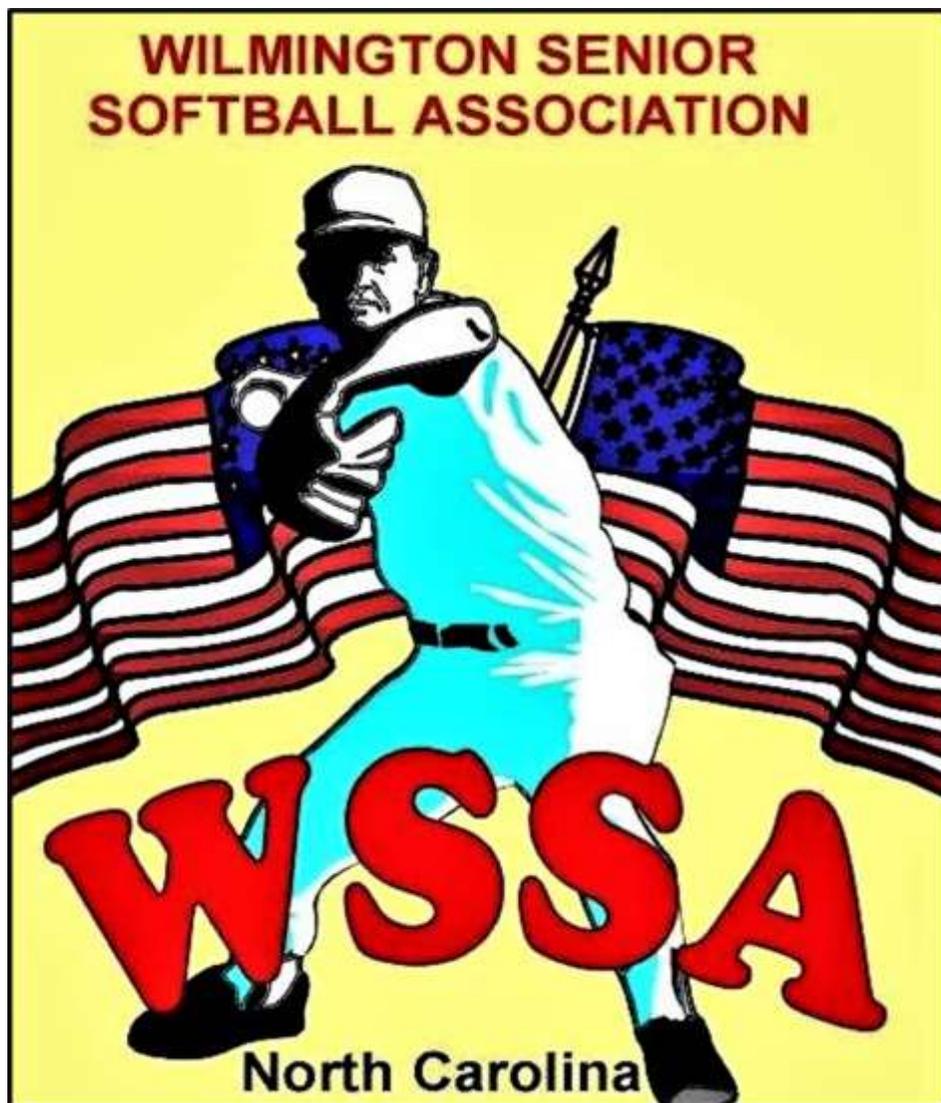


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# Wilmington Senior Softball Association Manual

Practices, Policies, Procedures, Programs & Rules



# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### Table of Contents

#### Section 1: Association Rules (revised & approved by the BOD January 02, 2020)

- **1.0 The Game**
  - 1.1 Rules
    - 1.1.2 Infield Fly Rule
  - 1.2 Game Time/Length
  - 1.3 Game Time Limit.
  - 1.4 Run Rule
  - 1.5 Number of Players
  - 1.6 Foul Ball Rule
  - 1.7 Equipment
    - 1.7.1 Bats (revised and BOD approved 060321)
    - 1.7.2 Pitching Safety Screen
    - 1.7.3 Balls striking the Safety Screen
  - 1.8 Pitch Count
  - 1.9 Protest Procedure
- **2.0 Players and Substitutes**
  - 2.1 Rosters
  - 2.2 Player Injury/Other Absence from Lineup
  - 2.3 Defense / Offense Only Play
  - 2.4 Player Behavior and Conduct
  - 2.5 Hot Weather Rule
- **3.0 Base Running**
  - 3.1 Base Runner
  - 3.2 Courtesy Runner
  - 3.3 Contact
  - 3.4 Over Running
- **4.0 Re-Scheduling Games**
  - 4.1 Early Notice
  - 4.2 Options During Games
  - 4.3 Reschedule Procedure

