

# **Cape Cod Senior Softball League (CCSSL) Board Policies and Protocols**

## **The Following Policies Supersede Any Previous Policies and Protocols**

*Adopted TBD*

This document describes the policies of the Cape Cod Senior Softball League as regards the registration and assignment of players, the creation of divisions, player conduct, post-season playoffs, and travel teams.

The rules governing actual play and other matters related directly to on-field activities are contained in the CCSSL's Rule Book. The CCSSL's Bylaws describe the legal status, elections, structure, business, and various other aspects of the functioning and organization of the League.

The Board of Directors may at any time by majority vote revise or alter these policies and procedures.

## **Roster Development**

### **Registration and Fees**

The Board of Directors will designate the divisions for the League. The League will use financial inducements to encourage early applications to allow the Board of Directors sufficient time to assess the number of players and their talent level, and to determine the number of teams in each division. New players to the League will pay the discounted fee regardless of when they apply since recruiting efforts will continue throughout the year.

### **Team Player**

A team player is a member of one of the teams in a competitive division in the League for the duration of the regular season. A team player may participate in all League activities throughout the year. A team player may also sign up to be a pool player at no additional charge.

The cost of regular membership will be determined and approved by the Board of Directors as a part of the budgeting process and before opening registration for the season. A discount will be offered for players who complete their application on or before the last day of February of that season. All new players to the League will also receive this discount for their first season without regard to sign-up date.

Members may apply to play in up to two divisions. Assignment to a second division must be approved by the impacted Division President in consultation with the respective PEAC. All

relative policy will be applied to justify the assignment. If accepted, the member will be charged an additional amount as determined by the board of directors.

### **Pool Player**

A permanent pool player, that is, a player not assigned to a divisional team, is available to fill in for a team that is missing a player or players during regular-season and postseason games. Permanent pool players may also participate in recreational activities.

### **Recreational Program Player**

A player who opts for the Recreational Program may participate in all league activities throughout the year.

The Recreational Program is a less formal group that gets together for practices and pick-up games and is open to those players who apply for this program and other paid members of the League.

### **Player Evaluation and Assignment Committees (PEAC)**

The Player Evaluation and Assignment Committee (PEAC) is an independent body of players who are appointed by the division presidents. Managers, division presidents, board members and the league commissioner cannot serve on PEACs. PEACs serve from the time teams are formed in the spring until new teams are formed the following season. Each team in the division must be represented on the PEAC. The PEACs may use any information available to them and will have the final decision on player assignments to divisions and teams.

The PEACs will observe the player drafts, organized by the division presidents, in their respective divisions. The PEACs shall meet with managers after they have completed the draft to address any issue that may affect play, including competitive balance and interpersonal concerns. In consultation with the commissioner and the relevant division presidents, the PEACs will resolve any conflicts. The PEACs, in consultation with the commissioner and the relevant division presidents, will also be responsible for any roster changes during the season, including those that are intended to maintain or restore competitive balance. The PEACs can meet to address these issues any time they deem it necessary. Division presidents may appoint their PEAC to coordinate pool player assignments.

### **Division Assignments**

The Board will establish the number of divisions. Each division will have at least four teams. Player performance, safety, and competitive balance in each division are the determining factors in the assignment process.

For descriptive purposes in this document, the terms high and low, and their comparative and superlative forms, will be used to designate the four competitive divisions. The highest division is Cassidy, followed by Simpson, Winnett, and Rose.

In accordance with the League's bylaws, players are placed in divisions based primarily on their performance and abilities, which are determined in the following manner:

1. Managers submit player evaluations for their team at the conclusion of the season and the other division managers and members of the PEAC review and adjust the ratings.
2. Managers provide batting statistics from the previous year.
3. Managers and PEAC members assess safety concerns for each player.
4. Managers and PEAC members conduct evaluations for new players and those returning after an absence of a year or more.

If players object to their placement in a lower division, they should act immediately upon learning of their assignment and notify the division president of the division to which they are assigned and the division president of the division in which they want to play. They should also provide a justification for their requests. The two division presidents will then discuss the players' requests with the respective PEACs and the PEACs will make the final decision. The division presidents will inform the players of the decision. There is no appeal. If the players who have been denied their request decide not to play, the League will refund their registration fee in full.

Any player, regardless of his/her performance rating, may request to play in a lower division and these requests, provided there are no safety concerns, are routinely granted. The PEACs again will make the final decision.

