

Sun City Summerlin Community Association, Incorporated
SCSCAI Softball Club
Operating Procedures
December 3, 2024

AUTHORITY AND GOVERNANCE

The **SCSCAI Softball Club** (the “Club”) is chartered by the Sun City Summerlin Community Association, Inc. (the “**SCSCAI or Association**”)” **Board of Directors**. The Club’s **Charter** (dtd <date>) documents its official status and sets forth the general conditions established by the Association for all clubs to meet for continued authorization to operate within the community.

The Club’s operations are governed by the SCSCAI Covenants, Conditions, and Restrictions (**CC&Rs**), **SCSCAI Rules and Regulations** (Rev. September 2019), and the Association’s **Clubs and Community Organizations Procedures Manual** (Rev. September 2022). If a Club procedure conflicts with any of the Association’s governing documents, the **SCSCAI documents shall prevail**. Club officers must become familiar with these governing documents as one of their first responsibilities upon taking office.

COMMUNITY RELATIONS

The **Clubs and Community Organizations Committee (CCOC)** is a standing committee of the SCSCAI Board of Directors. The CCOC is chaired by a member of the SCSCAI Board and serves as liaison between Clubs and the Association’s Board on matters pertaining to policies and procedures impacting Club operations. The Committee meets monthly. A member of the Club Board should attend the CCOC meetings to keep current on general club issues and changes, and represent our Club’s interests if necessary.

The SCSCAI **Executive Director** is responsible to the CCOC and the SCSCAI Board for establishing, implementing, and enforcing policies and procedures pertaining to Club operations. The **Director of Community Services** is responsible to the Executive Director for ensuring the all Clubs operate in accordance with established policies and procedures and assists Clubs in administering their programs and in complying with established procedures.

Other SCSCAI Committees that impact the Club are the **Fitness Committee**, the **Common Area and Properties Committee (CAP)**, and the **Architectural Review Committee (ARC)**. The Fitness Committee addresses matters associated with fitness programs, services, and facilities. Any maintenance or improvement initiative involving Pinnacle Field will be submitted by the Club to the Director of Community Services.

PURPOSE

As per our **Charter**, the SCSCAI Softball Club is established to **promote** interest in softball and **form** league play. The Club fulfills its purpose by:

Promoting the Club through the LINK magazine, participating in the annual Club Fair and other community-sponsored activities, distributing flyers at community facilities, and holding special events at the field, on the golf course, or at other community venues.

Forming leagues tailored to age and skill to encourage members to participate and compete as long as they are willing and able.

Conducting league play and other activities in a manner that promotes participation, socialization, friendship, good sportsmanship, exercise, health, and safety.

Facilitating member participation in SSUSA senior softball tournaments by connecting interested members with senior teams in the Las Vegas area based on age and skill rating.

ELECTION & BOARD OF DIRECTORS

Election of Officers. Per our Charter, the annual election of officers will be held in **May** on a date and at a place announced by the Club Board. An Election Committee will be appointed 90 days prior to the election date to recruit and receive applications from candidates for office. The Election Committee will assemble a slate of candidates for each office and submit them to the Board for review and confirmation. The Board will announce the election slate to the membership and invite candidates to submit a one-page summary of their interest, qualifications, and plans for distribution to the membership by the Board. The Committee will prepare ballots, recruit any necessary assistance, and set up the polling site. Generally, the election will be conducted at Pinnacle Field. After the poll closes, the Committee will tabulate the votes and provide the results to the Board President. The Club Board will announce the results to the membership after certifying the results.

Board of Directors. The Club shall be directed by an elected Board consisting of the following four officers: President, Vice President, Secretary, and Treasurer. Officers will serve a one-year term from June 1 through May 31. There are no term limits and officers may serve consecutive terms. Traditional roles of individual officers are described in the CCOC Procedures Manual (p.12) (**Attachment A**). However, actual officer duties and responsibilities may be based on individual officer skills, experience, and interests. Identifying individual officer roles and responsibilities is one of the earliest tasks to be accomplished by each newly-elected Board.