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

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

### **Section 2: Association Fee and Application (revised & approved by the BOD April 7, 2019)**

- **1.0 Due Date and Amount**
  - 1.1 Dues for partial season
  - 1.2 Injured Reserve

### **Section 3: Division Structure, Team, & Player Administration (revised & approved by the BOD January 02,2020)**

- 1.0 Division Structure
  - 1.1 Team and Player Administration

### **Section 4: Sponsorship (revised & approved by the BOD January 02,2020)**

- Purpose
- Organization Structure
- Guidelines for Division Presidents and Team Managers
- Sponsorships

### **Section 5: Hall of Fame (revised & approved by the BOD February 13, 2019)**

- Nomination
- Inductee Selection Process
- Induction Process

### **Section 6: Manager and Assistant Manager (revised & approved by the BOD January 02, 2020)**

- Identification of Prospective Managers
- Expectations of Managers
- Assistant Manager Responsibilities
- Manager Performance and Tenure

### **Section 7: Procurement Process & Guidelines (approved by the BOD March 16, 2020)**

- Bylaw Reference Section 4 - Secretary / Procurement Officer
- Manual References
- The Procurement Process
- Vendor Selection

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### 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. The division presidents and managers will enforce these rules to the best of their abilities. The division presidents may waive a rule or a portion of it on a one-time basis if it is determined it is in the best interest of the players and the WSSA. New rules, current rule modifications, and deletions are made and in effect only and after a majority approval vote of all current board members is held.*

#### **1.0 THE GAME**

##### **1.1 Rules**

WSSA rules, ground and park rules, and any trials in progress should be reviewed by the managers and umpire before the start of the game. At every double header, teams will alternate home team advantage, however, teams will not be required to move to alternate dugouts. The first named home team on the schedule should use the first base dugout. First named home team must supply one new softball and one quality used softball and a strike mat before each doubleheader. Any changes must be agreed to by the managers.

##### **1.1.2 Infield Fly Rule**

The Coastal and Legacy divisions will not utilize the Infield Fly Rule.

##### **1.2 Game Time/Length**

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. If tied after 7 innings, managers may choose to play until the tie is broken or they may implement the International Tie Breaker<sup>1</sup> (ITB) rule. Each division has the discretion to shorten each game to 5 innings and/or impose the 1 and 1 count rule. The designated home team manager for game 1 determines number of innings and/or 1 and 1 count; and for game 2, the designated home team manager makes the call. The umpire will be notified of the game length prior to each game.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### 1.3 Game Time Limit

After 75 minutes of play, the umpire will stop the game and notify both team managers that the teams will finish that inning and play 1 additional inning with an unlimited number of runs. The 75-minute rule may be waived during the end of season tournament play if agreed to by both team managers.

### 1.4 Run Rule

Teams are limited to 5 runs per inning, except for the last inning in which each team may score an unlimited number of runs.

### 1.5 Number of Players

Teams will play with a minimum of 9 players and may have up to 11 defensive players. A manager may also bat all of his players. Each team must have a minimum of 9 players at the start of each game or lose by forfeit. Any team within a division may loan a player to the team with 9 players and that player will field and also be placed in the batting lineup.

On game day, players on a team's roster must play a minimum of half the number of innings per game (or play 1 game of a double header), but they may voluntarily elect to play fewer innings. Players may also opt to play only offense or defense and the managers and umpires must be informed at the start of the game. This status cannot change until the game is completed.

**1. International Tie Breaker (ITB).** When a game is tied at the end of regulation play, the International Tie Breaker rule may be used. At the start of each inning, a runner is placed on second base with the intent of accelerating opportunities to score and bringing the game to a speedier conclusion. The runner is the last batter to make an out in the previous inning.

