



POLICIES, PROCEDURES AND REGULATIONS

April 2022

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ARTICLE I – ORGANIZATION

1.1 Objective

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

ARTICLE II – MEMBERSHIP

2.1 League Membership

- a. Any person who is a legal resident in Sun City Lincoln Hills may apply for membership in the League.
- b. All applications for membership are subject to approval by the Board of Directors (Board) of LHSSL. The membership year is from February 1 through January 31 each year.

2.2 Rights and Privileges

- a. Each member of The LHSSL shall have equal rights and privileges, unless otherwise restricted in these Policies, Procedures and Regulations or the By-Laws of LHSSL.
- b. All members of the League shall be eligible to be an Officer or a Director of LHSSL and to participate fully in all League activities.
- c. All members have equal rights and one vote on each item submitted to the membership. Voting shall be by voice, show of hands or ballot. Proxy votes are not permitted.
- d. No member shall be discriminated against based on sex, heritage, disability or religious beliefs.

2.3 Dues

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

2.4 Non-Liability of Members

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

2.5 Rules of Conduct

All league members are expected to abide by LHSSL and Association governing documents and conduct themselves in a courteous and respectful manner. Abusive or disruptive behavior will not be tolerated. Any league members deemed to be in violation of the rules of conduct are subject to discipline. A first offense may be enough to constitute suspension or termination.

a. Definitions:

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

b. No individual shall:

- At any time lay a hand upon, shove, strike or threaten an individual or Official.
Minimum Penalty: Removal from the game, plus additional two game suspension and one year probation.
Maximum Penalty: Suspension for a minimum of one year.
- Be guilty of objectionable demonstration of dissent by throwing gloves, balls, bats, caps or any other object.
Minimum Penalty: Warning by an Official.
Maximum Penalty: Ejection from the game, plus one additional game suspension.

- Be guilty of using unnecessary rough tactics in the play of the game.
Minimum Penalty: Ejection from the game, plus additional one game suspension.
Maximum Penalty: Suspension for a minimum of one year.
- Be guilty of an abusive verbal attack upon any individual or Official on or off the field of play.
Minimum Penalty: Ejection from the game plus two game suspension plus one year probation.
Maximum Penalty: Suspension for a minimum of one year.
- Be guilty of any violation of rules or demonstration of unsportsmanlike conduct not specifically referred to elsewhere.
Minimum Penalty: Warning by an Official.
Maximum Penalty: Probation, Suspension or Termination.
- Drink alcoholic beverages on the playing field, in the dugout or in any restricted area(s).
Minimum Penalty: Warning by an official.
Maximum Penalty: Ejection from the game, plus two or more game suspension, plus one year probation.
- Use tobacco products/smoke/vape on the playing field, in the dugout or in any restricted area(s).
Minimum Penalty: Warning by an official.
Maximum Penalty: Ejection from the game, plus two or more game suspension, plus one year probation.
- c. If a league member is on probation and they are involved in another violation, the penalty can be increased to suspension or termination by the Board or a committee appointed by the Board President.
- d. Only team members are allowed in the dugout and area behind the dugout. For safety reasons, residents, guests and sponsors who are not actively participating in league play are not allowed in these areas.

2.6 Suspension Notification and Appeals

- a. Notification: One game suspensions will be dealt with by the Board on a case-by-case basis. Any suspension of two or more games, and/or suspension or termination requires that the individual alleged to be in violation be given at least ten (10) calendar days to appeal the penalty. During this ten (10) day period, the individual shall not participate in any LHSSL league activities unless specifically designated by the Board or a committee appointed by the Board President.

- b. Appeals: A written appeal must be submitted to any Board member. The Board will review the written appeal. Upon receipt of appeal, the Board will then render a decision within seventy-two (72) hours. Should the individual request to appear in person before the Board, a time and place will be scheduled for the meeting.

2.7 Return From Suspension

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

2.8 Playing Rule Changes

LHSSL playing rules will remain in effect during the season. The rules may be changed during the season if they are found to be ineffective or create a hazard to any player. Changes must be submitted to the Rules Committee in writing for review and are subject to approval by the Board. The Playing Rules are contained in a separate document.

2.9 Resignation

Any member may resign at any time by sending a written letter of resignation to any member of the Board of Directors.

2.10 Insurance

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

2.11 Membership and Email List

Use and distribution of the League's membership roster, including partial information from the roster, shall be controlled by the League's Board for official League purposes only. Specifically, no information from the League's roster, including email addresses, shall be made available for any commercial or political use including personal use not related to the business of the League.

ARTICLE III – MEETINGS

3.1 Regular Meetings

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

3.2 Special Meetings

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

3.3 Quorum

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

3.4 Conduct of Meetings

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

ARTICLE IV – DIRECTORS

4.1 Election and Term of Directors

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

4.2 League Directors

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

and interests. The President's position shall be the first filled and normally filled by one of the more experienced Directors.

4.3 Duties

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

ARTICLE V – MISCELLANEOUS

5.1 Waivers

Each member, by signed agreement in their application, shall indemnify and waive all liability of The LHSSL and its Officers/Directors.

5.2 Appointments

The following positions may be appointed by the Board of Directors.

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

5.3 Retention of Documents

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

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

5.4 Changes to By-Laws Notification

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

5.5 Annual Budget Notification

Must be posted on the League website for 25 days prior to any vote by the General Membership for approval.

ARTICLE VI – Tournament Teams

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

6.1 Mission

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

6.2 Tournament Teams Responsibilities

- a. Actively participate in LHSSL activities.
- b. Conduct all on and off field business in a professional manner.
- c. Accountable to the LHSSL Board of Directors.
- d. Selection of team management, Treasurer and Secretary.
- e. Separately fund all team costs including tournament fees and uniforms.
- f. Maintain medical and emergency information for all team members.
- g. Schedule use of Del Webb Field in concert with LHSSL activities and other associated tournament and travel teams.
- h. Conduct try-outs throughout the year.

6.3 League Responsibilities

- a. Include the tournament teams under the League's list of teams.
- b. Accept report of annual changes to the tournament management teams.
- c. Designate Board Member for oversight of and liaison with the tournament teams management.
- d. Invite the tournament teams management to Board meetings as appropriate, as a non-voting member.
- e. Mediate any complaints regarding the tournament teams and any member of the Association.

CERTIFICATION

I, Karl Hess, hereby certify that the Policies, Procedures and Regulations attached hereto are an exact copy of the Policies, Procedures and Regulations of THE LINCOLN HILLS SENIOR SOFTBALL LEAGUE adopted by a majority vote of the membership on April 12, 2022.

Karl Hess, Secretary