### **Division Placement Policy**

The League will use the following age divisions for purposes of evaluation sessions for new players and for former players who have not played in a year or more:

Cassidy Division - 50-59  
Simpson Division - 60-69  
Winnett Division - 70-76  
Rose Division - 77+

Each year the League will conduct at least three evaluation sessions in the spring. New players and players returning to the league after an absence of a year or more must participate in at least one session to be considered for placement on a team. Should an evaluation session be cancelled due to weather or other reasons, the commissioner and division presidents will determine if a make-up session is needed. Players who do not attend at least one evaluation session will be placed in the league player pool and be evaluated in preseason games.

Veteran players, who have registered by February 28 to play in the upcoming season, will be guaranteed a place within the League.

### **Managers**

Division presidents will select the managers for their respective divisions and the managers will select their assistants. The general standards for evaluating managers shall include, but not be limited to:

- knowledge of the game;
- ability to successfully interact with their team members, other managers, umpires, division presidents and the commissioner;
- ability to assess player skills;
- strong organizational and other managerial skills;
- willingness to maintain and report all statistics for each game;
- willingness to abide by the pool player procedures; and
- willingness to assist with and enforce the player code of conduct.

No member of the Board of Directors may hold the position of manager in the League, unless granted a waiver by the Board. A person does not need to play on a team to be eligible to manage.

### **Drafts**

Each division president will design and organize a player draft in consultation with the division managers. The draft must take place after the evaluation sessions and before the first pre-season game, preferably no later than the second week of May. The drafts will take place in sequential order, beginning with the Cassidy division and ending with the Rose division.

## **Pool Player Policy**

The League will establish and maintain a cadre of pool players for each division to provide managers with an equitable way to fill temporary vacancies on their rosters for regular-season games.

### **Permanent and Regular Pool Players**

Permanent pool players are players unassigned to established teams who have registered with the League, paid their pool player dues, and signed a waiver of liability.

Regular pool players are players from established teams who have volunteered to be pool players, normally in another division (see below for exception). There is no additional charge to play as a pool player.

Idle team pool players are those players in a division whose team is idle for whatever reason while other teams in that division are playing scheduled games.

A player who joins the CCSSL after the initial team assignments have been made can request to be assigned to an established team or as a pool player by contacting any division president. The division presidents in coordination with the PEAC will determine the new player's team or pool assignment and whether he/she is an impact player (see below).

### **Divisional Pool Coordinators**

The division presidents in consultation with the division's managers will recruit and coordinate the placement of pool players. The president may recruit and supervise a pool player coordinator for each division.

The division president and/or pool player coordinator is responsible for managing a roster of regular, permanent, and idle-team pool players and responding to requests from team managers for pool players. Coordinators are encouraged to attend pre-season games to recruit regular pool players.

### **Impact Players**

Prior to June 1, each division president will submit a list of prospective permanent and regular pool players to the other division presidents and the PEACs to identify the impact players in each division.

Impact players are ineligible to play in lower age divisions as pool players. An impact player has elite talents that would likely change the outcome of the game.

### **Requests for Pool Players**

Managers who expect to have nine (9) regular roster players or fewer for a game may request up to two (2) pool player replacements. Managers who expect ten (10) players may request one (1) pool player.

At no time may a team using a pool player have more than eleven (11) active players on its bench for the game, excluding a non-fielding team member. Non-playing managers and scorekeepers may be on the bench. Injured players may sit on the bench but not enter the game under any circumstances.

Managers requesting pool players must provide the president and/or coordinator with the names of the regular roster players for whom pool player replacements are requested and the name of the opposing team for the game. All requests for pool players must be made by the manager to the division president and/or coordinator as early as possible before the scheduled game.

Only pool players assigned by the president and/or coordinator in response to a request may play in the designated game. If a team uses a substitute player other than an assigned pool player, the team will automatically forfeit the game without recourse and be penalized by forfeiture of a win in the League standings.

### **Assignment of Pool Players**

The division president and/or coordinator will provide pool players from the list of permanent pool players first and, if none is available, from the list of regular pool players and, if none is available, from those players from an idle team who are willing to play as pool players. The president and/or pool coordinator must endeavor, whenever possible, to find pool players of roughly comparable ability to the players being replaced.

In response to a request for a pool player(s), the president and/or coordinator will notify the requesting manager by e-mail or some other means, with a copy to the manager of the opposing team, of the name(s) of the pool player(s) assigned and the name(s) of the replaced regular roster player(s) who will no longer be eligible to play in the game.

### **Temporary Team Player**

In the event of a team player injury resulting in a projected 4+ games missed, a manager may request a temporary team player. The replacement player will be drawn from the division pool and will be assigned for the duration of the injury period. Once the injured player returns, the temporary player will be returned to the pool.