At least one full inning is played, allowing each team the same chance to score. If the score remains tied, the same process is used in each inning until a victor emerges (one team scores more runs than the other at the end of a complete inning). There is also "Progressive ITB" in which runners are placed on second AND third at the start of the second (and subsequent) extra inning.

### 1.6 Foul Ball Rule

The USA Softball rule on a foul ball will apply. If it goes straight to glove or straight to catcher's body and bounces off body and it is caught, it is a strike; however, if it is the 3rd strike, the batter will be called out. If the catcher needs to move while catching a foul ball, the batter will be called out. (There is no rule stating the ball must go over the batter's head.) A foul ball on a third strike pitch is considered an out. Exception: Atlantic division rule allows for one 'courtesy' or extra; foul ball on a third strike (see 1.8 Pitch Count).

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### 1.7 Equipment

#### 1.7.1 Bats

A legal bat requires a USA Softball (formerly ASA) certification stamp or is approved by Senior Softball USA (SSUSA) and may not have a BPF of more than 1.21. 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 game and the team penalized with an out. Additional penalties may follow at the discretion of the division president.

Each division may elect to play with bats that fall below the 1.21 BPF certification. No division can play a bat that exceeds the above BPF. Here are the approved bat certifications for each division;

Coastal - USA/ASA Sticker and/or 1.20 (not USSSA)

Legacy - USA/ASA Sticker or 1.20 & 1.21 (not USSSA)

Atlantic - USA/ASA Sticker or 1.20 & 1.21 (not USSSA)

#### 1.7.2 Pitching Safety Screen

Pitching Safety Screens may be used at a pitcher's discretion during a game. If used, the pitcher is required to step behind the safety screen after every pitch. If the pitcher is not utilizing the safety screen in this manner, the umpire is to issue a warning to the pitcher's team manager and if, in the umpire's opinion, the pitcher continues not to use the safety screen correctly after the first warning, the pitcher's team manager will be directed to immediately remove that pitcher from that position.

#### 1.7.3 Balls striking the Safety Screen

Any batted ball that hits the safety screen is considered a dead ball/no pitch. Any ball that is "in play" that hits the screen is considered a live ball.

**1.8 Pitch Count** Each batter steps into the batter's box with no count (no balls and no strikes); however, when the 1 and 1 count is in effect, the batter begins with a 1 ball and 1 strike count. A third strike foul ball is considered as an out.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

Exception: Atlantic division batters will begin each plate appearance with a 1 ball and 1 strike count (1 and 1). A single 'courtesy or extra' foul ball will be allowed after a batter incurs 2 strikes. Any subsequent foul ball after the courtesy foul will be considered as strike 3.

### **1.9 Protest Procedure**

1. If a call or play is protested, a manager should call a time-out and register the protest with the umpire and the opposing team's manager.
2. The umpire should contact the division president as soon as the games have ended for the day that a protest has been issued.
3. The protesting manager should email the specifics of the protest including the date, the teams competing and the nature of the protest.
4. Depending on the nature of the protest, the division president will either render a decision or call a meeting of the other 2 division presidents who will take the appropriate steps to provide a decision as soon as possible and reasonable.
5. In either case, the protesting manager, the opposing manager, and the umpire will receive the final decision regarding the protest.

### **2.0 Players and Substitutes**

#### **2.1 Rosters**

A master roster of application information is maintained by the WSSA treasurer and contains emergency contact information. As the division presidents are board members, they receive the master roster (and all updates) of all players which is provided by division. The presidents will share with the managers each team's roster information once rosters are established at the beginning of each season.

A player's placement on a team is considered permanent for the season. Requests for movement of players between teams (or divisions), player trades, and/or player requests to change teams (divisions) should be directed to the division president(s) via the affected managers. The division president(s) will approve or reject the request.

The President with managers' agreement may assign or transfer players to create a fair playing balance at any time during the regular season.

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

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

Each team manager and assistant manager must have a copy of its roster with emergency contacts at every game.

### **2.2 Player Injury/Other Absence from Lineup**

During a game, if a player cannot continue to play due to an injury, the team with the injured player will not be penalized with an automatic out when the injured player is not able to take his turn at bat if the opposing team's manager and umpire are notified when it is known that the player cannot play. Additionally, if the opposing manager and umpire are notified immediately anytime a player leaves the game for any reason, no out will be charged.

