THE VILLAGES REC DIVISION IV SOUTH PROCEDURES

Revised November 13, 2026

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SECTION 1 – THE BOARD OF DIRECTORS

1.1 - NUMBER OF DIRECTORS

Division IV South (D4S) will be governed by an elected seven member Board of Directors (hereafter "Board").

1.2 – QUALIFICATIONS

Each member of the Board (hereafter "Director") shall be a full time resident of the The Villages who has participated in at least two of the last three seasons in D4S. (This requirement will be effective 1/1/28.)

The Board reserves the right to name Directors as Managers when Managers are needed to fulfill Manager positions within D4S. As a general rule, Managers cannot be Directors unless the need is required to fulfill Board positions.

1.3 – TERMS OF OFFICE

Each Director shall serve a three-year term. Two Directors shall be elected in March and serve from immediately after the election until their term ends on election day three (3) years later with two Director positions up for election every year starting in March, 2029 and every subsequent year. If more replacements are needed, the Board shall appoint them.

1.4 – NOMINATIONS

Any qualified person may submit a written application to the Board by the first week of March. If the Board determines that the individual fulfills the necessary requirements, he shall be placed on the ballot. The names of the candidates and the date, time and place for the election shall be posted on the division website and on the bulletin board of the softball complex where D4S is playing that season.

1.5 – ELECTIONS

A. Annual elections shall be held during the last full week of play in March each year.

B. Two Directors shall be elected for terms of three years each.

C. Votes are cast during regular games hours on D4S game days during one of the weeks in November. In the event that balloting cannot be held on one of those days, the next available playing date(s) shall be used.

D. All persons completing applications to play in D4S for the Winter Season in which the election is to take place (Roster Players, Substitutes, and Volunteers) shall be eligible to vote.

1.6 – BOARD OFFICERS

A. At its first meeting following the election, the Board shall elect a Commissioner, a Deputy Commissioner and a Treasurer. Each shall serve a three-year term.

B. The Commissioner shall:

1 - Call for meetings and conduct them;

2 – Assign duties and responsibilities to the other Directors;

3 – Announce all decisions necessary in the day-to-day management of D4S.

4 – Make any decisions necessary in the day-to-day management of D4S.

5 – Initiate and receive all communications with The Villages Recreation Department and other softball divisions.

C. Whenever the Commissioner is unable to carry out his duties, the Deputy Commissioner shall assume his position.

D. The Treasurer shall be the custodian of all funds belonging to The Villages Div 4 South Rec Softball and report on the status of same at the Board Meetings.

E. The Recording Secretary (Non-Officer, Non-Director) shall record and prepare the Minutes of Board Meetings.

1.7 – DISQUALIFICATIONS

A. A Director must remain an active participant during his term in office. Failure to do so (unless otherwise provided in this document) may result in immediate removal from the office.

B. A Director who submits an application to play in a different Recreation Department softball division (Div. I, II, III IVSouth, V) shall be removed from the Board immediately.

C. A Director who is suspended by The Villages Recreation Department for violation of its published rules or who violates the Division IV rules or procedures may be removed from the Board immediately via Impeachment.

D. A Director who acts unilaterally as a representative of the Board or the Division may be disqualified as a Director and removed from office unless it's the Commissioner acting on behalf of the Board.

E. An impeachment process is needed by 5 of the 7 votes for impeachment on one of the qualifications for Impeachment listed above or for other possible serious violation of conduct as they may occur.

1.8 – BOARD DECISIONS

A. A quorum of no fewer than six Directors is necessary to consider and vote on issues.

B. All Board decisions are made by majority vote.

C. The Commissioner shall only cast a vote to make or break a tie of the votes cast by the other Board Members.

D. All expenditures in excess of $50 dollars shall be approved by the Board.

E. At its discretion, the Board may consult with the managers or call for a vote by the players on any issue.

1.9 – BOARD DUTIES AND RESPONSIBILITES

The Board's duties and responsibilities include but are not limited to:

A. Collecting and reviewing the applications of those who sign up to play in a new session;
B. Determining the number of teams will play;
C. Selecting team managers for the upcoming season;
D. Assisting new managers with their duties;
E. Scheduling of games and setting the tournament format;
F. Determining the round in which managers must draft themselves;
G. Conducting the draft and the creation of new teams;
H. Coordinating of scorekeeping and umpire schedules;
I. Training of scorekeepers;
J. Certifying players as "qualified pitchers";
K. Maintaining lists of substitutes for games:
L. Selecting substitutes for games;
M. Selecting substitutes to replace players injured during a game;
N. Recruiting and scheduling of umpires;
O. Collecting score sheets and submitting them to the newspaper;
P. Maintaining statistics and posting them on the division website;
Q. Reviewing proposed rule and procedure changes;
R. Reclassifying S1 players from D to A, B or C as appropriate.
S. Propose review and approve all communication to be prescribed to The Villages Recreation Department, other softball divisions and the website designer.