- Specific to injury-related absences only
- Injured player cannot return before the 4-game minimum absence
- Player assignment responsibility of PEAC
  - Contingent on availability of suitable pool player
  - Best efforts applied to matching temporary player of equal or lesser skill set
- Temporary Team Player assumes Regular Player status
  - Can play any fielding position
  - Can bat anywhere in batting order
  - Does not count as a pool player (team can request up to 2 pool players per league policy)

### **Procedure**

1. Team Manager informs Division President of player injury and duration
2. Division President refers matter to PEAC
3. Acting promptly, PEAC identifies willing and eligible pool player for assignment
4. PEAC informs Division President of recommendation
5. Division Managers are polled to judge appropriateness of player assignment

## 6. Player assigned

### **Courtesy Catchers**

Prior to the start of the season, each division president in consultation with the division's managers will decide on whether to allow courtesy catchers and, if allowed, how the catchers will be used. A courtesy catcher is a player from the opposing team who serves as a catcher for a team that has between 8 and 10 players, including pool players, available for a game.

There are three options:

1. No use at all of courtesy catchers.
2. Throw-back catchers only; that is, the opposing team will provide a catcher who will catch or retrieve the pitched ball and return it to the pitcher but will not participate in any play at or around home plate or anywhere else on the field of play, including foul territory. Once a ball is placed in play, the courtesy catcher will move from behind the plate to an area in foul territory as far away from the action as practicable.
3. A participatory catcher will play as if the team in the field is his/her team, actively engaged in all aspects of the defensive game. It is expected that the participatory catcher will perform to the best of his/her ability.

If a division decides to use a courtesy catcher, that division's president and team managers will agree when the courtesy catcher can be requested – at 8, 9, or 10 players. If any team has fewer than 8 players, that team will forfeit the game.

### **Regular Pool Player Staffing by Division**

The Cassidy Division Pool will be filled by non-impact players in the Simpson Division.

The Simpson Division pool will be filled by non-impact players in the Cassidy Division and the Winnett Division.

The Winnett Division pool will be filled by non-impact players from the Simpson Division and the Rose Division.

The Rose Division pool will be filled by non-impact players from the Winnett Division.

## **League Code of Conduct**

### **Policy**

The intention of the Cape Cod Senior Softball League is to create a community of dedicated softball enthusiasts and to promote good sportsmanship, camaraderie, and healthy athletic competition. Membership in the League is a privilege that implies certain responsibilities. The

Code of Conduct requires all members to treat each other and all those involved in the League, as well as the League's guests and game spectators, with courtesy and civility.

### **Unsportsmanlike Conduct**

Unsportsmanlike conduct includes:

- Shoving, striking, threatening, or intimidating a player, fan, or umpire;
- Verbally abusing a player, fan, or umpire;
- Profanity or vulgar gestures directed at players, fans, or umpires;
- Throwing bats or other objects on the field or in surrounding areas;
- Refusing to leave the playing field and surrounding grounds when instructed to do so by the umpire;
- Any behavior deemed unsportsmanlike by umpires.

Members who violate the Code of Conduct are subject to a disciplinary hearing.

### **Disciplinary Procedures**

The commissioner will appoint a Player Conduct Committee (PCC), which will comprise a minimum of 5 league members, including a chairperson, the umpire in chief, and at least 3 league members at large. Members of the PCC will investigate the alleged offense, which will include interviewing all those involved, and convene a hearing. The accused person will not attend the hearing.

Division presidents will be required to attend hearings involving their respective division members. Team managers will also be required to attend hearings for players on their team

If a member of the PCC is the subject of a misconduct hearing, he/she cannot sit on the hearing board. He/she must recuse himself/herself and the commissioner will replace him/her for that hearing with another individual. Any board member who is assigned to the Player Conduct Committee cannot sit on that hearing board for a member of his/her own team. That individual shall be replaced by a peer appointed by the commissioner.

The PCC is responsible for determining if a player's conduct constitutes a breach of the Code of Conduct and the punishment that is to be applied to that behavior, if any.

If a player exhibits unsportsmanlike conduct during a game he/she will be immediately ejected by the umpire and suspended for the team's next game. If a disqualified player refuses to leave the grounds, his/her team will forfeit the game.

If an ejected player submits a written appeal within twenty-four hours to the division president, the one-game suspension will not be enforced until a PCC meeting is convened and a decision on the appropriateness of the penalty is rendered.



If the infraction involves any kind of physical violence or, in the opinion of the umpire, dangerous behavior, the player is suspended until the PCC can investigate the incident and meet for a disciplinary hearing.