### **2.3 Defense / Offense Only Play**

A player who is injured may, before the game begins, elect to play only offense or defense and that player's manager must notify the opposing manager and umpire before play begins. At no time during the game can this player change his status regarding this rule. An injured player may request not to play either offense or defense; however, he cannot enter the game at any time once this decision is made and the managers and umpire are informed.

### **2.4 Player Behavior and Conduct**

Players' behavior on and off the field on game days reflects upon the association, players, managers, sponsors, and the board of directors. Good sportsmanship at all times should be promoted and is the responsibility of all players. Any unsportsmanlike behaviors including using language which is abusive, vulgar, profane, obscene will not be tolerated. Players should not demean or defame another player, umpire, or spectator; make threats or physically harm or intend to injure another player, umpire, or their property; or the property of the city or county.

A player who violates acceptable conduct and/or sportsmanship as noted above will be warned by either his team manager, opposing manager, umpire, or any board member in attendance that the behavior and/or language is unacceptable and will not be tolerated should it occur again. The player's manager, opposing manager, and umpire must be informed that a second occurrence the same day of the warning will result in that player being ejected and not allowed to continue play until the next scheduled play date. The player must immediately leave the field, dugout, and premises.

Failure to comply and/or recurring instances of unacceptable behavior and/or language must be brought to the attention of the division president who will convene a meeting of that division's managers and collectively form what action is required. The division president will inform the board of directors of the player(s) involved, the situation(s), and the actions recommended by the division's

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

managers. The board will vote to accept, modify, or reject the recommendation and will notify the player(s) in writing of the outcome.

The player has the right to appeal by requesting a meeting with the board of directors where the board will hear the appeal and then decide whether to uphold the original outcome, disregard or modify the outcome, or defer a decision to a later date. The outcome of the appeal once delivered by the board of directors in writing to the player(s) is final.

### 2.5 Hot Weather Rule

During periods of hot and humid weather, managers should monitor the condition of their players and rotate players in and out as much as possible. Players are urged to hydrate before, during, and after games. Players who demonstrate unusual fatigue, dizziness, unresponsiveness, confusion, excessive sweating or no sweating, should be placed in the shade or cool location, cool towels applied, and on the side of caution for the player's well-being, a quick decision whether or not to call 9-1-1 should be made by the managers and umpire. The decision to call 9-1-1 should never be left to the player who is in distress.

No player who exhibits the signs of heat exhaustion or heat stroke should be left unattended and should not be permitted to leave the park and drive alone. The emergency contact should be notified and advised of the situation and asked how to proceed.

The Coastal and Legacy Divisions Managers use a temperature and heat index rating to define when and how to handle the hot weather. (The WECT-TV Weather App on smart phones will be the official temperature and heat index guide)

<b><u>TEMPERATURE</u></b>		<b><u>Heat Index</u></b>	<b><u>ACTION TO BE TAKEN</u></b>
90-94 degrees	<b>or</b>	95	It is Mandatory to shorten games
95 degrees & above	<b>or</b>	100	*All games must be stopped; <b>no</b> further play allowed*

**\*And will be considered as suspended games. (See Section 4.0)**

### Specific Rules for Hot Weather

- 1) No pitching or infield warm-up period after first inning
- 2) All teams must have the on-deck batter ready to enter the batter's box when the last batter has completed his at bat. Failure to comply will result with the pitcher throwing a pitch to catcher and umpire will call it a strike. This will continue until the batter is called out on strikes or takes his place in the batter's box.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

- 3) Courtesy runners must be ready to enter game immediately. Any delay will result in no courtesy runner allowed.
- 4) The decision of the umpire is final for rules 1-3 above.

### **3.0 Base Running**

#### **3.1 Base Runner**

All batters must reach first base on their own.<sup>2</sup> Runners must run to and touch the orange bag at first base and may continue running beyond it; however, if their hit allows them to advance to second base, they may make the turn touching either bag as long as they avoid contact with the fielder. An umpire may call a runner out if he runs to and touches the white bag depending on the circumstances.