1.10 – BOARD MEETINGS

A. Directors are required to attend 70 percent of all Board meetings during their term of office. Failure to meet this requirement may lead to removal from the Board.

B. The Reporting Secretary (Non-Officer, Non-Department) or other Board member in their absence shall record minutes of each meeting.

C. For any Board decisions about rules, or procedures which are not unanimous, the Recording Secretary shall record how each Director voted.

D. The minutes, including Board decisions and individual votes, shall be posted on the website in a timely manner.

1.11 – RULE OR PROCEDURAL CHANGES

A. The Board shall review, approve or disapprove any rule of procedure additions, deletions or changes proposed by Directors, managers, players or volunteers.

B. The Board reserves the right to alter, modify, or update its rules or procedures as deemed necessary.

SECTION 2 – TEAM MANAGERS

2.1 – QUALIFICATIONS

A manager:

A. Must be a resident of the The Villages two of the last three seasons;
B. Must have played minimum of three seasons in D4S (goes into effect 1/1/28);
C. Must have demonstrated knowledge or the game and of the D4S Rules and Procedures;
D. Must have maintained a positive and constructive relationship with the Board and displayed good sportsmanship both on and off the field;
E. Must have access to a computer and a current email service;
F. Persons registered in D4S who have previously managed for three or more seasons in another softball league in The Villages, but do not meet the requirement of 2.1.B (above) may also be given consideration for a Manager position in D4S.

2.2 – MANAGER SELECTION

A. The Board shall evaluate and select team managers prior to the draft for each season.

B. If there are more available applicants than teams and they all meet the qualifications cited above, the Board may grant preference to applicants at their discretion.

C. The Board will determine if a Manager is managing only in order to play in D4S and may request that Manager not play if the Board deems it appropriate.

D. As a policy, the Board encourages the use of Non-Playing Managers.

2.3 – MANAGERS' DUTIES AND RESPONSIBILITIES

Managers shall be responsible for:

A. Drafting players to form a team.

B. Making their team members aware of the D4S Rules and Procedures.
C. Scheduling and conducting pre-season practice schedules.
D. Distributing their team's playing schedule to the players.
E. Maintaining all necessary communication with the Board via email or text.
F. Maintaining an effective and timely communications stream with players to disseminate Recreation Department and Board information.
G. Assigning knowledgeable players to fulfill scorekeeping and umpiring duties when required by the Board,
H. Requesting substitutes for games in a timely manner.
I. Informing the Board of an injured or ill player and ensuring the player who should complete the Leave of Absence (LOA) form has done so.
J. Attending any meeting to which the Board invites managers.
K. Evaluating their players and assisting in evaluating S1 substitutes when requested by the Board.
L. Assigning an Assistant Manager, if desired and if one is available. The Assistant Manager shall be either a roster player (determine after the draft) or a "volunteer only". The assignment shall be a seasonable position. A non-playing Assistant Manager must still complete and submit a D4S application and waiver prior to taking the position. The Assistant Manager cannot act in any other position other than a "coaching" capacity or a Managing capacity in the absence of the Manager. The Assistant Manager can only address a call with umpires while in the capacity of Manager. Assistant Managers may tend to the following items if necessary:
    a. All regular manager duties in absence of the regular manager.
    b. Acquisition of substitute players if needed in order for the playing manager to warm up.
    c. Managing a coach's box.

2.4 – NON-PLAYING MANAGERS

A. Any "Volunteer" or "Sub" who is qualified to be manage (see 2.1 above) may indicate on his application each season that he wants to be a "Manager".

B. A person selected as a non-playing Manager shall not play in the field not bat for his team.

C. A person selected as a non-playing Manager shall not be a substitute for any team.

D. A person selected as a non-playing Manager shall not be a Replacement Player.

SECTION 3 – DRAFTING OF TEAMS

3.1 – THE DRAFT

A. The draft is the method used to select players for the teams.

B. The players entering the draft must have either played in D4S. Division 3, Division 4 North or Division 5 in their last active season; or completed an evaluation session in which they were rated as a Division 4 player; or have played in Neighborhood Divisions 3, 4 or 5 in their last active season.

C. Only Directors, Managers or other individuals invited by the Board may attend the Draft.

D. Prior to the draft date, the Board shall provide the managers with a list indicating the order of selection for the first round (reverse order for the second round) as well as the round in which each playing manager shall select himself.

E. The Draft shall be conducting in a "snake" or "serpentine" order with the even rounds going in the opposite order of the odd rounds, other than the last odd round (usually the 11th round) in which the order may be reselected at the discretion of the Board.

F. Prior to the Draft date, the Board shall provide the managers with a list of available applicants including each applicant's name, age, preferred playing position and past batting records.