Board Appointees. The Board may appoint members to serve as non-voting officers or advisors for specific purposes or roles, such as sponsorship, communications, facilities, etc.. The Board may also appoint committees to plan and conduct special events such as the season opener, picnics, golf activities, tournaments, trips, and other activities. Each committee formed will include a board member to serve as adviser to the committee. Such appointments shall be communicated to the membership as they occur and posted on the Club Website.

MEETINGS

Board Meetings. Per our Charter, the Board shall meet in session at least quarterly. Additional meetings may be held at the call of the President or a majority of the Board. An agenda and minutes will be prepared for each meeting and provided to the membership by email and posted on the website. Members may attend Board meetings unless the Board is meeting in an announced Executive Session.

Membership Meetings. As a minimum, the Club Board will hold a General Membership meeting in May to recap and review the ending season, vote on mandatory agenda items, introduce the incoming Club Board, and conduct other Club business per the meeting agenda. Additionally, the Club Board will hold a General Membership meeting prior to the start of the season to present their season format proposal, present the budget for member approval, vote on other major decisions, and introduce the Commissioners and Team Managers. Generally, this meeting will occur in July/August to allow time for the leadership to prepare for the upcoming season. All meetings will be announced in the LINK and to membership per timelines established in the CCOC Procedures Manual.

MEMBERSHIP & DUES

Membership. The Club welcomes all Sun City Summerlin owners and residents in good standing and holding a valid Association Card. There are no membership skills, training, or other qualifications as conditions for membership. A Club member may be denied the opportunity to participate in a Club activity or performance if the Club's officers deem that member to have health issues that could put him/her or other Club members at risk. Members are advised that, by joining any of the Association's chartered clubs, they are deemed to have waived any claim of liability against the SCSCAI as a result of participating in any Club-sponsored activity.

Dues. The current annual dues for Club membership are \$50.00 per year. Dues are not pro-rated and are not refundable. Dues are payable during the month of May each year and cover the season calendar from June 1st of the current year through May 31st of the following year. Payment should be made to the Club Treasurer either by check (pay to the order of the "SCSCAI Softball Club") or cash. Each cash-paying member will receive a receipt for their payment. Any changes to the annual dues require a vote by a membership quorum (35%).

Guests. Members may invite guests to club activities. Association rules apply to all guests, specifically:

Resident Guests. Sun City residents are allowed to attend up to two (2) club activities as a guest of a members. In order to attend additional activities, the guest must join the club.

Non-Resident Guests. Club members may sponsor non-residents to participate in specific club activities (picnics, golf, and practices) by using a guest pass for each activity. Non-residents may participate in up to twelve (12) events per year, each time using a member's guest pass. Non-residents are not eligible to participate in the club's official league play during the regular season.

Members Emeritus. An additional club membership has been created, Member Emeritus, to allow players who are no longer able to participate in league or team play. Any club member may nominate a previous player in good standing for consideration as a Member Emeritus. The nomination of a candidate will be made in writing to the club board for review and consideration. The criteria for nomination is the candidate must be a previous member in good standings with at least five (5) years of playing experience, and has not played for one year. If and when approved by the board the Member Emeritus will receive continuous non-playing club membership. This special membership will be a non-voting membership and will allow the Member Emeritus to attend all club functions, sit in the dugout with friends and former team members. Members Emeritus will not be required to pay club dues.

ORGANIZATION & LEAGUE PLAY

Per its purpose, the Club will **form league play** each year for a season that generally begins in September and ends in May. Multiple leagues will be established to provide members with either a “competitive” or “recreational” option based on their skill and expressed interest. League play will be formulated each year by the Board, in consultation with appointed League Commissioners and Team Managers.