Runners advancing to home, must touch the runner's plate which is buried in the ground and away from the strike mat. Touching the strike mat instead of the runner's home plate will be called an out by the umpire. The catcher or backup player taking a throw must be touching the white portion of the strike mat after catching the ball before the runner touches the runner's plate for an out to be called.

If a batter hits a home run over the fence<sup>3</sup>, he has the option of running the bases but is not required to do so.

**2. Legacy Division exception: Legacy Division allows for a courtesy runner for a batter who cannot reach first base on his/her own. Any player is permitted to run as a courtesy runner from home plate but the managers of both teams must agree and the umpire must be notified before the start of the game. The courtesy runner should be the same player running from home plate for the same batter when possible.**

**3. (Legacy Division only) The first time a batter hits the ball over the outfield fence, it will be credited as a home run. The second time the same batter hits the ball over the fence, it will be credited as a double. The third time (and any additional times) the same batter hits the ball over the fence, it will be an automatic single. After the first game has been completed this sequence starts over for the next game.**

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### 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 run as often as is necessary, but only once per inning and only for the player he replaces in that inning. If a courtesy runner is on base when his turn to bat come up, the team will be charged with an out; the runner must vacate the base with no replacement (courtesy) runner, and he then takes his turn at bat. Exception: Legacy division allows for players to be replaced by courtesy runners with no limitations.

### 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 is apparent to the umpire, the runner may be called safe. In an extreme violation of this rule, an umpire may eject a player.

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 or force 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 not touch the base, he must return to that base and "tag up" before advancing. Exception: Atlantic Division which doesn't permit overrunning 2<sup>nd</sup> and 3<sup>rd</sup> bases.

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

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

### **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 as early as possible the day of the game of the poor field conditions and postponements.

#### **4.2 Options During Games**

Under inclement weather conditions during a game, the managers, division president, and umpire will decide if a game will be continued.

#### **4.3 Reschedule Procedure**

A game's schedule date can be rescheduled if the cause is weather-related and/or managers and division president(s) as applicable agree to a reschedule. Every attempt will be made to reschedule games by the division president and deputy commissioner using first all schedule rain dates. If more make up games are needed after all rain dates are used, they will be scheduled if possible, at the discretion of the division presidents.

Suspended games will be resumed where they were stopped. Both affected teams should have this point documented in their scorebooks. An official game may be called after five innings of play or four and one-half innings if the home team is ahead. Five inning games will be resumed at point where they stopped.

## **Association Fee and Application**

### **Section 2**

#### **1.0 Due Date and Amount**

A WSSA member annual fee is required for a player to be eligible for play. In addition to the payment of the association fee, each member must submit a signed application prior to the start of play. The application form is available and on the WSSA website along with the mailing address and deadline date.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

Application and fee for the current year of play for returning players are due no later than March 1. Returning players who submit their application and fee after March 1 are not guaranteed to play on the team they were previously assigned. Application and fee for new players are due no later than March 15 to be considered for team placement.

Any player on the field during regular season and/or end of season tournament play who has not complied by submitting an application and the required fee is ineligible to play; must leave the field immediately, and his team forfeits the game. The player's eligibility after such an occurrence will be determined by the board of directors.

### **1.1 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

### **1.2 Injured Reserve**

A manager may designate a player on Injured Reserve <sup>4</sup> before, during, or after a season. The manager must notify the division president and the other managers in the division.

**4. A player may be placed on Injured Reserve for an entire or partial season if he intends to return to the team he is assigned after recovery or the following year/season assuming he has paid his association fee and does not receive a full or partial refund. The division president will authorize the player's departure and return after review with all the managers within that division based on the needs of the teams.**

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

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 player membership fees are for the costs associated with field rental, umpire fees, insurance, softballs, safety equipment, and other administrative and operational expenses. Sponsorship monies are used to provide for team uniforms and equipment.

On a case by case basis, any exception to the Association Fee and Injured Reserve policy may be approved at the discretion of the division president.

## Division Structure, Team, and Player Administration

### Section 3

*While age is a defining factor in a player's placement in any of the 3 divisions, there are other considerations which should be evaluated such as abilities, skills, and proficiencies with regard to hitting, fielding, throwing, and running. Players who submit an application along with the membership fee cannot be excluded from a division as long as that player meets the criteria stated in this manual and in our WSSA Bylaws. Players should be placed in the division with players of similar skills and abilities.*

#### **1.0 Division Structure**

1. **Atlantic Division** - Players generally of age 55 – 67.

