Policies, Procedures, Programs and Rules

## Manager and Assistant Manager

### Section 6

#### **IDENTIFICATION OF PROSPECTIVE MANAGERS:**

- (1) Current managers should make known to their division president as soon as possible when they no longer wish to continue managing a team. This can be done anytime during the regular season, but no later than the last play date of the regular season is preferred so adequate time can be found for a replacement.
- (2) The application includes a section which a member can check indicating current and future interest in the following areas: (a) managing and assistant managing, (b) Board of Director positions, (c) base coaching, (d) committee work etc.
- (3) Current team managers who have been approached by a player expressing an interest in managing should direct him to the appropriate division president for further discussions.
- (4) Managers may recommend to their division president players whom they observe as prospective manager candidates.
- (5) Players may at any time contact their division president expressing their interest concerning manager positions.

#### **EXPECTATIONS OF MANAGERS:**

- (1) Managers need to demonstrate with consistency the following **Attributes**:
  - knowledge of the game, Association rules, and bylaws
  - balanced and positive demeanor/attitude
  - good character, fairness, and integrity
  - positive on-field and dugout behavior
  - respect for all players, umpires, and spectators

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

## **Practices, Policies, Procedures, Programs and Rules**

- common sense
- managing in the best interest of the team, players, and the Association

(2) Managers should be available for the regular season including spring training, called manager meetings, and Association events and tournaments.

(3) Managers must communicate with their players either via email, text, or phone regarding team practices, rain outs and rescheduled games, location changes, meetings, and all other team need-to-know information.

(4) Managers must have a first aid kit (provided by the Association) available during games and insure it is stocked at all times, at a minimum, with the items originally supplied.

(5) Managers should provide and maintain team equipment, uniforms, and caps; and replace as needed.

(6) Managers should encourage team to patronize all sponsors.

(7) Managers should have a named assistant manager and announced to the team, other managers, and the division president.

(8) Managers should encourage players annually to obtain medical approval prior to play.

(9) Manager and assistant manager should be vigilant concerning the safety, health, and well-being of all players and should take appropriate actions with regard to injuries, heat exhaustion, physical exertion, etc.

(10) Managers should regularly inspect all team and individual equipment and bats to insure compliance at all times with approved USA softball and Association rules.

(11) Managers will become thoroughly familiar with the bylaws and Association rules. They shall bring a hard copy with them to every game and be prepared to identify the specific provision or application thereof, in the event of a dispute or disagreement.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

**ASSISTANT MANAGER RESPONSIBILITIES:** The following duties or responsibilities may include but are not limited to the following:

- Act in the manager's place when he is unavailable.
- Share the responsibility of maintaining team equipment.
- Coach 1<sup>st</sup> or 3<sup>rd</sup> base during games.
- Provide input on line-up selection and defensive positions.
- Prepare and implement a phone/text/email communication vehicle for announcements about team meetings, practices, rainouts, schedule changes, etc.
- Maintain the scorebook and perform related administrative functions required of the manager position.
- Understand Association rules and consult with team manager, opposing manager, and umpire when required regarding disputes or on-field protests.

### **MANAGER PERFORMANCE AND TENURE:**

(1) Satisfactory performance is determined by the division president's evaluation of adherence to the **Attributes** as previously defined.

(2) Complaints, issues, and negative behavior which are escalated to the division president will be brought confidentially to the attention of the offending manager. The frequency and/or severity as determined by the division president will result in one or more of the following: written reprimand, warning, suspension, removal from manager position (which may occur in extreme cases and requires BOD approval).

It should be noted that division presidents will communicate with a manager when complaints or on-field observations are noted and work with the manager to resolve issues which have negative impacts before disciplinary action is taken.

(3) Manager Tenure: Managers with satisfactory performance as determined by their division president, may continue in that role if they so choose, for up to **5** years. After the **5<sup>th</sup>** year, if there are no new interested manager candidates, the current manager may continue on a year-to-year basis until a new manager is selected so long as satisfactory performance is maintained.

It should be noted additionally that the division presidents present to the board of directors a slate of managers each year before the start of the new season which requires BOD approval.