League Commissioners. Each league will be led by a Commissioner appointed by the Club Board in June. The Board will solicit volunteers from the **full membership** to serve in this critical capacity. The Board will duly consider all applicants before making their selections, which will be announced to the membership. The Board will meet with the appointed Commissioners to begin the process of recruiting Team Managers, develop the general league structure, and prepare a timeline for developing playing rules, team rosters, and the game schedule.

Team Managers. Following the announcement of the Commissioner selections, the Board will solicit volunteers from the full membership to serve as team managers. Interested individuals will contact the League Commissioner of the league in which they wish to manage. Commissioners will review the manager applicants and make their tentative selections and submit their proposed managerial slate to the Board for approval. Upon approval, the Board will announce the slate of team managers to the membership.

League/Team Format. The number of leagues and the number of teams in each league will be driven by the number of “active” (available to play as of September 1st) members. The Board, in consultation with League Commissioners and Team Managers will develop the proposed format after reviewing the active roster, members’ league requests, and factoring in other considerations. Members will not be involuntarily assigned to the “competitive” league; however, members who request assignment to that league are not guaranteed selection nor are members who played in that league the previous season (no “grandfathering”). **NOTE:** If the proposed format departs from the previous season’s structure and schedule, it must be approved by a quorum of the Club membership prior to the start of the season.

Playing Rules. Play shall be governed by the Tournament Rules published by the Senior Softball - USA Association (SSUSA). These rules may be found on the SSUSA website (seniorsoftball.com) under Tournaments/Rules and are also on our club website (scssoftball.club). The Club may modify these playing rules to accommodate Club-specific needs such as field, age, skill, etc. Prospective rule modifications from the previous season will be developed by the Commissioners and Managers and submitted to the Board for approval prior to forming the teams for each league.

Team Rosters. Prior to each season, the Commissioners and Managers will form team rosters for their respective leagues per a process determined by their unanimous consent. The most “competitive” league, (American League), will begin the process by forming their teams from a pool of members who have voluntarily submitted their names for consideration. Upon completion of their team rosters, the AL commissioner will submit them to the Club Board for approval. Following Board approval, the Commissioner will notify members who were not selected for the AL league. Following the completion of the AL team formation, the Central League (CL) will begin basically the same process as the AL and form teams from the pool of members who have voluntarily submitted their names for CL consideration. Upon completion of their team rosters, the CL commissioner will submit them to the Club Board for approval. Following Board approval, the commissioner will notify the members who were not selected for the CL League. The recreational league (NL) will then proceed to form their team rosters from the remaining members who anticipate being available (medical, travel, etc.) to play in the first half of the season. Upon completing their team rosters, the commissioner will submit them to the Club Board for approval. The Board will announce the approved league and team rosters to the membership and post them on the Club Website.

Team Parity. The primary objective in forming the three leagues and team rosters is to achieve relatively balanced teams, each having a reasonable expectation to compete in each game and throughout the season. In a perfect world, all teams will end up with a .500 record. To achieve this, all three leagues should employ a combination of talent alignment and allocation with a traditional “draft” process. For instance, in a four-team league of 48 players, the goal would be to fairly assign the top 25% (12) among the four teams (3/team). Similarly, in a six-team league of 78 players, the top 25% (18) players would be spread among the six teams (3/team). If that is done properly, then the teams would be fairly balanced going into the “draft” phase to fill out the remainder of each team’s roster.

Roster Stability. Approved rosters are considered “set” for at least the first half of the season. Exceptions may be made to accommodate new member assignments and placement of medical/injury returnees. At mid-season, voluntary league and/or team change requests may be considered if unanimously recommended by respective League Commissioners and Team Managers. There shall not be any INVOLUNTARY transfer of members from one team to another within the same league without Club Board approval.

Substitute Players. Teams may employ substitute players if they are unable to field a full team from their roster players. The fundamental substitution intention is that team managers NOT improve their team via substitution.