When rendering a decision, the PCC has the authority to:

1. Reverse the decision;
2. Uphold the decision and issue a reprimand in lieu of the one game suspension;
3. Uphold the decision and the penalty;
4. Uphold the decision and increase the penalty up to and including expulsion from the League.

In the event a player is charged with unsportsmanlike conduct by another CCSSL member at any time, the details of the charge must be submitted in writing to the appropriate division president and commissioner within 72 hours of the incident. A hearing of the accused player will be held by the PCC for a determination of culpability and punishment. Both parties must attend the hearing.

When rendering a decision in this case, the PCC will do one of the following:

1. Determine if the incident requires disciplinary action.
2. If disciplinary action is warranted, the PCC may issue a reprimand or a penalty up to and including expulsion from the League.

If the PCC decides to expel the accused member the Board of Directors (BOD) must approve the decision.

If the Board approves the expulsion decision, the commissioner will convey in writing the decision along with a description of the appeal procedures available to the accused person.

### **Suspension and Expulsion Appeal Procedure**

A member who has been suspended for more than a single game or expelled from the league may appeal the decision by notifying the commissioner in writing within seven (7) days of receipt of the decision. The appeal must specify in detail the grounds for the appeal. If the member fails to file a written appeal within the stipulated period, he/she waives the right to appeal.

The commissioner will arrange an appeal hearing with the Board of Directors and the accused member will be notified of the time and place of the hearing. He/she is expected to attend the appeal hearing.

The member has the right to appeal based on any of the following:

1. Mitigating circumstances;
2. Severity of the sanction(s);

3. Bias on the part of the PCC;
4. Additional evidence.

## **Player and Game Rules**

### **Cancellation of Games and Make-up Procedures**

In the event of inclement weather, the Division President, in consultation with impacted managers, will communicate and agree that the game should be postponed. Rainouts should be called no later than two (2) hours before game time, whenever possible. Managers will be responsible for notifying their team members. The home team manager will be responsible for notifying the umpires assigned to the game and informing the make-up coordinator. Inclement weather or unplayable field conditions are the only justifications for a postponement. Games should not be postponed simply because the date is inconvenient for one or both teams.

Games will be made up by playing two five, six or seven-inning games in a double header the next time the two teams meet. Managers by mutual agreement will establish the number of innings for each game and whether the game is played with a 1 and 1 count on the batter. If the managers cannot agree, the umpire will decide.

The make-up game coordinator will notify the scheduler of the dates of the make-up. Once the make-up game is scheduled it becomes an official part of the schedule for each team. Failure of a team to show up for the game will result in a forfeit.

### **CCSSL Members Who Leave During Season**

CCSSL members who become members of a team following the annual spring assignment process and then decide to depart for reasons other than health, family, or professional concerns will not be permitted to enter the CCSSL pool, participate in the annual Cape Cod Classic, or participate on any CCSSL-sponsored travel team.

Furthermore, these players shall be required to sit out the remainder of the season. If they wish to play the following year, they may submit a written request for reinstatement, which must be approved by the Board. If they fail to file a request for reinstatement they will not be allowed to participate in the subsequent season.

## **Division and Tournament Champions**

Each division will conduct a regular season that lasts approximately three months and a post-season double-elimination tournament. The final standings in each division will determine seeding for the tournament.

In each division, the team with the most victories in the regular season will become the division champion. The team that wins the post-season tournament will become the tournament champion. If the same team wins both the division and tournament championships it will become the division's league champion.

If two teams in the division end the regular season tied for first place with identical records, there will be a one-game playoff to determine the division champion and seeding for the tournament.

If three or more teams have tied for first place with identical records, then the two teams with the greatest positive run differential – runs scored minus run allowed – during the regular season will compete in the one-game playoff. If there are still three or more teams with identical metrics, the two teams with the fewest runs allowed in the regular season will compete in the playoff. If still another tie-breaker is required, it will be total runs scored in the regular season.

Ties for other positions in the standings will not be broken by any playoff games. These ties will otherwise be broken by the same measures as first place ties.

### **Tournament Home Team Policy**

The higher-seeded team will be the home team for the tournament until the championship game, at which time the team from the winner's bracket will be the home team despite seeding. The home team for the "if necessary" game will be determined by a coin flip.

## **Travel Team Policy**

The purpose of the Cape Cod Senior Softball League travel teams is to participate in local, regional, and national tournaments. These tournaments will provide League members the opportunity to compete against other teams and to represent the League.

### **Travel Team Guidelines**

The CCSSL will support and authorize only one travel team for each of the established tournament age divisions.

Travel team members must play in the age-acceptable division for the tournament regardless of their division in the League.