2. **Coastal Division** – Players generally age 68 and older; Players with over-all softball skill proficiency less than majority of Atlantic players.

3. **Legacy Division** – No age limit on the players. Players with over-all softball skill proficiency less than majority of Coastal players.

A player will remain in the division in which he is assigned during the regular season. If a player requests a move to another division, the affected division presidents will determine the outcome. Before any regular season begins, a player may request a move to another division. In that case, the player will attend one or more Spring Training Sessions for evaluation. A final determination will be made by the president of the division the player requested moving to.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### 1.1 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.

- **Team Managers' Selection**

Each year after the election of board of directions, division presidents will submit a recommendation to the Board of Directors for all proposed team managers. The Board of Directors shall vote to approve or disapprove of the recommended individual(s) before a permanent assignment is allowed.

- **Spring Training**

The division presidents are responsible for conducting spring training for all new players, players who are requesting a move to another division, or players who have played previously in the WSSA but not in the preceding year. They will involve all team managers in this process. All players are responsible to obtain medical approval from their personal physician before playing in the WSSA. In addition, all players must sign the current year application before engaging in any WSSA organized activity.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

- **Player Assignment**

- **Team structure**

Based on the number of expected returning players and balance of the teams from the previous year, the division presidents and managers will decide (1) if a restructure of the teams is necessary or (2) to build the teams from last year's rosters with a specified number of protected players to remain on the teams and all other players go into the pool with the new players (3) number of players on each team's roster agreed upon by all three division presidents and the commissioner.

### **Restructure of Teams within a Division**

When a division president determines that a re-balancing of existing teams is necessary, or when the number of teams within a division increases or decreases, a restructure may be necessary. Managers will evaluate and rate returning and new players and they will all be placed in a pool. The number of teams is determined by the total number of players expected for the current season. The Managers will use any process where they select the players from the pool and compile equal teams. All the managers must agree that the teams are all equal and they would be a manager of any of the teams. The teams are designated with by number. The previous year's last place team will draw the first number and then consecutively by order of finish until first place draws last.

### **Protection System with Player Pool**

Before Spring Training begins, and based on the number of expected returning players, division presidents and managers will decide if a number of protected players will remain on each team with the unprotected players being placed in the pool with new players. All players in the pool are rated according to their softball skills and will be drafted in a round robin process.

The order of selection will be based on the team standing at the end of the preceding season: Last place will receive first pick, first place team will pick last in each round, and the process repeated. Any players not selected will be placed in a reserve pool and placed on a team when needed.

- **Team balancing**

After players have been selected for teams each year, the division presidents and managers will determine if the teams are as balanced as possible. Presidents should be cognizant of player requests for placement on teams and honor them when possible and with managers'

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

agreement. Players are not guaranteed placement on any team, playing position, or position in lineup.

To balance teams, players may be traded between teams with managers' and president's approval. Presidents may also move players between teams at his discretion and at any time during the season if doing so benefits the good of the association, division, teams, and players.

- **New Players or players returning after 1 year or more After Teams are Assigned.**

The division presidents will assess the needs of each team and then meet to discuss how the new player will be evaluated and then either placed on a team within the most appropriate division which match the player's skills or placed in the division's reserve pool until a need on a team is identified.

- **Existing Players Who Request a Change of Divisions After Teams are Assigned.**

Any Player requesting to move to another division during the season must be evaluated and approved by both division presidents. The division presidents will assess the needs of each team and then meet to discuss how the new player will be evaluated and then either placed on a team within the most appropriate division which match the player's skills, placed in the division's reserve pool until a need on a team is identified, or the request denied and the player remains in his current division.

- **Existing players Who Request a Change of Teams After Teams are Assigned.**

The division president and affected managers will evaluate if the request is valid. If so, the managers within that division will be asked if they have any players with the same rating who would not be opposed to being traded. If so, the president will authorize the trade.

# 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.

The Secretary/Procurement Officer works with the division presidents (and director of marketing & public relations when necessary) to review and approve, modify, or reject requests from team managers for equipment, supplies, apparel, etc. The secretary/procurement officer is the only WSSA member who is authorized to purchase on behalf of the association including pre-approving purchases to be made for the association by another association member. (this could be - by another BOD member).