New Player Assignment. Over the course of a season, new members join or current members return to action after a prolonged recovery or absence. Every effort will be made to assign them to the appropriate level league and team as soon as they are ready to play. Players may initially be placed in a “pool” and/or rotated among teams for evaluation before being placed on a team based on numbers or positional/skill needs. Commissioners will work with Team Managers to assign players in line with parity considerations.

Game Schedule. The schedule will be developed by a Schedule Committee that will include Club volunteers, the League Commissioners, and a Board representative. The Committee will submit the DRAFT schedule to the Team Managers for review. Following their review, the schedule will be submitted to the Board for approval and adoption. The approved schedule will be announced to the membership and posted on the website and at the field. Per the approved schedule each year, the Club will submit a request to the Director of Community Services to reserve Pinnacle Field for the Club games and practices. The CCOC-approved schedule will be posted on the field bulletin board and placed on the website.

Summer/Break Schedule. During times when league play is not scheduled, such as during breaks or between seasons, the Club will conduct open practices and “pick-up” games open to all membership. These informal activities will be organized by volunteer leaders.

Umpires. Games will be officiated by two volunteer umpires. The game schedule will include team assignments and the assigned team manager will schedule game coverage. Before each season and after playing rules are approved by the Club Board, an umpire clinic will be conducted to prepare umpires for the coming season.

FACILITIES

Pinnacle Softball Field. Our home field is a SCSCAI facility. As such, it is open for use to all members of the community. As the primary user of the facility, we may reserve the field for our games and practices. Each year we must submit our reservation request to the Director of Community Services. Upon approval, we must post the field schedule on our field bulletin board and place it on our website. Additional field time may be reserved through the Fitness Department or the Pinnacle Fitness Monitor.

Participation Reports. The Club is required to report its usage of the field to the Pinnacle Fitness Center Monitor after each day’s activities. The report will include the date and a list of members with their Association number. Each Team Manager will complete the report for their team and place it in the file box in the Visitor’s dugout. The Home Team Manager of the final game of the day will submit the team reports to the monitor.

Key Control. The Softball Club receives twenty (20) keys for the Pinnacle Field Storage Shed. All keys are now numbered, and the keys are distributed to specific Club leadership members. A list must be prepared to document the members’ name and the key number assigned to them. A list of all 20 keys and the members’ names shall be maintained and

readily available to the Community management office upon request. The distribution will be as follows; Five (5) keys to the Club Board members, three (3) keys to each of the league commissioners and one (1) key to each of the twelve (12) team managers. Only Softball Club members should have keys because community residents, who are permitted to use the field, do not and should not have access to Club equipment. Community maintenance personnel have their own keys to the shed.

Key Distribution. At the end of each season, and by June 1st, all key holders will return their keys to the Club Board for accountability and preparation for transfer to the new incoming Club Board. The new incoming Club Board will assume responsibility for the keys and will distribute them in the same manner as defined above. The locks (3) to the softball field gate will be distributed as follows: One key will be the responsibility of the Softball Club, and one key is retained by Sun City maintenance group. One key to the field gate will be positioned at the Pinnacle fitness desk for use by community residents. Control and management of that key will be the responsibility of the Pinnacle desk monitor.

Usage Procedures. There are at least two games with the possibility of a third game on certain days as scheduled. THE HOME MANAGER FOR THE FIRST GAME PLAYING EACH DAY WILL BE RESPONSIBLE FOR OPENING THE SHED, UNLOCKING THE FIELD WITH THE KEY IN THE LOCKED CABINET, SETTING UP THE FIELD, SCOREBOARD AND TAKING EMERGENCY EQUIPMENT OUT TO THE FIELD. THE HOME MANAGER OF THE LAST GAME WILL DO THE REVERSE AND WILL BE RESPONSIBLE FOR PUTTING EVERYTHING AWAY AND LOCKING UP THE FIELD. FOR DAYS OF PRACTICE, A BOARD MEMBER OR MANAGER will follow the noted procedure for opening and closing the field. In the event a board member is not available, one of the Managers (who has a key) and may be attending the practice or a trusted individual to be responsible. In the event that a trusted individual Club Member needs to get involved, they will ask the designated substitute to pick up the key from the Pinnacle Monitor, while following SC requirements to do so.