G. Managers SHOULD PLAN ON ATTENDING the Draft and be prepared to make their selections. Attendance at the draft will be one of the criteria for selections of Managers each season.

H. Directors shall not discuss specific player abilities during the Draft process.

I. The draft list may include D4s players, newly evaluated players as well as players from Division 4 North, Division 3 or Division 5 who have not been previously selected to play in another recreational league.

J. Players drafted in rounds one and two shall be classified as "A" players. Players selected in rounds three, four, five or six, shall be classified as "B" players and players selected in subsequent rounds shall be classified as "C" players.

K. Players who are eligible for the draft but not drafted shall be classified as "C" or "D" players.

L. Players may be subsequently reclassified at the discretion of the Board at any time during the season.

M. Each manager shall identify one of his draft choices as the teams "Designated Pitcher" at the end of the last round of the Draft.

SECTION 4 – PLAYER QUALIFICATIONS

4.1 - PLAYERS

A. Players shall be residents in the The Villages.
B. Players must be at least 50 years of age during the calendar year when eligible to play.
C. Players must sign a release form before being eligible to practice or play.
D. New players must have attended three official evaluation sessions and received a Division 4 rating and must have attended a D4S evaluation by members of the Board.
E. Players must sign up for D4S during the posted enrollment period on order to be drafted.
F. Players must sign up for D4S in order to be a substitute in D4S.
G. For their initial season, newly evaluated players rated as Division 4 may participate in D4S as either roster players or substitutes. After their first season, players may register in D4S or as either a roster player or substitute at their discretion.

H. Players who are not drafted in D4S have the option to stay in D4S as substitutes (or possible replacement players) or may opt to enroll to be eligible for the Division 5 Draft.
I. Division 4 players who sign up for the Division 3 Draft and who are not drafted in the Division 3 Draft may return to the D4S draft pool.
J. Any player who is currently signed up in aRecreation division other than D4S may not be included in the D4S draft pool (other than players applicable in 4.I above who are eligible to be in the Draft pool).
K. Any player who participates in any Recreation League other than D4S or Division 4 South may not play in D4S.
L. Players in Division 4 North may participate as substitutes in D4S games if they follow procedures defined below (Section 6 – SUBSTITUTE PLAYERS).

SECTION 5 – PLAYER RESPONSIBILTIES

5.1 – GAMES

A. Players should be present and report to their Manager 45 minutes prior to their game start time.

B. No player on the team roster whose name is not on the official lineup shall be allowed to play in the scheduled game (other than an injury substitute situation).

5.2 – PLAYER PARTICIPATION REQUIREMENTS

A. A player shall not start a game knowing that they cannot finish that game due to other commitments.

B. Players must participate in at least 70 percent of their team's games in order to be eligible for tournament play and for the next season in which they wish to participate.

C. Roster players who do not meet the 70 percent rule minimum without receiving a "Leave of Absense" may be suspended from playing or substituting for the remainder of the season.

D. If a player does not meet the 70 percent of games attendance requirement after the 14th game of the season, the player may be suspended from playing or substituting for the remainder of the season, plus the immediate following season.

E. Items 5.2.A, 5.2.B, 5.2.C and 5.2.D do not apply to players who are injured or have other justifications considered valid by the Board (including, but not exclusive to submitting a "Leave of Absence").

5.3 – LEAVE OF ABSENCE

A. Roster players must request a "Leave of Absence" as a result of injury, illness or family emergency when they expect to miss four or more consecutive games OR the remainder of the season.

B. The request for a "Leave of Absence" must be in writing and submitted to the Manager or a Director.

C. A Manager may select a player within two games (prior to the third game) from the replacement player pool for any player lost for the remainder of the season. If the Manager fails to select a replacement player prior to the third game, a replacement player will be assigned by the Board at their discretion.

D. If a player's request for a "Leave of Absense" is not approved by the Board, the player shall forfeit their playing privileges for the rest of the season.

E. A player who is granted a "Leave of Absense" may return during the season when able to return. If the player is also a Manager they can return to only their team if a spot is available and is selected for his own team. A player's classification (A, B or C) will be considered by the Board for this "return" decision (see 5.4.B, 5.4.C, 5.4.D and 5.4.E below). A Manager can never substitute against his own team.

5.4 – REPLACEMENT PLAYERS

A. Replacements shall only be made for players submitting a "Leave of Absense" for their manager indicating they will not be returning for the remainder of the season.

B. After Board approval to fill a roster position, the Manager may select a player from the Replacement Player Pool which is comprised of various classifications of players.

C. Replacements for roster players with a "A" rating shall be by players with the same or later round draft round number as the player being replaced.