#### **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.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

### **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

## 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.

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

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

### **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.

## **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

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

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
- 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 maintain team equipment, uniform and cap inventory; and when required, follow written procurement procedures outlined by Secretary/procurement officer for the acquisition of

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

apparel, equipment, supplies, etc. Managers do not unilaterally or independently place orders on behalf of teams, division, or WSSA.

(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.

**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.

# WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL

## Practices, Policies, Procedures, Programs and Rules

(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.

## WSSA PROCUREMENT PROCESS & GUIDELINES

### Section 7

#### **BYLAW REFERENCE Section 4 - Secretary / Procurement Officer**

*As procurement officer he is responsible for purchasing and managing all WSSA equipment. He will order equipment as requested by the division presidents, through local resources (that he will establish). He will be accountable for all the WSSA inventory (bats, balls, masks, uniforms, first aid kits, etc.). All purchases, including team purchases, must be approved by this individual.*

#### **MANUAL REFERENCES**

*The Secretary/Procurement Officer works with the division presidents (and director of marketing & public relations when necessary) to review and approve, modify, or reject requests from team managers for equipment, supplies, apparel, etc. The secretary/procurement officer is the only WSSA member who is authorized to purchase on behalf of the association including pre-approving purchases to be made for the association by another association member. (this could be - by another BOD member).*

*Managers should maintain team equipment, uniform and cap inventory; and when required, follow written procurement procedures outlined by Secretary/procurement officer for the acquisition of apparel, equipment, supplies, etc. Managers do not unilaterally or independently place orders on behalf of teams, division, or WSSA.*

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

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

### **The Procurement Process**

**1.** During the month of January, the procurement officer will direct each division president to conduct a full inventory of WSSA owned property. The inventory may be completed by anyone, but it is recommended that the person(s) accountable for the property during the regular season conduct the inventory. Division presidents will sign off on the completed form(s) indicating their concurrence with the accuracy of the inventories by January 31.

Unaccounted-for items will be handled on an individual basis with the appropriate division president(s) and procurement officer with regard to replacement, write-off, etc. The procurement officer will provide an unaccounted-for item report to the BOD when year-end inventories are completed for review and any action.

For the sake of convenience and accountability, the inventories will be classified as Atlantic, Coastal, and Legacy; however, property may be moved from division to division with division presidents' approval.

**2.** Division presidents determine equipment/apparel items and quantities required for teams in their division. They, along with the procurement officer, will determine the useful life of apparel and equipment and create an out-year's plan indicating which teams and in which years apparel and equipment will be replaced. This information will be shared with team managers by the presidents each year.

**3.** Team sponsorship fees currently are set at \$800 first year (new sponsor) and \$500 thereafter. During the first year (2020), all team balances will be applied to the Procurement Fund.

**4.** Team managers are the authorized representatives of their teams and may request equipment and/or apparel at any time. The request must come via email with supporting information or documentation to their division president who will determine the status of the request. If the request is approved by the president, he will forward the email with his approval to the procurement officer and copy the other division presidents.

**5.** Upon receiving the request, the procurement officer will evaluate the request and may or may not approve based on the basis of the need, timing, and/or cost. The procurement officer may meet with the division president and treasurer if applicable to reach a decision.

# **WILMINGTON SENIOR SOFTBALL ASSOCIATION MANUAL**

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

### **VENDOR SELECTION**

On an annual basis, with regard to equipment, supplies, gear, and apparel; the procurement officer will obtain requests for purchase (RFP) quotes in writing from a minimum of 3 vendors/suppliers; and will include at a minimum and when feasible, one of the three to be local (SE North Carolina).

The quotes requested must all be for the same product including - but not limited to - set-up fee if applicable, delivery and/or packaging, turn-around time, quality assurance, defect or sizing disputes and resolution, reorder terms and pricing, payment terms, return policy, and all fees & tax. Volume discounting must also be investigated through all suppliers for price breaks at various quantity levels.

The procurement officer will communicate the information regarding vendor selection to the division presidents for their approval before advising the treasurer and remaining board members; and before any purchase activity.