Important Requirements.

- No copies of the key can or will be made.
- The Softball Board will diligently manage activity to ensure compliance
- The Softball Board commits to a clean, transparent transition of key management when or if a new Board is elected.

The Softball Club receives one field gate key, and that key is locked in the club locker in the storage shed. At the beginning of each game or batting practice a responsible Club member gets the key and opens the field gate. At the end of the games or batting practice the key is returned to the club locker and locked up.

Tournament Teams. The club encourages members to participate in senior softball tournaments. Teams are generally comprised of club members and augmented by players from the Las Vegas Senior Softball Association. Tournament teams are not sponsored by the club; rather, they are independent entities. Tournament teams wishing to use Pinnacle Field must reserve the field (outside regular club hours) with the Fitness Department. A team representative must check out the key to the field from the Pinnacle Fitness Center Monitor and return it after the activity. Non-resident team members must be sponsored by a resident player and obtain a guest pass from the monitor. Teams must comply with all Association requirements regarding field use.

SPECIAL EVENTS

The Club Board may schedule special events such as picnics, golf competition and outings, opening days, trips, etc. that are open to all members and guests, unless attendance is restricted to members only. Events will be scheduled and announced far enough in advance to allow members to plan their calendars and attend. Special guests, such as sponsors, may be invited as approved by the Board. The Board may solicit volunteers to assist with planning and conducting these events.

CONDUCT & DISCIPLINE

Members are expected to comport themselves in an appropriate manner while participating in Club activities. Simply stated, to act like ladies and gentlemen towards each other and as if our families were in attendance. The Board expects Team Managers to exercise control over their team members and League Commissioners to do the same for their Managers. The League Commissioners are held accountable for their behavior by the Board.

Conduct. In addition to Club procedural compliance, all members are expected to meet the standards set forth in the **SCSCAI Code of Conduct** (SCSCAI Rules and Regulations). A copy of the Code is provided (**Attachment B**) for member information. Further, the **SSUSA** playing rules begin with their **Code of Ethics**, a copy of which is provided as **Attachment C** to these Procedures.

Discipline. All members of Clubs are required to adhere to CCOC Procedures as well as governing documents of SCSCAI. The Club Officers are responsible for enforcing CCOC Procedures within their individual Clubs. Any unresolved violations of the SCSCAI governing documents are to be reported to the Executive Director. Club members deemed to be in violation by the Association of any of the Club or SCSCAI governing documents, including the Code of Conduct may, after a hearing, have their Club membership privileges temporarily suspended, Association membership privileges temporarily suspended, or may be fined.

ATTACHMENTS

ATTACHMENT A

Club Officer Duties*

All Club Officers shall be elected by the Club membership. No Club shall have more than one president. The following Club Officer duties are suggestions and can be changed to each Club's specific needs.

President. The president shall preside over all Club meetings and be responsible for the administration of all Club business, shall act as principal liaison between the Club and SCSCAI, shall appoint any committees deemed necessary, shall act as ex-officio chairperson over all committees with the exception of the nominating committee, and shall insure the financial and administrative integrity of the Club. All records shall be passed on to his/her successor.

Vice-President. The vice-president shall preside at all meetings in the absence of the president and shall perform other duties as may be assigned by the president.

Secretary. The secretary shall keep all records, issue notices of all meetings and shall record all meeting minutes to be made available for review by any member of the Club upon request, shall conduct and/or oversee all correspondence relating to the Club, shall maintain a complete roster of all members, shall furnish to SCSCAI various reports as required. NOTE: Secretary's records will be retained for a minimum of three (3) years and passed on to each successor.