Only paid members may be selected to play on any of the CCSSL teams. Pool players will be eligible to participate on travel teams at the discretion of the travel team manager and if they have paid the appropriate fee.

Travel teams must adhere to all provisions established by the National Association Softball Rules of Play for specific tournaments.

The League expects all players on its sponsored travel teams to abide by the rules established by their team manager and to represent the League with the highest standards of behavior.

Failure to do so can result in the manager taking disciplinary measures, which may include verbal warnings, game suspensions, and/or immediate dismissal from the travel team. The manager's decisions and disciplinary actions will be final, binding, and not subject to appeal to the League commissioner or members of the Board of Directors.

### **Travel Team Managers**

Each year members of the CCSSL who wish to serve as travel team managers shall express in writing their intent by contacting the commissioner. Any League member may serve as a travel team manager.

The Board may interview candidates for the position of travel team manager prior to an official vote of their selection. The commissioner shall give final approval to all travel team manager appointments.

The Board of Directors has the authority to remove any travel team manager or player for just cause.

Travel team managers will have full authority to oversee and administer all aspects of their team.

Travel team managers will select their teams with players from the appropriate age groups and, when necessary or at the behest of the Board, conduct open tryouts. All dates and field locations for player tryouts shall be forwarded to the Board of Directors for publication on the league's website.

As soon as possible after the conclusion of the player selection process, managers will submit their travel team rosters to the commissioner and Board.

Any financial support received from independent sponsors or generated by a specific travel team member shall be forwarded to the League treasurer for record-keeping and disbursement for approved team expenses.

## **Travel Team Scheduling**

Travel team managers shall submit a schedule of their planned tournaments to the commissioner as soon as practicable and the Board of Directors will approve the schedule. If the manager adds additional tournament games, the Board must approve them as well.

## **Tournament Team Sponsorship Policy**

Tournament teams not exclusively associated with the league may apply for league funds to offset tournament costs. The CCSSL board will consider requests for tournament team sponsorship. In exchange for a monetary consideration, tournament teams will promote the league and the Annual Cape Cod Senior Softball Classic Tournament at the tournaments in which they compete. Examples of promotion include but are not limited to hanging a Classic Banner at the event, distributing pamphlets, and wearing the CCSSL logo on team jerseys. Teams should be rostered primarily by CCSSL members.

Tournament team managers requesting CCSSL support will submit a schedule of tournaments, entry fees, and player rosters to the commissioner as soon as practical. The Board will evaluate and determine the marketing value of the tournaments. If approved, the league will provide funding within league budgetary limits as the Board determines.

## **Classic Note**

The Board of Directors continues to support and encourage non-travel team players to organize age-appropriate teams to compete in the Cape Cod Classic.

# **League Protocols**

## **Record Keeping:**

The League will employ, either through volunteers or a stipend, a secretary who will be responsible for recording, maintaining, and publishing the minutes of the Annual League Meeting and meetings of the Board of Directors. The league will also employ, by the same means as the position of secretary, a treasurer (bookkeeper) who, together with the commissioner, will be responsible for maintaining the financial accounts of the League. These accounts will include, but not be limited to, reporting on League finances as required by law and bylaws and paying for goods and services approved by the League, and will be audited annually by members of the League appointed by the commissioner.

## **Capital Projects:**

Capital projects will require at least two bids and approval of the Board of Directors before work begins. Capital projects are those that will be undertaken by contractors/vendors (not League players) and will cost at least \$1,000.00 (one-thousand dollars).

### **Dual Signatures:**

Expenditures of League funds that result in a single payment of \$5,000.00 (five-thousand dollars) or more require the signature of the treasurer (bookkeeper) and commissioner on the check.

### **Bereavement:**

Whenever a player or former player who has been, or was, a member of the League for at least two years passes away, the League will recognize that player with a notice on its website, post the player's name on the In Memoriam page, and either purchase flowers or make a monetary donation to a charity identified by the family not to exceed \$100.00 (one-hundred dollars). Loss of a player's spouse may be mentioned on the website for informational purposes. The Board of Directors may approve additional forms of recognition if it deems them appropriate.

### **Safety:**

The League will provide, at no cost to the participants, CPR training when at least 10 (ten) players are willing to be trained. Furthermore, the League will provide and maintain AED devices at each of the fields it regularly uses. Members of the League who wish may be trained in the proper use of these devices at no cost to them.

### **Electronic Voting:**

From time to time it may become necessary for the Board of Directors to vote on an urgent matter between scheduled meetings. At such times the commissioner may call for an electronic vote of the Board. The results of that vote shall be recorded in the minutes of the next regular meeting of the Board.