D. Replacements for roster players with a "B" rating shall be replaced by players with "B" or "C" ratings.

E. Replacements for roster players with a "C" rating shall be replaced by players with "C" or "D" ratings.

F. Replacements for roster players with a "D" rating shall be replaced by players with "D" ratings.

G. If a team loses enough players to "Leave of Absense" conditions to reduce its roster to ten player, the Manager must select a player(s) from the Replacement Player Pool to make the roster a minimal size of eleven players.

H. If a certified pitcher replacement is required and there are none available, the Board will decide on the steps to replace the pitcher needing replacement.

I. No replacement players will be assigned during the last four games of the regular season. Substitute players will be assigned to replace any players needed in the final four games of the season.

6. SUBSTITUTE PLAYERS

6.1 - CLASSIFICATION OF SUBSTITUTE PLAYERS

A. D4S players who are not involved in a game for their assigned team may substitute for another team.

B. Eligible players for substitution may come from other team's rosters or a substitution list maintained by the Board of non-roster players.

C. Potential substitute players will be ranked ("classified") as "A", "B", "C" or "D" as predetermined by one of two methods. Either 1) Evaluated by Board members or 2) Classified by the position they were drafted in. Note: The Board may reclassify players at any given point if deemed necessary.

D. Needs for substitutions will be ranked automatically for available players.

E. The system will inform players and Managers via email about assignments the day before the game (after 12pm) and Managers can enter lineups after that time.

6.2 - PROCESS TO BE A SUBSTITUTE PLAYER

A. Sign up in the D4S website under "Subbing".

B. Players must select the time(s) they are available to play (up to seven days ahead). The opportunity to sign up to substitute closes at noon the day before the scheduled game(s). Note: Roster players who are already playing will automatically be prevented from being selected during their team's game.

6.3 - MANAGER REQUESTING SUBSTITUTE PLAYER(S)

A. Managers will determine the need for substitutes at any time.

B. Managers will log into the D4S website for substitutions and choose Manager options. Entering the players needing substitutions by choosing the game(s) the player(s) will miss and which player(s) will miss the game.

C. Substitutes who do not attend games they are selected to substitute in may be subject to being prevented from substituting in the future.

7. WEATHER

7.1 – WEATHER CONDITION RULES

A. If the heat index rises to 104 degrees, no games will start and ongoing games will be suspended. If a game has completed 5 innings (or 4 1/2 innings with the home team ahead), it will be declared an official game. If a game is suspended before reaching this threshold, the Board will make every effort to reschedule it from the point it was suspended. If suspended games cannot be rescheduled, they will not count in the standings, but individual statistics will be included.

B. No game will start if the temperature is 45 degrees or below.

C. Games will not start if there is lightning and thunder in close proximity to the fields. The Board will determine any initial waiting period. If these conditions occur during a game, play will be halted, participants and fans must seek shelter, and a

20-minute waiting period will begin. If conditions do not improve after 20 minutes, the game will be suspended under the standard suspended game rules.

D. Wind: In the event of excessive wind, the Board may instruct umpires to call only strikes and eliminate calling balls.

E. The Board will make all final weather-related decisions. The safety of our players, volunteers, and fans is always the top priority.

8. BOARD OFFICERS/POSITIONS

- Commissioner (Incumbent: John Calise)

- Serves as tiebreaker authority.
- Assigns duties to all Board members.
- Acts as liaison with the Recreation Department and all other softball divisions in The Villages.
- Schedules Board meetings and sets agendas.
- Ensures Board members fulfill their assigned responsibilities in a timely manner.
- Oversees the draft, special events, player evaluations, and all managers.

- Deputy Commissioner (Incumbent: Gary Maurer)

- Assumes Commissioner responsibilities in the Commissioner's absence.
- Leads the technology team, overseeing the website, databases, software programs, support systems, and video recordings.
- Attends all Board meetings and fulfills field and game-day duties as needed.

- Treasurer (Incumbent: Chuck Gilpin)

- Manages and maintains all league finances.
- Serves on the technology team under the direction of the Deputy Commissioner.
- Attends all Board meetings and fulfills field and game-day duties as needed.

- Technology Coordinator (Incumbent: Dave Gordon)

- Assumes Deputy Commissioner responsibilities in the Deputy Commissioner's absence.
- Serves as second-in-command for the technology team, assisting with all league technical needs.
- Attends all Board meetings and fulfills field and game-day duties as needed.

- Umpires and Scorekeepers Coordinators (Incumbents: John Weaver (special exemption as Director and Manager) and Jon Lurie)

- Manage assignments, training, communication, and ratings for all umpires and scorekeepers.
- Oversee league rules and procedures, updating them as necessary with Board approval.
- Attend all Board meetings and fulfill field and game-day duties as needed.

- Field Coordinator (Incumbent: Dave Falzon)

- Oversees field conditions, field opening/closing, and setup of all required equipment and paperwork for games.
- Manages the substitute table.
- Attends all Board meetings and fulfills field and game-day duties as needed.