Treasurer. The treasurer shall receive all monies and pay all bills owed by the Club, shall keep an up-to-date ledger recording all financial transactions; shall reconcile and retain all bank statements, shall prepare financial reports for meetings to be made available for review by any member of the Club upon request, shall follow all requirements of the Club treasurer's record system as defined in Section VII. of these Procedures. NOTE: Treasurer's records will be retained for a minimum of ten (10) years and passed on to each successor.

Club Officer Responsibilities*

Specifically, Club Officers, in compliance with these Procedures, are responsible to:

- a. Conduct and manage the affairs of the Club in compliance with SCSCAI governing documents and these Procedures.
- b. Recommend changes to the Club's Charter and Operating Procedures in compliance with these Procedures.
- c. Prepare an annual budget to present to the Club membership for approval. Club dues shall be based on the annual budget.
- d. Enter into contracts for services to be provided to the Club. The form of the contract shall be approved by the SCSCAI Board of Directors. A Club Officer shall not be under contract within the same Club and Club Officers shall not receive any salary or other compensation for their services as officers. However, they may be reimbursed for any actual expenses incurred in the performance of such Officer's duties. All contracts are required to be approved by the membership unless the Club's Operating Procedures provide otherwise, or it is an approved budgeted item.
- e. Ensure that a list of members for the current year is supplied to the Community Services Office by February 28 of each year.
- f. Assure that all guest privileges are enforced and ensure the monitoring and tracking of member and non-member attendance at Club meetings, in dedicated Club rooms or dedicated space, and at other special functions.
- g. Follow all procedures for Club Officer elections.
- h. Fill any officer vacancy. (See Section V. A. 5.)
- i. Submit all Club reports and forms to the Director of Community Services as required.
- j. Ensure the operational safety and the proper care and use of all equipment and facilities.
- k. Ensure all Club members abide by the rules mandated by SCSCAI and the City of Las Vegas.
- l. Newly elected Club Officers shall be thoroughly briefed on all aspects of Club by outgoing Club Officers.
- m. Attend Club Officer's meeting held by the Executive Director, Director of Community Services and CCOC Chair.

***Source:** Club & Community Organizations Procedures Manual (Rev. September 2022). These are **SUGGESTED**...clubs may modify.

ATTACHMENT B

SCSCAI Rules and Regulations (Rev. September 2019) Members and Residents Code of Conduct

Members and residents shall:

1. Conduct themselves so as not to jeopardize or interfere with the rights and privileges of other members or their guests.
2. Refrain from loud, profane, indecent or abusive language in addressing other members, Association staff, directors or guests.
3. Not gamble in Association facilities, except where permitted by state license.
4. Refrain from harassing or accosting any member, resident, guest, staff member or director.
5. Not physically abuse other members, residents, guests, Association staff or directors. Amended-September 10, 2019 Page 4
6. Be held responsible for any intentional damage to Association property.
7. Not reprimand or discipline any Association employee.
8. Not interfere with the management of the Association.
9. Not compromise the safety of others by their actions and shall obey all safety rules and shall cease and desist unsafe activity when instructed by staff.
10. Not profit financially from their privileges by charging guests for use of the facilities.

ATTACHMENT C

**Senior Softball-USA (SSUSA)
Code of Ethics**

As a participant in Senior Softball-USA, I agree to conduct myself as a gentleman or lady both on and off the field, and that when playing I will:

Article 1: Abide by the current “Official Senior Softball Guide and Playing Rules” to the best of my ability.

Article 2: Accept the decision of the umpires and my team manager in good sportsmanship.

Article 3: Neither taunt nor degrade my opponent.

Article 4: Avoid bodily contact that may cause injury to others or myself.

Article 5: Never direct abusive or profane language at officials or opponents.

Article 6: Exercise control over my family members and friends to the extent of Articles 3 and 5 above.

Article 7: Not commit any act that could be considered unsportsmanlike conduct.